



Operating Procedures

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1 Introduction

- 1.1 These operating procedures are for all volunteers, helpers, and employees involved in “on the water” activities run by Largs Sailing Club And Largs Sail Training Association (it does not apply to major events, or to other groups using the premises, both of which should amend these procedures, or produce their own operating procedures specific to the event/activity).
- 1.2 Some sections are specific to certain activities but everyone should have an understanding of how the operating procedures should be applied overall. They are based on general good practice, RYA requirements/recommendations, past experience and common sense.

2 General Safety Rules.

- 2.1 For each activity, there shall be a person in charge, with overall responsibility for the program and safety of those involved.
 - This will normally be the Race Officer or Instructor/Coach in charge of a training session.
- 2.2 Be aware of the location of telephones, first aid kits, fire extinguishers and fire exits.
 - The person in charge should have access to the office so that they can obtain RIB keys
 - Use the telephone/computer as necessary. This may be in the form of an “on duty” committee member.
- 2.3 Keep a register containing the details of all those afloat. This should include coaches and/or rib drivers.
 - For club racing this will be the entry form.
 - For cadet sessions this will be the attendance register.

In situations where small group are working with no one on the shore the register(or a copy) of those afloat, along with contact details (such as mobile phone and VHF channels/call signs) and a rough outline of the planed session should be left in the LSC office.

- 2.4 In the event of an accident complete an accident report even if the accident seems trivial at the time (see section on reporting incidents).
- 2.5 The person in charge should ensure that there is adequate safety cover available at all times and that the craft are properly manned and equipped.
 - For sailing the current RYA recommendations are one RIB to every 6-15 boats/boards depending on activity, wind strength, boat types and sea conditions.
 - The ratio should not exceed 1:6 double handed dinghies or 1:12 single handed dinghies or windsurf boards (or a mix thereof, with one double handed dinghy counting as two single handed dinghies with the total ratio not to exceed 1:12) without consulting the Safety Convenor, Principal or Chief Instructor.
 - Other activities should follow their governing body recommendations.
- 2.6 Where there are multiple groups on the water:
 - There should be one person with overall responsibility,
 - Sailing areas should be agreed in advance,
 - Participants should not launch unless their **own group's** rescue cover is in attendance.
- 2.7 All participants in dinghies, windsurfers, open keelboats, kayaks, and open support boats should wear Buoyancy aids (not Lifejackets, or buoyancy aids with high collars) of an appropriate buoyancy and standard. All enclosed support boats and enclosed keelboats should have personal buoyancy sufficient for all on board (either lifejackets or buoyancy aids).
- 2.8 Under normal circumstances, the sailing activities will take place within view of the clubhouse. Boats should not sail between the safe water mark and the marina entrance, nor should the safe water mark be used as a mark of a course
- 2.9 Communication:
 - 2.9.1 Those running the activity should be contactable via VHF radio; there are a number of handheld radios in the club office, as well as fixed radios on Ribs and the base station located in the LSC lounge.
 - The call sign for the base station within the clubhouse is "Monsoon".
 - A Radio check should be undertaken by each station at the start of the day
 - Safety boat call signs will normally be "Rib X" (where X is the number of the rib).
Note: More logical call signs may be used as necessary.
 - It is recommended that the person in charge should exchange mobile phone numbers with RIB drivers etc., in case of radio failures
 - 2.9.2 The operating channel for club use is channel “M2” (p4 Icom) with channel “M1” (37a Icom) as fall-back. Other VHF channels should not be used except in emergencies (Belfast Coastguard

on Channel 16, then as directed by the Coastguard), or to contact Largs Yacht Haven on channel 80 (which may only be used by those in possession of a Short Range Radio Licence).

- 2.10 Never allow children, young or disadvantaged people to commence an activity prior to the arrival of a responsible adult.
- 2.11 Where there are young or disadvantaged people of both sexes, there should be a male and female responsible adult present where practicable.
- 2.12 Each teaching group, rib crew or land based volunteer should have received a safety briefing before the session commences. The content of this will vary depending on activity but should include:
 - weather forecast,
 - intended plan and fall-back plan(s) where appropriate,
 - “Zones” of safety cover i.e. where each rib should be stationed – this may be geographic or with a set group of sailors.
- 2.13 When sailing club or institution boats (including safety boats) are being used; should the boat sustain damage you should report this to the person in charge. The boat should be marked as broken using hazard tape, and the damage reported in the damage book (a red ring binder located in the LSC office atop the safe). No “broken” boat should be taken afloat if in the judgement of the person in charge, having consulted the damage book and inspected the boat, that the damage to the boat represents a safety concern.
- 2.14 The area between the marina entrance and the safe water mark should be avoided. Courses should be set so that sailors are not encouraged to sail in this area.

3 What to do if an incident occurs

- 3.1 The casualty's needs are paramount. It should be remembered that all accidents are different and thus require different responses.
- 3.2 All accidents and "near misses" must be reported, no matter how trivial, after advising the person in charge of the details (see section on reporting incidents).
- 3.3 For guidance during LSTA sessions please use the Red Folder Marked “LSTA Emergency No's” located in the LSC Office adjacent to the Hand Held Radio charging points

4 Accidents at or near the club, or on the water

- 4.1 If the incident is life threatening or serious commence first aid and then contact the emergency services
 - 4.1.1 First aid kits are in the: LSC Office, Kitchen, in each RIB. There is also an additional portable kit in the LSC Office
 - 4.1.2 On land dial 999
 - 4.1.3 By VHF:
 - Contact the Coastguard on VHF Channel 16
 - Radio monsoon (Base station in LSC - if manned) on M2, and have a message passed on
- 4.2 Advise the person in charge of the activity.
 - 4.2.1 The person in charge will take over responsibility if appropriate and should, if necessary, contact the police
 - 4.2.2 The Club's Safety Convenor (Bill Forsyth – Mob: 07776454479) should also be informed.
- 4.3 It is not your job to inform the relatives of a casualty in the event of a serious accident.

5 Major incident procedure

- 5.1 This includes: multiple capsizes which stretch the rescue craft available (due to adverse weather conditions), severe personal injury or a death.
- 5.2 The person in charge of the session will assess the incident and co-ordinate the response.
 - 5.2.1 Should the person in charge be incapacitated the safety boat drivers will carry out the procedure, until the person in charge is able to resume control.

- 5.3 The person in charge will request an immediate head count and the sailors be brought ashore, or to an appropriate rally point. He/she shall determine if any external assistance, over and above the rescue craft on the water, is required and take appropriate action.
- 5.4 If the situation requires it participants should be removed from their boats and brought ashore, any unattended boats should be marked with the hazard tape provided in each safety boat to prevent time being wasted looking for sailors already rescued.
- 5.5 After all persons are accounted for and in a secure environment, any craft remaining on the water will be brought ashore, conditions permitting.
- 5.6 The coastguard must be informed if there are any unattended craft remaining afloat or any unaccounted for.
- 5.7 The person in charge should complete and file a report on any serious accident.
- 5.8 As soon as it is possible the person in charge should report the incident to the Club's Safety Convenor (Bill Forsyth – Mob: 07776454479) in the first instance (if unavailable a Flag Officer). Also if an RYA training group is involved the Principal should be informed (or if unavailable the relevant Chief Instructor).

6 Reporting an incident.

- 6.1 The person responsible for the activity should be informed
- 6.2 For each casualty requiring first aid or medical treatment complete a form from the accident book (one in the office and one in the upstairs lounge next to the Rib Key drawer) detailing the treatment given, and further action taken (i.e. hospital, GP etc. as appropriate)
- 6.3 If the accident takes place on the water, those involved in dealing with the incident should fill out a brief witness statement detailing their involvement. They should not speculate on the cause; merely give the facts of what they saw/heard/did.
- 6.4 The witness statements and accident forms should be placed in an envelope (found along with the accident forms) and marked "COMMODORE" and placed in the club office.

7 In the event of a fire in the building.

- 7.1 Due to the construction of the building and the provision of fire exits throughout the building, it is unlikely that anyone will be trapped inside by fire. The danger is that someone may be injured trying to extinguish the fire. The building is equipped with fire extinguishers of various types for the corresponding type of fire.

7.1.1 Minor Fire:

- Evacuate the building.
- In the case of training ensure that all instructors/coaches have accounted for the members of their group.
- Use the appropriate fire appliance if practicable.
- Phone 999, as the fire service should always be called.
- Inform the person in charge if he/she is unaware of the situation.

7.1.2 Major Fire:

- Evacuate the building.
- In the case of cadet events ensure that all instructors/coaches have accounted for the members of their group.
- Phone 999.
- Inform the person in charge.

- 7.2 The assembly point in the event of an evacuation of the building is in front of the Marina Reception opposite Scotts' Restaurant. Do not re-enter the building until the Fire Brigade gives the "all clear".

8 Use of Support / Rescue craft (RIBs).

- 8.1 All persons involved in providing safety cover/teaching from powerboats should remember that they have the potential to cause death or serious injury. They also have the potential to save lives in the event of an accident on the water.

- 8.2 The craft are to be used both as teaching platforms and rescue craft. **Two responsible persons should man the craft, under normal circumstances.** One person should be prepared to enter the water.
- With the approval of the relevant Chief Instructor in training sessions only it may be acceptable (depending on conditions, safety ratios, instructor experience/ability and boat types) for a support / coach boat to be manned by one person. **This would normally apply to single handed groups only.**
- 8.3 At all times the boat should be under the control of a club approved driver.
- A list of such approved drivers is in the sign in and out book.
 - The list will be maintained and discussion periodically with the safety and dinghy convenor
 - Where a qualification has been endorsed (e.g. due to disability or other factor) or the driver is still in his/her probationary period, the level of supervision/adjustments to be made should be set by the Safety Convenor.
- 8.4 The support boats are not for speeding about and personal pleasure. Power trim engines should not be used to splash people or boats.
- 8.5 Each RIB should be equipped with:
- two paddles,
 - two short and one long tow lines,
 - two red and two orange hand flares,
 - a simple first aid kit,
 - a spare kill cord,
 - a tool-kit,
 - a VHF radio,
 - an anchor, chain and warp,
 - Red/White hazard tape markers for identifying deliberately abandoned dinghies.
- 8.6 Drivers should check equipment before leaving the marina.
- 8.7 Damaged or out of use RIBS will have their key marked with hazard tape, any marked boat should not be used.
- 8.8 Ensure there is sufficient fuel in the tank prior to going afloat; all ribs have an internal tank (60l in the 4.8m boats and 90l in the 5.3m boats). The boats should be re-fuelled after use if the tank is less than 1/2 full.
- 8.8.1 When refuelling care should be taken to avoid:
- Spills (any spillage should be reported to Largs Yacht Haven staff)
 - Sources of ignition (e.g. flames/sparks etc)
- 8.9 When approaching the slipway boats must be driven slowly and carefully, raising the engine as necessary to avoid damage. It is recommended to approach from the north side of the slipway.
- 8.10 The dead-man (kill cord) engine cut-off should be used.
- 8.11 When retrieving a person from the water the engine should be turned off.
- 8.12 Do not allow anyone to sit on the bow while the craft is moving.
- 8.13 Ribs must be signed both out and in.
- The sign in and out book is in the LSC Office above the rib keys,
 - Any near misses or incidents should be recorded. (see instructions in the reporting of incidents section of these procedures).
- 8.14 Ensure that the VHF is turned off, the boat tidied up and the battery isolator switch is turned off before leaving the boat. All ropes should be neatly coiled and either returned to storage, or hung on the back of the drivers seat. The engine should be lifted clear of the water.
- Should the bilge pump make "strange" noises, particularly if the pump makes a higher pitch sound than normal, it is probably blocked. Remove the pump body from the base and remove any debris before using again.
- 8.15 Report any faults to the Boat Bosun by completing the sign in sheet comment section.

8.16 If possible email the secretary to pass the information on via email.

8.17 **Safety cover is only effective if all drivers are vigilant.**

8.18 Further information on the use of powered craft in rescue and teaching situations can be found in the RYA publications "Safety Boat Handbook" and "Dinghy Coaching Handbook and Logbook".

8.19 Damage to Club RIBs

- (i) In the event that a club boat is being operated by a volunteer for club duties and damage to the craft has occurred, then the circumstances shall be investigated by the safety convenor to ascertain if (a) a review of club boat operating procedures is required (b) the incident was preventable. The cost of repairs shall be the responsibility of the club directly, in full or via our insurers .
- (ii) In the event that a club boat is being operated by a member or third party (e.g. RYA coach) via a charter request, which shall relate to sport or pleasure purposes such as the provision of safety cover and / or coaching of sailing activities, and damage to the craft has occurred, then the circumstances shall be investigated by the safety convenor to ascertain if (a) a review of the club boat operating procedures is required (b) the incident was preventable. The cost of repairs may be borne in full or in part by the charterer.

9 RYA Training sessions: General information and procedures

9.1 Responsibility for the daily programme lies with the lead Instructor/Coach. Where multiple groups group leaders should discuss their session with the lead Instructor/Coach

- Dinghy Sailing and Windsurfing courses should be supervised by a Senior Instructor.
- Provided that the Chief Instructor is confident that standards of safety and tuition will be maintained supervision for a single group can be delegated to an appropriately trained and experienced instructor.
- Senior Instructors who are not qualified in the relevant discipline may occasionally deputise for each other if appropriately trained and with the approval of the relevant Chief Instructor.

9.2 Ensure that every person taking part in the activities, whether they are instructor or pupil, has completed a questionnaire giving name address and any other relevant details, including relevant medical information prior to taking part in any activities.

9.3 The instructor/Coach in charge of a group should always keep the person responsible for that day's programme aware of his/her intended programme.

9.4 The Instructor/Coach in charge of the day's activities has the final say on the session's activities and the areas in which the activities take place.

9.5 The Instructor/Coach in charge of a group must work within RYA guidelines and keep the person in charge informed of any change in his/her intentions.

9.6 We must all keep a safety watch on each other at all times and if necessary render assistance to anyone outwith your immediate group requiring help.

9.7 When teaching an RYA course the following ratios should be adhered to

9.7.1 Dinghy Courses

- Three students to one instructor in crewed dinghies
- Six single-handed dinghies or up to 3 multi handed dinghies per instructor in a rib (the instructor should not be responsible for more than 9 students in total)

9.7.2 Powerboat Courses:

- 1 instructor to 3 students (Level 1/2 course)
- 1 instructor to 6 students (Safety Boat course)

9.7.3 Windsurfing Courses:

- 1 Instructor to 6 students

9.8 An assistant instructor counts as an instructor in the above ratios, provided they work under the direction or supervision of a qualified instructor.

- 9.9 When training inexperienced sailors in trapeze boats, consideration should be given to the use of masthead floatation devices to reduce the risk of entrapment (dinghy sailing only).
- 9.9.1 Such devices are available from the sail store
- 9.9.2 RS Vision Dinghies should normally sail with a mast head float in position (unless teaching inversion recovery).

10 Child Protection (Safeguarding)

- 10.1 This guide only covers the essential points of good practice when working with children and vulnerable adults. You should also read the clubs Safeguarding Policy and Procedures which are available for reference at all times.
- 10.1.1 Avoid spending any significant time working with children in isolation
- Should it be necessary try to have another adult present or within sight of you.
- 10.1.2 Do not take children alone in a car, however short the journey
- 10.1.3 Do not take children to your home as part of your organisation's activity
- 10.1.4 Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the child's parents
- 10.1.5 Design training programmes that are within the ability of the individual child
- 10.2 **You should never:**
- 10.2.1 engage in rough, physical or sexually provocative games
- 10.2.2 allow or engage in inappropriate touching of any form
- 10.2.3 allow children to use inappropriate language unchallenged, or use such language yourself when with children
- 10.2.4 make sexually suggestive comments to a child, even in fun
- 10.2.5 fail to respond to an allegation made by a child; always act
- 10.2.6 do things of a personal nature that children can do for themselves.
- 10.3 It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.
- 10.4 Should an allegation of improper conduct be made:
- 10.4.1 Recognise that special caution is required when you are discussing sensitive issues with children, young or disadvantaged people and re-assure them they have done the right thing by talking to you.
- 10.4.2 Write a dated and signed report immediately for information and your own protection.
- 10.4.3 Pass your report to the person in charge of the activity, who will refer the matter to one of:
- Principal / Training Convenor
 - Chief Instructor
 - Safety Convenor
- Who will then refer the matter to social services or the police as appropriate.
- 10.5 You should be aware that where an adult is in a "regulated"¹ capacity working with children or vulnerable adults it is a requirement that police record checks are undertaken. Please refer to the Safeguarding Policy for more details.

¹ As per Section 91 and Schedules 2 & 3 of the Protection of Vulnerable Groups (Scotland) Act 2007 – Essentially wither the individual is "Teaching, instructing, training or supervising" children or vulnerable adults

11 Useful Telephone Numbers

Emergency – Fire / Police / Ambulance / Coastguard	999
Local doctors (Largs Medical Group)	01475-674545
NHS 24 (out of hours doctor) <i>(5.30pm to 8.00am M-F and all weekend)</i>	111
Police Scotland	101
MCA – Belfast Coastguard	02891 463933
RNLI - Largs Lifeboat Station	01475-675149
Largs Yacht Haven	01475-675333
Cumrae Water Sports Centre	01475 530757
Alastair Leicester (Chief Instructor Power)	07795 410320
Paul Douglas (Chief Instructor Windsurfing)	07876 405254
John Scott (Principal / Training Convenor)	07815 885242
Howard Smallwood (Sailing Convener)	07957 825865
William Forsyth (Chief Instructor Dinghy / Safety Convenor)	07776 454479
Jonathan Briggs (Cadet Racing Coordinator)	07971 188358
Ewan Macpherson (Commodore)	07825 854851

12 Document History:

This version updated on 26/04/2017

Previous updates :

- 30/04/2016
- 09/08/2015
- 04/05/2012
- 01/02/2011
- 27/03/2010
- 01/03/2009
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- 21/10/2007
- 08/05/2006
- 25/04/2005
- 30/04/2004
- 06/11/2003
- 12/02/2003
- 02/11/2001

13 Appendix 1: Site layout and Kit location



14 Appendix 2: Mark Laying for Training and Club Racing.

What's in the Kit Boxes

- Drop Weight
- Sinker
- 10M Rope
- 30M Rope
- 70M Rope
- An Anchor

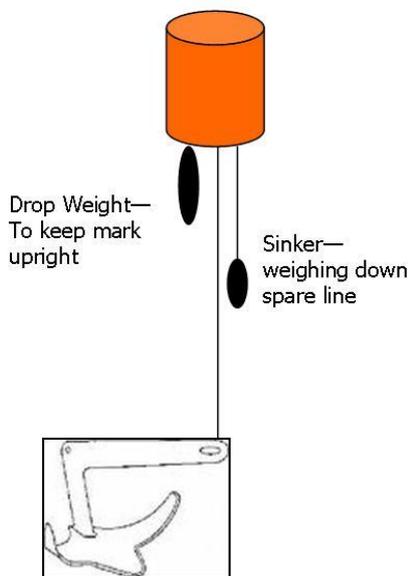


Rope End Colours

- 10M Rope— Blue
 - 20M Rope— Double Blue
 - 30M Rope— Green
 - 50M Rope— Black*
 - 70M Rope— Red
- * We don't have many left!



How the marks should be laid:



Anchor—
Should be tied on with a bowline

Tidying the kit boxes:

- Anchors should be laid in the box as shown
- Ropes should be coiled and put in tidily
- Drop weights and sinkers should be laid on the top
- The boxes should be able to be staked!

