



**Operating Procedures and  
Health & Safety Policy.  
DBSC RYA RTE**

Last Updated May 2017

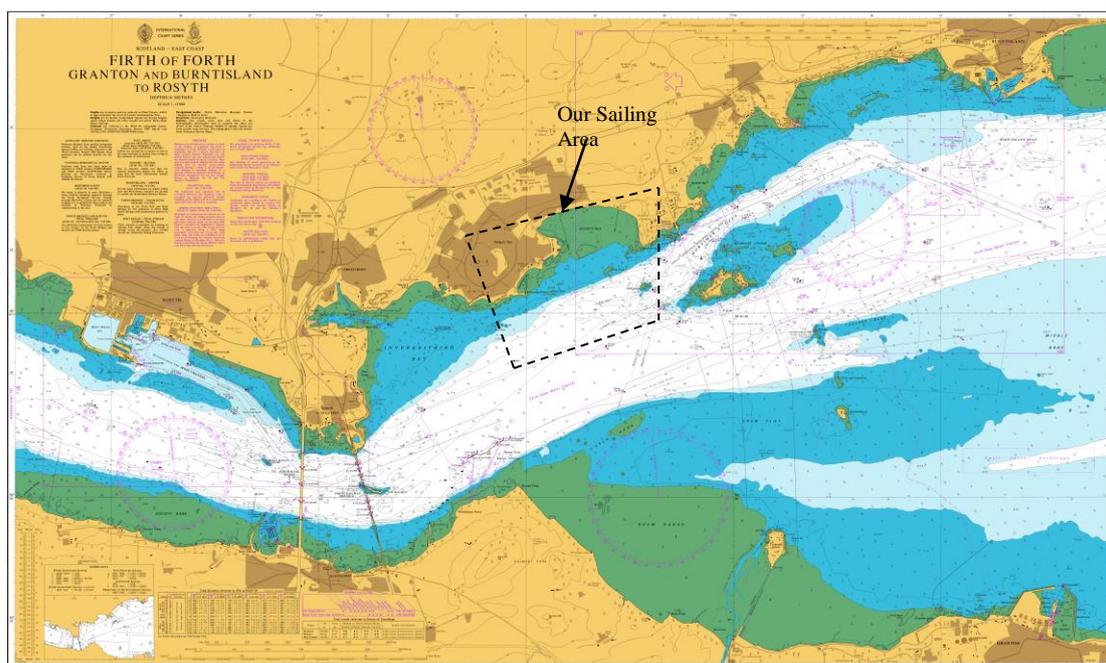
## **Responsibility**

The overall responsibility for safe operation of the RYA RTE is vested in Dalgety Bay Sailing Club administrated by the Principal. In the principal's absence, either of the Chief Instructors may delegate for him. The current principal's name and names of Chief Instructors are listed on the Training Noticeboard outside the Training room, and at the end of this document.

All staff and students have a responsibility to ensure a safe teaching environment. Any areas of concern should be reported on the Safety Report Book, which is situated either in the First Aid cupboard in the basement lobby, or behind the bar.

## **Sailing Area**

The sailing area used extends from west of Long Craig rocks, west of Haystack, out to the shipping lane and as far west as Downing Point.



Day sails can be arranged to Cramond, Aberdour, Inchcolm and Port Edgar.

Powerboat Level 2 Passage uses 3 options. (1) Round Inchcolm, (2) Channel marker orienteering up to Port Laing (the bay just east of the rail bridge on the north shore), (3) Channel marker orienteering up to Port Edgar.

Hazards in this area are

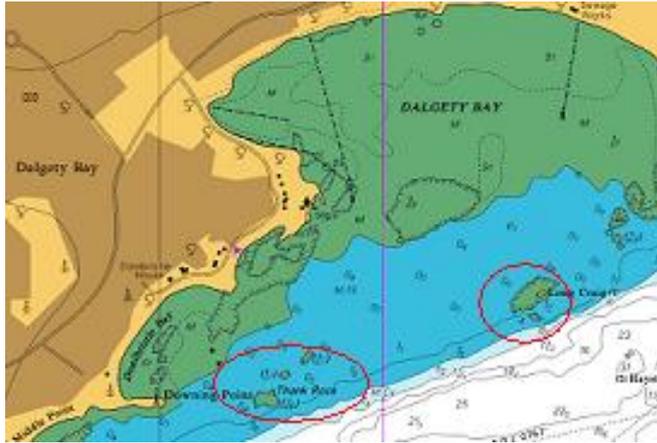
Rocks:

There are the "Thank Rocks" directly south of the club house/harbour. These have a pole on the top which can be seen at all states of the tide, there are markers at each end as well, but these are not always accurate. Instructors should look at low water and try to have transits in mind.

There are rocks in the bay to the east of the club house which is occasionally used for Optimist sailing. This area is normally used 1hr each side of high water.

Haystack and Long Craig rocks are east of the sailing area but note where these rocks are.

There is shallow water west of the harbour and east of Downing Point, watch out for the lee shore.



### **Moorings and yachts:**

At the height of the season the club can have approx 30 yachts moored. It is advisable to keep clear of this area to minimise the risk of damage.

### **Shipping Lane:**

The shipping lane is south of the sailing area but care should be taken that participants are made aware of the risks around shipping. The Maid of the Forth and the Forth Belle do sometimes stray out of the shipping lane, care needs to be taken if this occurs as they have been known not to obey rules of the road.

Be aware that large gas tankers proceeding to & from Braefoot Bay Marine Terminal cross the South East extremity of the sailing area from time to time. Small cargo ships proceeding to/from Inverkeithing will transit the sailing area. The SI will be provided with a list of expected shipping movements for these larger commercial vessels.

### **Glenda (Raft):**

The club utilises a raft for checking moorings. This should be avoided as it has metal protruding under the water which can damage inflatable tubes on RIB's. The equipment on the Raft is dangerous; children should not be on the raft at any time and certainly not unsupervised.

### **Tides:**

The sailing area is tidal. Tide tables are displayed both in the training room and in the bar area of the club house. Low tides are a particular issue when less than 1m in depth as the water is off the end of the jetty and the slipways.

### **Slipways:**

Slipways are maintained and cleaned during the season to avoid a build up of the seaweed. However they can be dangerous and participants should be warned against running on the slipways.

### **Day Sail Procedures:**

The sailing area for day sails is mentioned above. The procedure is as follows:

- Ensure that the sail is planned and that the SI on duty is aware of the sail plan with relevant safe port's should adverse weather be encountered.
- Take Radios and mobile phones for communication
- Report in with the SI on duty during the day (at least once) to report on progress.

## **Shore**

### **Tractor:**

The tractor is used for launching yachts and RIBS. No one should stand behind or at the side of a RIB being towed down the slipway. Participants should be warned about the tractor and its dangers. When groups of children are attending the club, they should be kept well clear of the tractor, and the tractor driver assisted by a banksman.

**Training room:**

The training room is on the ground floor of the clubhouse. Entry is gained via an interior door

All equipment for rigging boats and spare kit is stored in the training room, buoyancy aids are also stored in the training room.

The notice board in the basement lobby details current chief instructors, tides, the principal's name and contact details.

There are 2 ladders provided for accessing the top of the racks easily and safely.

**Changing facilities:**

There are male and female changing facilities provided on the ground floor of the clubhouse. These are secure entry to minimise the security risk for personal belongings, however the club does not accept any responsibility for belongings left in the changing rooms. The facilities are used by both instructors and participants. Care should be taken when children are in the changing facilities, instructors should buddy with another instructor otherwise wait until the children are finished; this minimises any unnecessary child protection issues.

**Safety Boats:**

Access to the rescue boat shed can be gained by obtaining the key from the 1812 cupboard at the door of the male changing room, keys for all rescue craft are on the key rack inside of the rescue boat shed. A notice board in this shed details the maintenance log of the craft.

Should an issue be encountered with a safety boat during operation, this should be noted in the maintenance log in the race hut and an email sent, so as to notify the Rear Commodore Shore.

Before going afloat a safety boat should be checked for the following:

Radio is in working order

There is enough fuel for the session and the fuel tank is tied in

A first aid kit is in the boat

A flare pack is in the boat

A knife is in the boat

There is a tow line

There is an anchor with warp and it is attached to the boat

A kill cord is attached to the boat

A spare kill cord is in the boat

A safety boat should be launched and manned prior to participants launching.

During training activity, club ribs should be operated in accordance with DBSC RIB Usage Rules & Guide found here:-

<https://dbscweb.files.wordpress.com/2012/06/dbsc-operation-of-safety-boats-final.pdf>

Particular attention should be paid to the non planing speed limit in force around the club's moorings & jetty area. The speed limit area is defined as 'the extent of all yacht moorings to the south and east of the slip ways and the Club racing start line to the west including the outer distance mark (No 9). During training activity ribs will always be manned by a minimum of two persons, one of whom will hold RYA Powerboat 2 and preferably a Safety Boat, and be in charge of the boat. While the boat is in close proximity to trainees in sailing dinghies, it is only to be driven by a person holding PB2/Safety Boat, and that person should as far as reasonably practical remain seated at the controls. All other crewmembers should also where possible remain seated – accidents have occurred where people standing up have been thrown against the ribs control lever causing it to behave unexpectedly. Where it is necessary for people to stand up and move around the boat for example to assist dinghies, then consideration should be given to switching off the engine while this goes on.

**Safety Boat Refuelling Procedures**

The Fuel for the boats is stored in the brick built storage facilities to the front of the rescue boat shed.

The key is stored on the key rack inside of the rescue boat shed. There should be no smoking, or use of mobile phones or other sources of ignition whilst in the vicinity of the fuel store. Fuel tanks are to be removed from boats when not in use and stored in the fuel store. Fuel purchasing is normally organised

by Rear Comm Shore and fuel is normally delivered to the club either directly in the portable rib tanks or in jerry cans. Tank to tank transfers are to be made outside the boatshed, using a filtered funnel.

### **Training Boats:**

The training boats are stored in the main upper dinghy park, where the racks are for the oppies and toppers. Should there be a maintenance issue with a dinghy which cannot be fixed by an instructor, this should be noted on the dinghy status board which is fixed to the training room wall, so that repair can be organised.

### **Monitoring Numbers of Craft/Users afloat**

All students reporting for training activities are to register at the training room door before commencing to rig. Before any craft go afloat, the S.I. or his deputy will prepare/update a list of all people & craft afloat to be kept ashore in the racebox, and additionally separate laminated sheets, one for each rib, so that each rib crew & instructor will have a clear list of exactly how many & which boats & students he/she is responsible for. As craft return ashore, they are to be ticked off on the racebox list, so that all are safely accounted for.

### **Accidents/First Aid/Next of Kin details:**

There are first aid supplies in the following locations, on every rescue boat, in the main lobby area on the ground floor of the clubhouse, behind the bar on the upper floor of the clubhouse.

There is an accident book stored in the first aid cabinet in the main lobby and behind the bar. This should be filled in when first aid is given.

To call 999 in the case of an emergency there is a phone behind the bar.

Should a next of kin need to be contacted, all details are recorded both on course booking forms which are stored in a folder in a drawer of the filing cabinet within the training room, or on the excel spreadsheet used for that purpose. The SI on duty will have a mobile phone, or the phone in the bar can be used for external calls of this nature.

### **Near Misses**

Should you have a situation which could be regarded as a near-miss; please record these in the near-miss book which is situated beside the log book for repairs in the training room. This will be addressed by the principal on a regular basis and appropriate action taken.

### **Major Incidents**

Should a major incident occur such as entrapment leading to fatality the principal and commodore should be notified as soon as is possible and the RYA guidelines for dealing with a major incident should be followed. These guidelines follow:-

#### **DEALING WITH A MAJOR INCIDENT**

Advice to Principals of RYA Training Centres

These notes give guidelines in the aftermath of a major accident.

- Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the school to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press.

E.g. "\*\*\*\* sea school regret to announce the death of a crew member who fell overboard at night from a training yacht.

When

Where

Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).

- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well meaning but ill informed staff to make public comments.

- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phone on 023 8023 2527. They will inform you within 28 days whether they intend to investigate.
- Keep any relevant equipment e.g. Lifejackets, logbooks etc
- If required send a report to the MAIB (refer to booklet G27).
- Major accidents at RYA Training Centres are very rare but if you are ever unfortunate enough to be involved in one, it helps if:
  - your paperwork is up to date e.g. you have a contact number for the next of kin
  - your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

### **Adverse Conditions**

Should adverse weather conditions arise whilst on the water, the SI on duty will notify all safety craft of action to be taken via radio, should this method of communication not be sufficient then the SI will lower the RYA training flag which will be on the flag pole at the front of the clubhouse and substitute it with a red flag, the SI will also sound a horn; if this situation occurs, all instructors must ensure that sailors return to the shore.

### **Instructors**

Sailing Instructors should hold valid certificates for Dinghy instruction and First Aid. Assistant instructors should have had relevant training to the role of assistant instructor.

Powerboat Instructors should hold valid certificates for Powerboat instruction and First Aid. Assistant instructors should have had relevant training to the role of assistant powerboat instructor.

Instructors should always carry a knife and a whistle, both easy to hand when going afloat.

Instructors should think carefully before handling awkward or heavy objects, if the manoeuvre cannot be carried out safely and without damage to self then help should be sought. If lifting objects ensure that your feet, knees, back and neck are all lined up before lifting and make sure you bend your knees.

Instructors should ensure that they are not under the influence of alcohol, alcohol should not have been consumed for at least 8 hours prior to teaching.

Instructors should have completed a Disclosure Scotland check prior to teaching at the club.

Instructors should have read and understood the club's policy on child protection and where ever possible have attended a child protection awareness session prior to teaching at the club.

It is an instructor's responsibility to count the number of boats/participants in his/her group on launching and recovery to ensure that everyone is accounted for.

Student : Instructor ratios should be observed for all courses, at all levels and at all times:

<b>Type of Craft</b>	<b>Student : Instructor ratio</b>
Crewed Dinghies	3:1 for beginners with instructor onboard Maximum 9:1 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Picos with 2 students in each)
Single handed dinghies	6:1 (applies only whilst the boats are used as single-handers)
Powerboats	Levels 1 and 2 - 3:1 All others – 6:1 (2 boats)

Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or SI and deployed in roles appropriate to their skills and awareness.

An assistant instructor counts as qualified in the ratios, but should work under the direction or supervision of an instructor or SI.

**Safety Boat Ratios for Dinghy Sailing tuition**

<b>Activity</b>	<b>Safety Boats</b>	
Dinghies (single handed or crewed)	Up to 6 dinghies	1 safety boat
	7 to 15 dinghies	2 safety boats
	More than 15 dinghies	3 or more safety boats

**Inversions – leading to entrapment**

If a boat is fully inverted, the first priority is to ensure that all bodies are accounted for, if they are not then the RYA recommended method is for a member of the safetyboat crew to help right the boat by standing on the gunwale of the boat to assist in righting it. Tests have proven that this is the fastest way to right a boat that is fully inverted. All club boats upon which trapezing is taking place shall be fitted with masthead flotation devices so as to avoid a total inversion capsize. Where club boats are being used with trapezes, rib crews will be briefed about the dangers of entrapment and ribs will carry wire cutters.

**Other supporting documentation**

- DBSC Child protection policy
- DBSC RTE Risk Assessment

# Dalgety Bay Sailing Club

## R.Y.A. Recognised Training Centre Key Contact Details

### Rear Commodore (Training)

Iain Tait  
- 01383 821691  
- 07557 315001  
- [rearcommodoretraining@dalgetybaysc.org](mailto:rearcommodoretraining@dalgetybaysc.org)

### Principal

Andrew Marshall  
- 01383 742523  
- 07850 311667  
- [principal@dalgetybaysc.org](mailto:principal@dalgetybaysc.org)

### Chief Dinghy Sailing Instructor

Gina Angus  
- 01382 540682  
- 07762 372587  
- [willieandgina@btinternet.com](mailto:willieandgina@btinternet.com)

### Chief Powerboat Instructor

James Allan  
- 01383 824201  
- 07749 794881  
- [teamlbn@ymail.com](mailto:teamlbn@ymail.com)

### General training queries:

[Training@dalgetybaysc.org](mailto:Training@dalgetybaysc.org)