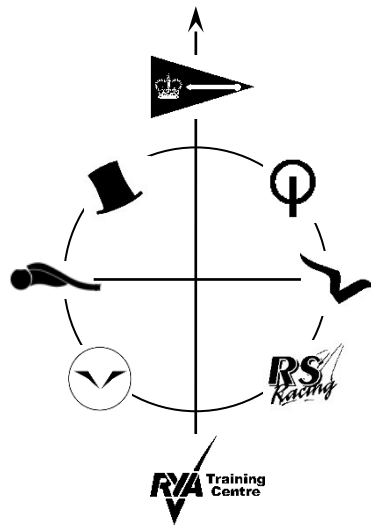




# Royal Dart Yacht Club

## RYA Recognised Training Centre Operating Procedures Manual





## Record of Reading

To all Instructors and Helpers:

Please read this manual before the season commences. A hard copy is kept in the Junior Sailing Locker (Cupboard in Sailing Office) and an electronic copy is accessible via the RDYC website and members smart cloud account. Any questions, queries or suggestions should be directed to me in the first instance.

Mark Green

RDYC RYA Recognised Training Centre Principal

1 Mar 2024



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## 1. Revision Record

Change	Description of Significant Change	Date
0	New edition of Junior Sailing Operating Procedures Manual	1 Mar 06
1	Sailing areas; cold water policy	20 Mar 07
2	Dealing with Accidents & Emergencies	7 Jun 09
3	Risk Assessment Additions	7 Jun 09
4	Re-write of 2006 edition. Sailing Areas; Anti-Discrimination Policy; Disposal of Risk Assessments; delete BRNC boats & Sandquay; VHF and Ch 16	1 May 11
5	Merge of 2011 re-write with original 2006 + amendments.	14 Apr 12
6	Inclusion of RS Tera and amendment to reflect all stages must wear wetsuits	2 Apr 13
7	Amendments re Tera storage/Risk Assessments	24 Apr 14
8	Addition of Racing Risk Assessment	14 Aug 14
9	Scope extended to cover procedures for all RYA on-the-water training activities	14 May 15
10	Addition of Seascape Risk Assessment	25 Apr 20
11	General Update	1 Apr 22
12	Update on requirement for safety boats to cover keelboat ops (para 8.e.ii); inclusion of Junior Sailing Guide - Annex G	23 May 22
13	Amendment of training areas, on-water emerg procedures	1 Aug 22
14	Governance and supervision of Recreational Sailing	1 Jan 23
15	<b>Safety, Safeguarding and Environmental Policy inclusion</b>	<b>1 Mar 24</b>

### Distribution

Hardcopy Master: Junior Sailing Cupboard in Sailing Office  
Softcopy 1: Principal  
Softcopy 2: Administrator

Electronic copies (pdf) made available to all RDYC Officers and Helpers via RDYC website and members smart cloud account.



## 2. Introduction

The Operating Procedures Manual (OPM) provides information on the running of Royal Yachting Association (RYA) Training Activities at the Royal Dart Yacht Club (RDYC). The RDYC is an RYA Recognised Training Centre (RTC) (RYA ref number - 8100985) for various dinghy, keelboat, powerboat and theory courses. Certified courses are listed on framed certificates hanging in the Club Bar Room.

The RTC exists to:

- operate as a RYA recognised training centre;
- provide and operate a governance framework to support and protect children and staff/volunteers/helpers;
- operate a risk management system to support RTC activities;
- train and accredit assistant instructors and instructors; and
- offer powerboat instruction to volunteers/helpers.

The RTC provides sailing opportunities to young people as follow:

- Pre-season taster session;
- 12x Saturday morning junior sailing sessions;
- 'Points series' sailing; and
- 'Falling Leaves' sailing

As an RTC, we are part of the RYA and can fully utilise all available RYA services and advice from safety management to planning and safeguarding. RYA recognition means that our volunteers and 'customers' know that the centre has passed the high standards of the annual inspection, including safety checks.

This OPM is designed as a reference source to assist those involved in running Training events and delivering training on the water. It focuses on organisation, risk management, safety and emergency procedures and explains how the risks are to be managed. Specifically, the OPM applies to formal RYA-based training events, although it may also be applied to other events where deemed appropriate at the discretion of the RTC Principal.

All instructors and helpers involved in running RTC Training Activities at the Club must read and sign that they have read the OPM each season.

## 3. Policy Statements

### a. RTC Safety Policy Statement

As a youth-oriented training centre that organizes and runs activities involving young people, the RTC is committed to the safeguarding and protection of children. In addition, it will strive to ensure that as far as reasonably practicable the safety, health and welfare of all instructors, volunteers, course participants, and members of the public who may be affected by the Club's activities. We do this by following best practice in managing the risks to be as low as reasonably practicable.

In this regard, it is the duty of RTC Principal and Senior Instructors to encourage and assist the development of a safety culture and to endeavour to ensure that established rules and safe working practices are always followed. The RTC Principal shall delegate responsibilities and ensure that Senior Instructors and Instructors receive the necessary information and



training to enable them to discharge their safety related responsibilities. A record shall be kept by RTC Principal of all information and training provided.

The RTC Principal and Senior Instructors shall be responsible for the proactive identification of hazards at the RTC. The reviewed assessments of hazards identified during regular safety inspections shall be notified to the General Committee by the RTC Principal.

They are also responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities include general supervision and ensuring that their instructors are familiar with safe methods of work.

In addition, the RTC Principal shall undertake periodic “self-inspection” safety audits and shall ensure that Instructor training in safety and use of protective equipment and gear is carried out on an ongoing basis.

It is the duty of RTC Principal, Senior Instructors and Sailing Instructors to ensure as far as is practicable that:

- Training course participants are familiar with emergency routines.
- Those authorised to use powered craft are appropriately trained and should have appropriate certification.
- Hazards (such as damaged boat fittings, fuel spillages or pontoon trip hazards) in the areas occupied by staff or trainees are eliminated as quickly as possible after they occur.
- All incidents, accidents and near misses are reported in writing using standard form through the RTC administrator ensuring that any necessary follow up action is taken without delay.

#### **b. Safeguarding Policy and Code of Conduct for RDYC RYA RTC**

***All on the water activity should be safe and fun for everyone. We all have a responsibility to role model positive behaviour and feel able to call out poor or inappropriate behaviour and empower others to do the same.***

The RTC is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. The RTC recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

The RTC is committed to providing a culture which is safe, welcoming and inclusive for everyone who wishes to take part in our activities. It is for this reason a safeguarding policy has been developed at Annex A and we have established a code of conduct, which details the standards of behaviour that we expect from everyone participating in our activities and competitions.

#### **Code of Conduct**

As a member/participant/volunteer/staff member of the RTC we expect all to:

- Respect the rights, dignity and worth of every person and treat everyone with appropriate consideration;
- Celebrate diversity in all its forms;
- Do not discriminate against anyone based on any protected characteristics;



- Always act with integrity;
- Do not behave in any way which causes offense or harm to others;
- Report poor behaviour or conduct to the Principle, a senior instructor and or official of RDYC;
- Do not use inappropriate language and always be mindful of banter and how words can also cause harm to others; and
- Respect, Protect and Enjoy our waters by signing up to the Green Blue Boating Pledge

As a member of the RTC you should expect:

- To be treated with respect by everyone
- An environment which is free from discrimination, harassment and victimisation
- Safe spaces and opportunities where you can report any concerns and know they will be investigated in accordance with the RTC OPM;
- To enjoy your sailing and boating however you wish to undertake it.

#### c. **RTC Environmental Protection – The Green Blue Pledge**



The RTC can play an important role in raising awareness and educating both younger (and older) Dart River boat users in the best practice that can be adopted to protect our marine and inland waters to safeguard the wildlife and habitats with which we share our boating environment.

Consequently, the RTC is supporting The Green Blue joint environmental awareness programme created by the RYA and British Marine. The Green Blue pledge is for anyone who enjoys getting out onto the water in a more environmentally sustainable way and wishes to Respect, Protect and enjoy our inland and marine waters, wildlife and habitats.

At the core of the programme, the three basic tenants that are relevant to the RTC activities are:

- **Respect:** Minimise noise; minimise wash; keep to speed limits.
- **Protect:** don't throw anything overboard; keep hull and equipment clean; take care when handling fuel; use eco-friendly cleaning products.
- **Enjoy:** observe wildlife from a distance; enjoy our amazing local waters whilst safeguarding wildlife and habitats.

The RTC Principle and Senior instructors and volunteers will be encouraged to highlight the RTC initiative to support the Green Blue programme with trainees through informal education and discussion Identifying and raising awareness of key environmental issues.

#### d. **Photographic Policy**

Junior Sailing activities take place in a public space (on the river) where we cannot control photography by members of the public or parents. Consent is obtained from parents for the taking of photographs and its use in club publicity (website, magazine, social media, and promotional material) but is normally confined to group or distant shots. In the event of a close-up clearly identifying an individual, individual consent from the subject will be sought.





### e. Parental Responsibility

Parents or guardians are expected to accompany their child/children to and from training sessions. Such responsibility can be delegated to a friend or associate by the parent or guardian.

### f. Allocation of Training Places Policy

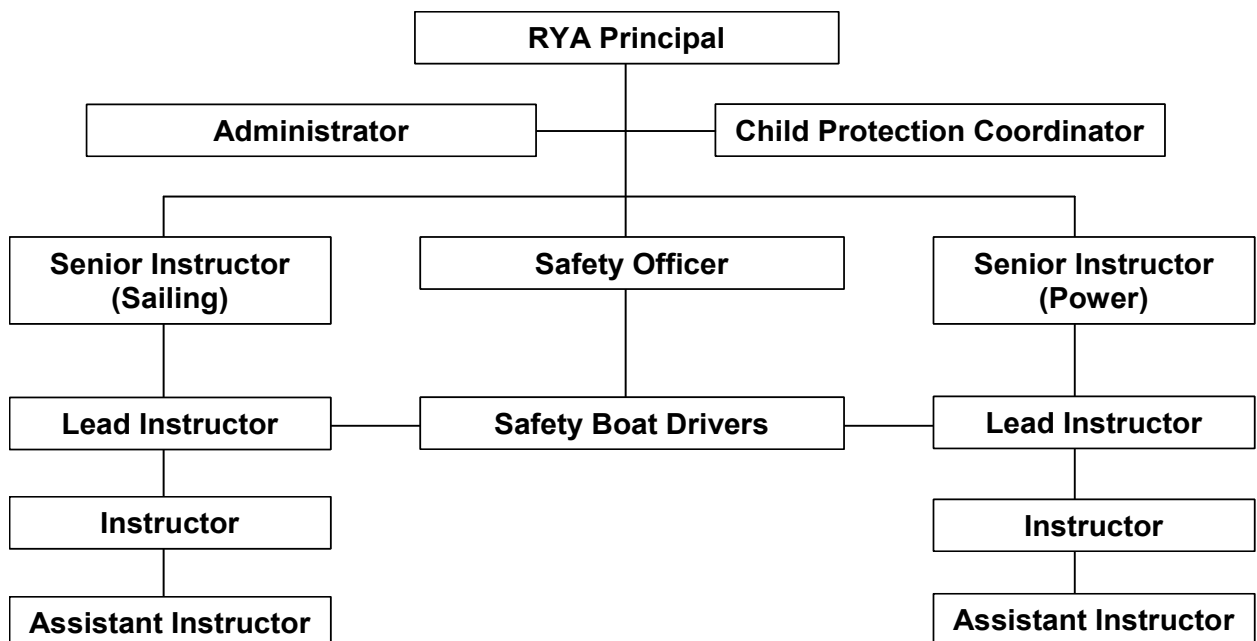
Applications for training places are usually oversubscribed. In these circumstances, priority shall be accorded to:

- Junior RDYC Members;
- RDYC Members' children;
- RDYC Members' grandchildren;
- existing Junior Sailors from the previous course;
- siblings of existing enrolled children;
- date of application;
- children living locally;
- Children/grandchildren of instructors and/or helpers.

RDYC would like to offer facilities for disabled trainees but buildings are old and were not designed with appropriate facilities. Regrettably disabled trainees cannot be accommodated at present consequently the RTC will support interested parties through introduction to the local RYA Dart Sailability Centre.

## 4. Organisation

The RTC Organisation is illustrated below. Detailed job descriptions are contained in Appendix B.



### a. Lead staff for the 2024 season are as follows:

RTC Principal: Mark Green



**RDYC Welfare Officer: Dawn Ravenhill (Note Liz Tier is assistant and will attend sailing activities)**

Administrator: Suzanne Huddart  
Senior Instructor (Dinghy): Edward Jones  
Senior Instructor (Keel Boat): Kit Noble  
Senior Instructor (Power): Colin Bower  
Safety Officer: Colin Bower

#### **b. Instructor to Pupil & Boat Ratios**

These are laid down by the RYA in the Recognition Guidance Notes:

Single Handed Dinghies:	1 Instructor for up to 6 boats
Crewed Dinghies:	1 Instructor on board for up to 3 beginners 1 Instructor for up to 9 pupils but maximum of 6 boats
Keelboats:	1 Instructor for up to 4 pupils if on board 1 Instructor for up to 9 pupils if not on board
Powerboats:	1 Instructor for up to 3 pupils
Safety Boat:	1 Instructor for up to 6 pupils, if 2 boats

Assistant Instructors are included but need to operate under the supervision of a Senior Instructor.

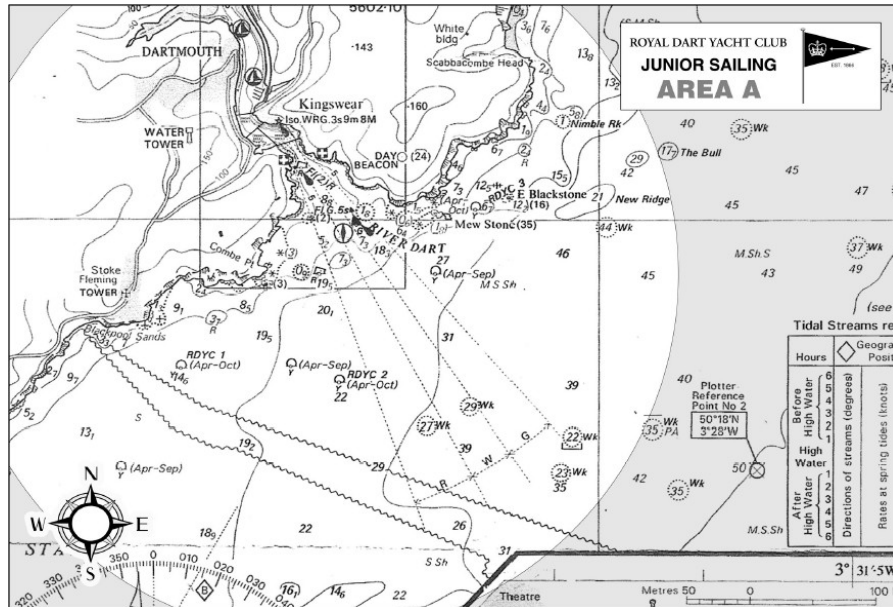
#### **c. Helpers for Junior Sailing events**

Junior Sailing relies upon the support of many Helpers, who assume a variety of roles and have a range of qualifications, which are document in the Helpers' File. The season begins with a pre-season meeting between the JS Organisers, RYA Principal, Senior Instructors and the Safety Officer. This establishes the priorities and changes to be adopted for the coming season. All helpers, including occasional helpers, whether helping for a single session or multiple sessions, are asked to read this RTC OPM and sign for having done so, recorded in the Helpers' File.

### **5. Operating Areas**

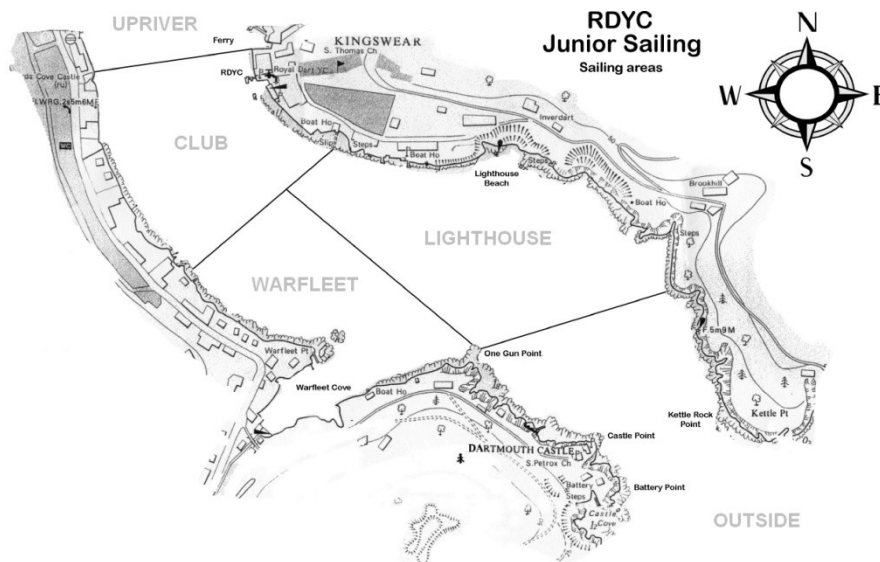
Routine training is limited to within 3 nautical miles of RDYC with the following operating areas are available for sail and powerboat training:

#### **a. Training Area "A"**



Training Area “A” covers the area that may be used for RYA Training from the RDYC RTC with limited to no further than 3 nautical miles seaward of RDYC. This equates to 1.5nm beyond the Homestone Buoy.

**b. Training Area “B”**



Training Area “B” illustrates the most frequently used dinghy teaching area from RDYC and is the normal domain of Junior Sailing on Saturday mornings. Relative beginners would not normally go out beyond the castles unless water and weather conditions were particularly benign. Area “B” is further delineated by us for reference as: “Upriver”, “Club”, Warfleet”, “Lighthouse” and “Range/ Outside”.



**Lower Ferry Transit.** To access **UPRIVER**, '**CONTROL**' or a Safety Boat should make a call to the ferries on VHF ch11 – callsign '**Lower Ferry**', letting them know that there is a small fleet of sailing dinghies crossing at a suitable time (I.e. just after the ferry arrives at the Kingswear slip). This will ensure that they are aware, without impacting their operations, and will give the fleet ample time to get everyone safely across the slip.

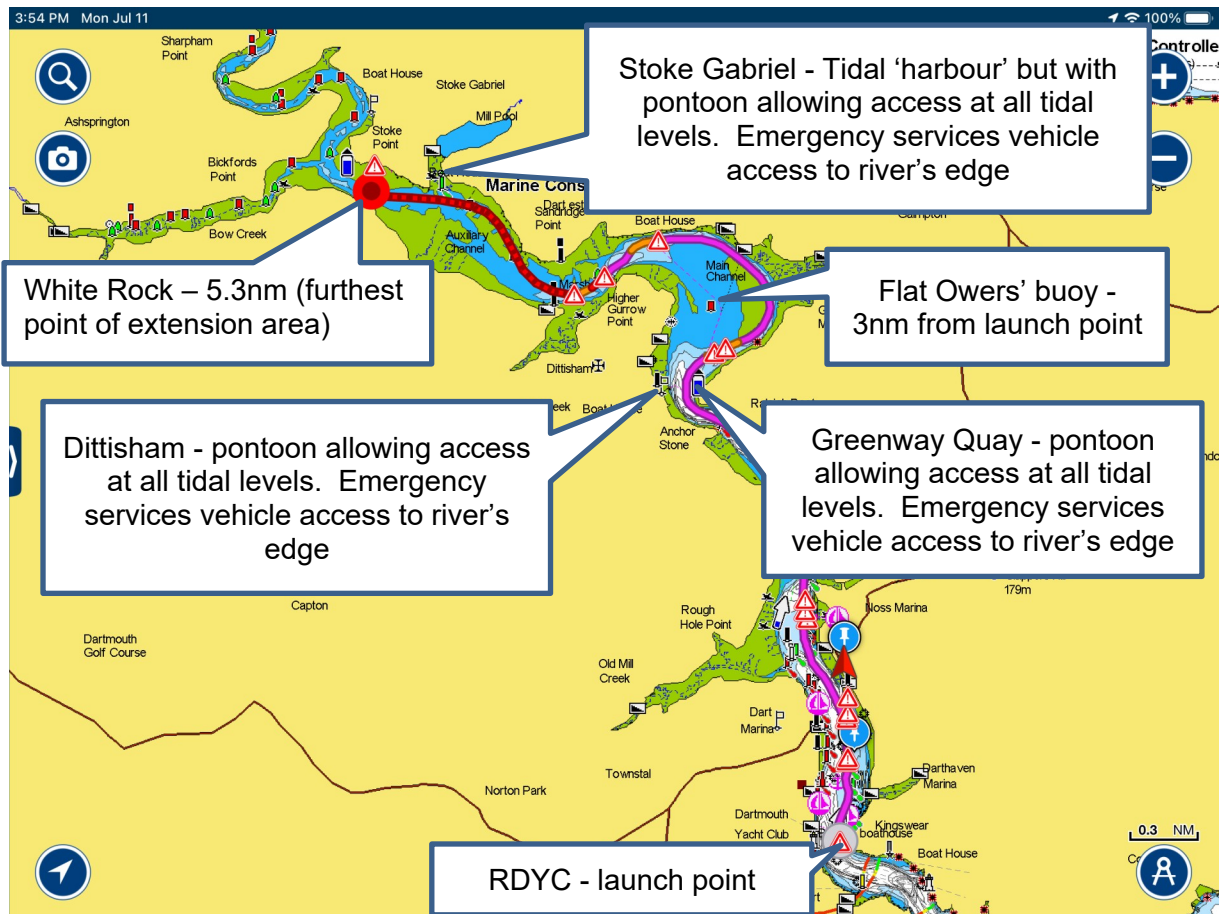
### **c. Training Area 'C'**

As part of the annual Junior Sailing Week which starts early August for 5 days, approval needs to be gained from RYA on an annual basis to an operating area extension upstream in the River Dart. This extension allows the junior sailors to put into practice all the sailing competencies learnt during the week. It is also the social highlight of the week as it combines the sailing skills with a shore BBQ/picnic allowing the junior sailors to develop important social and interpersonal characteristics. The extension is to the area beyond the Flat Owers Buoy off Dittisham and up to White Rock at the end of the Middle Back Shoal area beyond Stoke Gabriel.

Given the distance from the support of the RTC's base, the additional safety equipment/measures include:

- VHF to coast guard services available throughout the extended area although contact with RDYC Club House (launch point) not possible due to terrain.
- Mobile phones will be carried by safety crews.
- Emergency services and other support can be accessed from Stoke Gabriel (approx final point of extension area), Galmpton and Dittisham (mid-point of route). Extension area supported by Dart Harbour and Navigation Authority River staff and RNLI.
- Food, water and additional provisions will be carried by support boat.
- Additional support staff and vessels to carry picnic items etc allowing safety crews to concentrate of core safety aspects.

### **Training Area C''**



**d. Advanced Groups**

Experienced sailors may use all areas, subject to weather conditions, at the discretion of the Senior Instructor on a given day. When going to seaward of the normal teaching area, i.e. beyond the castles, a minimum of one fully equipped Safety Boat (as per RYA Powerboat Checklist) with qualified helm must be exclusively assigned to such a group.

**e. Powerboat Instruction**

Powerboat instruction may take place in any area covered by Areas "A" and "B" depending upon weather conditions at the discretion of the Senior Powerboat Instructor.

**f. Operating Hours**

No training shall take place on the water during the hours of darkness.



## 6. Risk Assessment

### a. Responsibility

The RTC has a responsibility to ensure *so far as is reasonably practicable*, the health and safety of students, helpers and of other persons who may be affected by our activities. The RTC will carry out suitable and sufficient risk assessments of the risks to health and safety of our on-the-water Training.

Classroom Training is covered by RDYC's procedures applicable to the premises.

### b. Risk assessment of key areas and activities

The following key areas and activities have been assessed for hazards and risk of injury:

Risk Assessment Number	Area and/or Activity - Owner
RTCRA-01	Bosun's Locker – Gareth Myles
RTCRA-02	Bridge, Steps, Main Pontoon, Topper and Tera Racks – Gareth Myles
RTCRA-03	Clubhouse and Terrace - Colin Bower
RTCRA-04	Dinghy Pontoon ("Moody Island") Gareth Myles
RTCRA-05	Safety boats - Colin Bower
RTCRA-06	Sailing - Ed Jones
RTCRA-07	Slipway and Beach - Ed Jones
RTCRA-08	Keelboat sailing - Kit Noble
RTCRA-09	Capsize drill - Ed Jones
RTCRA-10	Rowing Instruction - Ed Jones
RTCRA-11	Racing - Ed Jones
RTCRA-12	Keelboat Sailing - Seascape/ Kit Noble

Completed Risk Assessment Forms for each area and activity are attached in the Appendix. The main hazards and appropriate controls for each area are summarised below:

### c. Bosun's Locker

The Bosun's Locker is a Club facility used for the storage of club members' outboard engines as well as the dinghy spars, foils and sails used for practical training events. The Locker is a relatively confined space and can appear very dark in contrast to a bright sunny day outside. The main hazards are from lifting spars, falling spars, sharp objects (members' engines, etc.), and tripping or falling over in the dark. For Junior Sailing, access to the Locker must be supervised by an adult and the number of Juniors allowed access must be restricted to a maximum of four at a time. The door should be propped open with the light on.

### d. Bridge, Steps, Main Pontoon, Topper & Tera Racks

The Bridge and Steps give access from the Club terrace to the main pontoon. During a Junior Sailing training session, no participant should proceed onto the Bridge and beyond without a buoyancy aid or lifejacket. The steps and pontoon can be slippery if wet, especially at low water. The rings, which slide up the piles, can trap hands, and ropes, boats and



mooring cleats can trip. Boats moored to the pontoon can trap limbs. Launching and recovering Toppers and Teras should be adult-supervised at Junior Sailing events and there should be at least two persons lifting per boat. If spars and foils have to be carried between the pontoon and the Bosun's Locker, they must be carried horizontally to avoid snagging on the overhead power cable between Club and pontoon. A safety boat must be attendance when the pontoon is being used by Juniors.

**e. Club House, Terrace and occasional storage of hulls**

Generally, a safe environment but trips and slips on stairs and in changing rooms are always a possibility. Launching and recovering Teras and Toppers during Junior Sailing should be adult-supervised and there should be at least two persons per boat, using the Tera launching trolleys if using the slipway. Juniors Sailors need to be particularly reminded of their responsibility for the state of the changing rooms, that the Club Galley is out of bounds, that the terrace wall must not be climbed on and that there should be no running.

**f. Dinghy Pontoon (“Moody Island”)**

The dinghy pontoon is only accessible by boat, is timber decked, does not have guardrails, can be slippery when wet and tends to tilt if overloaded with people in the same place. Boats mooring alongside can ride up on to the pontoon presenting crush hazard to feet, limbs, etc. Joins between the pontoons present a trip hazard and need caution when crossing. Ringbolts, cleats and ropes present trip hazards and the timber in the decking and dinghy supports may produce splinters. A safety boat must be in attendance when the pontoon is being used (this is normally provided by the boat providing the transport). Buoyancy aids/lifejackets must be worn at all times by Junior Sailors. Lifting and moving of boats during Junior Sailing must be supervised and assisted by adults.

**g. Safety Boats, Patrol Boats and Coach Boats**

All powerboats present a particular hazard due to potential serious injury from propellers and loss of control by the driver. Buoyancy aids/lifejackets must be worn at all times. When students are in any powerboat, they must be briefed by the cox'n on the particular hazards and safety features applicable to that boat. They must be made aware that hands must be kept inside the vessel when coming alongside pontoons and other boats, especially in windy weather and choppy conditions. Students should never be allowed to dangle legs over the side of a powerboat underway. Fuelling of boats must not take place during an on-the-water sailing session.

RDYC powerboats shall only be driven by persons with a minimum RYA Powerboat 2 qualification and who have passed a familiarization test specific to that vessel. Where the boat is being used as a designated Safety Boat, the driver should hold an RYA Safety Boat Certificate unless the person is being instructed as part of an RYA Safety Boat training course.

In order to prepare for the experience/qualified crew member on a powerboat becoming incapacitated, all crew are to make themselves familiar with the on-water emergency procedures detailed in Annex H.

**h. Sailing**

There are many potential hazards associated with sailing, but the incidence of serious injury has statistically been kept low relative to other sports due to the application of prudent procedures developed over the years, e.g. use of buoyancy aids, well maintained sailing boats, qualified instructors, and the attendance of suitably equipped safety boats. Sailing in the river Dart can be particularly challenging; tidal currents in the sailing area are strong and patterns complicated. The wind often comes in strong gusts from various directions and can



capsize boats with very little warning. In addition, at the beginning of the sailing season, the water temperature is considerably less than 15°C. Immersion without suitable clothing should therefore be avoided. As a guideline, if the risk of capsize is high and the water temperature is less than 15°C, all students should wear wetsuits. This is especially important for young children who carry little fat. In the event of immersion in water less than 15°C, if a wetsuit or drysuit is not being worn, regardless of age or experience, safety boats should seek to recover as promptly as possible, preferably within a few minutes but subject to not rushing and introducing other hazards.

In general, the sailing area is often busy with traffic coming in and out of the estuary, especially at weekends in the summer months. Students should be encouraged to always keep a good look out and to take early action to avoid risk of collision, irrespective of technical 'rights of way'. Students must especially understand the lack of manoeuvrability of the ferries. They need to know the state of the tide and the likely wind effects on the day.

The sailing area contains many moored vessels. To avoid the risk of collision, students should keep clear sufficiently to allow for a helming error or an unexpected gust. Sailing inside the line of trots is too tricky for beginners other than the openings to access 'Moody Island'.

#### **i. Slipway and Beach**

The foreshore is potentially dangerous at low water with slippery rocks, debris, broken glass, etc., and the public slipway is a slip hazard when wet. Lifejackets and suitable footwear must be worn at all times for Junior Sailors when launching and recovering boats. Lifting and moving of boats by Junior Sailors must be supervised and assisted by adults.

#### **j. Capsize Drill**

Capsize drills must take place under controlled conditions. A dedicated Safety Boat must be in attendance. For Junior Sailing, especially for the young beginners, this is best left until the water warms up. Neap tides or slack water are to be preferred. Keep well away from the main fairway.

#### **k. Rowing Instruction**

Not actually part of our RYA training programme but occasionally practised at Junior Sailing training events as an introduction to a general seamanship skill. Although rowing instruction is relatively free from hazards, the Safety Boats need to be made aware that it is taking place.

#### **l. Racing**

In addition to normal sailing risks, a dedicated Racing Safety Officer will oversee safety issues on the day of the race. The Harbour Master will be informed of racing events. The ratios given in 4(a) do not apply.

#### **m. Keelboat Sailing – Seascope 18**

The Seascope is a Category C Inshore rated keelboat, maximum crew of 4. A very stable, maneuverable and powerful sailing boat with a lifting keel and an outboard engine. The engine, which is stored in the cabin, must be deployed, started and stopped by an adult. No refueling on board, except in an emergency. Operation of the lifting keel can only be undertaken by an adult. A crib sheet, giving more detailed operating instructions, has been produced and is located by the cockpit hatch.





#### **n. Rules for Junior Sailing Students**

In addition to routine briefings on the various hazards associated with Junior Sailing, a leaflet entitled “**Junior Student Information**” is issued to all students on the first day of training. They will be reminded that any breach of these rules may result in removal from the course either for that day, or for more fundamental breaches, removal from the remaining days of training. Students will also have signed an application form stating that they agree to follow any instruction from Instructors, Safety Boat skippers or other persons supervising training.

#### **o. Protective Clothing and Buoyancy Aids**

Whilst an on-the-water training session is in progress, students, instructors and helpers must wear buoyancy aids whilst on the Bridge, Steps, Main and Dinghy Pontoons and when sailing. Students and Helpers must supply their own protective clothing and buoyancy aids (to at least BS EN 393: 50N). It is the responsibility of individual helpers to ensure that their buoyancy aid is maintained and in good working order. Instructors should check the suitability for purpose and the correct wearing of aids by students in their care. A “Student Information” leaflet recommending appropriate clothing and equipment is sent to all Junior Sailing students before the season starts.

#### **p. Risk Assessment Review**

The Principal will conduct an annual review of the risks associated with on-the-water training events. In addition to the annual review, reassessment should take place under the following circumstances:

- A change in legislation.
- A change in control measures.
- Any significant change in sailing instruction techniques, safety boat procedures, new equipment and technology, etc.
- Any other reason to suspect that the original assessment is no longer valid or could be improved.
- Should an accident or incident occur.

#### **q. Retention and Disposal of Risk Assessments**

Risk assessments should be kept as an annex to the OPM and should only be kept for as long as they are current to avoid confusion. However, copies of risk assessments relating to an injury should be kept with the accident investigation papers for 6 years from the date of the incident, after which they may be destroyed. Where the incident occurs to a child or young person, the papers must be kept for 6 years after the 18<sup>th</sup> birthday of that child or young person.



## 7. Organisation of Training Sessions

### a. Powerboat Training

Powerboat training may take place at any time throughout the year as determined by the Senior Instructor (Power) or such qualified person engaged to carry out the training. Training must not proceed beyond the limits of Area “A”. The Principal should be informed of all training intentions, especially if Club resources are required.

### b. Junior Sailing Dinghy Training – Saturday morning Sessions

The core business of Junior Sailing is the Saturday morning training session. There are normally 12 sessions per season commencing in end April. The normal routine for the day is as follows:

Time	Event	Staff/Resources
0930	Club open for student sign-in.	Administration
0945	Safety Boat drivers and Helpers briefing.	SO and SI
0945	Student briefing.	Instructors
1000 to 1200	On-the-water instruction.	All
1300	All students to be signed-off.	Administration

### c. Junior Sailing Student Registration

All students are required to sign the Attendance Register at the beginning of each training session and to sign off again at the end of each training session. Parents and Guardians are reminded that the Club will have no responsibility for students outside normal hours. Junior Sailing staff are normally in attendance from 09.30 to 12.30/13.00. Supervision outside normal times must be by prior arrangement with the management of Junior Sailing.

### d. Decision to Sail

For any training session, the decision to sail rests with the Senior Instructor present. They will decide if training on the water will take place and any decision they make will stand. To support and record their assessment, the daily sailing briefing whiteboard is to be used and completed. The Senior Instructors assessment will include but not be limited by: instructional staff and student experience; wind speed; water temperature; waves/swell; tidal stream; visibility; density of river traffic and any predicted large ship movements.

### e. Junior Sailing Briefings

At the start of each training session, the Senior Instructor will provide instructors and helpers with relevant weather, tide or other important information for the day. Sailing areas for the different stages will be listed. The Safety Officer will brief the Safety and Patrol Boat crews. Instructors will brief all students on tides and winds for the day and any special hazards to be aware of. Instructors will make their own assessment of when and for whom reefing would be appropriate.

### f. End of Junior Sailing Session Routine

- i) Student responsibility



The return and stowage of boats and equipment are an important part of a training session and forms one of the tasks students must complete as part of their instruction. Students are responsible for helping with the return of boats and gear to the place from which they were taken at the start of the session. Instructors should supervise this, being mindful of the specific hazards outlined in the appropriate risk assessments.

ii) Overall responsibility

The Senior Instructor and the management of Junior Sailing on Saturday mornings, assisted by all instructors and helpers, are to ensure the Club, equipment and facilities are left in a neat and tidy state. The following is a useful checklist:

Equipment/ Area	Task
Club dinghies	Toppers returned to the Topper Rack, Fevas & Quests to the dinghy pontoon, and Teras to the Tera Rack. All to be securely lashed.
Bravo	Tied up correctly, Battery Off, Stern Gland Greased, Key Returned, Log completed.
Tango	Tied up correctly, Key and Kill Cord Returned. Log completed
Zulu	Tied up correctly, Key and Kill Cord Returned. Log completed
Rowing dinghies	Tied up correctly, Baled Out, Oars Returned
VHF radios	Returned to sailing office, and placed in charging stands
Bosun's Locker	Spars/Foils returned to Bosuns Locker, door shut.
Sailing Office	Locked with Alarm Set
Signing in area	Clean and tidy
Galley	Clean and tidy – cups and mugs washed.
Changing Rooms	Clean and tidy
Lost property	Bagged and left in the Lost Property Locker

### g. Maintenance and Defect Reporting

Any damage to boats and equipment, including missing parts, torn sails, etc., must be reported to the management before the end of the session and recorded in the Maintenance and Defect Book in the Sailing Office. Similarly, any damage to Club property must be recorded.

The Maintenance and Defect Book is to remain in the Sailing Office and be accessible at all times.

### h. Pre-Season Taster Session for Junior Sailing

Prior to the first session of the season, a Taster Session may be held for new applicants. This does not strictly form part of an RYA training course but will nonetheless conform to these Operating Procedures.



## i. Recreational Sailing

Outside of the formal sailing instruction/tuition programme, the RDYC provides the opportunity for recreational sailing experiences. The Pre-Season Taster Session for Junior Sailing and Point Series are examples of recreational dinghy sailing which does not include any tuition. As not part of a formal tuition programme there is no requirement for a Senior Dinghy instructor to be present. However, the principles of supervision and safety requirements previously outlined in this Operating Procedures Manual apply i.e.

### i) Minimum Supervision Requirements

For any recreational sailing opportunity, the session is to be supervised by a qualified Dinghy instructor. The decision to sail rests with that individual who will decide if the conditions are suitable and appropriate for the event considering a range of factors including but not limited to: wind speed, water temperature, waves/swell, tidal stream, visibility and density of river traffic.

### ii) Participant Minimum Experience Level

To participate in recreational sailing, the participant needs appropriate level of skill and experience to sail. The minimum experience/qualification level is Dinghy Sailing Level 2. It must be stressed to the participants and their parents and guardians that no instruction is provided during the session and participants are expected to be self-sufficient in rigging/sailing the dinghy.

### iii) Recreational Sailing Registration

All participants are required to sign the Attendance Register at the beginning of each training session and to sign off again at the end of each training session.

### iv) Safety Boat Provision

There is to be a nominated Safety Officer for each recreational sailing session with a safety boat operated by a RYA safety boat qualified individual. These tasks can be performed by the same person. To support recreational sailing, one safety boat (manned by 2 people) is required for a maximum of 12 dinghies. However, if there are more than 6 dinghies, a patrol boat should be present to support the Safety Boat/Officer.

## 8. Safety

### a. Communications

VHF radio communication is very important for effective control of any training session. The minimum VHF radio requirement for any Junior Sailing session is:

**CONTROL** – A Senior Instructor in overall control of the session.

**PONTOON** – main link with the Administrator.

**[C/S (boat name)]** – Safety boat

**SHOREBASE – Administrator/registration volunteer on shore (i.e. adult volunteer)**

VHF radios are kept in the Sailing Office. Administrator/Registration Volunteer should be briefed on the use of VHF is not familiar (see instruction sheet in Sailing Officer or ask one of the instructors). Channel used is P4 or M2. Any VHF calls to the registration volunteer will have the call sign **SHOREBASE**. In addition to VHF communication, the **Administrator** should have access to a mobile phone.

**b. Radio Check and Radio Procedure**

At the start of a session, CONTROL will initiate a radio check with all stations to which all should respond.

**c. Safety Boats**

A Safety Boat is driven by an RYA certified Safety Boat Driver and equipped to the RYA standard (see RYA Training Checklists Appendix 13). Their primary job is rescue and they should not be diverted away from their allocated group/duty unless directed by the Safety Officer.

**i) Control of Safety Boats**

All Safety boats will be under the direction of the Safety Officer (designated CONTROL) who will normally be in Bravo and who will allocate patrol areas and/or specific tasks to each boat.

**ii) Qualifications**

Persons in charge of the Safety Boats should hold a Safety Boat qualification and also be on the Cub's authorised list if using one of its power boats

**iii) Manning**

All boats will have a minimum of two crew (driver and/or instructor included) and a maximum of three crew (four for Bravo) to avoid the risk of overloading when students are taken on board. At least one member of the crew should be prepared to go into the water and therefore should not be wearing an auto-inflate lifejacket.

**iv) Equipment**

Safety boats will be equipped to RYA standards and at least one member of the crew will be certified in First Aid and VHF. All VHF sets must be used under the supervision of someone with a VHF certificate.

**v) Kill Cords**

Those driving Safety or Patrol or Coach Boats equipped with a kill cord shall attach it to their person at all times. The kill cord should be attached around the leg or secured to the personal buoyancy of the helmsman. In either case it should not foul the steering or gear controls. The length of a single kill cord should not be extended: its purpose is to prevent the helmsman moving away from the normal operating position either intentionally or by accident.

**vi) Fuelling**

Fuelling operations should be completed before Junior Sailing sessions.

**vii) Period of duty**

Safety Boats will be in attendance before any Junior Sailing students are allowed on the pontoons and will remain on station until all sailing instruction afloat has finished and all students have returned to shore. This will normally be between the hours of 09.45am and 12.30pm. During this time, Safety Boat crews should try to avoid any activity (such as acting as a taxi), which would prevent them from being effectively on safety duty.

**viii) Maintenance**

Regular maintenance checks of all boats belonging to the Club will take place and any faults, repairs needed etc should be entered in the Maintenance and Defects Book. All boats will be inspected for seaworthiness/safety before each session.



#### ix) General Safety Advice

When a capsize is attended, assistance will only be given if requested by the dinghy crew or, if in the opinion of the Safety Boat crew, it is necessary. In the latter case, the Safety Boat crew have overriding authority (see also Sailing Risk Assessment). If rescue is to be made, the priority is always **PEOPLE FIRST**, Boats and Equipment second. When rescuing people from the water, the final approach should be made bow first with the engine in neutral and when recovering persons from the water, the engine should be stopped.

#### d. Patrol Boats and Coach Boats

These powerboats are used in general support for Junior Sailing, often carrying Instructors who are supervising groups of students sailing in dinghies without an Instructor. They are in addition to the designated Safety Boats and are not counted towards the RYA defined ratios.

#### e. Safety Cover for a Sailing Session

Safety cover for a Junior Sailing session can be considered in three phases:

- Pre-session pontoon cover
- Session Cover
- Post-session pontoon cover

##### i) Pre- and Post-Session Pontoon Duty

At least one fully equipped safety boat should be in attendance in the vicinity of the pontoon to cover activities prior to a session start, and at the end of a session.

##### ii) Session Cover

The number of Safety Boats required on the water during a training session will be governed by the number of dinghies/keelboats being used. The RYA stipulated minimum requirement is:

For dinghy sailing during tuition (single handed or crewed):

- Up to 6 dinghies – 1 safety boat
- 6 to 15 dinghies – 2 safety boats
- More than 15 dinghies – 3 safety boats

It is recognised that the Seascope keelboats or two or more keelboats of any type do not require a dedicated safety boat **IF** operating under the RYA buddy scheme (details and requirements as per RYA guidelines booklet). However, due to the challenging and at times congested nature of operating areas used by the RDYC RYA RTC, keelboats do not operate within the buddy system at any time. RDYC RYA RTC keelboats will comply with the safety boat and instructor ratios set for all dinghies.

#### f. Compliance with Harbour Regulations

All boats should be driven with due regard to the Dart Harbour and Navigation (DHNA) Byelaws 1998. In particular, the 6-knot speed limit should not be exceeded in Sailing Area “B” out to the yellow harbor limit buoys in the Range.

**Note: Safety Boats are allowed to break the speed limit when acting as a rescue boat attending an incident (DHNA Byelaws Part II, 6 (ii) & (iii) refer).**



## 9. Dealing with Accidents and Emergency

### a. Introduction

The successful management of any emergency during a sailing session is highly dependent on radio communication. The main sail training area has a number of restrictions: it covers a large area, some of it is hidden from view, and moorings and traffic can block or confuse the picture. For these reasons, and because many Junior Sailing helpers are not familiar with marine terminology, emergencies are best managed using plain English on VHF radio.

In any incident, there are certain key persons involved in dealing with the incident, besides the casualty: the first person on the scene; the Safety Officer (Control); the remaining safety boats; and the nominated Shore Administrator for the activity taking place who is the key contact with the emergency services. The Emergency Procedures Table (page 17) summarizes the actions to be taken by those key persons.

### b. Meanings and Definitions

- **Minor incident** – any incident that can be dealt with by the existing safety cover without affecting the rest of the session. For example, single boat capsize, minor cuts and bruises, feeling cold, etc., and minor equipment failure of boats and rigging.
- **Minor incident with the potential to become a major incident** – In isolation, most minor incidents can be dealt with by First Aid action and may not impact upon the safe cover of the whole session. However, multiple minor incidents or a minor incident that requires more than the immediate safety cover may stretch the resources to such an extent that it turns into a major incident.
- **“RESTRICTED SAILING”**. A minor incident has occurred that has the potential to become major and therefore may involve significant safety resources. All radio stations must keep radio silence if not directly involved in the incident. All high-risk activities should cease, and stations should listen for further instructions.
- **First On Scene** – is exactly that – the first person on the scene and who is likely to initiate RESTRICTED SAILING; it can be anyone in the Organisation. If the incident initiator does not have a radio, he/she should attract the attention of the nearest boat/person with a radio.
- **High Risk Activity** – capsize drill, race starting, gybe practice, figure-of-eight sailing, skylarking etc.
- **“ABANDON SAILING”**. A major incident has occurred, or a minor incident has escalated into a major incident. Dealing with the incident will require more than immediate safety cover. All sail training must cease immediately; safety boats must secure all dinghies in the quickest, safest possible way and stand by to assist with the emergency as directed by Control. Safety boats may choose to raft-up dinghies to a boat, mooring or anchor, or beach as appropriate to await further instructions. Junior Sailing students must never be left in dinghies unattended.
- **Major incident** – A major incident is an incident involving students, helpers or members of the public, on the water, pontoon or ashore that may be life threatening and may require the assistance of sufficient resources including the Emergency Services so as to jeopardize the overall safe control of the session. (“Members of the public” are included



because an incident, unrelated but in the vicinity of the operating area, may affect a session – we are obliged to help in any emergency on the water, if required.)

- **“RESUME NORMAL SAILING”**. All activities can proceed as normal. It is used to cancel RESTRICTED SAILING. Only CONTROL, the RYA Principal, the Shore Administrator or the Senior Instructor should cancel RESTRICTED SAILING.

Table 1 - Emergency Procedure

Usual state is <b>NORMAL SAILING</b>			
If there is a Minor incident, it will normally be dealt with by the person first on the scene and the nearest, designated Safety Boat.			
If one of the above, or Control, or the RYA Principal, believe the incident has the potential to escalate, they will radio all parties to go to 'RESTRICTED SAILING'			
Actions if sailing is <b>RESTRICTED</b>			
FIRST ON SCENE	CONTROL	SAFETY BOATS	ADMINISTRATOR
1 <sup>st</sup> Aid Action	Acknowledge	Keep radio silence. Cease high risk activity.	Start incident log
Contain incident assisted by Control	Take control of incident if required	Wait for instructions from Control.	Wait for instructions from Control.
Inform Control when incident is contained.	Acknowledge. Radio all parties that 'NORMAL SAILING RESUMED'	Acknowledge NORMAL SAILING and continue with training.	Stop incident log.
If a minor incident escalates, OR, there is a MAJOR incident, Control will radio all parties to ABANDON SAILING			
Actions if Sailing is <b>ABANDONED</b>			
FIRST ON SCENE	CONTROL	SAFETY BOATS	ADMINISTRATOR
First Aid Action.	Acknowledge	Stop all training. Keep radio silence. Raft up or direct dinghies to safest point ashore. Wait for further instructions from Control.	Start incident log if not already running.
Contain incident and hand over to Control	Allocate resources as required		Keep Radio silence and wait for further instructions.
	Keep Shore Safety informed		Call Emergency Services if requested to do so.
	Call for Emergency Services, if required		Give additional instructions from Emergency Services to Control.
	When situation is fully under control, co-ordinate all groups to return to the Club. END SESSION		Stop incident log. Continue follow-up procedures for Dealing with a Major Incident as set out in the JS Operating Procedures Manual.



**c. Recommended Radio Procedure**

Example of TANGO initiating a “RESTRICTED SAILING”:

RDYC TRAINING FLEET, ALL STATIONS, THIS IS TANGO  
RESTRICTED SAILING, OVER

CONTROL responds with:

TANGO, THIS IS CONTROL, ROGER, OVER

All stations must cease all high-risk activity and stand by for further instructions from CONTROL.

In this example, TANGO and CONTROL deal with the incident without involving any other resources.

CONTROL cancels RESTRICTED SAILING with:

RDYC TRAINING FLEET, ALL STATIONS, THIS IS CONTROL, RESUME  
NORMAL SAILING, OVER

CONTROL should add a brief reason for the RESTRICTED SAILING.

All stations should acknowledge and continue with training.

**d. Dealing with a Major Incident – Action by Shore Administrator/Senior Instructor**

On receipt of a RESTRICTED SAILING or ABANDON SAILING, the Shore Administrator should take the following action:

- Start Accident and Incident Log - All details and communications should be logged, with times to the nearest ½ minute with as much detail as possible.
- Should an ambulance be required, CONTROL will give instruction to the Shore Administrator to call the emergency services either to Kingswear or to Dartmouth. The Shore Administrator will call back to the CONTROL as soon as arrangements have been made with further instructions.
- All serious casualties to go to Torbay General Hospital (Tel: 01803-654003). Minor injuries only will only be taken to Totnes Community Hospital (Tel: 01803 862622)

It should always be remembered that by using open VHF channels, our traffic may be monitored by people not involved in our organisation, and that any major incident is likely to attract the interest of the press. Although we do not wish to withhold news of a major incident from the press, the release of information must be controlled.



The following is a guideline mainly for the benefit of the Junior Sailing Shore Administrator and Senior Instructor in the event of a very serious accident after the casualty has been attended to by the emergency services:

- Inform the Commodore RDYC, or in his absence a Senior Flag Officer.
- Inform the RYA Principal.
- Get a statement from competent witnesses.
- Remove instructor(s) and key witnesses to a room away from the press.
- Produce a written statement to give to the press.
- Don't hold a press conference.
- Decide who will speak to the press.
- Don't allow well meaning but ill-informed staff to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality, the police will contact the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- Keep any relevant equipment e.g. Lifejackets, broken rigging, damaged boats etc
- If required send a report to the Marine Accident Investigation Branch (MAIB).
- All inquiries about an incident, from the media or any other persons, must be referred to the RDYC Office. The RDYC Action Plan (held in the RDYC Office and also as Appendix F at the end of this document) must be followed at all times.

It is important that:

- We keep an accurate Incident Log.
- Our paperwork is up to date e.g., we have a contact number for the next of kin.
- Our boats and instructors comply with the OPM and the RYA conditions of recognition.

#### **e. Minor Accidents and Incidents Ashore**

Should a minor injury be sustained whilst on shore or on the main pontoon, the Shore Administrator should be informed immediately, and the casualty taken to the Club House assuming if it is appropriate to move them. A qualified First Aider should be called and the casualty put in their charge. CONTROL must be kept informed about any incident that may impact on the safe control of the session. An accident on the dinghy pontoon is considered to be an accident afloat. All accidents must be recorded in the Accidents Book.

#### **f. Collisions and Near-Miss Reporting**

Dangerous collisions of substance sustained by a boat being used for a training session must be reported to the Senior Instructor and recorded in the Accidents and Incidents Book.

A **collision** is considered to have occurred if a boat, being used for a training session, impacts seriously and dangerously with another boat, pontoon, mooring, seabed, seawall, or any other object whether afloat or otherwise. Clearly routine touching and bumping between our own fleet of plastic dinghies in the normal course of movement and close quarter assembly where there is no damage does NOT constitute a collision.



A **near miss** is an incident that had the potential to cause a dangerous collision.

## **10. Course Feedback, Washup and Review**

At the end of the Junior Sailing Season, both students and helpers are invited to complete feedback forms. Completed forms are collated and any issues raised are discussed at the Helpers' Wash-up meeting at the end of the season, normally in late October.



ANNEX A dated 1 Mar 24

### **Safeguarding Policy for RDYC RYA RTC**

*This policy refers to a child as anyone under the age of 18 as defined by [the Children Act 1989](#) and an Adult at Risk as anyone aged 18 or over, who is in need of care or support, and who, because of those needs, is unable to always safeguard themselves as defined by [the Care Act 2014](#).*

The RTC is committed to safeguarding all children, young people and adults at risk taking part in its activities from abuse and harm and ensuring their wellbeing. The RTC recognises that the safety, welfare and needs of children, young people and adults at risk are paramount and that any person, irrespective of their age, disability, race, religion or belief, marital status, sex, gender identity, sexual orientation or social status, has a right to protection from discrimination, victimisation and abuse.

The RTC takes all reasonable steps to ensure that, through safe recruitment, appropriate operating procedures, and training, it offers a safe and fun environment to everyone taking part in RTC training events and activities. The RTC recognises that it has a legal duty of care to safeguard children, young people and adults at risk.

The RTC is committed to minimising risk to deliver a safe, positive and fun boating experience for everyone by creating a welcoming environment, both on and off the water, where everyone can have fun and develop their skills and confidence. The RTC will treat everyone with respect, celebrate their achievements, listen to their views and experiences and provide opportunities for everyone to fulfil their potential and be their authentic selves.

#### **The RTC will:**

- Ensure that all individuals who work or volunteer with children, young people and adults at risk provide a positive, safe and enjoyable experience;
- Require the RDYC to provide a RYA registered, Club Welfare Officer with the necessary skills and training who will take the lead in dealing with all safeguarding concerns with support from the RYA Safeguarding Team;
- Ensure that the Club Welfare Officer name and contact details are known to all employees, volunteers, members and participants;
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected abuse, referring to the RYA and external agencies as necessary;
- Ensure that all information regarding safeguarding referrals is stored securely and confidentially;
- Ensure that all those who work or volunteer with at risk groups have been recruited using safe recruitment practices and includes the appropriate criminal records disclosure checks
- Report any concerns raised involving RYA staff, volunteers and credential holders to the RYA Safeguarding Team
- Regularly review its safeguarding procedures and practices in the light of experience, to take account of legislative, social or technological changes or where there is a change of management as required.



- Cooperate where necessary with multi-agency investigations and enquiries relating to serious case reviews involving children, young people and adults at risk, if there is an association with the sport and or recreation.

### **Safeguarding Guidance**

For the purposes of clarity and to eliminate any ambiguities, the following section details types of specific abuse that children and young people could be subject to. Consequently all members of the RTC should be alert to:

**Neglect:** Neglect is not meeting a child's basic physical or psychological needs. It can have a long-lasting impact on a child's health or development. In sport, examples of neglect could include a coach or supervisor repeatedly:

- failing to ensure children are safe;
- exposing children to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration;
- exposing children to unnecessary risk of injury by ignoring safe practice guidelines;
- failing to ensure the use of safety equipment; and
- requiring young people to participate when injured or unwell

**Physical Abuse:** When someone deliberately hurts a child causing physical harm it is called physical abuse. It may involve hitting, kicking, shaking, pushing, poisoning, burning, biting, scalding, drowning or any other method of causing non-accidental harm.

In sport, physical abuse may occur:

- if the nature and intensity of training or competition exceeds the capacity of the child's immature growing body
- where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty
- if athletes are required to participate when injured
- if the sanctions used by coaches involve inflicting pain

#### **Sexual Abuse:**

- Sexual abuse is when a child is forced or persuaded to take part in sexual activities. This may involve physical contact or non-contact activities and can happen online or offline. Children and young people may not always understand that they are being sexually abused.
- In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised. An abusive situation can also develop if a person in a position of authority, such as a coach, was to misuse their power.
- Contacts made within sport and pursued through other routes, such as social media, have been used to groom children for abuse. Sexual abusers can also groom protective adults and organisations to create opportunities for abuse to take place.
- Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

#### **Emotional Abuse:**



Emotional abuse is the emotional maltreatment of a child, which has a severe and persistent negative effect on the child's emotional development. In sport, emotional abuse may occur if:

- children are subjected to repeated criticism, sarcasm, name-calling or racism;
- a child is ignored or excluded;
- children feel pressure to perform to unrealistically high expectations;
- children are made to feel like their value or worth is dependent on their sporting success

**Bullying:**

- Bullying is when individuals or groups seek to harm, intimidate or coerce someone who is perceived to be vulnerable. It can involve people of any age and can happen anywhere, including at home, school, sports clubs or online.
- Bullying encompasses a range of behaviours which are often combined. It might include physical, verbal or emotional abuse, or online cyberbullying.
- In sport, bullying can occur based on a young person's sporting ability, body size or shape. It might include name-calling, offensive hand gestures, physical assault or exclusion from team activities.

Note: This policy will be reviewed by the RTC Principle at least every three years, or sooner if there are relevant changes to legislation or management.



Revised – Apr 24

## **Annex B – Key Personnel Responsibilities**

### **The Principal**

The Principal is in overall charge of all RYA approved training activities at RDYC and is responsible to the RYA for ensuring that all groups afloat are led by appropriately qualified staff. Activities afloat are delegated to a Senior Instructor (SI) who in turn determines the teaching programme.

### **The Senior Instructor**

For any training session, the decision to sail rests with the SI (see ops manual section 7d). The SI has a responsibility to ensure that all instructors work to approved schemes and that the basic method of delivery:

- is clearly understood by all instructors;
- is delivered accurately; and
- conforms to the technical definitions described in all specific RYA teaching manuals/logbooks and handbooks.

### **The Dinghy Instructor**

A qualified Instructor may add to the SI's teachings simple adaptations to suit a particular boat/board/rig or student; creative ideas that add interest and excitement, and/or delivery of technical information in an interesting and memorable way.

### **The Assistant Instructor**

An Assistant Instructor is to work under the overall supervision of an SI and can be counted in the tuition ratios as an Instructor.

### **Safety Officer**

The Safety Officer is in overall charge of safety both ashore and afloat. They are to brief all safety boat crews prior to a session, ensure all safety boat crews are suitably qualified and boats are suitably equipped and CONTROL of all incidents afloat.

### **Shore Administrator**

The Shore Administrator is responsible for day-to-day administration issues ashore and most importantly the main link between incidents and the Emergency Services.

### **Welfare Officer**

The Welfare Officer is responsible for maintaining up to date Safeguarding policy and procedures compatible with the RYA. They are to:

- ensuring that relevant staff and/or volunteers are aware of and follow the procedures;
- advise the management committee on Safe Guarding issues;
- maintaining contact details for local Social Services and Police.
- be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Principal etc).
- Keep the RYA informed as necessary (see attached RYA flowcharts).



Revised: 20 Apr 24

## Annex C – RISK ASSESSMENTS

### C.1 Record of Risk Assessments

Number	Activity/Area	Last Assessed
RTCRA-01	Bosun's Locker	20 Apr 2024
RTCRA-02	Bridge, Steps, Main Pontoon and Topper Rack	20 Apr 2024
RTCRA-03	Club House and Terrace	20 Apr 2024
RTCRA-04	Dinghy Pontoon	20 Apr 2024
RTCRA-05	Safety Boats	20 Apr 2024
RTCRA-06	Sailing	20 Apr 2024
RTCRA-07	Slipway and Beach	20 Apr 2024
RTCRA-08	Keelboat Sailing	20 Apr 2024
RTCRA-09	Capsize Drill	20 Apr 2024
RTCRA-10	Rowing Instruction	20 Apr 2024
RTCRA-11	Racing	20 Apr 2024
RTCRA-12	Keelboat Sailing - Seascapes	20 Apr 2024
RTCRA-13	Spare	
RCRA-14	Spare	

### C.2 GENERAL RISK ASSESSMENT GUIDELINES

The following has been produced as a guideline for risk assessment within the RDYC RYA RTC Organisation. It is based on Institute of Occupational Safety and Health (IOSH) guidelines together with advice from the Royal Yachting Association (RYA). It should be read prior to the annual Risk Assessment and any interim assessments. In the following, "Student" refers to persons undergoing an RYA training course, and "Helper" refers to any volunteer registered to assist for that particular training event.

#### Introduction

Each day, every one of us will assess risks: it may be judgment on when to step into a small dinghy or to sail in windy conditions or the best way to cut a piece of rope without cutting our hands. It is common sense and human nature to weigh up the best means of achieving a task before starting it. A risk assessment is simply an extension of this process, laying it out in easy to follow (and remember) steps. It is nothing more than a careful examination of what could cause harm to both students and helpers, so that you can weigh up whether you have taken appropriate precaution for the potential harm or should do more to try to reduce the risk of harm.





## Legislation

Like any organization, the RDYC RYA RTC has a responsibility under Section 2 of the Health & Safety at Work Act 1974 (HASWA) to ensure, *so far as is reasonably practicable*, the health and safety of students, helpers and of other persons who may be affected by our activities. Regulation 3 of the Management Regulations further imposes that we shall carry out a suitable and sufficient risk assessment of the risks to health and safety of all involved in Training, most particularly Junior Sailing.

## Definitions

- Hazard – Something with the potential to cause harm or injury.
- Risk – The likelihood of harm or injury arising from a hazard and its severity.
- Competency – It is the Principal's responsibility to ensure that those carrying out assessments are competent to do so. The assessor should have an understanding of the workplace, an ability to make sound judgments and knowledge of the best practicable means to reduce those risks identified. Competency does not require a particular level of qualification, but may be defined as a combination of knowledge, skills, experience and personal qualities, including the ability to recognise the extent and limitation of one's own competence.
- Reasonably practicable – The phrase "so far as is reasonably practicable" qualifies almost all the general duties of the HASWA. Its use allows the Principal to balance the practicality of taking action (time, resource, affordability and achievability), against the risk being considered. For example, an activity which was judged to have a high risk of injury or death would warrant extensive measures to mitigate either the hazard itself or the risk of it occurring. On the other hand, an activity with virtually harmless hazard and of low probability would not be the best place to concentrate efforts. Recognising that the law of diminishing returns applies, the objective is to use the risk assessment methodology to gain the optimum safety benefit from the effort and resources practically available.

## Risk Assessment Process - A General Approach

The risk assessment process has been set out in 5 steps to cover the above scope:

1. Identify Hazards;
2. Identify all personnel at risk;
3. Assess the risks and decide whether existing precautions are adequate or further controls are required;
4. Record findings; and
5. Review the assessment.



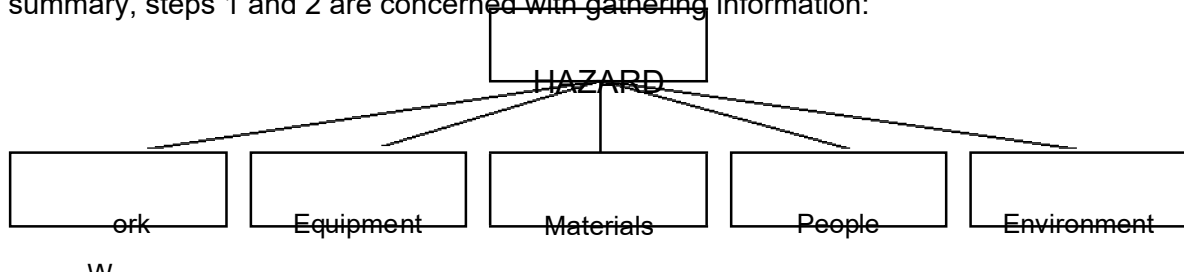
### Step 1: Identify Hazards

In health and safety terms, a hazard is something with the *potential* to cause harm. For example, a petrol can is a hazard even if it is properly sealed and stored. If it were pierced by a sharp object and spilt on the floor next to an unprotected electrical spark source it could burst into flames. To determine whether something is hazardous it is always important to carry the "What if? or What could go wrong?" questions at the back of your mind.

### Step 2: Identify All Personnel At Risk

As well as people undertaking the task, think about others in the vicinity who may be affected by the process.

In summary, steps 1 and 2 are concerned with gathering information:



### Step 3: Assess The Risks And Set Priorities For Reducing Significant Risks

The risk assessment is therefore an attempt to methodically and objectively prioritise remedial measures. Research shows that perception of risk can be highly subjective, with varying knowledge and experience, attitude to danger and personality. Risk Assessment tools are an attempt to be more rational. Often, though, it will be obvious to the competent person that some risks require attention before others. Try to consider the existing control measures, including safety methods such as training, supervision and written work instructions as well as physical safety precautions. A "Risk Rating" has been devised to try to quantify risk in a more objective manner using the simple formula laid out below:

Likelihood of injury (with existing controls in place)		
Likelihood	Criteria	Rating Value
Most Unlikely	Probability of occurrence close to zero	1
Unlikely	Occurrence conceivable but improbable	2
Likely	A fair possibility	3
Most Likely	Highly probable	4



Severity of Hazard (with existing controls in place)		
Trivial	- Injuries requiring no more than local First Aid.	1
Slight	- Injuries that may require treatment by a medical professional.	2
Serious	- Injuries requiring hospital treatment.	3
Major	- Injuries potentially involving major trauma or death.	4

“ Risk Rating” (“ Likelihood of injury” multiplied by the “ Severity” )	
Risk Rating	Action required
1 or 2	Minimal risk, controls adequate.
3 or 4	Low risk, review, take action if practicable
6 or 8	Moderate risk, seek action to reduce risk.
9, 12 or 16	High risk, urgent action required. Beyond 9, consider halting the activity/process

### Hierarchy of Control Measures

If the Risk Rating result has a score over 4, the existing control measures will need to be improved. The most effective control measures usually seek to address risk at source. Hence there is a hierarchy of control measures as listed below:

ELIMINATE – Discontinue the hazardous activity altogether.

REDUCE – Reduce / Substitute the activity for a less hazardous one.

ISOLATE – Reduce exposure to hazard by distance or shield the hazard.

CONTROLS – Introduction of protective procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE) – Provide personal protective equipment.

DISCIPLINE – Provide adequate information, training, supervision and instruction.

PPE such as clothing, buoyancy etc. only protects the person wearing it and must be maintained in full working order and is usually fitted to just one person. PPE can also introduce the risk that if it fails, the person wearing it may not be aware that it is defective.

***Remember that any control measure should not itself introduce additional risks.***



#### **Step 4: Record The Risk Assessment**

All risk assessments should be recorded using the RDYC RYA RTC Risk Assessment Form. The form may be reproduced electronically, however, hard copies are always to be available as an Annex.

#### **Step 5: Monitor And Review**

An initial review should take place shortly after implementation, in order to check the effectiveness of control measures. Thereafter, a review should take place annually. Factors that may require an automatic reassessment include:

- A change in legislation.
- A change in control measures.
- Any significant change in the work carried out.
- When there has been a significant change in the task, procedure or technology.
- Any other reason to suspect that the original assessment is no longer valid or could be improved.
- Should an accident or incident occur.

#### **Retention And Disposal Of Risk Assessments**

Risk assessments should be kept as an annex to the Operating Procedures and need only be held for as long as they are current. However, risk assessments relating to an injury should be kept with accident investigation papers for 5 years from the date of the incident, after which they may-be destroyed.



**Revised: 1 Apr 22**

## **ANNEX D – Equipment for Safety Boats**

- Isolation switch, or Kill cord & a spare for outboards
- Anchor with chain or warp
- Paddles or Oars
- Bucket or Bailer
- Bridle capable of attaching to strong points
- Towline/ throwline
- Basic Toolkit (screwdriver, pliers, sharp knife)
- Survival Bag or TPA
- First Aid Kit
- Distress flares
- VHF Radio
- Radio Emergency procedure card
- Laminated chart of sailing area and tide tables
- Fire extinguisher
- Fog sound signal
- Radar reflector on RIBs with A-frame
- Fixed or handheld compass for PB2 courses
- Fixed or handheld chartplotter or GPS for PB2 courses

## ROYAL DART YACHT CLUB RTC Emergency Procedures v2

Usual state is <b>NORMAL SAILING</b>			
If there is a Minor incident, it will normally be dealt with by the person first on the scene and the nearest, designated Safety Boat.			
If one of the above, or Control, or the RYA Principal, believe the incident has the potential to escalate, they will radio all parties to go to 'RESTRICTED SAILING'			
Actions if sailing is <b>RESTRICTED</b>			
FIRST ON SCENE	CONTROL	SAFETY BOATS	ADMINISTRATOR
1 <sup>st</sup> Aid Action	Acknowledge	Keep radio silence. Cease high risk activity.	Start incident log
Contain incident assisted by Control	Take control of incident if required	Wait for instructions from Control.	Wait for instructions from Control.
Inform Control when incident is contained.	Acknowledge. Radio all parties that 'NORMAL SAILING RESUMED'	Acknowledge NORMAL SAILING and continue with training.	Stop incident log.
If a minor incident escalates, OR, there is a MAJOR incident <sup>+</sup> Control will radio all parties to ABANDON SAILING *See Note below			
Actions if Sailing is <b>ABANDONED</b>			
FIRST ON SCENE	CONTROL	SAFETY BOATS	ADMINISTRATOR
First Aid Action.	Acknowledge	Stop all training. Keep radio silence. Raft up or direct dinghies to safest point ashore. Wait for further instructions from Control.	Start incident log if not already running.
Contain incident and hand over to Control	Allocate resources as required		Keep Radio silence and wait for further instructions.
	Keep Shore Safety informed		Call Emergency Services if requested to do so.
	Call for Emergency Services, if required		Give additional instructions from Emergency Services to Control.
	When situation is fully under control, co-ordinate all groups to return to the Club. END SESSION		Stop incident log. Continue follow-up procedures for Dealing with a Major Incident as set out in the JS Operating Procedures Manual.
<b>*NOTE: If MINOR incident escalates or there is a MAJOR incident CONTROL (or other SI) will consider returning to RYDC to manage incident to support ADMINSTRATOR</b>			

<b>Table A - Likelihood of injury (with existing controls in place)</b>		
<b>Likelihood</b>	<b>Criteria</b>	<b>Rating Value</b>
Most Unlikely	- Probability of occurrence close to zero	1
Unlikely	- Occurrence conceivable but improbable	2
Likely	- A fair possibility	3
Most Likely	- Highly probable	4
<b>Table B - Severity of Injury (with existing controls in place)</b>		
Trivial	- Injuries requiring no more than local First Aid.	1
Slight	- Injuries that may require treatment by a medical professional	2
Serious	- Injuries requiring hospital treatment.	3
Major	- Injuries potentially involving major trauma or death.	4
<b>Table C - "Risk Rating" ("A" multiplied by "B")</b>		
<b>Risk Rating</b>	<b>Action required</b>	
1 or 2	Minimal risk, controls adequate.	
3 or 4	Low risk, keep controls under review	
6 or 8	Moderate risk, seek measures to reduce risk.	
9, 12 or 16	High risk, urgent action required. Beyond 9, consider halting the activity/process.	



**IMPORTANT:** You must **SIGN IN** and **OUT** at the beginning and end of each training session.



Any **injury** to persons must be reported to the Administrator before leaving the premises.

Any **damage** to property (including boats) must be reported to the Senior Instructor before leaving the premises



the

**Changing rooms** - ensure that these are left neat and tidy before going sailing and before leaving at the end of the day.



You

must **give due consideration** to other members of the Club when walking about the Clubhouse. You must respect both Club and other students' and members' personal property.



Any **disregard** of the above rules may mean that you are asked to leave the course either for that day, or in the event of a more serious incident, the whole of the course. Your **parents or guardians will be informed.**

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## JUNIOR SAILING 2023

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# Student Information

PLEASE READ CAREFULLY

### RULES FOR STUDENTS

For your own safety, you must obey orders from Instructors, Helpers, adult members and staff of the Club.



**DO NOT** go onto the water or out to the Pontoon without a buoyancy aid correctly fitted and done up at all times.

**DO NOT RUN** on the Pontoon, or in the vicinity of the Clubhouse.

**DO NOT PLAY** on the dinghy racks, or mess about with property that is not your own.

**DO NOT JUMP** off pontoons into the water.

**DO NOT SIT** on club member's boats.

The **slipway** can be dangerous. You should wear appropriate footwear and step with care.







**IMPORTANT** You must **SIGN IN** and **OUT** at the beginning and end of each training session.

## PLEASE READ CAREFULLY



### Buoyancy Aid

Wear a well fitting Buoyancy Aid of **50 Newtons** at all times. **Do not use a manual or automatically inflating lifejacket.**

**Footwear** should be light and flexible with a non-marking sole. **Neoprene beach shoes** are a good choice if you do not want to pay out for designer sailing gear.



**DO NOT** wear sandals, boots, open toes, crocs or heavy trainers.



**Clothing** will vary with the weather and type of boat being sailed. Remember, if you are warm you can take a layer off when on the water. **If you become cold:**

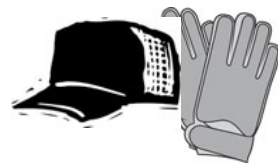
a), you will not enjoy your sailing and

b) **you will be returned to shore** for the rest of the session in order to get warm again. Even on a sunny day, spray and wind can quickly cool the body down.

**Tops** should be light; a **T-shirt** with a **Sweat Shirt** or **Fleece** over is a good combination. Even on warm days, bring a **Waterproof Top**. **Trousers** should be long. **Tracksuit bottoms** over the top of shorts are practical and warm, **Waterproof Trousers** for cold and wet days.



**A Wet Suit (or Dry Suit) is essential. Make sure that it fits well; do not be tempted to get one big enough to "grow into".**



**Gloves** will help keep your hands warm and protect them when handling ropes. The ones with short cut-down fingers are best for dinghy sailing. They do not have to be expensive to be effective.

**Hats** are good for sunny days and help keep you warm on cold wet days. You lose more heat from your head than any other part of the body.

**Long Hair** must be tied back. Put very long hair in a plait or a bun at the back of the head.



**Jewellery** can cause some very painful injuries when sailing. **Leave your earrings, rings, necklaces and bracelets at home.**



**Sun Cream** is essential. Use a high factor sun block. Even on a cloudy day, sensitive skin can burn when you are sailing.

**Sunglasses**, if worn, must have a CE mark. **DO NOT** wear sunglasses without a CE mark - they will do more harm than good.



## AND DON'T FORGET .....

**BRING A SPARE SET OF CLOTHES AND A TOWEL**

# HAPPY SAILING



*Please Turn Over>>>>>*

## RDYC – RTC Emergency Action Plans

### On Water Emergency Action Plan (v1.0)

