



ROYAL HARWICH  
YACHT CLUB

WOOLVERSTONE

## TRAINING PROCEDURES MANUAL

for

on the water training courses

provided by RHYC

This handbook sets the standard of equipment, safety and tuition to be provided by the RHYC Registered Training Centre

Version	Section/ pages	Date amended	Reason	Document owner
V4	<ul style="list-style-type: none"><li>Various</li></ul>	14/06/21	Update to Emergency Procedures	RHYC

Emergency Evacuation Location from Marina. What3Words location is **ranch.heartened.binds**

## Glossary

- **AEP** – accident emergency plan
- **Activity(ies)** – Activities organized by RHYC that are primarily for enjoyment and/or experience, which do not lead to a certificate or professional qualification. Eg. 'Junior Race Week' sessions for people to discover sailing.
- **AI** – Assistant Instructor. An AI is an instructor approved by the Principal to assist in the delivery of training and support at the Club.
- **Cert** – certificate
- **Ch** – Channel(s), as in radio channel
- **Comms** – Communications
- **CPSO** - Child Protection and Safeguarding Officer. The person in the club responsible for ensuring that the club safeguarding policy is adhered to and arranging for DBS checks to be carried out either directly or via the RYA.
- **CI** – Chief Instructor. The CI is responsible for:
  - ⇒ the safe and effective delivery of training in their area of operation including planning courses and ensuring SIs and other instructors deliver safe, fun activities that will build the confidence and enthusiasm of participants;
  - ⇒ Ensuring that courses are delivered safely to the RYA syllabus (where the course is an RYA course), and that the instructor/student ratios comply with RYA standards;
  - ⇒ Taking steps, with the Principal and the Welfare Officer to ensure that the RTC's safeguarding policy is complied with.
- **CID** – Chief Instructor Dinghy
- **CIPB** – Chief Instructor Powerboat
- **Club (The)** – The Royal Harwich Yacht Club
- **CM** – Club Manager
- **Committee** - Where a specific committee is not named, 'Committee' applies to all RHYC Committees
- **CWO** - Club Welfare Officer. The CWO is the primary contact for a child, parent or other concerned adult should a safeguarding issue arise. The CWO is independent, has no other role in the RTC and can be approached in confidence by anyone
- **DBS** – Disclosure and Barring Service
- **DBS Check** - are required for certain jobs and voluntary work, for example, working with children. Some instructor roles are subject to a DBS check prior to engagement.
- **DI** – Dinghy Instructor. A qualified RYA DI is responsible for the safe delivery of on the water and shorebased activities to their assigned group of participants, following the RYA teaching method and syllabus.
- **Eqpt** – Equipment
- **Flag Officers** - Club members who have been elected by the club members to the roles of: President, Commodore, Vice Commodore and Rear Commodores.
- **GC** – General Committee
- **H&S** – Health and Safety
- **Info** – Information
- **Instr** – Instructor
- **Kts** – knots (nautical miles per hour)
- **Lion** – the RHYC committee boat
- **Max** – maximum
- **Min** – minimum
- **NOK** – Next of kin
- **Nominated instructor in charge** – When more than one Instructor is involved in delivering a training course or activity to a group of participants, one will be designated the Nominated Instructor in Charge and will have overall control and responsibility.
- **OBM** – Out board motor
- **OnBoard** - Open to children 5 – 18 YO, offers the opportunity to learn to sail and enjoy being afloat.
- **PB** – Powerboat
- **PBI** – Powerboat instructor

- **Principal:**
  - ⇒ Overall responsibility for the safety and quality of all training delivered by RHYC.
  - ⇒ Responsible for the resources available for training activities (boats and training aids).
  - ⇒ Ensures each training course has a course plan that meets the RYA syllabus and guidelines.
  - ⇒ Ensure that each training course is adequately assessed for risk.
  - ⇒ Maintains the RYA RTC file.
    - **Quals** – qualifications
    - **RC** - Race Coach – A competent racer who holds a RYA race coaching qualification or an instructor holding a race coaching endorsement.
    - **RHYC** – The Royal Harwich Yacht Club
    - **RO** – Race Officer
    - **RTC** - Recognised Training Centre. A training centre accredited by the RYA that operates under the RYA Code of Conduct to deliver RYA training courses and other on-the-water activities to RYA standards.
    - **RYA** – The Royal Yachting Association.
    - **Premises** - All parts of the RHYC clubhouse, lawns, outbuildings, the marina, the foreshore, slipways, boat parks and car park.
    - **SB** – safety boat
- **SBD** – safety boat driver
- **SC** – Sailing Committee
- **SI** – Senior Instructor.
- **SID** – The SI Dinghy is:
  - ⇒ accountable to the CI Dinghy, approved by the Principal, supervises RYA dinghy courses and other dinghy activities operating under the RYA RTC banner;
  - ⇒ responsible for the safe delivery of dinghy training courses and other dinghy activities;
  - ⇒ oversees training delivered by the DIs and AIs;
  - ⇒ To ensure that instr to participant ratios are safe for the prevailing conditions and taking into account the skills and experience of the participants; and
  - ⇒ To review the risks for the planned activity prior to launching dinghies and participants going afloat.
- **Training Coordinator** - The person who coordinates the course sessions and the personnel involved in delivering a training course or activity session.
- **Training Course** - A recognised shore-based or on the water training course that leads to RYA certification, some of which may count toward professional quals.
- **Vol** - Volunteer - A person helping at an event either ashore or afloat. This includes SBDs and crews, parents helping at junior sailing sessions, etc.
- **YO** – years old.

## Acknowledgments

The RHYC is grateful to Imray, Laurie, Norie & Wilson for allowing us to reproduce the chartlets in this manual.

## **EVERYONE - A GUIDE TO READING THIS MANUAL**

This is a large document and not everyone needs to read all of it. However, everyone does need to know where the information is. In order to ensure that the key parts are read and understood, each main heading and side heading has a list of who needs to read the whole section or who needs to read the paragraph. These are: **EVERYONE, ALL DINGHY INSTRS or TC, CIC, CID, CIPB, SI, RC, PBI, SID, DI, AI, SBD, CM and CWO**. Some sections are further highlighted for particular attention.

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## EVERYONE - AIMS

It is the aim of the Royal Harwich Yacht Club (RHYC) Recognised Training Centre (RTC) to deliver Royal Yachting Association (RYA) training courses, RYA OnBoard, race training and other activities using RYA qualified instructors (instr) and volunteers, following the relevant RYA syllabus or activity guidelines, with appropriate safety support.

We aim to provide a development pathway for young people that introduces them to sailing through On-Board sessions, develops their skills through training courses and race coaching in parallel to training offered by the RYA and individual classes. We want young people to enjoy their sailing experiences at the club and develop into competent and skilled sailors.

For adults new to sailing we aim to offer a range of experience sessions and formal courses to enable them to develop the skills needed to undertake a wide range of boating activities either through the club or elsewhere.

## EVERYONE - MANAGEMENT STRUCTURE AND ROLES

### Management structure

1. The Principal of the RTC is nominated by the Club's Flag Officers and endorsed by RHYC's General Committee. The Principal is supported by Training Coordinators who deal with the day to day activities and a team of Instructors:
  - Principal:
  - Training Coordinator (TC), OnBoard:
  - Chief Instructor (CI):
  - Senior Instructors (SI):
  - Race Coaches (RC)
  - Powerboat Instructors (PBI)
  - Dinghy Instructors (DI)
  - Assistant Instructors (AI) Dinghy
  - Club Welfare Officer (CWO):
2. Training courses and other activities are delivered by Instrs and AIs, who are responsible for ensuring that these procedures are followed.
3. For all training sessions, including OnBoard, a SI will be always present to oversee and coordinate activities.

## Insurance

The RHYC has insurance cover in accordance with, at least, the minimum (min) standards set by the RYA. Cover does not extend to the personal equipment (eqpt) of instructors (instrs) or participants.

## Health and Safety (H&S)

RHYC H&S Policy will apply to all activities taking place on RHYC's premises, and on-the-water activities. The current RHYC H&S Policy is at [Annex 1](#).

## Who is in charge?

- For each training course or other activity session there will be someone in charge. For activities that have both on-the-water and shore based components, this could be a different people for on-the-water and shore based activities, as long as it is clear who is in charge at any one time:
  - For dinghy courses and OnBoard sessions, the person in charge will be a Senior Instructor (SI);
  - For race coaching sessions, the person in charge will be a Race Coach (RC);
  - For Powerboat (PB) courses, the person in charge will be a PB Instr (PBI).
- The Principal, CIs, Flag Officers and club officials have a responsibility to ensure safe conduct at all times, which includes raising any concerns if it is not clear who is in charge of a session. They may suspend a training session or activity if they have a serious safety or safeguarding concern.

## Supervision

Activity	Normally Supervised By
Group dinghy training and OnBoard	SI
Individual dinghy training	DI
RYA Race Coaching (RC)	Level 2 RC or instr with a RC endorsement or higher qual
Powerboat (PB) training	PBI or Advanced PBI (APB)

## Next of Kin/Health declaration forms

- Prior to each course, instrs must ensure that details of participants next of kin (NOK), medical and other information (info) has been recorded within the course records to be left ashore.
- Instrs also need to make that their own NOK and medical details are up to date on the RHYC's central database of instrs.

## Responsibilities of RHYC General Committee (GC)

- The RHYC Flag Officers and GC must ensure that the RYA RTC complies with H&S legislation. The H&S 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 H&S responsibilities.
- The RHYC Flag Officers, GC and 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 GC cannot rely on staff to ensure their own H&S, nor upon safety representatives to alert them to dangers. The legal responsibility rests with the GC.

### **Responsibilities of the Principal**

The Principal shall be responsible for:

- An annual safety audit of the RTC premises, facilities, equipment (eqpt) and activity provision and shall report the results of this to the Sailing Committee (SC);
- An annual review of all instructor's qualifications (quals) and RYA membership to ensure that they are current;
- 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 info 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 instructors and volunteers (vols) 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;
- Promote a culture of best practice with instructors and volunteers that is consistent with the requirements of the relevant safe operating procedures; and
- Reviewing feedback forms from completed courses and investigating negative comments to ensure that standards are being maintained.

### **Responsibilities of instructors and volunteers**

All instructors 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, CI, SI, Head of Race Training<sup>2</sup> or Instr; and
- Report all safety concerns and near-miss incidents including defects.

### **Instructor induction**

- The RHYC RTC instr induction process will be as follows:
  - Start of season instr meeting (including working party and facilities walk around);
  - Documentation of instr qualifications to be submitted to RHYC;
  - SID and SI to view instr capability during training session;
  - End of season instr meeting;
  - All instrs will be required to confirm annually that they have read and will comply with these procedures. [See Annex 5](#).

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<sup>2</sup>I am not clear who is RHYC's head of race training? Mike Clayton?

- SI to keep a record of who has attended each of the above activities. See [Annex 6](#).
- With effect from 1 Jan 2017, the RYA removed the distinction between tidal/non-tidal and coastal/inland instr quals in the sailing, windsurfing and PN schemes. (See Training Notice TN12-16). It is therefore essential that a new instr 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.
- Vols assisting with a dinghy training session should be briefed by the SID, RC or the Nominated Instr in Charge before each session.

### **Approved courses**

RHYC delivers the following on-the-water training that is covered by these procedures:

- RYA OnBoard sailing activities for children 5 years old (YO) to 18 YO;
- Dinghy Race Coaching for children 8 YO to 18 YO and adults;
- Dinghy training for children and adults;
- Powerboat training for children from 8 YO and adults ; and

General procedures that are common to all training are covered below, followed by specific procedures that apply to each type of training.

### **Advertising and promotion**

Courses are advertised on the club website, social media, in member news updates and by other means. Publicity material is produced with a view to providing prospective participants with sufficient info so that they can determine the most appropriate course for which to enrol.

### **RTC administration**

- The preferred method of booking is via the RHYC website but participants may also book by telephone or in writing. Booking forms will state pre-course requirements, relevant experience and other info to ensure that the enrolled course is suitable.
- Junior On-Board and Race Training sessions are booked through the “Spond” Application or website. This allows for Instructor availability to be identified and sessions limited to the training resources available.
- Contact details for NOK and relevant medical info are also required.
- Parental consent will be required for all participants under 18 YO.
- Written records of instr quals shall be kept by the Club Manager (CM) on behalf of the Principal. These will be reviewed annually.
- Instrs must inform the Principal and/or the CM if there is a change in their personal circumstances that means that they are no longer eligible to teach, for example a qual/ certificate expires, or a conviction.
- Forms must comply with the Data Protection Act (DPA) 2018, the General Data Protection Regulation (GDPR).

### **Course planning**

Course programmes are established each year. Course instrs will meet at least once a year to review the programme and be briefed on policies and procedures. See [Instr induction](#).

All course content including teaching notes, programmes, presentation materials shall be prepared in advance and be approved by the relevant CI before the event commences.

## Joining a course

Instrs will review the medical declaration and NOK information (info) provided by students before undertaking any activities. If there is any info missing, then the student will need to provide it before being allowed to continue on the course.

If the instr has doubts about a student's ability to undertake a course, for example a physical impairment, or a medical condition, they should contact the CI for advice. Discussions with the student should be done discretely and sympathetically.

At the start of a course, participants shall be instructed in the rules and safety procedures of RHYC. No activity shall be undertaken without proper consideration of the H&S of all participants including Instrs 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.

## Participant feedback

Participant feedback forms must be issued at the end of a course. Students should be encouraged to be candid and to return such forms in a sealed envelope to the Principal via the Club Office. The completion of the form should not be discussed by students with the instr and anonymity should be preserved if the student so wishes. Lessons learnt will be communicated to the Instrs and incorporated in future course plans.

## Conduct of sessions

Students should be made aware of local hazards and other water users. The Instr is responsible for briefing course participants on any safety information for the day. See [Annex 7](#).

Instrs are responsible for undertaking a simple risk assessment for the course. This does not have to be written.

## Safe use of eqpt briefings

Before any unfamiliar eqpt is used, instrs and participants users must be briefed and their competence to use it assessed.

## Commercial vessel awareness

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 instrs shall monitor all commercial shipping movements.

When there is a large group of dinghies, a safety boat may be deployed to escort commercial vessels through the area. The safety boat will fly a red flag to indicate that no dinghy shall pass between it and the commercial vessel.

## VHF radio communications (comms)

- VHF radios are to be carried by safety boats (SB) and when appropriate a shore station nominated All RHYC 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.
- RHYC uses Channel ("Ch") 77 for marina comms and Ch P4/M2 for on water training activities. For large events RHYC may decide to also use Ch 37A/M1 to avoid too much traffic on one channel.
- During larger sessions a listening watch on Ch 68 (Ipswich Port) should be maintained.
- RHYC vessels going to sea will monitor Ch 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. (Going to sea is defined as passing a line between the end of the Harwich Breakwater and Landguard Point.)

### **First aid kits and first aid book**

First Aid kits are located in the RHYC foyer, between the galley and bar and in the RHYC office.

Small kits are contained in the safety boxes associated with each SB and a larger one is kept on board Lion.

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 is passed to the RHYC 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**

It is a RYA requirement that for all RYA dinghy courses and race training, SBs 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. SB 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**

The RHYC's Accident Book is held in the office. RHYC has an Incident or Near Miss reporting procedure and the Principal shall review the records on at least a quarterly basis. In addition, a cruising course yacht will carry its own accident report book and additionally will report any significant notifiable accident directly to the Marine Accident Investigation Branch (MAIB).

The Principal will review all accident reports to consider if further action is needed to guard against repetition.

### **Accident Emergency Plan (AEP)**

- RHYC's AEP is published as a separate document and everyone involved in training should be aware of its contents. The Sail Training AEP is at [Sail Training AEP](#). The Safety Boat Driver AEP checklist is at [SBD EAP](#).
- 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 175 years with an excellent safety record.

## Out of hours contact list

Role	Name	Tel.
Principal	Mike Clayton	01473 310206 07771 940969
Commodore	Simon Hewitt	01473 788702 07900 001313
Vice Commodore	Laurie Vanner	01379 788093 07534 433351
Rear Commodore (Sailing)	Stephen Olle	07785 332524
Children's Welfare Officer	Tim Fenton	07931 443807
Office Manager	Mrs Kathryn Deaton	01473 780319
Child Protection Coordinator (DBS Checks)	Mrs Kathryn Deaton	01473 780319
Boatswain	Hugh Williams	01473-327090 07905 831143
RHYC Marina	Berth Master	07742 145994

Telephones are located in the RHYC office, bar and galley.

### Notifying the RYA

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.

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.

The separate Emergency Action Plans should be referred to.

## CI AND SI - APPROVED OPERATING AREAS

- Four operating areas, A to D. When Areas out of sight of RHYC are used, someone ashore must be briefed on the planned activity, the number of students and instrs taking part, the proposed activity area and anticipated return time. That individual must remain on RHYC premises until the group returns.
- In all instances, the instr is responsible for determining which operating area, or part area is to be used, or in the case of OnBoard and a large group of dinghies, the SID. The decision will take into account the aims and objectives of the session, the skills and experience of the course participants, instrs and SB crews and the prevailing and expected weather conditions. The daily risk assessment should be used to record the decision made and any specific reasons for it.
- Where different activities operate within the same area, e.g. an OnBoard session and a RC session, the SID and RC will agree how this will be managed and what degree of separation is required.
- Dinghy sessions may beach on either shore as part of the session, providing it is safe to do so and taking into account the state of the prevailing wind and tide, so as not to become stranded.

## Area A – Dinghy and Powerboat

- In the immediate vicinity of RHYC. 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.
- DIs may also take their participants ashore at Pin Mill.

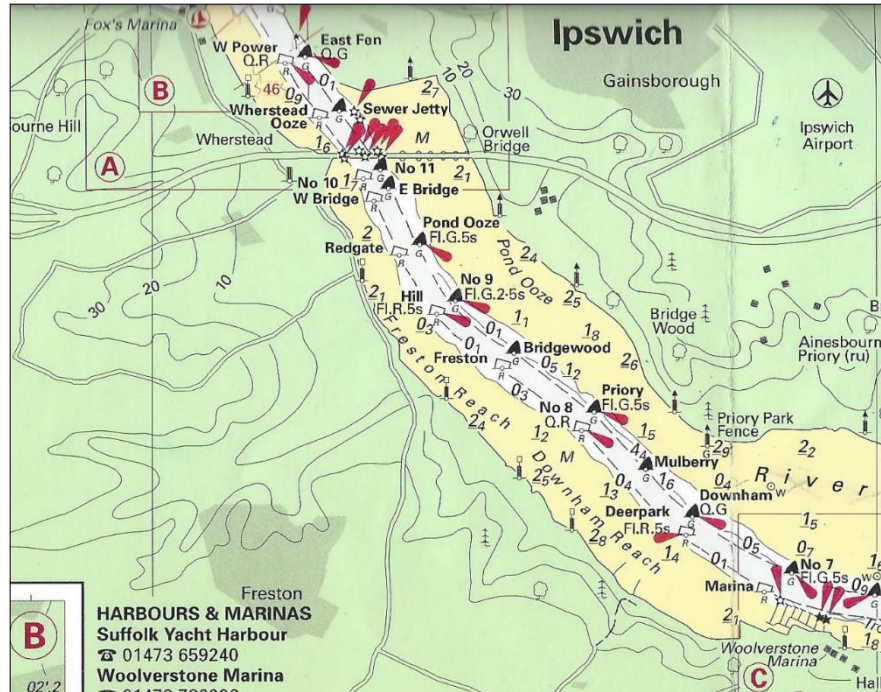


Figure 1© Imray, Laurie, Norie & Wilson

### Area B – Dinghy and Powerboat

- Upstream of RHYC from No 7 buoy to a line between East Bridge and West Bridge buoys just below the Orwell Bridge.

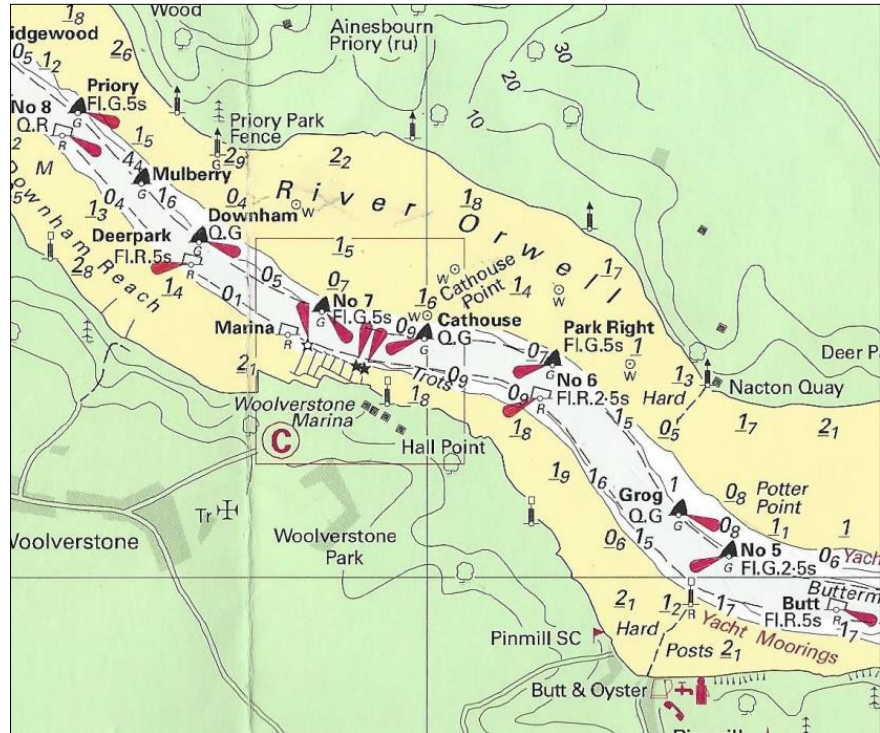


Figure 2 © Imray, Laurie, Norie & Wilson



## Area C – Powerboat

Downstream of Club from N<sup>o</sup> 6 buoy to Stratton buoy near Levington.

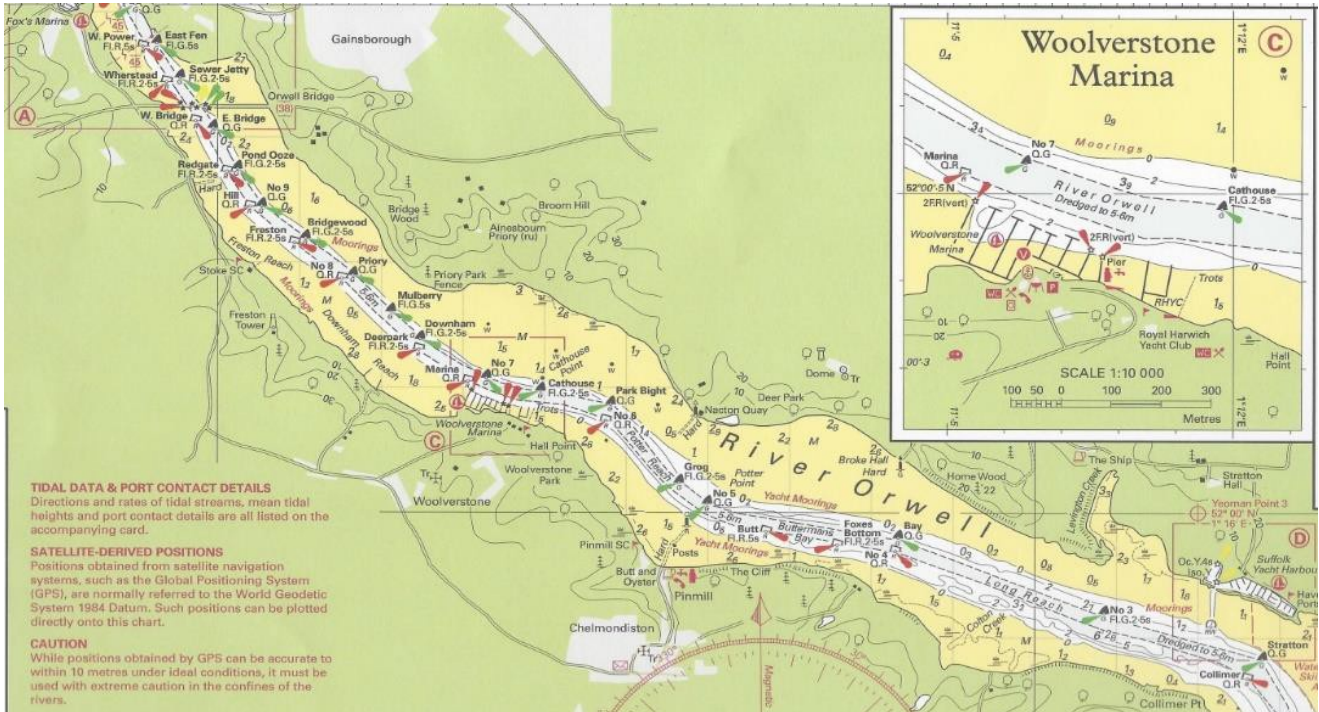


Figure 3 © Imray, Laurie, Norie & Wilson

## TC, ALL DINGHY INSTRS, SBD - DINGHY SAILING PROCEDURES

This section covers the specific procedures relating to dinghy sailing. This comprises of both the OnBoard sessions, RYA dinghy training and race coaching carried out at RHYC.

### Dinghy sailing risk assessment

The specific risk assessment for dinghy activities are:

Risk	Control Measure
Drowning following capsize or entrapment	<ul style="list-style-type: none"> <li>Participants must wear a correctly fitted at all times buoyancy aid<sup>4</sup> at all times they are afloat<sup>5</sup>.</li> <li>Buoyancy aids are to be subject to a visual check by instrs.</li> <li>Dinghies are visually checked prior to use.</li> <li>Dinghies are of an appropriate type for the activities and participants.</li> <li>Maintenance requirements for dinghies are recorded and boats not used if defects have not been cleared.</li> <li>Participants are briefed on capsize procedures.</li> <li>SBs to ensure at all times participants are visibly and audibly safe.</li> <li>Sessions are managed in accordance with these procedures.</li> <li>Appropriate additional supervision is to be provided for participants with declared medical conditions that place them at an increased risk.</li> </ul>
Physical injuries resulting from eqpt misuse, failure to control eqpt such as booms, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> <li>Participants are briefed on safe use to avoid injury.</li> <li>Instrs ensure that participants wear appropriate clothing and footwear.</li> <li>Sessions are managed to reduce the risks of collisions.</li> <li>Participants, vols and instrs are briefed on the appropriate ways to move or drain dinghies.</li> <li>SBs switch off engines as soon as in contact with participant or craft.</li> <li>Club SBs and borrowed boats are to be fit for purpose and meet RYA guidelines for eqpt carried.</li> </ul>
"Lost" Boat	<ul style="list-style-type: none"> <li>Instrs and SB crews to keep a lookout at all times for a dinghy straying from the designated training area.</li> <li>Beachmaster and shore based vols to report immediately if they see a dinghy away from the rest of the fleet.</li> <li>Once an incident is reported, refer immediately to the Action Emergency Plan – see section Accident Emergency Plan.</li> </ul>

<sup>4</sup> EN 393 or ISO 12402-5 (50 Newton/Level 50)

<sup>5</sup> **Note:** This level is intended for use by those who are competent swimmers and who are near to bank, shore, or who have help and a means of rescue close at hand. These garments have minimal bulk, but they are of limited use in disturbed water, and cannot be expected to keep the user safe for a long period of time. They do not have sufficient buoyancy to protect people who are unable to help themselves. They require active participation by the user.

Risk	Control Measure
Shipping in River Orwell	<ul style="list-style-type: none"> <li>• Pre-session check with Orwell Navigation (01473 211066) to ascertain times of planned shipping movements to enable instructors and participants to be briefed.</li> <li>• Activities to be undertaken away from main channel whenever practical.</li> <li>• Beachmaster to alert instrs and SB crews to planned and unplanned shipping movements.</li> <li>• SBs act to move participants and dinghies away from channel when shipping is approaching.</li> </ul>
Stranding of boats and underwater obstructions	<ul style="list-style-type: none"> <li>• Instr induction to include identification of local obstructions and water depths.</li> <li>• Understanding of hazard and channel marking by instrs.</li> <li>• Use of radio or telephone to summon assistance if required.</li> </ul>
Cold water shock, Hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> <li>• Instrs ensure participants are appropriately dressed for the weather conditions.</li> <li>• Activities are adapted, including the session length to the weather conditions and participants.</li> <li>• Participants are made aware of preventative actions they can take to mitigate the risk.</li> <li>• React quickly if someone falls into cold water.</li> <li>• Shore based 999 operator and aware of their duties.</li> </ul>
Water related diseases	<ul style="list-style-type: none"> <li>• Instrs remind participants to ensure that cuts, grazes and similar wounds are suitably covered.</li> <li>• Any wounds incurred during activities are treated and the participant or their parent advised of the risks.</li> <li>• All participants to be made aware of the risks associated with Weils Disease.</li> </ul>

## Dinghy instructor qualifications and student ratios

Dinghy training should be carried out with the following qualified staff:

Activity	Normally supervised by
RYA Dinghy training	Senior Instructor Dinghy (SID)
RYA Race training	Level 2 Race Coach (RC) or an instr with RC endorsement.

The following table shows the maximum (max) ratios of participants to instrs and minimum (min) Safety Boat (SB) requirements that should apply. The daily risk assessment for each activity should specifically consider the appropriate ratio for that day depending on the expected weather conditions and the level of skills and experience of the participants, instrs and SB crews.

Activity	Instructor/student ratio	SB ratio
Dinghy sailing crewed dinghies	1:3 with instr on board 1:9 with a max of six boats	1 to 6 dinghies = 1 SB 7 to 15 dinghies = 2 SB 16 or more dinghies = 1 additional SB per 8 dinghies.
Dinghy sailing single handed dinghies	1:6	1 to 6 dinghies = 1 SB 7 to 15 dinghies = 2 SB 16 or more dinghies = 1 additional SB per 8 dinghies.
Race coaching	1:12	Up to 12 dinghies = 1 SB

The drivers of SBs should either be holders of a RYA PB Level 2 certificate or should have been assessed by the Principal, CI or Rear Commodore (Sailing) as being competent by way of considerable experience.<sup>6</sup>

## Dinghy equipment

For dinghy training and race coaching the club has a fleet of its own boats (Optimists, RS Teras, Toppers and an RS Feva), the use of member's loaned boats (Wayfarer dinghies and Ajax keel boats) or the participants may use their own boats.

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

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<sup>6</sup> For any RTC activities the drivers of SBs must be current RYA PB Level 2 certificate holders and approved by the Principal, CI or ??? as safe SB drivers. For other RHYC activities such as racing SB drivers must be assessed and signed off by the ....who? ....(Principal, CI or Rear Commodore (Sailing)) as being competent by way of considerable experience.

## Safety Boat (SB) eqpt

All SBs must carry a min level of eqpt) , which must be maintained in good condition/working order:

Vessel	Min eqpt
All	<ul style="list-style-type: none"> <li>• Small First Aid Kit</li> <li>• Bucket and/or Bailer</li> <li>• Two Paddles</li> <li>• Anchor &amp; Warp</li> <li>• Throwing and Tow line</li> <li>• VHF Radio</li> <li>• Sound Signalling Device (whistle)</li> <li>• Knife</li> <li>• Spare kill cord</li> <li>• Fire extinguisher</li> </ul>
SBs operating in Area D and Extended Cruising Area	<ul style="list-style-type: none"> <li>• All of the above, plus</li> <li>• 2x Red + 2 x Orange Smoke Flares</li> </ul>

## SID, RC, SBD - Crewing of support boats (SB) and other supporting powered craft

SBs are used during dinghy training sessions to provide safety cover and to act as a platform for an instr or Racing Coach (RC) to observe and communicate with participants. Subject to any manning requirements in other codes of practice, all powerboats (PB) must be under the direct control of an approved person holding at least a PB Level 2 certificate.

PB may carry as a one other person as crew. This person need not have specific PB quals, but some experience is desirable. The crew should also be physically able bodied and a suitable age and size as they may need to assist with recovering someone from the water.

SB drivers and their crew shall wear a suitable and correctly fitted buoyancy aid that complies with EN 393 or ISO 12402-5 (50 Newton/Level 50) at all times.

Vessel	Max people
Lion (Launch, Committee Boat)	11
Lion 2 (40hp Suzuki RIB)	6
Lion 3 (25hp Yamaha Dory)	4
Lion 4 (50hp Mercury RIB)	6
Lion 5 (20hp Mercury Dory)	4
Lion 6 (70hp Suzuki RIB)	6
Lion 7 (25hp Dory)	4
Lion 8 (30hp Honda RIB)	4
Trinity Lion (15hp Rigiflex)	4

During training, instrs should at all times ensure that power craft are driven in a safe and careful manner. Within the marina the max 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; with the exception of the marked water ski area at Levington, the speed limit in training areas A, B and C is 6 knots.

These guidelines (see table) will be followed regarding the loading of power craft. These should be regarded as max figures and may need to be reduced in adverse weather or tidal conditions. Figures include the crew.

The use of SBs to transport parents or siblings of participants is subject to the agreement of the SID, or RC, a course participant may be carried in a PB 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.

Load limits for SBs on loan to RHYC will be determined by their CE plate or if not present by comparing them with a similar sized club boat, erring on the side of caution.

Powered 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 must be used prior to starting the engine and at all times while the engine is running.

### **Dinghy personal eqpt**

All course participants shall wear a suitable and correctly fitted buoyancy aid that complies with EN 393 or ISO 12402-5 (50 Newton/Level 50) at all times.

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. Instr are responsible for undertaking a visible check of personal safety eqpt and clothing to ensure it is appropriate for the conditions.

### **Conduct of the dinghy training session**

The SID or RC is responsible for briefing course participants, instrs, vols and SB 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 should complete a return confirming their participants, the risk assessment and reporting any incidents or near misses (if any).


## CIPB, PBI - POWERBOATING PROCEDURES

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

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

### Powerboat risk assessment

The specific risk assessments for PB training are:

Risk	Control Measure
Drowning after falling overboard	<ul style="list-style-type: none"> <li>Participants wear a correctly fitted approved 50N buoyancy aid or a min 150N lifejacket at all times<sup>7</sup>.</li> <li>Buoyancy aids and life jackets are to be subject to a visual check by instrs.</li> <li>When making way, course participants are instructed to always hold on centrally.</li> <li>Instr ensures safe operating speed at all times.</li> <li>When at planing speeds, PBs are driven in a manner that will not result in 'hooking'.</li> <li>PBs are subject to an annual maintenance schedule and visually checked before use.</li> <li>PBs are suitably equipped for the activity.</li> <li>Kill cords are used whenever the engine is running.</li> <li>PB recovery of man-overboard using current RYA guidance.</li> </ul> 
Fire	<ul style="list-style-type: none"> <li>Smoking is prohibited aboard or near the craft or near the fuel store.</li> </ul>
Physical injury resulting from eqpt misuse, collisions, manual handling, slips or trips.	<ul style="list-style-type: none"> <li>Engines are switched off when dealing with a fouled propeller or a person in the water.</li> <li>Instr to check that participants are wearing appropriate clothing and footwear.</li> <li>PBs are managed using these procedures to reduce the likelihood of the risk occurring.</li> <li>Participants, vols and instrs are briefed on the safe ways to launch, recover and move PBs around when ashore (if this activity is undertaken).</li> <li>RHYC SBs and borrowed boats are fit for purpose and meet RYA guidelines for eqpt carried.</li> </ul>
Cold water shock, Hyperthermia, hypothermia and sunburn.	<ul style="list-style-type: none"> <li>Instrs ensure participants are appropriately dressed for the weather conditions.</li> <li>Activities are adapted, including the session length to the weather conditions and participants.</li> <li>Participants are made aware of preventative actions they can take to mitigate the risk.</li> <li>React quickly if someone falls into cold water</li> </ul>

<sup>7</sup> **Note:** A buoyancy aid is intended for use by those who are competent swimmers and who are near to bank, shore, or who have help and a means of rescue close at hand. These garments have minimal bulk, but they are of limited use in disturbed water, and cannot be expected to keep the user safe for a long period of time. They do not have sufficient buoyancy to protect people who are unable to help themselves. They require active participation by the user.

Risk	Control Measure
Water related diseases	<ul style="list-style-type: none"> <li>Instrs remind participants to ensure that cuts, grazes and similar wounds are suitably covered.</li> <li>Any wounds incurred during activities are treated and the participant or their parent advised of the risks.</li> <li>All participants to be made aware of the risks associated with Weils Disease</li> </ul>

### **PB instructor (PBI) qualifications and student ratios**

PB training will be carried out with the following qualified staff:

Activity	Supervised by
RYA PB Level 1	PBI or Advanced PBI
RYA PB Level 2	PBI or Advanced PBI
RYA Safety Boat	PBI with Safety Boat qualification

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

Activity	Max instr/student ratio
RYA PB Level 1	1:3
RYA PB Level 2	1:3
Safety Boat	1:6 (when using two boats)

### **Direct assessment**

Direct Assessment for PB Level 2 may be considered for experienced drivers 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 PB Scheme publication G20. Direct Assessment will be conducted on an instr to candidate ratio of 1:1

### **Direct assessment (using own boat)**

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



## Powerboat eqpt

PBs will carry a min level of eqpt during training, which must be in good condition/working order. Additional eqpt will be needed if going to sea:

Vessel	Standard eqpt
Lion	<ul style="list-style-type: none"> <li>▪ VHF Radio</li> <li>▪ First Aid Kit</li> <li>▪ Fire Extinguisher</li> <li>▪ Fenders</li> <li>▪ Boat hook</li> <li>▪ Anchor &amp; Warps</li> <li>▪ Emergency steering system</li> <li>▪ Charts and tide tables for the training area</li> </ul>
All	<ul style="list-style-type: none"> <li>▪ First Aid Kit</li> <li>▪ Bucket and/or Bailer</li> <li>▪ Two Paddles</li> <li>▪ Anchor &amp; Warp</li> <li>▪ Lines and Tow line</li> <li>▪ Buoyant Throwing Line</li> <li>▪ VHF Radio</li> <li>▪ Sound Signalling Device (whistle)</li> <li>▪ Knife</li> <li>▪ Spare kill cord</li> <li>▪ Fire extinguisher</li> </ul>

## SBD - PB safety checks

- All engine and safety systems must be in full working condition. The following should be checked before use:
  - Outboard engines (OBMs) 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;
  - OBMs must not slip out of gear or start in gear;
  - OBMs 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 eqpt should be suitably and securely stowed.
- Power craft will be driven in a careful and responsible manner paying due regard to passengers aboard and to other river users. Speed limits should be adhered to and consideration must be given to the danger of wash at all times and at whatever speed. With the exception of the marked water ski area at Levington, 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 avoid exceeding speed limits.

- Kill cords must 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.



### **PB personal eqpt**

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

### **Conduct of the PB training session**

- The PB Instr is responsible for briefing course participants on any safety information for the day.
- They are responsible for undertaking a daily risk assessment, which does not have to be written, and the communication methods to be used.
- At the end of the session they shall report any incidents or near misses.

## ALL DINGHY INSTRS, SBD - SAIL TRAINING EMERGENCY ACTION PLANS

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

1. Missing boat
2. Multiple capsized dinghies - safety boats having difficulty recovering boats and/ or crews
3. Serious Injury (Immediate Evacuation of the Casualty is Required)
4. 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 (CG), 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.

### 1. Missing boat

Initial Checks by Instr

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

If no Sign - boat still missing:

- get Course instr and/or SI to start search.
- in conjunction with Beachmaster/shore control, Course instr or SI to organise search using any available RIBs and Lion (use all available club boats plus members' private boats).
- Course instr/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.
- Course instr/SI to make an initial call to CG 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 eqpt carried.
- abandon training activity and escort remainder of the group back to the shore.

If Boat Still Missing

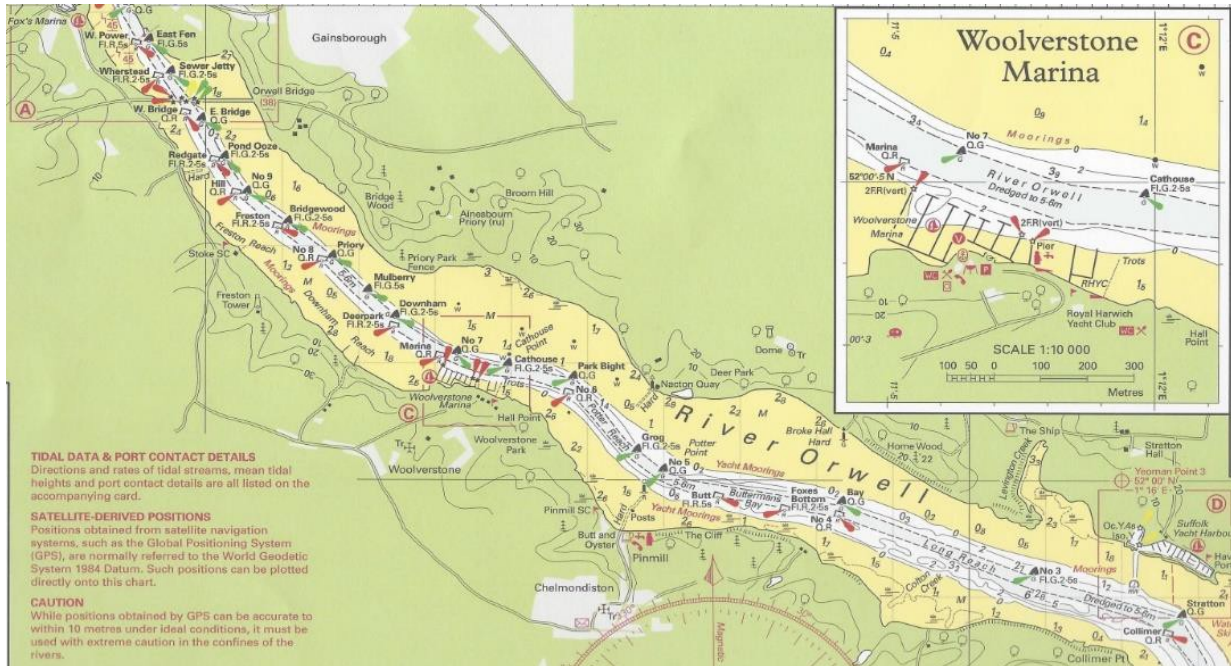
- Course instr to ensure someone ashore is checking all returning crews so that their names can be recorded.
- assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

If/When Boat is located

- inform all involved in the search - especially CG - Ch 67.
- ensure all search boats are accounted for and recovered safely.
- **Note: The CG 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.



## 2. Multiple capsized dinghies – SBs having difficulty recovering boats and or crews

### Immediate Actions by Instr:

- 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.
- call up Course instr and or SI and get them to come and assist.
- 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).
- ensure that Course instr makes an initial call to the CG (Ch 16) and to Ipswich Port Radio (Ch 68). You may be switched to a working channel. The CG 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 SB and put it at risk of being swamped. This will only make the situation worse.

### Follow Up Actions:

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

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

- Course instr to inform all involved in the search - especially CG.
- Ensure all search boats are accounted for and recovered safely.
- Return children to the care of their parents as quickly as possible.
- **Note. The CG recommend the initial call is made within 15 minutes of the multiple capsized.**

### 3. Serious injury (immediate evacuation is required)

- Ascertain what the nature and extent of the injury is.
- Provide immediate First Aid.
- CI to initiate a MAYDAY RELAY call on VHF Ch 16 so that the CG can get emergency transport (a helicopter or ambulance) to the scene with the min 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”**

- The alternative of summoning emergency services by mobile phone could also be used if phone is available afloat.
- Course Instr to ensure that Course Instr 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.
- Instr to complete Accident Book in the office as soon as possible on return.

### 4. Evacuation Point

- Any casualty being brought ashore will be brought to the Club Marina – preferably to the inside main pontoon if space is available, if not the Hammerhead. An attending ambulance should be directed to the temporary parking area near the marina entrance.
- What3Words location is **ranch.heartened.binds**

### 5. Non-life threatening injury (immediate evacuation is not judged necessary)

- Instr 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.
- Instr 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.
- Instr to keep Beachmaster/shore control informed of progress.
- Shore base – depending on the initial assessment of the casualty – to phone for an ambulance.
- 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.
- Instr to complete Accident Book in the office as soon as possible on return.

## Action at RHYC during a major incident

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

### Communications.

- Organise someone (ideally holding a VHF operator's certificate) to man the radio. It is important that radio transmissions are brief.
- Organise someone to answer the land line telephones.
- Both to keep logs as best they can.
- 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 capsized) you should:
  - Nominate someone (probably one of the instrs) to get together sufficient numbers of helms and crews to man any spare club RIBs, dorys and Lion.
  - 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.**

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

- Ensure a Beachmaster and at least one assistant are nominated to control and brief boats returning to the slipway.
- 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.
- Inform the kitchen of the situation as hot drinks may be required.
- 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.
- If there have been any injuries, ensure that the Accident Book is completed.

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

- Phone for an Ambulance 999 (Ambulance) or (112 the single EU emergency number) and ask for the Coastguard.
- 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).
- Ensure cars are moved to allow ambulance access to the top of the pontoon.
- Ensure a guide is positioned by the club car park to show the ambulance the way in.
- Ensure NOK is informed that an accident has occurred and that an ambulance has been called.
- Update the appropriate instructors (if still afloat) of progress.
- Ensure that the Accident Book is completed.
- Subsequent to casualty reaching hospital, request a follow-up SITREP

### Press/Public Relations<sup>8</sup>

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<sup>8</sup>I need to research what the RYA recommendations are.

## Reporting to the RYA

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



## ALL DINGHY INSTRS - EMERGENCY ACTION PLAN (EAP) CHECKLIST

### Situations when the plan may kick in:

- Injury on or off the water that cannot be treated immediately by First Aid including inhalation of water and concussion.
- Multiple capsizes in or near the channel that cannot be dealt with by available safety boats (SB).
- Missing boat.
- Any situation afloat that cannot be handled reasonably promptly and safely by SBs or other resources available.
- Any situation that seems dangerous and outside assistance is required to resolve it.

### Action to take immediately - under the direction of the course instr:

#### 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 min) call Coastguard (CG) on Channel ("Ch") 16 or phone 999 – CG
- Put out a mayday. There may be someone near who can assist the search.

#### Serious Injury (Immediate evacuation is required)

- *Check* injury and provide immediate First Aid
- Initiate Mayday on Ch 16 or tel 999
- Information the CG will need:
  - Your description (e.g. 5 metre Rib)
  - Your location
  - The nature of the emergency (e.g. 10 YO male child with serious head injury)
  - Immediate assistance required
  - Who else is on board
  - What safety kit you have (eg. orange smokes and VHF)
  - Emergency evacuation point at RHYC Club Marina (What3Words location is **ranch.heartened.binds**)

#### 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
- Instr to complete the accident book as soon as possible on return
- Locations of land lines in/near the club: Galley Area; Office: and MDL Marina control (open 24/7)
- Consult the full emergency procedure as soon as it is practical to do so. **SBD - YELLOW BOX CONTENTS**

#### Safety Boats

- Each of the club SBs 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 eqpt**

- 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 SB is kept in the locked cupboard in the race box.

## EVERYONE - ANNEX 1 - HEALTH AND SAFETY (H&S)

### RHYC Health and Safety Statement

The RHYC pursues a policy of H&S, control and protection for members, visitors and those at work at RHYC's premises. RHYC will, so far as is reasonably practicable, seek to meet its duties under The H&S at Work Act 1974.

### Responsibility for Health and Safety

The responsible officer for RHYC's H&S policy is the Vice-Commodore.

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

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

RHYC welcomes full and frank discussions from its employees and members on matters of H&S, which will always be considered. Employees (and members) are reminded that they have responsibilities under The H&S 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 RHYC Officers;
- To comply with local safety rules; and
- Not to tamper with safety equipment or facilities.

### Health

RHYC 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.

### Children (under 18s)

- RHYC recognises its duties to those who are below the age of 18 years, and has a separate protection policy for young persons.
- For OnBoard, which lasts for 3 hours or less, a parent/guardian or other nominated adult must remain on RHYC premises for the duration of the session.
- For training that lasts a whole day, or takes place over a number of days, a parent/guardian or other nominated adult is not required to remain at RHYC, but they must return to the club by the end of the day's training to collect their child. RHYC cannot be expected to provide childcare for children awaiting collection. They must also leave contact details, in case they need to be asked to return to RHYC for any reason.
- Children are expected to exhibit good behaviour and act in a manner not to put themselves or others at risk of harm.

### **Manual Handling**

RHYC 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.

### **Accident Book**

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

## EVERYONE, CWO - ANNEX 2 - SAFEGUARDING & WHISTLE BLOWING

- The RHYC has a child protection policy and procedures for participants under 18.
- RHYC has a general duty of care to people taking part in activities organised by RHYC and for activities held on RHYC premises. When young people are involved, the level of responsibility placed on RHYC 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

- The child's welfare is paramount.
- 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.
- 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 RHYC Office.

### Bullying

Bullying is a serious offence under RHYC'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

- The aim is to ensure that the people in RHYC who work with children are suitable to take on that responsibility. The level of checking should be proportionate to the level of risk. All instrs must be registered with the RYA via RHYC – the RYA will apply for DBS Certificate. RHYC has appointed a Child Protection Coordinator 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.
- If a volunteer helps out with junior training, under the supervision of an instr 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 instrs 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 in OnBoard Sessions

- 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 SI in charge.

- 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 SI 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.

### **Parental Involvement in Training Courses**

It is not expected that a parent or guardian will have to remain on RHYC premises when their child is attending a training course that lasts a whole day or takes place over a number of days, for example a powerboat course, or during Junior Training Week. They must however, leave details of how they may be contacted during the course in case they are needed to return to RHYC.

### **Children's Welfare Officer (CWO)**

The CWO, has an important role in the safeguarding of children and vulnerable adults. They are independent of the management of RHYC or of the RTC. They will take seriously any complaint or concerns as they relate to children and will take whatever action they considers necessary.

Children, parents or indeed anyone are encouraged to speak to the CWO about matters of concern in confidence.

### **Good Practice Guidelines**

Anyone at RHYC who is working with children should be made aware of RHYC'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 instrs 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.

### **Unacceptable Actions**

- Engaging in rough, physical or sexually provocative games, including horseplay;
- Allowing or engaging in inappropriate touching of any form;
- Allowing children to use inappropriate language unchallenged;
- Making sexually suggestive comments to a child, even in fun;
- Letting allegations a child makes go unchallenged or unrecorded; always act; or
- Doing things of a personal nature that children can do for themselves.
- 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.
- Everyone in RHYC should be aware of these guidelines and think before they act. If RHYC 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

- 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.
- If the allegation involves poor practice, this should be handled under RHYC'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.
- 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

- Publishing articles and photos in RHYC 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 RHYC'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.
- 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.
- 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.
- 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.
- 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 or the Children's Welfare Officer 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.
- 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.

## EVERYONE - ANNEX 3 – DATA PROTECTION

- RHYC's RTC is covered by RHYC's Data Protection Policy (DPP), which is compliant with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR).
- The personal data of participants must only be collected, used and stored in accordance with RHYC's DPP.
- Training Coordinators may retain only the personal info necessary for RHYC's training records and an audit trail of certificates issued. Plus for informing past participants of future training courses in which they may be interested.
- All personal info held by an instr must be destroyed or returned to the participant at the end of the course, for example, their next of kin contact details and medical declaration form should be handed back to them.
- The following statement will be added to all requests asking for information from people booking on training courses: "On successful completion of your [course category] course your name, contact details, date of birth, certificate number and date of issue will be shared with the RYA through a secure web portal on [www.rya.org.uk](http://www.rya.org.uk). The data will be stored on the RYA's central database. This information allows the RYA to record your qualification, to update any records they may hold for you, and to verify or replace your certificate if required. For further information on how the RYA will deal with your data, please see the RYA's privacy policy at [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)."



## EVERYONE - ANNEX 4 – EQUALITY POLICY

### Policy Statement

The Royal Harwich Yacht Club is committed to equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

### Objectives

- To ensure boating is accessible and attractive to the widest audience.
- To ensure that the RHYC's services, including training activities, are as accessible as possible, including to people with disabilities.
- To increase the diversity of our Members, Instructors, Coaches and Race Officials
- To identify and promote more role models at all levels from under-represented groups, including women and girls, people with disabilities, people from BAME backgrounds and LGBT+ people.
- To attract new participants from under-represented groups through targeted initiatives.

### Implementation

- Appointments to voluntary or paid positions with the RHYC will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- The RHYC reserves the right to discipline any of its members, appointees, volunteers, or employees who practise any form of discrimination in breach of this policy, in line with the relevant articles, rules, codes of conduct and disciplinary procedures.
- The effectiveness of this policy will be monitored and evaluated on an annual basis by the Flag Officers of the Club .

## EVERYONE - ANNEX 5 - CONFIRMATION AND ACCEPTANCE DECLARATION - 2019

All Instr and admin personnel shall sign the confirmation and acceptance declaration each year. This may be by an email from account solely used by them.

**I have received a copy of the Training Procedures Manual and agree to be bound by it.**

Name	Signature or email sig received	Date

## EVERYONE - ANNEX 6 – INSTRUCTOR INDUCTION PROGRAMME

The RHYC RTC instr induction process will be as follows:

- A. Start of season instr meeting including working party and facilities walk around;
- B. Instr qualifications submitted to RHYC;
- C. SID and SI have viewed instr capability during training session;
- D. End of season instr meeting;
- E. Instrs has confirmed that they have read and will comply with these procedures.

The SID will enter a date and initials each time one of these activities or requirements has been completed.

Name	A. date	B. date	C. date	D. date	E. date

Signed \_\_\_\_\_ Date \_\_\_\_\_

## ALL DINGHY INSTRUCTORS & SBD - ANNEX 7 – DINGHY INSTRUCTOR CHECKLIST

Date of course			
Names of students	known name	Name of parent/ guardian and contact <sup>9</sup>	
1.			
2.			
3.			
4.			
5.			
6.			
Safety checklist by instructor			Checked ✓
Prevailing weather conditions			
Students appear fit and capable for prevailing conditions			
Students dressed appropriately for prevailing conditions			
Weak swimmers or non-swimmers identified			
Buoyancy aids checked			
Operating area agreed with SI			

### Safety briefing to students:

- Weather and associated hazards
- Area/ boundaries of operation and associated hazards
- How we are getting there
- Dinghy. Key hazards (eg. boom, tiller extension) Items to check (eg. rudder, mainsheet, bungs)
- Actions on capsize (normally, stay with boat)

SB checklist	Prior to use ✓	Upon return ✓
Yellow box contents all present		
Flares on board (only offshore)		
Fuel adequate for session and spare		
Paddles on board		
Anchor on board		
Towing line on board		
Boat hook on board		
Visible tell tale – water cooling		
Kill cord fitted and tested		

<sup>9</sup> A parent, grandparent or nominated adult for each student is on-site and has been identified by you.

Radio check – confirm call sign and check with other SBs and shore		
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**LESSON PLAN FOR TODAY**

Name of this course	
Stage of lesson within the course	
Lesson content	
Aim of lesson	

## POST SESSION

To be completed by the instr immediately after the session. Skills covered in the session and outcomes. Levels achieved and any issues (apart from one covered below) requiring further practice or development.

Student	What they did well	Things to work on
Instr		
Signature		
Date		