



torbay youth sailing trust™



**ROYAL TORBAY YACHT CLUB (RTYC)  
and TORBAY YOUTH SAILING TRUST (TYST)  
A GUIDE FOR DINGHY and KEEL BOAT SAILING  
RACING, TRAINING and SOCIAL  
SAFETY MANAGEMENT**

**Updated May 2023**

**Reviewed April 2024**

### **1 Introduction**

This safety guide describes management activities aimed at providing safety for sailing dinghy and keel boat whilst racing, training, race coaching and social sailing. It describes activities for preparation of the event, during the event and after the event.

Because of the extremely high number of variables in sailing, this guide cannot be considered definitive for all kinds of events in all conditions. Activities may be tailored to the specific needs of a particular event.

This guide is specific to Royal Torbay Yacht Club.

### **2 Safeguarding**

The RTYC Safeguarding Policy Document can be found on the club website at [Club Documents – Royal Torbay Yacht Club \(rtyc.org\)](https://www.rtyc.org/Club-Documents-Royal-Torbay-Yacht-Club)

### **3 References**

Ideas and concepts from the following documents have been used in the preparation of this guide.

RYA Youth Racing Safety Policy Mar 2018.

World Sailing Race Management Manual 2018

RYA Race Management Guide 2021-2024

## 4 Objectives

The objective of this guide is to assist in achieving a high standard of safety without unduly constraining sailing activities. The aim of the Safety Team is to provide efficient and competent safety cover and allow sailors maximum enjoyment while minimising risks to sailors and boats.

Section:

- A. Race Management.
- B. RYA Training
- C. Race Coaching
- D. Social sailing
- e. Stand Up Paddle Boarding

Annex

- a) Dealing with a major incident.
- b) Safety Boat Guide
- c) Beach Master Guide.
- d) Petrol handling and storage.
- e) Mary Gurine Training Manual and Operating Instructions
- f) Visiting Instructor/Coach Self Declaration
- g) Guidelines for Session Briefings
- h) Crane operating instructions

Change Log

First issue dated April 2015

- |                    |  |
|--------------------|--|
| Amended June 2016  | <ol style="list-style-type: none"><li>1. Coaches to be wearing Buoyancy Aids</li><li>2. Excess wave height in easterlies</li><li>3. Session Briefing Form (Annex F)</li><li>4. Instructors / Coaches to have PB2 Coastal</li></ol> |
| Amended March 2017 | <ol style="list-style-type: none"><li>1. Coast Guard changed from Brixham to Solent</li></ol>  |
| Amended March 2018 | <ol style="list-style-type: none"><li>1. RTYC email address changed to manager@rtyc.org</li></ol>  |
| Amended April 2019 | <ol style="list-style-type: none"><li>1. New Annex D - Petrol handling and storage.</li><li>2. Crane Operating Instructions.</li><li>3. Updating of terminology and references.</li></ol>  |
| Amended May 2019   | <ol style="list-style-type: none"><li>1. Major Incident updated</li></ol>  |
| Amended Aug 2019   | <ol style="list-style-type: none"><li>1. New Section E Stand Up Paddle Boarding</li></ol>  |
| Amended Feb 2020   | <ol style="list-style-type: none"><li>1. Paragraph 2 Safeguarding.</li></ol>   |
| Amended Mar 2021   | <ol style="list-style-type: none"><li>1. Text unified 2. Paignton Harbour added to PB2</li></ol>   |
| Updated May 2023   | Updated contacts, references and page numbers  |

## **A. Race management.**

The guide should be most useful to less experienced race and safety officers, but it may also be used as a check list by those more experienced.

### **1. Responsibilities of the Sailor**

It is the responsibility of the sailor, or parent or guardian of the sailor, to decide that he/she is able to participate safely in the race and to not launch if that is in doubt. The sailor must have a knowledge level that is compatible with their reasonable participation in the race, including knowledge of the Sailing Instructions and the Racing Rules of Sailing, especially the rules to avoid collisions. The sailor must hold appropriate third party insurance.

Before leaving the slipway, the sailor or parent or guardian of the sailor, shall assess and judge that the sailor's ability is compatible with the sailing conditions for the race and their equipment is adequate for the race. To be considered should include the following:

- The responsibility for a sailor's decision to participate in a race, or to continue racing is his/hers alone. He/she is entirely responsible for their own safety, ref RRS Rules 1,4.
- The location of the race, the wind, tidal and sea conditions on the course and in the route to the course.
- The weather forecast for the period of the race.
- The length of the race course and the expected time on the water.
- Personal protective clothing and buoyancy, adequate for the conditions.
- Long hair should be tied up.
- The class of dinghy and any class specific items and equipment, for example, harness, painter, buoyancy bags, hatches, righting lines, any class specific rules for how the sailing dinghy is rigged and set up.
- The dinghy should be in a safe and seaworthy condition.
- The sailor should know how to de-rig the dinghy.

Sailors must properly use the published system for recording participation in the race and his/her return from the race, for example, the tally system.

Sailors must record, without delay, their return from the race by signing the Sign Off sheet, Retirement Sheet or by returning their Tally to Tally Control or otherwise according to instructions given at the sailor's briefing, if required.

### **2. Responsibility of the Race Officer for Safety**

The Race Officer (RO) has overall responsibility for safety management during the event. The RO may delegate the authority to manage safety activities to an Event Safety Officer (ESO). If there is more than one course, each course should have a Course Safety Leader, CSL.

### 3 Safety Management Activities

#### 3.1 Before Race Day

- The Race Officer (RO) or Event Safety Officer (ESO) completes a risk assessment specific to the event and takes any necessary actions from it.
- The ESO or RO prepares the Safety Briefing handout and any other handouts considered necessary.
- Obtain from the Sailing Secretary/Event Organiser or the online entry list the expected number of entries for the race.
- Decide how many safety boats are needed. A ratio of one safety boat per ten sailing dinghies may be used as a starting point.
- Then to be considered are: type of race, class of dinghies and general ability levels of sailors in those classes.
- Sufficient safety boats should be deployed so that an incident can be attended within three minutes.
- Location of the race and safety boat coverage en-route to the race course.
- At this stage, the weather for the race day should be assumed to be challenging but within any rules set by class associations.
- Check that there are a sufficient number of safety boats assigned for the race and that each has driver and crew assigned. This may include RIBs assigned to mark laying and jury boats. In that case, their drivers must be informed of their safety duties and attend the safety briefings.
- Check with the Event Organiser that the required number of safety boats are available.
- At least two weeks before the event, check that safety team volunteers have confirmed their attendance. If not, ask the Event Organiser to call them for confirmation. Decide where and when the safety team, members and visitors, should report for duty and ask the Event Organiser to publish that information.
- Make a list of safety boats to be deployed together with the names and mobile phone numbers of drivers and crews. Prepare a list of drivers, crew and mobile numbers to be handed out at the safety briefing.
- Identify the first aiders and list in which boats they are.
- If safety boat identification with flags is to be used ask the Event Organiser to prepare the flags.
- Decide if the safety activities during the race will be managed from the Committee Boat (RO) or from a Safety Boat (ESO) on the course.
- Decide if a mother-ship is necessary and if so, then arrange this. The mother-ship crew are members of the safety team and should be present at the safety briefing.
- Decide the system for recording competitor participation and retirement and confirm these arrangements will be in place. Big events may need a Beach Team. If a tally system is to be used, then it should be controlled by a member of the Beach Team with a radio.

- The Harbour Master will have been informed, by the Sailing Secretary, at the start of the season of the date of the Event, expected entries and radio channel for communications.
- Ensure that the Beach Master First Aid Box is available, and its location known.

### 3.2 On Race Day before the race.

- Obtain the weather forecast for the race period and tidal conditions.
- The ESO should attend the sailor's briefing, which should include the following:
  - The system for recording participation in the race and the quitting thereof, usually a tally system. Emphasise the requirement to return tallies immediately on landing. State that failure to do this within 30 minutes of the last boat landing will cause the Search Plan to be started. This leads to the Coastguard being called with the associated implications. This happens in addition to any penalties for late return of the tally.
  - The weather forecast.
  - If Fog is possibility state that competitors should wait at the Committee Boat to be escorted back.
  - The mother-ship if present, how to recognise it, its location and role.
  - Describe hazards en-route to the course, for example, the fairway to the Harbour Entrance. Navigation in the Harbour Entrance.
  - Hold a Safety Briefing for all the Safety Team. Include mark layers and the crews of rounding boats and jury boats if they are also counted as safety boats. The following may be included.
    - Check that all safety team members are present, and that safety boat drivers and crews are assigned to each boat and have a radio, equipment, First Aid kit and tape for marking abandoned boats. Advise the RO if the number of safety boats available is less than planned.
    - Notify the radio channel to be used. For more than one course, each course should operate on a different radio channel.
    - State that one person in the safety boat should be equipped to enter the water but this should be done only for an emergency, for example sailor entrapment. An additional person in the water is an additional person to recover and the safety boat crew must be able to continue afterwards.
    - Identify the call signs of all safety boats and hand out a list of people, call signs and mobile numbers.
    - If the ESO is to be in a boat, then identify that boat and state it will be used for co-ordination of safety activities and will not normally go to incidents.
    - Identify the race start time, launch time and when to be ready on the water. The safety boats should be ready to go before the competitors launch.
    - Report weather forecast expected for the race period.
    - If strong wind is forecast:
      - RO may reduce numbers to increase Safety Boat /Competitor ratio.
      - RO may shorten race instead of abandoning in order to keep the fleet together.

- Very important to watch the back markers.
- Assign safety boats to escort duties while the dinghies are sailing to and from the race area. One Safety Boat should follow last competitor out to the course. One Safety Boat should follow the last competitor from the furthest position on the course back to the slipway.
- Assign watching areas for each safety boat during the racing.
- Safety boats should advise RO of retirements. Beach to advise ESO or RO when the retiring boats have landed. In strong wind all retirees should be escorted back or to a position where the slip has clear visibility of them and has acknowledged this.
- **Emphasise that safety boats must be vigilant and quickly attend all who need help in their assigned area irrespective of whether or not they are competitors. Inverted dinghies especially need a rapid response to check for sailor entrapment.**
- If the help is needed outside their assigned area, safety boats must first advise their intentions to the RO or ESO.
- If yachts, spectator boats appear to be heading onto the course, then safety boats should politely request they change course, under direction of the RO.
- Identify the need for safety boat drivers to do a radio check as soon as ready to go identifying the number of persons on board. Each safety boat, including mark layers and jury boats if they double as safety boats, will be stood down by the RO or ESO after racing when all sailors are counted back. Safety boat drivers must respond and that response amounts to sign off for the Safety boat crew.
- Identify boats to be used for mark laying or taking numbers.
- Identify the mother-ship, if one is assigned, and its location and role.
- State that safety boats and support boats (see SI's) acting as safety boats may not carry spares for competitors or photographers.
- It is essential that all drivers and crew understand the course and where they are to Safety. Visitors in particular may not be familiar with the location, the type of race course and any hazards. A flip board should be used to quickly show the essential details.
- Remind the safety boat crews of their duties. Safety Briefings should be held on each race day. Any problems and solutions from the previous day should be included in the briefing discussions.

### 3.3 Postponing or Abandoning the race

The RO and ESO should assess the conditions before the race. To be considered are the following.

- The weather forecast.
- The anticipated sea state on the course and en-route to the course.
- The class of sailing dinghy, skill levels and age range of the sailors in that class.
- Any class rule or item in the Notice of Race or Sailing Instructions addressing maximum wind strength.

- The RO, supported by the ESO, should decide if the race ought to be postponed or abandoned.
- Considerations in a decision to postpone or abandon a race include the following:
  - If the sailors are youths, that is under 18 years of age, and the Met Office Inshore Forecast for the race period contains an average wind strength prediction of greater than F5 (17 to 21 knots, mean 19 knots).
  - If the sailors are adults, that is 18 years of age or more, and the Met Office Inshore Forecast for the race period contains an average wind strength prediction of greater than F6 (22 to 27 knots, mean 24 knots).

### 3.4 During the race

The ESO should be in a suitable position for monitoring the race. Normally this will be on the course.

As dinghies need attention from safety boats, others should be reassigned watching areas so as to cover the gaps as necessary.

Communicate with the Beach for any retiring boats.

**CODE RED** CONTINGENCY PLAN for medical emergencies.

If a Safety boat finds a medical emergency, call on the race VHF channel:

**CODE RED, CODE RED** > state safety boat position > state the problem.

The nearest Safety Boat goes to help. ESO or RO will despatch safety boat with First Aider and or go himself.

All other radio traffic to be minimised and wait for further instructions from ESO or RO.

If the casualty needs to be returned to Torquay Harbour Passenger Landing Stage, Beacon Quay and needs an ambulance, then the Beach Master should be instructed by the ESO or RO to make the 999 call. If so Beach should despatch someone to guide the ambulance from the Harbour Barrier to the drop off point, Passenger Landing Stage.

If ambulance is called, Beach must inform the Torquay Harbour Office and the Coastguard on VHF Ch 67 to explain the problem and the actions taken so they are not surprised when the ambulance service calls them.

Casualty to be identified to ambulance, from Tally if necessary.

**CODE RED** remains active until cancelled by ESO or RO.

In case of an urgent, serious medical emergency, any safety boat should make a VHF Ch 16 to the Solent Coast Guard MAYDAY call for rapid on the water assistance.

### 3.5 Abandoning the race

The RO and ESO shall continually assess the conditions during the race with a view to abandoning if necessary.

To be considered are the following.

- Current behaviour of the wind strength and direction and any observable indicators such as cloud formations. The wind strength increasing greater than any maximum class rule or statement in NOR or SI's.
- Prevailing wind recordings from local weather stations and any other appropriate source that gives warning of approaching worsening conditions.
- The numbers of sailors experiencing difficulties such as frequently capsizing leading to tiredness and exhaustion.
- Depletion of available safety boat numbers on the course due to towing duties or attending to injuries or sickness.

### 3.6 After the race

Check that all sailors are accounted for back on land. Then stand down the safety boats and mark layers and jury boats if they were acting as safety boats, receive a response from each boat to confirm they have stood down.

As safety boats are stood down, remind drivers of any specific refuelling arrangements.

In the event of a significant incident, or safety related protest, the RO or ESO should provide a written report to Rear Commodore Sailing so that any necessary actions may be taken.

### 3.7 Missing competitors

Should competitors and or boats appear to be missing 30 minutes after the last competitor has landed, a Search Plan must be implemented.

## **4.0 Contact Details**

RTYC 01803 292006 Post Code TQ1 2BH

Torquay Harbour 01803 292429 Post Code TQ1 2BG

RYA Training 023 8060 4180

Marine Accident Investigation Branch (MAIB) 023 8039 5500

Coast Guard 999

Solent Coast Guard 02392 552100



## B. RYA Training

### Introduction

These Operating Procedures cover all RYA Training Activity provided by the Royal Torbay Yacht Club and The Torbay Youth Sailing Trust. This currently comprises of Powerboat level 1 and 2, and Safety Boat. Dinghy and Keelboat NSS1-3, YSS1-4, day sailing, Spinnakers, Seamanship skills, Race 1-3,

Training is based at the Royal Torbay Yacht Club, 12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email [manager@rtyc.org](mailto:manager@rtyc.org)

The RYA Training Centre Principal is currently Stuart Abbott [training@rtyc.org](mailto:training@rtyc.org)

### Safety

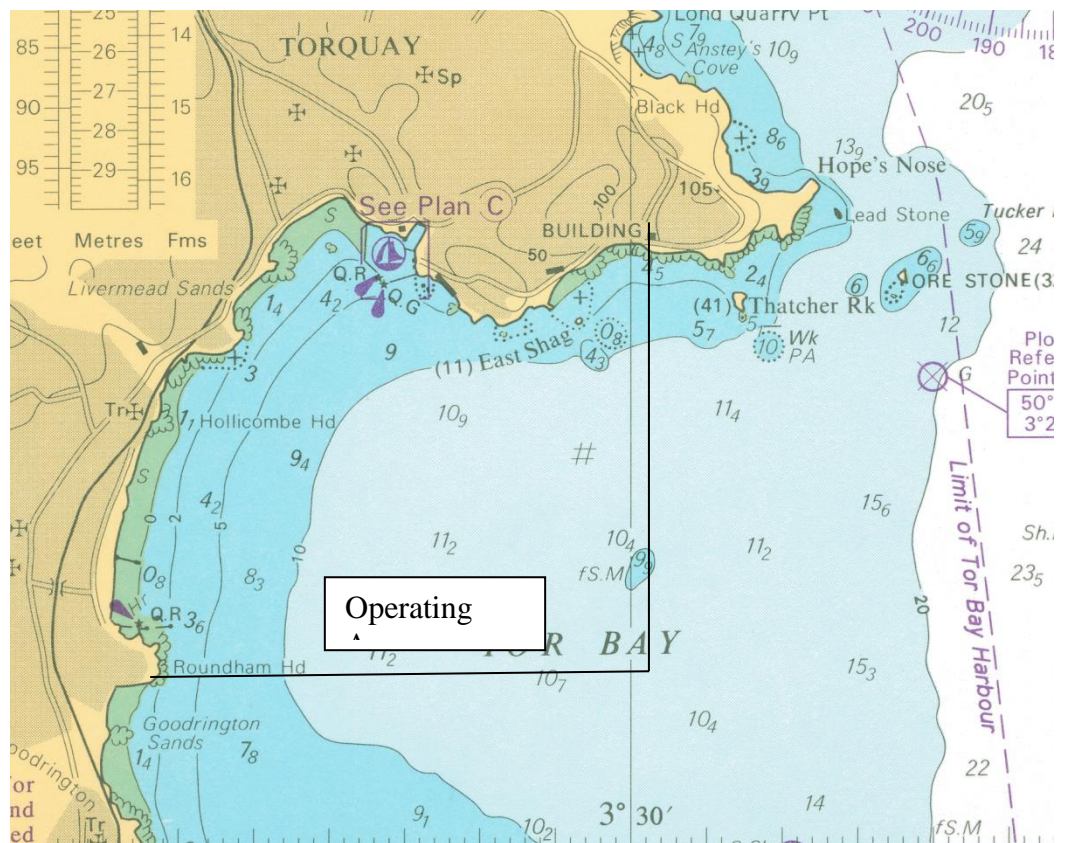
1. The RYA Training Centre Principal will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment.
2. If a **minor accident** occurs the Chief Instructor should be informed. A full report must be entered in the Accident Book (located in the Managers Office) as soon as possible after the accident and as a minimum on the day of the accident.
3. First aid kits are held on each Safety Boat.
4. If a **major accident** occurs, you should refer to the RTYC Major Incident Procedure. Copies are held by the following: Principal, Chief Instructor, RTYC Manager and a copy is held on each Safety Boat.

A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Principal or Chief Instructor

5. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Chief Instructor, and a full report should be entered in the 'Near Miss Book' (located in the Managers Office), in order to help enable the prevention of an accident in the future.
6. You should inform the Principal of any incident involving a Third Party either afloat or ashore, however slight.
7. **Instructors will be briefed and trained** on these procedures before they are permitted to commence training at this RYA Centre. The Chief Instructor is responsible for this training. Each

Instructor will be asked to sign that they have read and understand these operating instructions.

8. A Senior Instructor must be in attendance whilst taught activities take place afloat. In the case of school sailing, the school Co-ordinator (or nominated person) must be in attendance whilst activities take place ashore or afloat. The exception is that an Instructor can run a single session.
9. The **operating area** for this RYA Centre is within the limits of a line extending due east from Roundham Head to a line extending due south from Kilmore Flats. The RTYC Racing Marks within this area can be used for course marks if required by the Instructor. Instructors should check the proposed area with the Senior Instructor to avoid congested areas, other training and other water users. Some elements of powerboat training will take place within Torquay Harbour, Marina and Paignton Harbour (Tide height permitting). See chart below.
10. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.



11. No activity afloat will commence without a briefing to instructors, volunteers and students that includes weather, tide, operating area, courses, potential hazards, communication signals and the aim of the training exercise. Each session will be concluded with a

debriefing. Particular emphasis will be made in the briefing on how to use any unfamiliar equipment.

12. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club. Children (under 18) are to be supervised so that Instructors and Volunteers ensure safe crossing of the road both going to and returning from the harbourside. Under no circumstances should children be allowed or told to make their own way to the harbour or back to the yacht Club.
13. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the safety boat has communicated with the Instructor that it is on station for the launch. The Instructor will co-ordinate launching and recovery with other users of the slipway and with the safety boat if dinghies are to be towed in or out of the harbour.
14. The RTYC ribs will be used as safety boats. The minimum safety boat requirements are:

Dinghies:	Up to 6 dinghies 1 safety boat
	7 – 15 dinghies 2 safety boats
Keel boats:	1-3

Each rib will be crewed by two people with one available to enter the water if necessary.

  - ✓ If instruction is being given from a safety boat and there are Instructors available to assist in the case of an incident, then one person giving instruction can crew the rib.
  - ✓ If the safety boat is solely responsible for keelboats with instructors onboard, then only one person is required.
  - ✓ All power boat drivers must hold RYA Level 2 power boat. Unless under instruction.
  - ✓ Local bye laws require the person in charge of a power vessel is 18 years old or over.
15. In the event of mechanical failure to a safety boat the Instructor will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available, the fleet will return to harbour and if necessary the coastguard advised of the situation.
16. In the event that a Student, Instructor or Volunteer sustains an injury requiring first aid whilst onshore the Principal and Chief Instructor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.

17. For emergencies afloat, the following procedure will be followed.

- ✓ Attract attention of safety boat
- ✓ Instructor and/or safety boat crew provide emergency first aid
- ✓ Evacuate casualty in safety boat to RTYC club house if required. Advise Beachmaster who will summon first aider.
- ✓ If injury serious advise Beachmaster who will summon ambulance by 999 call and advise Principal and Chief Instructor.
- ✓ Await arrival of ambulance / para medic at Torquay Harbour slipway.

18. Instructor or safety boat crew to advise Principal and Chief Instructor of details of incident. Principal or Chief Instructor to record incident in accident book. Report to next of kin will be made by Principal or Chief Instructor.

19. The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. A tidy boat with ropes tucked away reduces the risk of entrapment. Knives are carried in all Safety Boats and could be used in certain circumstances.

20. When taking students for rides in the RIBs, all students should be suitably dressed for the weather and sea conditions expected and must be wearing a buoyancy aid. The maximum number of students per RIB should be limited to six. Local speed restrictions must be observed. All students must be seated either on the seats or the tubes and hand holds pointed out.

### **Tuition**

1. The Principal (or nominated Beachmaster) will ensure that on each training day that the training room is set out ready briefings and in the event of adverse weather facilities are available for classroom activity.
2. The Principal is responsible for the RTYC/TYST RYA Training Centre and safety of students. He/she will regularly attend briefings and de-briefings ahead of training, attend training briefings for instructors and seek feedback on the training provided through parents and School Co-ordinators.
3. The Principal with the Chief Instructor will review feedback and address any issues as necessary.

4. The Principal (or nominated Beachmaster) will ensure that for each days activity there is a register of attendees. It will be the responsibility of the Senior Instructor to take the register on commencement of each session.
5. The Principal (or nominated representative) may appoint the following roles for each training session:

Beachmaster to co-ordinate onshore activity, including rooms, register, accident book, near miss book, security for possessions, etc. and maintain a VHF radio watch at all times when training is taking place on the water.

The RIB Club Volunteer to carry out repairs and ensure fleet is properly maintained

Safety boat crews.

6. The following training courses will be offered:

Dinghy & Keel Boat National Sailing Scheme Levels 1 and 2  
 Youth Sailing Scheme ( Dinghy and Keel boat) Stages 1, 2, 3 and 4.  
 Powerboat Levels 1 and 2, Safety Boat Certificate  
 Sailing with spinnakers (Dinghy and keel boat)

7. Dinghy sailing will be supervised by an RYA Dinghy Senior Instructor.

Keel Boat sailing will be supervised by an RYA Keel Boat Senior instructor or an RYA Senior Dinghy Instructor with Keel Boat endorsement.

Power boating will be supervised by an RYA Powerboat Instructor.

A trained and experienced Instructor can run a single training session with the agreement of the centre principal.

RYA Racing levels 1-3 maybe supervised by an RYA level 2 race coach without an RYA Senior Instructor present. The ratios below apply.

Student: instructor ratios have been set at the following:

Type of Craft	Student : Instructor ratio
Crewed dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6

	boats per instructor (e.g. 6 RS Teras/RS Fevas with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Keel Boats	4:1 for beginners with instructor onboard Maximum 9:1 e.g. 3 boats with 3 crew.
Powerboats	Level 1 and 2- 3:1. Safety boat- 6:1

Assistant instructor counts as qualified in the ratios but will work under the direction or supervision of an instructor or Senior Instructor.

The Principal will be responsible for maintaining a register of instructors and volunteers and their qualifications to meet the requirements of the Operating Procedures. This will be kept in the RTYC Office.

## C. Race Coaching.

### Introduction

These Operating Procedures cover all race coaching at the Royal Torbay Yacht Club. For RYA courses including racing refer to section B.

Training is based at the Royal Torbay Yacht Club, 12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email admin@rtyc.org

1. The Vice Commodore will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment.
2. If a **minor accident** occurs the Rear Commodore Sail should be informed. A full report must be entered in the Accident Book (located in the Club Office) as soon as possible after the accident and as a minimum on the day of the accident. First Aid kits are held on each Safety Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure.  
A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Vice Commodore, Training Principal or Chief Instructor
4. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Vice Commodore, and a full report should be entered in the 'Near Miss Book' (located in the Club Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Vice Commodore of any incident involving a Third Party either afloat or ashore, however slight.
6. Coaches and assistant coaches will be briefed and trained on these procedures before they are permitted to commence training at the club. Each Coach and assistant coach will be asked to sign that they have read and understand these operating instructions.
7. Coaches must hold RYA Level 2 race coach for all activities taking place afloat unless written agreement is obtained from the Vice Commodore.
8. All power boat drivers must hold RYA Level 2 Power Boat.
9. Local bye laws require the person in charge of a power vessel is 18 years old or over.
10. Sailor to coach ratio must be agree with the Rear Commodore Sailing prior to commencing training.
11. The **operating area** is no more than 3 NM from Torquay harbour.

12. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.
13. No activity afloat will commence without a briefing to instructors, volunteers and students that includes weather, tide, operating area, courses, potential hazards, communication signals and the aim of the training exercise. Each session will be concluded with a debriefing.
14. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club.
15. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the Safety boat has communicated with the Instructor that it is on station for the launch. The Coach will co-ordinate launching and recovery with other users of the slipway and with the Safety boat if dinghies are to be towed in or out of the harbour.
16. The RTYC ribs will be used as safety boats. The minimum Safety boat requirements are:  
Dinghies: Up to 6 dinghies 1 safety boat, 7 – 15 dinghies, 2 safety boats  
Keel boats: 1-3
17. Each RIB will be crewed by two people with one available to enter the water if necessary. Each person should be wearing a buoyancy aid.
18. If coaching is being given from a safety boat and there are others available to assist in the case of an incident then one person giving instruction can crew the rib.
19. If the safety boat is solely responsible for keelboats with instructors onboard then only one person is required.
20. In the event of mechanical failure to a safety boat the coach will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available the fleet will return to harbour and if necessary the coastguard advised of the situation.
21. In the event that a Student, Coach or Volunteer sustains an injury requiring first aid whilst onshore the Principal and Chief Instructor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.
22. For emergencies afloat the following procedure will be followed.
  - ✓ Attract attention of Safety boat
  - ✓ Instructor and/or safety boat crew provide emergency first aid
  - ✓ Evacuate casualty in safety boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
  - ✓ If injury serious advise Beachmaster (in appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sailing.



- ✓ Await arrival of ambulance / para medic at Torquay Harbour slipway.
- 23.** Lead Coach or safety boat crew to advise the Vice Commodore of details of incident. Lead Coach or Vice Commodore to record incident in accident book. Report to next of kin will be made by Vice Commodore.
- 24.** The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. A tidy boat with ropes tucked away reduces the risk of entrapment. Knives are carried in all Safety Boxes and could be used in certain circumstances.
- 25.** When deciding if to go afloat, Coaches should be aware that in prolonged periods of Easterlies, significant wave heights may occur in the Bay.

## D. Social sailing.

### Introduction

These Operating Procedures cover casual sailing events at the Royal Torbay Yacht Club. An appropriately qualified or experienced event supervisor must be appointed and agreed by the Vice Commodore.

12 Beacon Terrace, Torquay, TQ1 2BH. Telephone Number 01803 292006. Email admin@rtyc.org

1. The Rear Commodore will carry out an **annual risk assessment** and review and update these operating Instructions following the assessment. Specific event risk assessments may be required.
2. If a **minor accident** occurs the Vice Commodore should be informed. A full report must be entered in the Accident Book (located in the Managers Office) as soon as possible after the accident and as a minimum on the day of the accident. First aid kits are held on each Safety Boat.
3. If a **major accident** occurs you should refer to the RTYC Major Incident Procedure.  
A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the club's safety facilities. The responsibility for declaring a major incident will be held by the Vice Commodore, Principal or Chief Instructor
4. If a near miss occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Vice Commodore, and a full report should be entered in the 'Near Miss Book' (located in the Club Office), in order to help enable the prevention of an accident in the future.
5. You should inform the Vice Commodore of any incident involving a Third Party either afloat or ashore, however slight.
6. Organisers and volunteers will be briefed and trained on these procedures before they are permitted to commence training at the club.
7. All power boat drivers must hold RYA Level 2 power boat.
8. Local bye laws require the person in charge of a power vessel to be 18 years old or over.
9. The **operating area** is no more than 3 NM from Torquay harbour.
10. Courses will be set using RTYC racing marks and additional marks laid by the safety boat supporting the training.

11. No activity afloat will commence without a briefing volunteers and sailors that includes weather, tide, operating area, courses, potential hazards, communication signals and the aim of the training exercise. Each session will be concluded with a debriefing.
12. At the briefing all students **must** be advised of the road hazard immediately outside the Yacht Club.
13. Boats will be launched from the Torquay Harbour slipway. Launching will not commence until the Safety boat has communicated with the Instructor that it is on station for the launch. The Coach will co-ordinate launching and recovery with other users of the slipway and with the safety boat if dinghies are to be towed in or out of the harbour.
14. The RTYC ribs will be used as safety boats. The minimum Safety boat requirements are:  
Dinghies: Up to 6 dinghies 1 safety boat, 7 – 15 dinghies, 2 safety boats  
  
Keel boats may not require safety cover with the approval of the Vice Commodore.
15. Each rib will be crewed by two people with one available to enter the water if necessary. The helm shall hold an RYA PB2 certificate or other equivalent qualification.
16. If the Safety boat is solely responsible for keelboats then the boat may be operated by one person provided that person holds an RYA PB2 certificate.
17. In the event of mechanical failure to a Safety boat the coach will agree a course of action that will not compromise the safety of the overall operation. If the second rib is not immediately available the fleet will return to harbour and if necessary, the coastguard advised of the situation.
18. In the event that a sailor or volunteer sustains an injury requiring first aid whilst onshore the event supervisor should be advised immediately. A first aider should be summoned to assess the casualty who should then be taken to the RTYC club house, if appropriate or call ambulance by 999 call.
19. For emergencies afloat the following procedure will be followed.
20. Attract attention of Safety boat
21. Instructor and/or safety boat crew provide emergency first aid
22. Evacuate casualty in safety boat to RTYC club house if required. Advise Beachmaster (if appointed) who will summon first aider.
23. If injury serious advise Beachmaster (in appointed) or Lead Coach, who will summon ambulance by 999 call and advise Rear Commodore Sailing.

24. Await arrival of ambulance / para medic at Torquay Harbour slipway.
25. Event supervisor to advise Vice Commodore of details of incident. Lead Coach or Vice Commodore to record incident in accident book. Report to next of kin will be made by Vice Commodore.
26. The most effective way to free an entrapped sailor is often to right the boat by boarding and pulling on the centre board in the normal way. Knives are carried in all Safety Boats and could be used in certain circumstances.

## **E. Stand Up Paddle Boarding**

Stand up Paddle Boarding at the RTYC is split into three distinct areas:

1. British Standup Paddle Boarding Association Courses or as part of an Activity Session
2. Club Members Hire
3. RTYC Paddleboard Regatta

### **1. BSUPA Courses & Activity Session**

RTYC is a recognised centre by the BSUPA and the following methods of operation apply:-

#### Students

- a) All students will have completed a relevant booking and medical form before commencement of the SUP course.
- b) All students will have been sent a kit requirements list before commencement of the course.
- c) All students will at all time whilst afloat wear an approved and tested Buoyancy Aid supplied by the club or approved by the instructor.
- d) All students whilst on SUP session will wear appropriate footwear.
- e) All students will at all times undertake to follow the requirements of the instructor and failure to undertake those requirements may mean removal from the course.
- f) All students will take appropriate care of kit that has been supplied.
- g) All students will wear a leash at all times afloat.

#### Instructors

- a) All instructors for BSUPA courses and taster sessions will be to the standards recognised by the BSUPA at the time that the course is run. The minimum requirements for instructors on site will be a BSUPA instructor. All instructors will be responsible for making themselves aware of any medical issues concerning their students.
- b) All instructors will have read the RTYC Risk Assessment and will run the session using the RTYC SUP Lesson Plan.
- c) All instructors will be responsible for making a dynamic risk assessment for the conditions for paddle boarding. If there is any doubt of the student's ability to cope an alternative method of teaching must be adopted.
- d) All instructors are responsible to brief the students in the appropriate method for kit care.
- e) All instructors will be aware and trained in the methods of towing a board, recovery from a board and board recovery using a powerboat and hold a minimum RYA Powerboat Level 2 certificate.
- f) All instructors will make sure at all times the students are supervised using clear briefings, group control and zoning.

- g) No instructor will allow any student to go on session unless footwear is worn.
- h) All instructors will ensure that any student under 18 will wear a helmet.
- i) If games are played due consideration must be made concerning injuries when boards are in close proximity with one another.
- j) All instructors will wear a Buoyancy Aid and Leash whilst teaching.
- k) The instructor, whilst students are afloat will maintain and carry the issued safety kit in dry bag

Contents:

- Dry Bag
- Spare Leash
- Comms VHF Radio or Mobile
- First Aid Kit (Sam Splint/Bandage minimum)
- Safety Knife
- Tow Line
- Emergency Action Plan in Bag
- Whistle
- Sun Tan Lotion
- Sun Hat
- Climbing Sling

### Staffing

BSUPA ratio of 1 instructor: 6 students (boards)

### Launching

All launching will take place from Beacon Cove. Instructor will brief before entering the water about obstacles in the area, correct launching procedures and use of leash.

Board Leashes are to be worn attached to the stern of the board and to the ankle of the paddler. This ensures the board does not stray far from the paddler should they fall off.

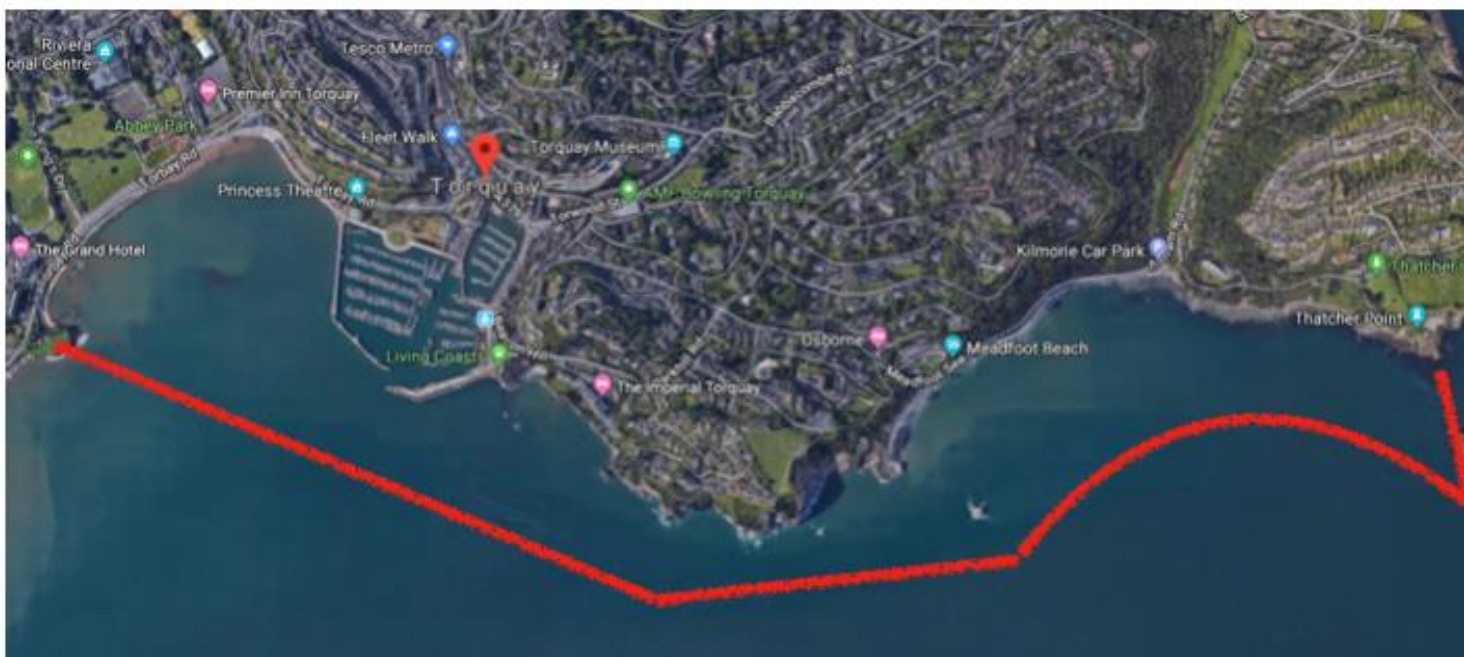


Area of Operation

Emergency Action Plan

<u>Emergency Plan</u>	
Take Control	Assess and contain situation; prioritise actions; delegate roles; look after rest of group.
Strategy	Remove person(s) from life threatening environment.
First Aid	Treat person(s) for injuries.
Evacuate	Package and transport person(s) to professional health care; look after rest of group.
Communicate	Notify emergency services; contact RYA Principal & Commodore; organise media spokesperson. Complete Accident/Incident Book

**2. Club Members Hire**



- a) Members must never SUP alone. Therefore, there must be an additional person standing on the beach or in a craft at all times.
- b) Leashes must be worn at all times.
- c) Buoyancy Aids must be worn by under 18's at all times.
- d) No members under the age of 18 may hire the equipment without a parent/guardian adult present at all times.
- e) Any damage to kit must be reported immediately to the office.
- f) Members must carry either a VHF or Mobile Phone with them in case of an emergency.
- g) Members are not permitted to take Non-Members afloat.
- h) Members should have BSUPA Level 1 or equivalent experience.

#### Area of Operation

Members must stay within 100 meters from the shore in an area between Corbyn Head and Thatcher Rock (see picture below).



## Annex A

### Dealing with a major incident.

# **Guidance for Major Incident Procedures at RYA Affiliated Clubs and Recognised Training Centres**

**incorporating**

## **EMERGENCY ACTION PLAN**

TG 14-15

Version: January 2019

### **Introduction**

This planning document contains useful information, advice and guidance concerning the response to an emergency or crisis arising at an RYA recognised training centre or RYA affiliated club.

The procedures are designed to be used in the event of a serious accident or incident and are a requirement of the RYA Recognition Guidance Notes.

### **Definition of a Major Incident**

A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.

The following would be examples of serious incidents or accidents:

- An incident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Any situation that presents a serious risk to RYA reputation/brand
- Major damage to vessels afloat or property ashore
- Loss of contact with group or individual, overdue groups or individuals
- Other circumstances in which a group or individual might be at serious risk of harm
- Serious illness of an individual or group
- Any adverse situation in which the media are or may be involved

In the event of any major incident, your first priority is the safety of the participants, volunteers and instructors, but once ashore you are going to have to deal with the authorities and potentially the media. You should immediately contact the emergency services as appropriate.

It is the responsibility of each establishment to determine a suitable and appropriate **Emergency Action Plan** designed for their own specific operating environments.

You can use the Sample Emergency Checklist on pages 4-5 as a basis for determining your own Emergency Action Plan for use during a major incident.

**Note:** Incidents may sometimes occur which those involved may not consider to be serious. However, to the inexperienced observer or as a result of statements or information released from Search and Rescue (SAR) authorities, a perception of seriousness may be created. In the event that SAR authorities become involved or media attention being attracted, it is good practice to be prepared to deal with an incident under the media spotlight.

<b>Contents</b>	
Introduction and contents	1
Major Incident Procedures	2-3
Sample Emergency Checklist	4-5
Emergency Contacts	6
Emergency Incident Log	7

## **MAJOR INCIDENT PROCEDURES**

### **Incident Co-ordinator**

An Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs. The Incident Co-ordinator will ensure that a Flag Officer, Centre Principal or Chief Instructor is informed of the incident as soon as possible.

### **Incident Control Room**

Where possible ensure that an incident control room is set up on a suitable part of the site where there are functioning mobile and landline telephones, radio communications, and access to the internet and email available.

### **In the Immediate Aftermath**

- Get a statement from competent witnesses as well as recording their names and contact details
- Remove the key witnesses to a place you can talk to them away from onlookers

- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes
- Notes need to be taken and agreed by the witness

### Securing Evidence

- Photograph the incident location, boats, equipment etc.
- Keep and secure any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc.
- Secure any boats and equipment

### Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment). In the event of a major multiagency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

### Site organisation

- If necessary restrict entrance or exit to and from the site by closing gates and either locking them or positioning a member of staff to act as gate keeper
- Identify a separate gathering area for relatives of any injured persons
- Arrange for a supply of hot/cold drinks and or food
- Keep media away from gathering area for relatives
- If possible, have a separate briefing area for the media where they can be addressed by the club or training centre representative

### Safeguarding and welfare

The RYA's policies and guidelines for safeguarding children and vulnerable adults should be adapted to suit the requirements of your training centre, club or class association. If your club or centre is contacted by the Police or Children's Services concerning information received or a complaint made by or about a member, volunteer or employee, you are advised to contact the RYA Safeguarding Manager as soon as possible for further guidance and support.

### Dealing with Relatives or Aggrieved Parties

It is important to be sympathetic with these people, without admitting liability. Remain calm and say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

## Fatalities

If there has been a fatality the police will inform the next of kin, similarly with injured people when a criminal offence or traffic collision occurs. Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.

## Dealing with the Press

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that the club or centre will issue a press statement as soon as possible.

Direct statements and interviews are to be avoided unless authorised.

The nominated person may produce a written statement that you can give to the press, e.g.

“The XYZ Sailing Club / Training Centre regret to announce the death of a member who fell overboard ...

When

Where

We extend our deepest sympathy to the relatives. A full statement will be issued at 2pm tomorrow.” (Give yourself time to collate the information).

If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement, If the incident is attracting attention from the national media, call the RYA Communications Team for advice.

- Don't hold a press conference
- Decide who will speak to the press
- Do not allow well-meaning but ill-informed members to make public comments □ Try to keep a record of whom you have spoken to, who has contacted you etc.

## Notifications

Consider who must be notified in accordance with the requirements of your location.

In the UK:

- If it is water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours.
- If it involves work-related fatal or major injury you must inform the Health and Safety Executive.

## Closure

- The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.
- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.).
- This meeting should finalise all records of the event and determine any follow up action that may be required.
- A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

## Sample Emergency Checklist



### PROTECT LIVES

- |   |
|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Provide emergency first aid if necessary</li><li><input type="checkbox"/> Protect individuals from further harm</li><li><input type="checkbox"/> Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved</li><li><input type="checkbox"/> If lives are at risk contact emergency services</li><li><input type="checkbox"/> Isolate the cause of the incident (e.g. turn off electricity, isolate gas)</li><li><input type="checkbox"/> Clear the water of boats as necessary, while you deal with the incident</li><li><input type="checkbox"/> Evacuate the premises as necessary</li></ul> |
|---|



### TAKE CONTROL



## INFORM AGENCIES

- The Race Officer / Senior Flag Officer of the club or, if operating as a Training Centre, Principal / Chief Instructor will take immediate charge of the situation and inform the appropriate emergency services as necessary
  - They may then delegate an appropriate member to act as Incident Co-ordinator until the emergency services arrive
  - When advised of an emergency situation, act as quickly, calmly and as effectively as possible
  - If there is a fatality, the prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs
  - Maintain a record of key information and actions using an incident log sheet (see page 7)
  - Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place
  - Protect and ensure the welfare of all those involved and any witnesses
- 
- Contact emergency services
  - Make sure you have the following information: what the problem is, your location, how many are involved, when it happened
  - Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media
  - Notify the relevant RYA Senior Manager and Communications Team (see page 6)
  - Do you need to contact other agencies? Police, Local Authority, Harbour Master, environment agency; electricity, water or gas suppliers?
  - In the UK, if it is a water-based incident on a coded vessel, you are legally required to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement. If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive



## MEDIA RESPONSE

- Appoint one person to deal with the media; this person will be designated as the **only** person to make any public statements to the media
- Manage any media that are onsite – if relevant provide a room or area away from the witnesses, victim’s relatives and other participants
- Contact the RYA Communications Team for assistance and guidance with handling the media
- Only reveal names of any victims/casualties once advised by the Police that it is alright to do so. Families do not want to hear of an incident through the press or social media
- Do not get drawn into speculating about causes, blame or possible outcomes
- If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference
- Remember – declining an interview or saying “no comment” will almost certainly look like you have something to hide. It is far better to give a factual response such as “It would be inappropriate to comment further until we’ve had the opportunity to consider all the factors contributing to this incident.”
- Never lie to the media about something you know to be true
- “Pity, Praise and Promise” is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery – they may be your staff or the emergency services; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the of risk of it happening again



## POST INCIDENT

- Pass your Incident Log Sheet to the Club Secretary or Training Centre Principal
- Complete the Accident or Near Miss form accordingly
- Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards
- Use information gained from the debrief to review and update your Emergency Action Plan

## EMERGENCY CONTACTS

Add your important contact names/numbers – including staff, volunteers and key agencies. Numbers shown here are for UK organisations, so you will need to check local contacts if you operate outside the UK.

You might include your senior staff members or officials, RYA contacts, local authority safeguarding officer and insurance company etc.

Emergency services	999
Health and Safety Executive	Reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).  24/7 Duty Officer - 0151 922 9235
Marine Accident Investigation Branch (MAIB)	023 8023 2527

This extract is taken from the [Accident and Incident Reporting](#) section of [www.rya.org.uk](http://www.rya.org.uk)



**EMERGENCY INCIDENT LOG**

**INCIDENT**

**DATE** \_\_\_\_\_

**DETAILS**

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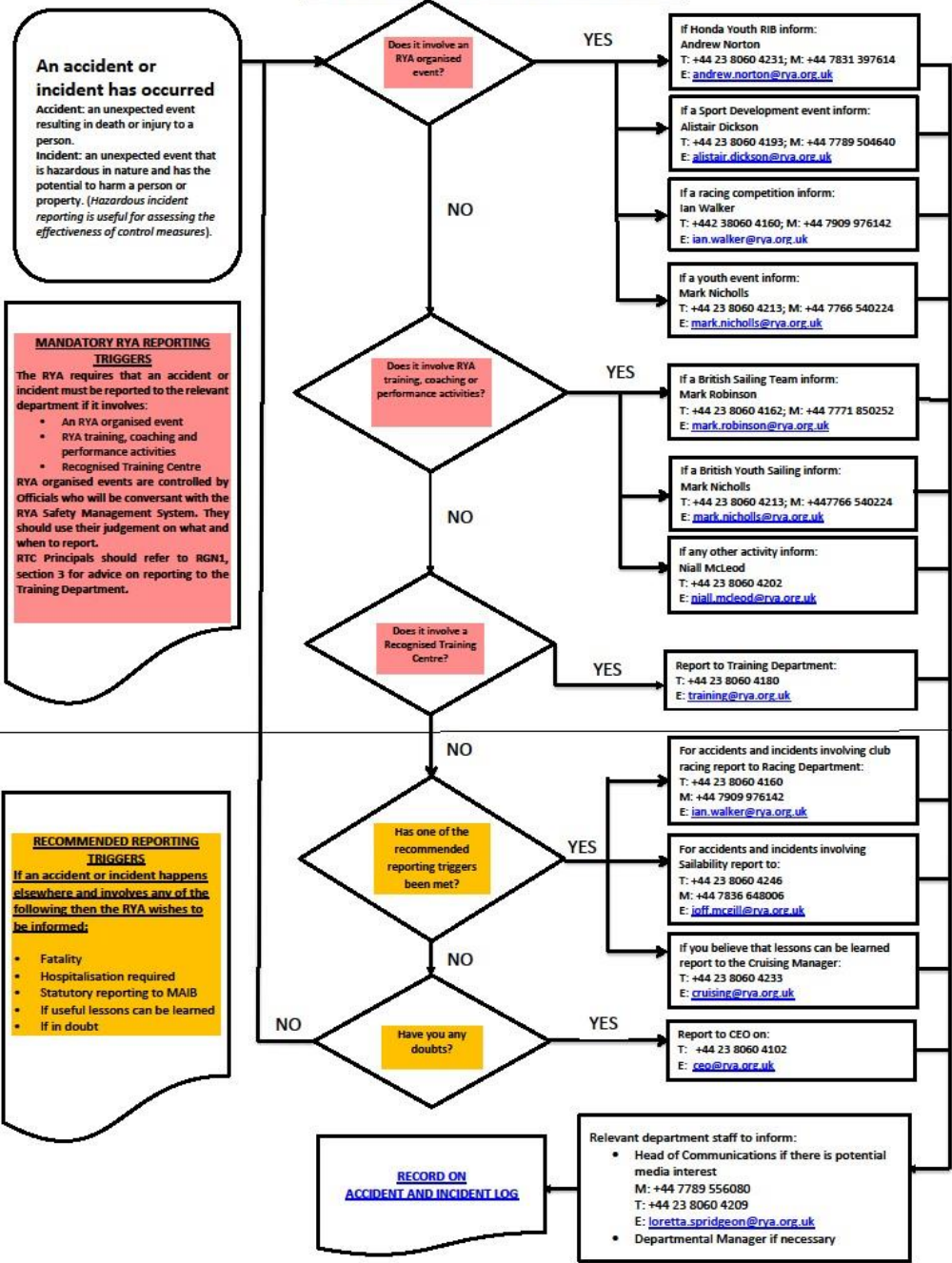
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<b>Time</b>	<b>Issue/Action/Decision</b>	<b>Responsible Person</b>	<b>Status</b>

**TRIGGERS FOR REPORTING ACCIDENTS AND INCIDENTS: VERSION 6**



- Feedback of lessons learned** This might include:
- Amending rules
  - Amending RYA policies and procedures
  - Further (re) training for staff and volunteers
  - Articles in RYA Magazines and newsletters
  - Reporting outcomes to the Sport and Recreational Alliance, Sport England, UK Sport, BOA, RYA regions and home countries
  - Case study at conferences
  - Emailing of any urgent findings to those concerned
  - Proposals for amending ISO standards
  - Communication to the wider boating public through SAN/yachting press

## Annex B Safety Boat Guide

### What we aim to do:

- Be vigilant at all times and provide rapid safety support for sailors and others if necessary.
  - Put the safety of people before equipment.
  - Ensure all persons are surfaced and count heads
  - Look out for serious injuries, (i.e. needing some help)
  - Offer help if requested, or if in apparent difficulty. One safety boat crew to be suitably clothed to enter the water.
  - Do not leave your assigned area without checking with safety leader, race officer, senior instructor or lead coach
1. The RYA advises clubs that safety boat helms should be trained appropriately. This may be through a recognised powerboat qualification or club-based training programme.
  2. RTYC as it is a RYA recognized Powerboat Training Centre will only use helmsmen for youth training who hold a minimum qualification of RYA Powerboat Level 2.
  3. The Sailing Secretary will maintain an up-to-date list of all qualified helmsman.
  4. The RTYC Ribs will be used as safety boats. Each boat should be crewed by two people. These boats will be used both as training platforms and safety boats. At least one member of the crew should be prepared to enter the water if necessary.
  5. If instruction is being given from a safety boat and there are Instructors available to assist in the case of an incident, then one person giving instruction can crew the rib.
  6. The kill cord must be worn at all times by the Helmsman when the engine is running, around the leg or a secure part of clothing (e.g. Buoyancy Aid waist strap).
  7. If sailor trapped under inverted hull. Right the boat A.S.A.P. Don't try to release the sailor before righting the boat. This is best achieved by pulling on the centre board.
  8. In cases of serious injury or medical problem
    - ✓ radio "code red", call sign, position, problem
    - ✓ If necessary, call 999 and ask for "coast guard. · all other radio traffic to be minimal until code red is cleared by ESO, RO, Senior Instructor or lead coach.
  9. Strong winds
    - ✓ All on water Race Management Team should look out for overpowered sailors becoming fatigued. With the permission of the

RO or ESO tow to waiting buoy, committee boat (cb), mothership or tow home. Then return to sailing area.

10. Fog / poor visibility
  - ✓ If GPS available, mark way home and cb (on the way out!)
  - ✓ Sailors advised to collect at committee boat or nominated point and wait to be escorted in a group.
  - ✓ Search sailing area slowly, using an appropriate sound signal and listen for responses
11. Damaged or abandoned boats
  - ✓ To be marked with tape if to be abandoned (on rudder fittings)
  - ✓ Inform ESO, RO, Senior Instructor or lead coach.
  - ✓ Inform Coast Guard if boat is to be left unattended.
  - ✓ If reasonable take to waiting buoy or committee boat for later tow home
12. Missing Persons
  - ✓ A search plan will be implemented by the ESO, RO, senior instructor or lead coach.
  - ✓ Note that coastguard may take control.
13. Transit to and from the sailing area
  - ✓ Safety boats will be assigned to follow the last boat out to the course and back from the course.

### **Safety Fleet Checklist**

14. The Helmsman should undertake the following checks before taking the Safety boat from its mooring.
  - Condition of hull: air pressure, plugs and bungs
  - Equipment on board:  
Anchor rope, tow rope, two paddles, flares, first aid kit, spare kill cord, whistle, knife, radar reflector (Harry only), fire extinguisher
  - Fuel
  - Engine. Fuel connections, visual check of the propeller, coolant circulation
  - Radio. Battery level, radio contact with Beachmaster or other RTYC station.
15. At the end of each day. Fuel tanks should be filled. The boat should be returned to its mooring clean, with all lines tidy, the engine raised and turned to port.
16. The boats must be maintained in good condition. After each use any defects should be reported.
17. When retrieving a person from the water or operating in close proximity to people in the water, the engine should be turned off.
18. Should the safety boat crew require assistance they should radio, blow a whistle, or wave a flag.
19. Safety boat call signs will be by boat name.

## **Annex C Beach Master Guide**

### **Telephone numbers**

**Coast Guard 999 Solent Coast Guard 02392 552100 VHF Ch 16  
RTYC 01803 292006  
Harbour Office 01803 292429 Torquay Harbour VHF Ch 14  
Harbour Post Code TQ1 2BG**

### **Sailing Office Code C 2863X**

<b>Committee Boat</b>	<b>Mary Gurine</b>
<b>Safety Boat</b>	<b>Harry</b>
<b>Safety Boat</b>	<b>Bev</b>
<b>Safety Boat</b>	<b>TYST</b>
<b>Safety Boat</b>	<b>Winaretta</b>

1. Collect Beach Master Box and VHF Radio from Sailing Office.
2. Base yourself at the top of the slip at least one hour before race start time.
3. Touch base with the Race Officer.
4. Check VHF Radio with a test transmission to Mary Gurine (Committee Boat) on Channel 72. (Championships 77).
5. Seek permission to launch from the Race Officer once a fully manned Safety Boat is at the slip.
6. Keep a tally of number and class of boats launched.
7. Before launching check to see if the boats crew are properly dressed with buoyancy aid fastened correctly and any long hair worn up. Monitor use of slipway by other harbour users during launching, if necessary delay access for the launch until the slipway is clear.
8. Once all boats have been launched radio Mary Gurine with the number of each class launched.
9. Stay handy to slip and monitor the VHF Radio Ch 72 (or assigned channel).
10. Be ready to receive any returning boats.
11. Be ready to receive Safety Boats with an injured sailor.
12. If medical assistance is required call for an Ambulance to come to Beacon Quay Torquay Harbour TQ1 2BG.
13. Any casualty will be landed at the Ferry Jetty, or if not available Slipway, Beacon Quay.
14. If a casualty is to be brought ashore needing medical assistance inform the Harbour Office and send a guide to the Barrier at Beacon Quay entrance to meet the Ambulance.
15. After racing check that all boats have returned and then inform the Race Officer that all boats are on Beacon Quay.
16. Return Box and Radio to the Sailing Office.

## Annex D

# ROYAL TORBAY YACHT CLUB



## HARBOURSIDE PETROL STORAGE

It has been necessary to review and make changes to the way we store and handle Petrol on the Harbourside in order to satisfy the Harbour Authority, Torbay Council Trading Standards and to ensure compliance with the Petroleum Storage Regulations

The principle changes are :-

- New safety signage
- Provision of two padlocks
- Fitting of ventilation panels
- Installation of second Dry Powder Fire Extinguisher
- Replacing 20/25 litre plastic fuel can with 25 litre Demountable Fuel Tanks
- Provision of spillage kit.
- Issue of new Safety Guidance
- Requirement to advise Torbay Council, Trading Standards Officer annually that we are continuing to store Petrol.
- Petrol may only be transferred between cans using the siphon hose or funnel by Club Members.

RJP January 2019

# ROYAL TORBAY YACHT CLUB



## HARBOURSIDE PETROL STORAGE AND USE SAFETY GUIDANCE JANUARY 2019

- Petrol and its vapours are highly flammable, can easily ignite, burn fiercely and are explosive.
- **NO SMOKING or NAKED FLAMES**
- The fuel store has two padlocks, do ensure that both are locked at all times, when not in use.
- The fuel store contains 5 fuel tanks, they are to be stowed vertically.
- Always ensure the filler cap and vent is securely closed
- Whenever possible replace empty tanks with full ones and avoid topping up.
- When topping up is necessary use the filling loop provided for the transfer of fuel.
- Ensure engine is turned off and never completely fill tanks.
- Clean up any spillages using spill kit material provided in store.
- Avoid inhaling petrol fumes as they may be harmful.
- Dry Powder Fire Extinguishers are located on the pontoon either side of the fuel store.



**ROYAL TORBAY YACHT  
CLUB HARBOURSIDE  
PETROL STORAGE**



- **New safety signage**
- **Two padlocks**
- **Five new storage tanks**
- **Spillage kit**
- **Two Dry Powder Fire Extinguishers**



## **Annex E**

### **TRAINING MANUAL AND OPERATING INSTRUCTIONS**

#### **MARY GURINE**



#### **CREW SAFETY BRIEFING**

##### **Points to be covered for the attention of all on board:**

Location of the first aid equipment

The location of the flares

Procedures and operation of radio on board in the event of an emergency and the skipper being rendered incapable

Location of navigation and other light switches

Location and use of fire fighting equipment

Method of starting, stopping and controlling the main engine

Deployment and retrieval of the anchor and use of associated equipment

Location of life jackets and life buoys and procedure to be followed in an emergency

Location of emergency tiller

Operation and use of sea toilet

Location of tools, jump leads, bungs and parts

Location of oils and lubricants

Location of engine and equipment manuals

21-04-2015



**MARY GURINE**

**STANDARD OPERATING  
PROCEDURES**

**AND**

**BOAT INFORMATION**

# **INDEX**

**CREW SAFETY BRIEFING**

**ROUTINE DAILY CHECKS**

**START UP PROCEDURE**

**SHUT DOWN PROCEDURE**

# ROUTINE DAILY CHECKS

Engine oil levels – to top of dip stick indicator mark

Radiator water level – to full

Water inlet filter clear

A Gas Bottle spanner is kept in the tool box in the wheelhouse navigation locker

Ensure engine seacocks are open

Ensure toilet seacocks are closed when not in use

Ensure gas is turned off when not in use

# START UP PROCEDURES

- Complete all daily checks
- Switch on master switch located under main cabin floor.
- Set throttle to neutral by depressing side button on throttle lever and advance to 30 degrees forward.
- With engine compartment hatch elevated, check oil level of engine on dipstick.
- With main deck hatch open ensure the two starboard side main seacock water intakes is in upright position. Check water filter clear, if not remove debris.
- In cold conditions only engage throttle lever in neutral and full cold start under engine cover, this must be pushed back after starting.
- At helm position, turn ignition switch to the right until engine runs.
- Allow engine to warm up before leaving pontoon

**Always ensure water is being emitted through the exhaust at the stern of the boat.**

# SHUT DOWN PROCEDURE

- Bring throttle to neutral position
- On returning to pontoon, allow engine to idle for the turbo blower to cool down for at least 5 minutes.
- Press Red button to **Stop Engine**
- Turn off ignition
- Check sea toilet seacocks are closed
- Switch off master switch
- Secure deck hatches
- Ensure gas is turned off
- Hose down foredeck and deck areas
- Complete log book

21-04-2015

# MAN OVERBOARD PROCEDURE WHILST UNDER WAY

Shout **“MAN OVERBOARD”**

Nominate one person to indicate to position of man overboard

Immediately depress “Man Overboard” button on GPS console and radio

Depress transmission button on microphone and transmit the following

**“SOLENT COASTGUARD, SOLENT COASTGUARD, SOLENT COASTGUARD.**

**THIS IS MOTOR VESSEL MARY GURINE, MARY GURINE, MARY GURINE.**

**POSITION IS (READ FROM GPS DISPLAY)**

**MAN OVERBOARD, MAN OVERBOARD, MAN OVERBOARD. THIS IS MOTOR VESSEL MARY GURINE.**

Release transmit button, await reply.

Throw lifebuoy in direction of man overboard.

Maintain man overboard in sight

21-04-2015

**Visiting Instructor/Coach Self Declaration**

Royal Torbay Yacht Club  
Self declaration of visiting Instructor/Coach

I have read the appropriate RTYC Operations. (please tick if applicable)

I hold a valid RYA Qualifications (please tick if applicable)

B. RYA Training
C. Race Coaching
Annex A: Dealing with a major incident
Annex B: Safety boat guide

RYA First Aid:
RYA Power Boat 2 Coastal / Safety Boat:
RYA Dinghy Instructor:
RYA Senior Dinghy Instructor:
RYA Race Coach Level 2/3:
Other relevant qualifications:

Date:
Name (in full):
Date Of Birth:
Signature:

Notes.

1. Harbour maximum speed limit 5kts
2. RTYC VHF Channel is 72
3. Torquay Harbour VHF Channel is 14
4. Dock Gate code changes frequently, please ask.
5. Please keep operations clear of the Torquay/Brixham Ferry Route and the Harbour entrance.

## Annex G Guidelines for Session Briefings

Before going afloat for any on-the-water session, the following information should be given out in the briefing.

Identification of all persons going afloat	
Aims and plan for the session	
Weather	
Tide Times	
Area of operation	
Safety boat cover	
Personal safety	
Emergency routines	
Safety equipment required	
Local hazards	
Other activities in around the Harbour	



## **ANNEX H**

### **SOUTH PIER CRANE – STANDARD OPERATING PROCEDURES & HOIST INFORMATION**

#### 1.0 Standard operating procedures

- 1.1 Only Adult Members of the Royal Torbay Yacht Club may operate the crane.
- 1.2 Anyone operating the crane must have been instructed by another member of the sports boat fleet, the Club Manager will keep a record of those persons who have been instructed in the use of the crane. The list will be administered by the Sailing Committee.
- 1.3 No persons shall be in the boat when it is being lifted by the crane.
- 1.4 No persons to stand below the boat as it is being lifted by the crane or being held in position and supported by the crane only.
- 1.5 No persons to place a ladder against the boat for access while it is being held by the crane and this is the sole means of support for the boat.
- 1.6 Boats shall not be left unattended while supported by the crane.
- 1.7 The hoist may only be used for lifting boats, it shall not be used for lifting or supporting people.
- 1.8 Loads shall not be applied until the strops are correctly located in the boat and on the saddle of the hook and the hook catch is correctly closed.
- 1.9 If any defects are noted in the chain or with the operation of the hoist, the lifting operations shall be ended, and the matters reported to the Club Manager.
- 1.10 The hoist chain will be regularly lubricated by the RTYC assigned volunteer with duck oil and will be subject to an Annual LOLER inspection and any other requirements as identified by the club's insurers.

#### 2.0 Hoist Information

- 2.1 The hoist is a CM Loadstar 3716L electric chain hoist with a SWL of 1 tonne.
- 2.2 The serial number is L6908YL.
- 2.3 For further information the full user instructions are held in the club office.