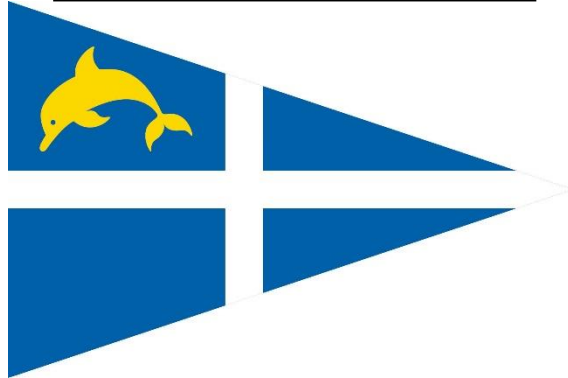


LYMPSTONE SAILING CLUB



Health & Safety Policy & Operations Manual

AUTHOR: Mike Gall

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About This Manual

1. This manual has been produced to provide guidance and advice for all club members and is drafted specifically for all those, both paid and voluntary, who contribute to the club programme and in the provision of both dinghy and powerboat events including training at Lympstone Sailing Club (LSC). The LSC Health and Safety Policy and LSC Risk Assessments underpin all LSC Standard Operating Procedures. The documents are reviewed annually at RYA Advisory Visits and are kept under annual review by the general Committee. This facilitates adoption of national best practice, mandates annual review and allows revision arising from both national and local lessons identified.
2. The manual has been drafted for and ratified by the General Committee. It draws on previous documents and centralises references for the benefit of the committee, event organisers, instructors and members.
3. In accordance with RYA requirements, all Instructors are to make themselves familiar with its contents and to annually sign a declaration that they have received and read the manual. (See page at rear of booklet).

LSC Health and Safety Policy

4. LSC recognises it has a duty to give careful and serious consideration to ensuring the health and safety of its officers, members and employees both afloat and ashore.
5. LSC operates in close association with Lympstone Fisheries and Harbour Association who own the dinghy park, the slipway and the foreshore. The respective policies of the Club and Association are complementary to each other.
6. LSC seeks to continuously improve safety procedures at LSC and welcomes feedback, near-miss reporting and reports of any accidents sustained in any activities organised by LSC.

Training Centre Personnel

7. Principal: Mike Gall (Power)
Chief Instructor: Alan Harwood (Dinghy and Power)
Instructors: Chris Batson (Power), Peter Redbourn (First Aid)

Training Programmes

8. Subject to instructor availability, the following internal training courses will be offered at LSC:
Powerboat: RYA Powerboat Levels 1 and 2, Safety Boat Certificate
Dinghy Sailing: RYA National Sailing Scheme Levels 1, 2 and 3
9. The internal programme may be supplemented by external training for those seeking further qualifications. This will be demand led and delivered under the burgee of the contracted provider, not by LSC. The requirements and syllabus for all training serials is available at:
<https://www.rya.org.uk/courses-training/courses/powerboat/Pages/level-1.aspx>
<https://www.rya.org.uk/courses-training/courses/powerboat/Pages/level-2.aspx>
<https://www.rya.org.uk/courses-training/courses/powerboat/Pages/safety-boat.aspx>
<https://www.rya.org.uk/courses-training/courses/dinghy-multi-keel/Pages/hub.aspx>

USE OF THE SLIPWAY

1. **Launching & Recovery.** The slipway is LHFA property & its upkeep is paid for by Association members. Non-members are not permitted to launch & recover boats from the slipway; this is a legal requirement of LHFA and Exe Estuary Management Partnership. LSC members should refer non-members seeking permission to launch any craft to the LHFA Harbour Master. Details are posted on the LHFA noticeboard.
2. **Parking.** Parking is prohibited to all vehicles with the following exceptions:
 - a. Vehicles providing services to the Association as authorised by the Harbour Board.
 - b. Members' vehicles but only for loading & unloading.
 - c. Trailers **MUST** be removed after launching. Launching trolleys only can be left on the slipway while owners are afloat.
 - d. Emergency Services on task
3. **Safety.** LSC members must take the following into account when using the dinghy storage area and slipway:
 - a. All craft are to carry third party insurance. It is a condition of LHFA membership that all vessel owners are insured against third party risks.
 - b. Recognise your own physical limitations. Keep control of boats/launching trolleys, teaming up as necessary for the heavier dinghies and the safety boats.
 - c. All helms must sign both on and off the water if taking part in LSC organised activities.
 - d. Members must be cognisant of tide times, tide heights and weather conditions in planning their waterborne activities. Know your own limitations and "Respect the Water."
 - e. In extremis, unrecovered boats can be secured to the LSC inshore mooring buoy or on the emergency berth, the latter only with LHFA Harbour Master approval.
 - f. All boat users must wear suitable clothing for the planned activity and wear a buoyancy aid / lifejacket when going afloat. No bare feet and no 'flip-flop' sandals when launching, recovering or operating any craft.
 - g. During Club events, the OOD is to monitor the slipway and ensure compliance with LFHA Rules and good practice.
 - h. Be courteous. Respect the rights of LFHA members, who are not LSC members and may be competing for space for launch and recovery.

- i. As it is a LHFA facility, LSC members have no authority to approve arrangements for visiting boats. LSC members should refer all enquiries to the Lympstone Harbour Master or a Board member.
- j. In the event of an accident, first aid kits and access to fresh water are available in the Clubhouse.
- k. Safe practices are in everyone's interest. Be vigilant toward your own actions and more importantly those around you. Anonymous reporting of close miss and dangerous occurrences is encouraged.
- l. **Pressing safety concerns should be brought to the immediate attention of the OOD or to the senior trainer on site.** To improve all safety processes, all accidents and near miss events must be recorded in the Incident Log in the clubroom. Previously reported events have included:
 - i. The behaviour of Safety Boat Helms.
 - ii. The refusal of helms to allow severing of control lines during dinghy recovery in testing wind and sea conditions.
 - iii. Casualty care / first aid provision.
 - iv. Safety boat loading.

Annex to Water Sports Risk Assessment

dated Jun 2018

LSC TRAINING AREAS - LOCAL HAZARDS & CONSTRAINTS

(Updated June 2020)

1. This document should be reviewed annually and in light of recorded incidents. Paragraph numbers provided the legend for hazards on the displayed chart. (See Chart 2300.6 in the Clubroom).
2. Risk is implicit in all water sports (see Risk Assessment). LSC seeks to reduce the risks to all participants and has designated training areas each with alternative landing points that allow emergency evacuation at most stages of the tide.
3. There are two training areas, named Area North and Area South, demarked by an imaginary line between LSC & SYC. Topsham Sailing Club pontoon offers an alternative landing site and ready access to emergency services in Area North. Exmouth Marina offers the same in Area South.

Voluntary Exclusion Areas

4. All water users must be aware of and respect the ecological significance of the following **exclusion areas**:
 - a) River Clyst (Area North)
 - b) The Duckpond (Area South) **Keep clear of all three areas**
 - c) Dawlish Warren (Area South)

Local Hazards

5. Additional local hazards include but are not limited to:
 - a) The tidal constraints of the estuary with drying areas characterised by sand, mud and shellfish beds. **Use the tide tables and plan activities**
 - b) Transiting boat concentrations in the main channel that include commercial users working to a timetable. **Maintain look out and avoid collision**
 - c) Strong tidal streams particularly at the river entrance (Area South).
 - d) Mooring areas at:
 - i. Topsham approaches (Area North)
 - ii. Starcross Yacht Club
 - iii. Lympstone **All are, "NO WAKE ZONES"**
 - iv. Starcross (Area South) **so slow down**
 - v. Cockwood (Area South)
 - vi. Exmouth (Area South)
 - vii. North side of Dawlish Warren (Area South)

6. Also:
 - a) Marked gas pipeline north of Nob port hand buoy No. 20 (Area North)
 - b) Marked water skiing area east of main channel between starboard hand buoys 19 and 21 (Area South)
7. All users must maintain an effective lookout and follow IRPCS Regulations to avoid incidents. The helmsman or woman is responsible for safety of everyone on the vessel and should encourage their crew to assist in the identification of all hazards.
8. The estuary maximum speed limit is 10 knots. Dispensation applies in water ski area and when responding to life threatening incidents only. Note the eastern edge of the water ski area dries out at low tide.

CLUB DINGHY USERS OPERATING PROCEDURES

1. Participants using club dinghies will wear suitable footwear, clothing and a buoyancy aid at all times when afloat. Members using club boats are responsible for providing their own clothing and buoyancy aids.
2. LSC has 5 boats available for members' use and members participating in RYA training will have priority:
 - 3 x Pico dinghies
 - 1 x Feva
 - 1 x Topaz

At present, there is no hire charge.
3. Outside of formal training series there is an online booking system and early bookers, seeking the boats for club events or recreational sailing, will have priority.
4. Club boats must not be used in conditions exceeding Beaufort Wind Force 4 and within the users own limitations. This limit has been included to better manage the risks to equipment owned and maintained by the club. Please report any damage or running repairs to the Bosun, or make good the damage yourself.
5. In the interest of safety, users must sign on and off the water to ensure that the dinghies and users can be accounted for at any time. If the dinghies are being used for a club event, users should sign in with the OOD to receive safety instructions with the other participants. Users wishing to undertake free sailing, remote from the designated race area should advise the OOD of their intent, sign onto the water and ensure that somebody ashore understands the passage plan and estimated time of return. The OOD will not be responsible for the safety of free sailors.
6. The 2020 COVID pandemic has required LSC to consider adequate vessel disinfection procedures between boat users to reduce the risk of infection transmission. On the advice of the RYA, the club boats will be quarantined for 72 hours after use and before members of another household can use them. Laminated labels will be posted on the boats and the quarantine period should not be broken. This is a precautionary measure and may be lifted before this document is reviewed. If in doubt, please contact the Dinghy Bosun.
7. For all training series, organised activities and races, there will be a suitable safety boat in attendance. The safety boats carry all the mandatory safety equipment as recommended by the RYA. The safety boat will operate at displacement speed at all times until required to assist. Please follow the instructions of the safety boat crew

DINGHY TRAINING EVENT SOP'S

1. Participants of the LSC training events will wear suitable clothing and a buoyancy aid at all times when afloat.
2. Club boats must not be used in conditions exceeding Beaufort Wind Force 4. This limitation has been included to better manage the risks to club equipment. Report any damages or repairs to the Bosun LSC, or make good the damage.
3. LSC has 5 boats available for members' use and members participating in RYA training will have priority use:
 - a. 3 x Pico dinghies
 - b. 1 x Feva
 - c. 1 x Topaz
4. Outside of formal training series there is an online booking system and early bookers, seeking the boats for club events or recreational sailing, will have priority.
5. The 2020 COVID pandemic has required LSC to consider adequate vessel disinfection procedures between boat users to reduce the risk of infection transmission. On the advice of the RYA, the club boats will be quarantined for 72 hours after use and before members of another household can use them. Laminated labels will be posted on the boats.
6. For all training series there will be a suitable safety boat in attendance. The safety boats carry all the mandatory safety equipment as recommended by the RYA. **The helm will use the kill cord at all times and the engine must be off when close to people in the water.**
 - a. Two people will man the safety craft. Ideally one will be Safety Boat trained but PB2 operators can operate safety boats in benign conditions and cognisant of their experience. They will wear suitable clothing and buoyancy aids. Ideally they will be VHF trained. They will comply with the SOP's for safety boats and carry the mandatory equipment. Their absolute priority is preserving life and limb before boat recovery.
 - b. The safety boat will operate at displacement speed at all times and only increase to planning speed to stand off, to be prepared to rescue (MOB, capsized etc).
7. Training sessions will be controlled by a minimum of RYA Dinghy Instructor and they will manage the session afloat and ashore.
8. Overall responsibility for the session lies with the nominated Dinghy Instructor but the Principal / Chief Instructor will have the overall control of stopping a session if they deem it unsafe to continue.
9. The dinghy instructors will attend the briefing given by the Principal / Chief Instructor and receive a detailed weather forecast and sailing areas confirmation.
10. Whilst teaching from a safety boat dinghy instructors should carry:

- a. Instructor grab bag, containing:
 - i. Serrated knife, with locking blade which opens with one hand.
 - ii. 'Wetnotes' and pencil.
 - iii. Fully charged waterproof VHF handheld radio.
 - iv. Suitable whistle, or other means of attracting attention.
 - v. Spare cordage.
 - vi. Additional safety items the instructor deems worthwhile.
 - b. Additional lines for towing will be available from the safety boats.
 - c. Additional drinking water and sun-cream as required.
11. The sailing areas will be agreed and the instructors will ensure the dinghies do not go outside agreed boundaries. The on-water controls will be:
- a. Adhering to the agreed sailing area defined by marker buoys.
 - b. Agreeing suitable safety signals ashore, prior to setting sail.
 - c. Controlling the launching, group proximity and recovery of the boats.
 - d. There will be a safety craft on station whenever a dinghy is afloat.
12. The session will be controlled by the Instructor:
- a. Dinghies may be reefed. The decision will be made by the Instructor, under the guidance of the Principal / Chief Instructor. This will be discussed at the pre-training briefing, (depending on weather forecast, skill and abilities of sailors) and if the weather changes.
 - b. All sessions afloat will be comprise:
 - i. Pre-launch Brief:
 - Aim of session (Fun, safe, controlled).
 - Sailing area and buoys (Laid by safety crews).
 - Signals (Agreed at briefing).
 - Rules of the road, avoidance of collisions.
 - Leaving launch site.
 - Finally - Confirm understanding of the brief.
 - ii. Launch boats.
 - iii. Controlled departure, one at a time.
 - iv. On water taster session to include:

- Controlling speed – use of mainsheet.
- Tacking – use of rudder, sails, tiller.
- Stopping, and getting ‘out of irons.’
- Sailing across the wind between two laid marks (Approx 400-600m apart depending on conditions and skill etc).
- Increase skills to upwind, downwind and introduce other techniques as skills improve.
- Introduce fun sessions if developing skill allow. They should be safe and controlled.

v. On water RYA Courses are to be taught in accordance with the syllabus.

vi. Return to launch site will be controlled from safety boat, instructors to control the landing.

vii. Control of the fleet must be maintained at all times.

c. In the event of a capsize:

- i. The sailors should stay with the dinghy and affect the capsize recovery shown prior to launch.
- ii. The safety boat may be in attendance if required.
- iii. The safety boat can use planning speed to get to the dinghy if required.
- iv. If there is a person in the water, close to the safety boat, the engine will be turned off.
- v. If a boat has capsized more than 6 times, they **will** be escorted back to shore.
- vi. If a boat has capsized more than 3 times, they **may** be escorted back to shore at the discretion of the Instructor and safety boat personnel.
- vii. If more than half the number of boats are capsized, the session will be stopped immediately and everyone returns to shore

d. At the end of the water sessions:

- i. The sailors are to assist with returning their boats to the Boat Park and de-rig as directed.
- ii. The instructors are to:
 - Supervise and de-rig the dinghies.

- Supervise wash down of equipment at the end of the day sessions, as required.
- Report any damages or repairs to the Bosun LSC, or make good the damage.

POWERBOAT USER SOPs

1. LSC power boats are the two orange Rigiflex craft used for:
 - a. All safety boat duties for LSC.
 - b. Mark laying at LSC.
 - c. Recovery of boats and equipment.
 - d. Instructing/training platform.
 - e. Other activities in pursuit of LSC's purposes agreed by the Committee.

For the removal of doubt, they are not to be used as pleasure boats by any member.

For the 2020 season Prop Guards have been fitted to protect the propeller.

2. The boats will be operated by qualified members or by unqualified members only under the instruction/supervision of an RYA Instructor. The required qualifications are:
 - a. RYA Powerboat Instructor when used in teaching role.
 - b. Ideally, RYA Safety Boat Certificate (When operating in a safety role in demanding conditions).
 - c. RYA Level 2 (when operating in a safety role in benign conditions and outside of a safety role).
 - d. Members holding RYA Under 16 Endorsements on PB2 qualifications should not operate boats in the safety role except as crew.
 - e. Exceptionally, users may be allowed to use the LSC powerboats to train, under supervision, in pursuit of RYA qualifications and for the Rib Challenge.
3. The boats are to be maintained by local contracted professionals, however daily checks on lubricant levels are the responsibility of the qualified boat operators. A record of boat use and emergent problems is to be maintained in the appropriate boat log held in the Bosun's Store. Servicing should be carried out in accordance with the manufacturer's operating manual and arranged by the Bosun in consultation with the LSC Committee.
4. Refuelling of boats is only to be carried out by the Bosun or by trained operators. There is to be no smoking in the immediate vicinity of refuelling. All fuel containers are to be stored correctly in the locked inflamm. locker. See supplementary SOP before refuelling.
5. All boats operating at LSC are to carry the safety equipment approved by the RYA (pre-packed waterproof container) plus any additional equipment required for the day's activities.
6. Pre start checks are to be carried out prior to launch:

- a. Check hull condition / integrity and bungs are fitted.
 - b. Check oil levels.
 - c. Check fuel.
 - d. Check deck fittings.
 - e. Check gear and throttle cables are functioning correctly.
 - f. Check power trim operates.
 - g. Check battery.
 - h. Check kill cord operates.
7. Launching check list:
- a. Check slip before reversing trailer to launch.
 - b. Be aware of debris in water.
 - c. Be courteous to other users.
 - d. Check weather and tide information.
 - e. Brief the launch team and assign roles. Release painter only when in position and allow the boat to slip off the trailer under control.
 - f. As soon as boat is clear, return the trailer to the storage area.
8. After use procedures:
- a. Give engine, boat and trailer a wash down in clean water.
 - b. Release drain bungs.
 - c. Refuel.
 - d. Run engine down with a clean water flush. Don't forget to re-secure the plug.
 - e. Enter hours run in boat logs.
9. Report any faults or damages to the Bosun LSC immediately.
10. The boats must not be overloaded at any time.
- a. For safety duties there should be a crew of two; one of whom must be dressed to enter the water if required. Wetsuits and buoyancy aids are recommended. Only in extremis should more than two casualties be embarked.
 - b. For training purposes, up to four people can be accommodated; an instructor and up to three trainees in activity-appropriate clothing and PPE.
11. Towing is an essential competence taught to PB2 and safety boat trainees. In the safety boat role, the absolute priority is the recovery of personnel. Vessels can be anchored and marked for later secondary recovery. Only in extremis should more than two casualties be embarked at any one recovery.

SAFETY BOATS STANDARD OPERATING PROCEDURES & GUIDANCE

This Annex has been added to the LSC Operations Manual to better define the rationale for adequate and appropriate safety boat manning. It supplements the general LSC Power Boat User SOP and better defines the RYA requirements for operating a powerboat in the safety role. It also seeks to ensure common procedures and practices across local sailing club. Interoperability will be better assured particularly for joint events.

The Role of the LSC Bosun

1. Any faults, shortages, use of emergency / first aid equipment, or damage to boats and trailers must be logged in the Safety Boat Log and reported to the Bosun.

Safety Boats

2. The club has two safety boats – both are Rigidflex 400 models and are equipped with powerful 4-stroke outboard engines. They are coded (by the manufacturer) for up to four people in seas up to 2m. They have limited freeboard and will become rapidly swamped in challenging conditions. Helms must operate within their levels of competence and must discuss any known limitations with the OOD. Safety equipment, to the RYA approved scale, is stored in the Bosun's Locker and must be carried when operating in both safety and training roles.

Helms and Crew

3. Ideally, Safety Boat Coxswains (Helms) will be trained to the RYA Safety Boat standard. Helms **are required** to hold at least RYA Level 2 Powerboat Certificates of competence, or have satisfied the club of their experience and competence. The Principal or the CI are both available to assess any individuals competence against the requirements of the RYA.
4. The helm must have a crewman embarked when operating in the safety role. Appropriate total manning has been set at two because the vessels are coded for four people - 2 crew and 2 'casualties.' LSC has adopted the model of pairing experienced and less experienced volunteers to foster experiential learning and to develop future competence. Under-16 year olds should not be embarked in the safety role.

Allocation

5. The number of safety boats (SBs) launched for regular racing will be controlled by the OOD. The SB requirement will be influenced by prevailing weather conditions, the weather forecast, water conditions in the estuary and the experience of all those afloat. For conditions exceeding F3, the preferred ratios are:
 - a) 1 x SB for up to 10 dinghies
 - b) 2 x SB for up to 20 dinghies
6. Safety boats are to stay at their designated position on the course unless directed elsewhere by the OOD or they see an incident where immediate assistance is required.

Communications

7. VHF radios must be carried when operating in safety and training roles. If they become wet in use, they must be rinsed off and carefully dried before being replaced in the appropriate charger.
8. Radios should be set at low power. Generally, the OOD will determine the channel for use - usually Ch 8. A radio check must be undertaken before proceeding out on the water to ensure functionality and clarity in both receive and transmit functions. Remember:
 - a) The multiplex nature of VHF transmissions – everything you say will be heard by all operators working on the channel.
 - b) Use the call signs assigned by the OOD or senior instructor present.
 - c) Maintain a good listening watch.
 - d) Practice good voice procedure; speak slowly and clearly.
 - e) Press the transmit button only to speak and check it does not become stuck on.
 - f) Keep radio chatter to a minimum.
 - g) Consider dual watch on Ch16 and the designated working channel.
 - h) In the event of a major incident, consider calling emergency services on Ch16.

Responsibilities

9. If operating a safety boat arrive early for session and seek out the OOD or Senior Instructor responsible for running the session. Both the OOD and boat crew should be present 1 hour before the planned serial and agree the safety plan
10. Ensure you have suitable clothing. A buoyancy aid is recommended for all crew. An auto-inflate life jacket is not recommended and will only impede the ability to render assistance. One crew member should be in wet / dry suit and able to go into the water to assist casualty if required.
11. Collect VHF radio and test.
12. Check you have full fuel tanks and all required safety equipment.
13. **The engine kill cord is to be used at all times.**
14. Launch and lay the race course or training area designated by the OOD or CI. On completion return to the area of the end of the wall to escort craft to and from designated sailing areas as required. Keep an eye out for late comers.
15. **Keep your eye on boats, especially the less experienced or in particular, students going 'solo'.** If coaching or engaged in a rescue ask crew to watch out for the other boats.
16. When assisting at a capsized craft, **stand off and count heads.** Be aware of the risk of inversion /entrapment (crew caught under upturned hull). If you suspect trapped crew, on a small dinghy attempt to lift bow or stern on larger dinghy move in immediately to right the boat. In normal circumstances stand-off and instruct self-recovery. If you are needed elsewhere, provide the required assistance as quickly as possible.

17. If you are recovering people from the water:
ENGINE MUST BE TURNED OFF.
DO NOT ALLOW ANYONE IN THE WATER TO GET ANYWHERE NEAR THE STERN/PROP UNLESS THE ENGINE IS TURNED OFF.
18. In the event of multiple capsizes or crews in immediate danger, e.g. entangled in a mooring on fast tide. Abandon the dinghy and take crew into the safety boat. Attempt to anchor the dinghy, ideally mark dinghy with orange tape and advise OOD or CI
19. The priority is always to attend to casualties rather than craft.
20. If in a multiple rescue situation ensure you mark the boat you have abandoned, Tie marker tape (to be found in Safety box) around the rudder fittings to indicate that you have evacuated the crew. Consider notifying the Coast Guard of any boats being left unattended.
21. **In the event of a life threatening emergency, Safety Boat coxswains are authorised to alert emergency services through Coast Guard or May Day call (See Below).**
22. The primary landing point for most racing and training series will be the Brook at LSC.
23. If the event is taking place in Training Area South and a major incident or medical emergency occurs, consider using the Exmouth Dock entrance.
24. If the event is taking place in Training Area North and a major incident or medical emergency occurs, consider using Topsham sailing Club.
25. Remember in a rescue situation: **You are in charge: not the crew being rescued.**
26. Towing. Either tow on a line taken from the dinghy mast and led through a looped line around forestay or bring dinghy alongside for the tow. Tow slow, dinghies are delicate.
 - a) Due to the strong tides, and close proximity of moored vessels there are several considerations that must be made when towing vessels.
 - b) No more than 3 dinghies to be towed astern.
 - c) Up to two dinghies can be towed alongside, one to port and the other to starboard.
 - d) In strong tides, where possible remove spars and occupants.
 - e) Last vessel in tow must have someone steering to follow the vessel directly ahead.
 - f) Attach all towlines to secure points, with quick-release where possible.
 - g) Daggerboards/Centreboards to be raised before commencing tow.
 - h) Rudders to be raised out of water (except last boat).
 - i) If rudder is in water, sailors to steer to follow vessel directly ahead.
 - j) Ideally, towing Safety Boats should be accompanied by a non-towing Safety Boat.
27. Do not come off station until all participating boats and their crews are safely accounted for.

28. Please leave safety boats in the condition you took them out. Please fill out the logs and stow the kit correctly. Report any problems, faults or damage to OOD/CI/SI and record details in the logs.

FUEL STORE AND REFUELLING SOP

1. LSC Operators must take the following into account when using the Fuel Store:
 - a. Jerry cans will be maintained and filled by the Bosun. Only the marked LSC jerry cans are to be used for storage and refuelling to reduce contamination risks.
 - b. All LSC members are to be fire safety aware. Only trained operators are to access the Fuel Store and refuel LSC craft. All LSC powerboat operators are to familiarise themselves with the risks (see Risk Assessment) and undertake familiarization training.
 - c. All LSC operators are to be fully aware of the environmental issues associated of fuel contamination so close to the water.
 - d. There is to be NO SMOKING anywhere near the Fuel Store.
 - e. Tanks are only to be filled ashore and on a firm level surface. Use the provided funnel and PPE (gloves). Take your time and avoid spillage. A spill kit is to be used if necessary.
 - f. All LSC operators must be cognisant of the weight of the fuel tanks and jerry cans. Proper technique for lifting and carrying equipment should be maintained. Note: smaller fuel cans (10 litres) have been purchased in response to user feedback.
 - g. All LSC boat operators should be reminded of the correct techniques for lifting and carrying, as well as moving boats and associated equipment etc around the slip.
 - h. All LSC operators lifting and carrying should be aware of the weather conditions as well as conditions underfoot ashore and on board.
 - i. If any item is deemed to heavy or awkward, then extra members should be involved.
 - j. An eye wash and first aid kit for use are available in the clubroom (galley).
 - k. A wash down hose is available at the inboard end of the sea wall.
 - l. The nearest fire extinguisher is in the LSC foyer.
 - m. You must wash your hands after refuelling procedures

FIRST AID / ACCIDENT PROCEDURES

1. All qualified Dinghy & Powerboat instructors are first aid qualified. Other qualified first aiders are listed in the clubroom.
2. The Club Safety Boat fleet is equipped with vacuum packed first aid kits.
3. The Club has further first aid kits, clearly marked in the club entrance and the galley.
4. The Club's accident book is kept with the galley first aid kit.
5. Land line telephone for use in making emergency calls is located at the Swan Inn. In the case of serious injury / illness, notification would follow contact of the emergency services. Exmouth Hospital, ten minutes away, has a minor injury unit. More serious injuries / illness would normally be transferred by ambulance to Royal Devon and Exeter Hospital in Exeter.
6. All injuries requiring any treatment to be reported to the person in charge and noted in the accident book. In the case of juniors, parent/guardian is to be notified immediately of any accident and injury.

Recording Incidents/Accidents or Near-Misses

7. Records of adverse incidents, equipment failures, accidents, injuries and other significant events will be made in the LSC Incident Book. The OOD/CI/SI responsible for the activity is responsible for ensuring that this is completed. Members are also encouraged to log their observations, this may be anonymous. Please use the log constructively to improve the clubs safety record, not to make vexatious individual criticisms. Review of such incidents will form part of the annual review of this document.

Inversion Entrapment

8. The possibility of inversion entrapment (crews caught and held under an upturned hull or sail), has been considered. This danger is addressed in our instructor/volunteer briefing and safety boat guidance. Inversion entrapment is primarily associated with high performance dinghies, in particular those with wings and trapeze and catamarans. These craft are not used for training at LSC.

Emergency Procedure

10. For emergencies afloat the following procedure is to be followed:
 - a. Attract attention of a safety boat.
 - b. Instructor and / or safety boat crew provide emergency first aid.
 - c. Evacuate casualty in safety boat to LSC if required. Advise LSC OOD who will summon first aider.
 - d. If injury is serious, advise LSC OOD who will summon ambulance by placing a 999 call/VHF Ch16.

- e. If casualty non ambulant, evacuate to the Brook and await arrival of ambulance / paramedic.
- f. Instructor / safety boat crew to record details of incident. Principal, CI / SI or OOD must record incident in accident book. Report to next of kin will be made by Principal, CI or OOD as appropriate.

Major Incidents

- 11. A major incident is defined as any incident that involves multiple casualties or potential multiple casualties which cannot be safely covered by the clubs safety assets. The responsibility for declaring a major incident will be held by the OOD, Principal, CI / SI or SB coxswains.
- 12. The CI, safety boat coxswains or the OOD are required to contact the Coast Guard immediately they become aware of a potential major incident. Rescue services should be alerted by VHF 'Mayday' Call or if VHF not possible 999 - 'Coastguard.'

LSC TRAINING CENTRE - INSTRUCTOR BRIEFING

Purpose

1. Please be reassured, we are all volunteers operating in a private members club and all of the participants in our sailing and racing programmes are volunteers. Additionally parents have given their consent to their student's participation. Consequently as individuals you are not responsible for mishaps or accidents. However the club is a registered training centre and has a responsibility in giving proper consideration to the safety and welfare of our members. This briefing and these notes are part of that process.

Briefing

2. We recognise that sailing is a potentially hazardous activity. With this in mind, we must all put the highest emphasis on safety.
3. If acting as an instructor please arrive for the session in time to check in with the Senior Instructor (SI) in charge.
4. Familiarise yourself with the Training Centre Operations Manual.
5. **Ensure** all students in your boat are properly dressed and have buoyancy aids that fit properly.
6. Record which boat you are using on the board.
7. **Stay within the designated training area.** Please do not sail off by yourself. Stay with other boats and safety boats.
8. In the event of a capsize, **count heads.** Concentrate on keeping all the students in contact with the boat before attempting to right the boat. Be aware of the possibility of an **inversion/entrapment.** Use Masthead flotation as recommended in Standard Operating Procedures manual.
9. If asked to take charge of a boat or group of students and you consider the prevailing conditions represent a potential hazard discuss this with the instructor in charge. If you feel you have been asked to do something that you are not confident or comfortable in undertaking **it's okay to say no**, you are a volunteer.
10. Be guided by the students. If an individual student or a group becomes cold, frightened or conditions become too challenging, report to the nearest safety boat, transfer the student to the safety boat or bring them in.
11. In the event of a student being injured try to make contact with the nearest safety boat, if this is not possible return to LSC.
12. If a student is lost overboard and you are unable to retrieve them make contact with a safety boat, if possible designate the other students to keep an eye on those in the water.
13. In a rescue situation, the safety boat helm is in charge.
14. Encourage the students to help you rig the boat and pull it to the water.
15. Share the helm and sheets, encourage all to have a go.
16. When you return to shore keep the students with you to help de-rig the boat and give a quick de-brief to your session.

17. If you have any concerns about any of the students on or off the water report it to the SI in charge.
18. Log off the training board, report any faults or defects on the board or to SI.

Child Protection Policy

19. The club has a child protection policy with a designated Child Protection Officer. If anyone has any concerns or worries about safety on or off the water please feel free to speak to these people or the SI in charge.
20. Please remember to check that all kit has been collected from the changing rooms after each session.

LSC TRAINING CENTRE - MAJOR INCIDENT PLAN

Introduction

1. Risk assessment has been used to determine the most effective control measures in order to reduce the degree of risk imposed by the Sailing Club's activities as far as practicable.
2. The controls already in place, and described in the Standard Operating Procedures in this manual, will enhance the safety of members and guests under most foreseeable conditions. This section will describe how LSC will deal with situations of an extreme nature that could lead to actual or potential injury to one or more persons involved in organised activities.

Major Incidents

3. The following are incidents that could lead to a major casualty situation; the list is not exhaustive and the intention of this plan is to introduce systems that will seek to effectively control both those listed and the unforeseeable:
 - a. Multiple capsize / stranding where self-rescue or rescue by club safety boats would result in prolonged exposure to hazard e.g. lee shore stranding / multiple capsize in strong tidal conditions, early or late season (cold water).
 - b. Collision with powered craft and serious damage to several boats.
 - c. Loss of one or more persons overboard in extreme weather conditions.
 - d. Medical emergency in poor weather.
 - e. Multiple physical injuries.
 - f. Loss to sight of Dinghy or Crew.
 - g. Craft / Crew not accounted for when tallies are checked.

Immediate Action Plan

4. Rapid response by the safety boat and instructors during the initial stages of any incident will mitigate the potential for additional harm to participants / trainees. The following action is to be initiated at any time the helm of a safety boat considers that a situation exists that may lead to death or serious injury, or when such a situation has already occurred:
 - a. The helm of the safety boat is to take charge of the incident.
 - b. The alarm is to be raised by VHF communication with person in charge OOD , (Senior Instructor/Chief Instructor/Principal), the launching of distress flares and attempting to communicate with the emergency services by VHF CH16.
 - c. If communications can be established immediately, the location and extent of the incident should be passed to the emergency services; particular emphasis should be placed on the number of potential casualties and the proposed location at

which the rescue teams should await casualty delivery. Emergency landing point will be Lympstone Sailing Club unless directed otherwise.

5. Instructors/volunteers not involved in the incident should take steps to coordinate all vessels that have not been affected and move them in close company to a place of safety. If appropriate, additional craft may assist in the rescue operation but only if the lives of those on board are not endangered
 - a. The safety boat/s are to carry out rescue operations; priority being given to those in greatest danger. Persons who are in the water but not in immediate danger will be dealt with as soon as those in most need have received attention.
 - b. Under no circumstances are children or crews to be left in the water unattended and if the safety boat is unable to offer immediate assistance a responsible person is to remain in the water with the children until assistance can be given.

Secondary Action and Co-ordination

6. The following actions are to be taken in order that all persons can be accounted for:
 - a. When the emergency services arrive on the scene the safety boat helm is to immediately make contact with them and explain the current situation and extent and disposition of any casualties.
 - b. **ASSIGN A PERSON IN CONTROL AT SAILING CLUB. This will be the OOD for racing serials or the senior instructor present for training serials.**
 - c. The person in control at the sailing club is to ensure that a list of all persons involved is available and be prepared to assist both the safety boat coxswain and the emergency services in accounting for all those involved in the incident.
 - d. The controller at the sailing club will coordinate all requests for information from families and the media. Next of kin are to be provided with details in respect of their own children only and are to be told their location; caution should be exercised in the release of any personal information. No information other than the overall details of the incident are to be given to the media; all requests for information are to be passed to the emergency services.
 - e. When the situation has stabilised the club will inform all families of the incident and advise them to proceed to the centre to meet their families when they return.

Post Incident Recovery.

7. When all personnel are accounted for and casualties have been evacuated by the emergency services, the remaining craft will return to the centre with all remaining persons. All persons are to be immediately taken to the main function room and accounted for before being allowed to leave the premises.

Summary

8. The aim of this plan is to implement procedures that will be used in the event of the most extreme of situations. LSC will ensure its effectiveness by implementing a regime of briefing race officers, safety boat helms, instructors and others involved in managing activities and maintain their competence in all areas of emergency control.

9. This document is dynamic and will be modified as circumstances dictate or when advice is received from the RYA or emergency services.

Course Booking / Temporary Membership Form.

LSC welcomes you to the [redacted] Course

Dates [redacted]

Mr/Mrs/Ms/Miss/Other (please circle)	NAME:
I confirm that I am a member of LSC	SIGNATURE:
<i>Non-Members must complete a temporary membership application to benefit from the Club's insurance policies.</i>	

Contact Details:	
Address:	
Post Code:	Telephone :
Mobile:	Email:
DOB:	
RYA Membership Number (if you have one):	

Medical Information: (please delete / tick as required):
I have no significant medical conditions and will not require any medication during the time of the event.
I have the following medical condition /s and will / may require medication or treatment as follows:
Condition and Treatment: (please detail any significant allergies)
Consents:
In the event of accident / acute illness I give my consent to receive medical treatment.....(please tick)

Next of Kin / Emergency Contact name, address and contacts:

1.Name: Contact: Home:

Address: Mobile:

Email.

2. Name: Contact: Home:

Address: Mobile:

Email.

Temporary membership Application

I am applying for temporary non-facility membership of Lympstone Sailing Club (LSC).

I understand that membership of the LSC will be current only for the duration of the

Course.

I have read and understood the terms and conditions of booking as laid out overleaf.

Terms & Conditions of booking

1. Courses may be internally delivered by qualified club members or by external instructors contracted by LSC. Bookings will usually be made through the online booking system.
2. A deposit of £50 per booking must be sent with the booking form. This deposit is non-refundable and non-transferable. Applicants booking a course starting within 5 days should send full payment along with the booking form.
3. The course balance must be paid no less than 5 working days before the event start date.
4. Cancellations made at least a week before the event date will result in 100% of monies paid being refunded.
5. LSC reserves the right to cancel course bookings if the balance is not paid in full five working days prior to the start date.
6. No formal booking exists without a completed booking form with deposit.
7. All adults accompanying a child or children agree to be responsible for the behaviour, discipline, parental care and supervision of their own party. Any damage caused to the centres equipment as a result of a wilful act by a group member, the influence of drink or drugs or as a result of a group member not obeying instructions, will result in the adult with responsibility being liable for the full cost of repair or replacement.
8. In the interests of the safety of the group, as well as individuals, LSC representatives have complete discretion over all water-based activities and any other activities arranged by LSC regarding weather conditions and their assessment of the group's ability.
9. LSC does not hold personal protective equipment or lifejackets. Participants will need to bring their own appropriate clothing and buoyancy aid or lifejacket. Instructors will check both suitability and serviceability
10. LSC reserves the right to:
 - a. Alter prices where necessary.
 - b. Cancel a course before it is due to start.
 - c. Change the advertised craft or programme.
11. LSC, its servants, its employees or agents are not under any liability whatsoever in respect of loss or damage to personal property or belongings while attending a course.

LSC Self Disclosure Form 2019

Self-disclosure form for applicants and volunteers for posts involving contact with children and/or vulnerable adults

LSC is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection Policy, we require all applicants for posts involving contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

NAME:

- 1. Have you ever been convicted of any criminal offences? YES / NO**

If yes, please supply details of criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions, cautions, warnings and reprimands.

- 2. Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children? YES / NO**

If yes please supply details.

- 3. Have you ever had any disciplinary sanction relating to child abuse? YES / NO**

If yes please supply details.

DECLARATION

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply to the DBS (Disclosure & Barring Service) for a Criminal Records Check, and consent to do so if required. I understand that the information contained in this form and in the DBS check may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed:

Date:

COURSE FEEDBACK FORM

COURSE:

NAME:

DATE:

Pre course Information & Booking Process

Excellent	Good	Adequate	Poor
Comment:			

Course Content

Excellent	Good	Adequate	Poor
Comment			

Equipment Used

Excellent	Good	Adequate	Poor
Comment:			

Teaching

Excellent	Good	Adequate	Poor
Comment			

Facilities Ashore

Excellent	Good	Adequate	Poor
Comment			

Did the course meet you expectations

Excellent	Good	Adequate	Poor
Comment			

Further Training

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COMPLAINTS

Complaints Flowchart

