

# **RIBBLE CRUISING CLUB**

## **SPECIAL OPERATING and SAFETY PROCEDURES for CLUB DINGHY SAILING**

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### **1 INTRODUCTION**

This document sets out the safety procedures and general practice applicable for club sponsored dinghy sailing at RCC.

The aim of Ribble Cruising Club is to promote an interest in sailing and to enable members to sail safely at Fairhaven Lake and on the estuary from the Clubhouse via the jetty

The club has a small group of volunteers and as such they maintain close contact via communications over matters of safety. Being a tidal venue, sailing will take place on the estuary as appropriate when tides permit, and at specified times on Fairhaven lake, with such events published in the annual Handbook or, publicised beforehand.

A safety boat may be provided on days noted as 'Club sailing' days in the handbook if a suitable helm and crew are available, this will be advised to all potential dinghy sailors on the day by the

acting OOD. The availability of safety boat crew is advertised by the flying of the club burgee from the clubhouse mast as per the General Sailing Rules in the handbook.

## DINGHY SAILORS

Guidance for use of the dingy tank and jetty are noted below for the benefit of club dinghy sailors.

## SAILING FROM THE DOCK

*See separate instructions for cruiser sailors.*

## GUIDANCE FOR DINGHY SAILORS AND USE OF JETTY

**When using the Dinghy Tanks and Public Jetty please note the following guidelines which are in place for your and others safety: -**

1. You must assess the conditions and your capability and only sail when you feel that it is safe to do so.
2. From a safety perspective the club may operate a safety boat on the club sailing days (TBC) noted in the handbook, otherwise there will be no safety cover. If you are sailing other than on a club sailing day please ensure that a member of your family is aware of where you are and what you are doing. Also give them an approximate time you will be back home. If you can and have the facility, take a mobile phone with you as this can be tracked in case of an emergency and you can also contact others.
3. Other additional safety measure to be adopted when sailing without safety boat cover – use a masthead float, carry a paddle, radio (if possible) long tow line in case you can get a tow from others and it is safe to do so and above all wear your buoyancy aids/life jackets.

## 2 RESPONSIBILITIES

### 2.1 Management Responsibility

Responsibility for the management of safety within the club rests with the Main Committee of the club. The immediate responsibility for safety during organised club sailing activities carried out under the auspices of the club will be in accordance with the General Sailing Regulations noted in the club handbook and will require an Officer of the Day (OOD).

## 3 GENERAL ARRANGEMENTS

### 3.1 First Aid Box

The club maintains first aid boxes and an Automatic External Defibrillator (AED) in the Clubhouse. It is the responsibility of the Hon. Secretary to ensure these are adequately stocked.

### 3.2 Boats and Equipment

RCC has several Club boats which may be booked and hired for sailing. These will be maintained in good condition by the Club's Sailing Committee. Use of the club boats is for appropriately experienced helms and is by arrangement with the sailing committee and can be booked through Jeanette Richardson (Phone number in handbook)

Hired boats, once identified, are for the exclusive use of a single person or household on that day and the person/household is responsible for its cleaning and return to the dinghy tanks.

Members are encouraged to use mast head floats on their own boats. Mast head floats **MUST BE USED** on club boats whilst sailing on the estuary in winds in excess of 15kts.

### 3.2.1 Safety Boat

Safety Boats will have the following equipment: -

- VHF Radio
- Flares <sup>1</sup>
- Paddles
- Fog warning signal <sup>2</sup>
- First Aid Kit <sup>3</sup>
- Spare fuel can <sup>4</sup>
- Anchor and warp
- Knife
- Throwing line
- Towline
- Spare kill-cord
- Area Maps/Charts, tide tables and Contact Details <sup>5</sup>

Safety Boat helms are responsible for checking that the above equipment is present on the boat prior to launching.

#### Variations relating to safety at Fairhaven Lake

- <sup>1</sup> - Not required as Fairhaven Lake is inland, not coastal
- <sup>2</sup> - Not required as sailing will only take place during fog-free conditions
- <sup>3</sup> - Only basic wound dressings required as shore support is nearby and within radio range
- <sup>4</sup> - Not required as there is sufficient fuel in the boat(s) to suffice for longer than a complete session
- <sup>5</sup> - Only aboard craft used on the River

Any powerboat used as a Safety Boat **purely at Fairhaven Lake** will be equipped as indicated in the variation above.

Occasionally this will entail a “kit-bag”, containing all necessary listed equipment, being taken aboard.

This “kit-bag” will be retained in the lake boat shed when not in use.

#### Safety Boat PROCEDURES:-

1. The skipper of the safety boat is by default the Officer of the Day (OOD) if no other OOD has been appointed by the Sailing Committee, and is responsible for those duties attributable by the regulations within the club’s handbook and special requirements noted elsewhere in this document.
2. The OOD shall keep a written record of all those sailing on the day.
3. 2 Crew Operation of the safety boat must be upheld at all times

4. Skippers and crew should be drawn from the appropriate lists posted in the clubhouse.
5. Crews Must be 'able-bodied' persons. (i.e. Capable of pulling a person out of the water and on to the safety boat)
6. The Tractor should be used for launch and recovery of the safety boat. Marshalling assistance should be provided for the Tractor Driver by the safety boat Helm / Crew or adult dinghy sailors.
7. On recovery 2 persons required amidships and 1 at the bow to recover to trailer (Launch & Recovery by Helm, Crew and separate Tractor Driver)

All Sailing Dinghies used will be checked for completeness by the OOD of the day, prior to use.

Any issues must be corrected, or an alternative boat used. Warning labels will be attached to boats not fit for purpose and reasons noted on the 'Repairs' whiteboard in the Garage in the Clubhouse.

### **3.3 Safety Boat Ratios – Dinghy**

It is the OOD/RO's responsibility to ensure that there is adequate safety boat cover based on the prevailing conditions.

The maximum ratio of safety boat to competitor boats is 1:12, this is suitable for experienced competitors in average weather conditions over short courses (6,7,8,9 etc)

If any of the following conditions prevail then the ratio of safety boats to competitors should reduce towards 1:6:-

- Inexperienced helms/Crews
- Junior helms/crews
- Increased weather conditions (>15kt gusts)
- Extended courses (use of Vb, 5, 11)
- Visibility

## **4 SAILING AREAS**

It has been determined that to reduce risk, organised club sailing should only take place if the wind speed gusts on the estuary is below 15kts (17.25mph) as measured on the club weather station.

(Acceptable conditions for Club dinghy racing can be determined by the RO although ultimately it is the competitor's decision on whether to launch)

Members are encouraged to use the area between V buoy to the west and race mark number 11 to the east. It is recommended that after high water sailing is restricted to the area to the east of mark number 6 (to enable boats to easily reach the jetty across the ebbing tide if the wind drops)

**The OOD shall make a record of the names of all those afloat.**

## 5 INCIDENT AND EMERGENCY PLAN

A visual representation of the emergency plan is clearly displayed within the lobby of the clubhouse and available (in the Safety Kit) aboard each Safety Boat in all sailing Areas.

A copy is also attached to the wall of the race box.

Refer to Appendix F for the incident plan.

### 5.1 Definitions

A **Minor Incident** is defined as an incident or accident that can be managed within the level of skills and training of the RCC personnel present without the need for external emergency assistance.

A **Major Incident** is defined as any incident requiring the support and intervention of external emergency organisations e.g. Ambulance, Coastguard, etc.

***Any Minor Incident may develop into a Major Incident – extensive communication is essential.***

### 5.2 Incidents and what to do with a Near Miss

An **“Accident and Near Miss” book will be kept at the First Aid Point in the Clubhouse galley.**

*All accidents and ‘near misses’ should be recorded in this book.*

Serious accidents - those which require professional medical assistance - must be reported to the Sailing Committee chair person and the Management Committee.

The purpose of recording near misses is to evaluate situations that could be expected to develop into incidents, thus incorporating ‘lessons learned’ to avoid repeating, wherever possible, similar situations.

A limiting factor on numbers afloat may be imposed “on the day” so that, if necessary, all can be accommodated either in the Safety Boat, or transported aboard additional towed dinghy or dinghies.

#### 5.2.1 Minor Incidents

In the event of a Minor Incident occurring on the estuary and the **Safety Boat** is present: -

- Sailing will cease immediately, and all dinghies not involved will be directed to the closest safe place on the North Shore.  
First Aid or assistance can then be rendered as required.
- The individual in the priority list (to be found on the emergency plan flow chart) should be informed at the earliest opportunity.
- The decision whether to re-commence sailing should be carefully considered.  
If it is decided that sailing should **not** re-commence all sailors should return together to base.
- **No person should be left afloat without safety cover outside normal operational range.**
- On return to base further assessment of appropriate secondary actions should be undertaken and a report completed in the accident book as soon as is practicable.

Recovery of equipment is not an immediate consideration.

In the event of a Minor Incident occurring at Fairhaven Lake

- Sailing will cease immediately, and all dinghies not involved will be directed to a safe part of the shore (away from the sloping concrete sides).  
Any casualties shall be taken to the shore and treated there.
- The nominated alternative contact (see flowchart) should be informed at the earliest opportunity.
- Further assessment of appropriate secondary actions should be undertaken, and a report completed in the accident book as soon as is practicable.

- Recovery of equipment is not an immediate consideration.

### 5.2.2 Major Incident

In the event of a Major Incident occurring on the estuary, ***under all circumstances***: -

- Sailing will cease immediately, and all dinghies not involved will be directed to the closest point on the North Shore.
- A 'Pan-Pan' (No immediate danger to life) or 'Mayday' call should be made (channel 16), as appropriate (see laminated instructions aboard Safety Boats).
- First Aid or assistance can then be rendered as appropriate.
- The nominated alternative contact (see flowchart) should be informed at the earliest opportunity by local VHF channel.
- **No person should be left afloat, unattended by safety cover outside normal operational range.**
- Act upon guidance/instructions received as a result of the emergency call.
- Recovery of equipment is not an immediate consideration.

In the event of a Major Incident occurring at Fairhaven Lake, under all circumstances: -

- Sailing will cease immediately, and all dinghies not involved will be directed to the closest safe place on the shore.
- The emergency services shall be alerted by a '999' call. On making contact, the exact address of Fairhaven Lake (*available on laminated card with lanyard inside shed door*) to be given to ensure the emergency services are directed to the correct spot. (*See Appendix K*)
- Any casualties shall be returned to the shore and treated there.
- First Aid or assistance can then be rendered as required.
- The alternative contact (see flowchart) should be informed at the earliest opportunity.

Once an incident is under control, the following steps should take place:

- Access to the club/shore area should be controlled to prevent bystanders intruding.
- No public statements should be made.
- A specified person should be appointed to record the incident in the accident book as soon as is practicable. This may require recording evidence from witnesses – as near the time of the event as possible.
- The person in charge will then dictate what further steps should take place, including involving the RYA Sailing Department and the Management Committee of RCC.

### 5.3 Communication Methods

**In Sailing Areas on the estuary** *the order of use of communication equipment in an emergency is:-*

1. Fixed VHF
2. Mobile VHF
3. Landline from Clubhouse
4. Mobile Telephone (if available - and to be seen as a method of last resort)

**At Fairhaven Lake** *the order of use of communication equipment in an emergency is: -*

1. Mobile VHF on local channel to communicate with the shore party.
2. Mobile Telephone by shore party – it is the OOD's responsibility to ensure that a charged phone is available ashore for emergency use.



## **Appendices:**

Appendix A	RCC Health and Safety Policy Strategy
Appendix B	First Aider List (Sailing Team)
Appendix C	Use of the Compact Tractor
Appendix D	Launching from the Jetty
Appendix F	Incident Plan - Procedure flowchart



## Appendix A – RCC Health and Safety Policy Strategy

### HEALTH and SAFETY POLICY STRATEGY

1. General statement of safety policy.
2. Assessment of risks.
3. Accidents and Hazards. Recording and reporting.
4. Emergency procedures.
5. Instructor Sailing.
6. Equipment – Maintenance and Inspection.
7. Annual Review.

#### 1. RCC – HEALTH and SAFETY POLICY STRATEGY.

- 1.1 The Safety of all members and persons visiting RCC is the highest priority. All Club members must at all times take appropriate action to ensure the safety of all persons on RCC property or areas used by RCC for sailing.
- 1.2 The RCC Main Committee has overall responsibility for Safety on RCC property, but may delegate individual areas of responsibility to “Nominated Persons or Office Holders”.  
An up-to-date list of same is to be displayed on the Club Notice Board.
- 1.3 Individual members have a particular responsibility for ensuring their own personal competence and safety in the conditions prevailing at the time. They should be aware of Club Rules regarding the right of the OOD to order “Abandon Racing”, or “All boats off the water”.
- 1.4 Nobody must interfere with or misuse any equipment or materials provided in the interests of members’ safety and welfare.
- 1.5 To ensure the safety of all persons on RCC property all members are requested to co-operate with this Policy and Club Rules.
- 1.6 All members should receive adequate information, instruction and sailing to enable them to avoid risks, and to contribute to their own and the safety of all visitors whilst on RCC property.  
Members should not use equipment or machinery unless they are familiar and competent with its operation. All faults should be reported to the listed Nominated Person.  
Repairs should not be attempted unless they are authorised.

#### 2. ASSESSMENT and CONTROL of HEALTH and SAFETY RISKS.

The following points were considered when drawing up the Health and Safety Statement Policy and Club Rule

- 2.1 Overall safety for persons on club property and other areas used by RCC for sailing.
- 2.2 Members’ capabilities.
- 2.3 Weather conditions and the need to abandon racing/sailing.
- 2.4 Dangers of drowning and hypothermia.
- 2.5 Possession of adequate personal and boat buoyancy.
- 2.6 Availability of Safety Boat cover and equipment.
- 2.7 Availability of Trained Rescue Personnel.
- 2.8 Dangers of fire.
- 2.9 Responsibilities for individual areas and items of equipment.

#### 3. ACCIDENTS and RISKS TO SAFETY.

- 3.1 Accidents  
All injuries must be recorded in the **Accident Book kept adjacent to the First Aid Box, in the galley area**
- 3.2 First Aid Boxes  
Located as follows
  - Galley area
  - Rescue Boat Containers.
  - Just inside clubhouse entrance lobby.
  - Within the storage box at Fairhaven Lake
- 3.3 First Aiders  
A current list of qualified First Aiders is kept with the Sailing Principal; with the first aid box in the galley; on the Sailing Notice Board.
- 3.4 The Sailing Principal must make regular checks of the Accident Book, so that the cause of any Accident can be investigated and steps taken if necessary to improve safety.
- 3.5 Risks to Safety  
On finding any Risk to Safety, members should submit a Hazard Report to the respective Nominated Person so that action can be taken to eliminate the Risk.

## 4. EMERGENCY PROCEDURES.

### 4.1 RESCUE BOATS

A fully equipped rescue boat is to be available at all times when organised sailing takes place.

To be double-crewed whenever possible.

Kill cords to be used at all times.

### 4.2 KIT TO BE CARRIED

Refer to Operating and Safety Procedures document for Safety Boat equipment list.

### 4.3 FIRE/EXPLOSION

In the event of a fire or explosion within the dinghy compound, all persons should evacuate the affected area and assemble in the adjacent RNLI car park.

The emergency services should be contacted by telephone stating:

**Location** – Ribble Cruising Club  
Central Beach Lytham

**The problem** - Expressed clearly and succinctly

Gate opened (if still locked) pending their arrival

Attempting to extinguish fires should only occur if this can be done without endangering oneself.

Fire exits from the clubhouse must be clearly marked and kept clear of obstruction at all times.

## 5. INSTRUCTOR SAILING.

5.1 Sailing and ratios of Students to Instructors to comply with RYA guidelines for all RYA courses.

5.2 Refer to Operating and Safety Procedures document for additional RCC limitations that apply.

## 6. EQUIPMENT.

Nominated Persons/Office Holders are responsible for items listed below, and for ensuring that safety checks are carried out.

### **Chairman Fabric Committee.**

Club buildings including outside walls and roof of race-box, changing rooms and safety boat garage. Electrical supply.

Water supply and drainage. Telephone

### **Chairman Sailing Committee**

Dinghy compound, walls, railings and gates.

Jetty.

Race Marks

Rescue Boats, outboard engines, and their RYA listed equipment.

Fuel store and supplies for outboards

Club boats and their equipment.

### **House Committee Chairman.**

Kitchen area and food cupboards.

Vacuum cleaner.

Fire extinguishers and fire blanket.

First Aid kit(s).

Frequency of inspection – As per check lists.

## 7. ANNUAL REVIEW.

7.1 The Health and Safety Policy and Club Rules shall be reviewed annually between October and December so that whenever possible, revised safety matters can be implemented prior to the start of the season and notification included at the AGM and published for members.

7.2 The RYA Sailing Centre Operating Manual must be similarly reviewed to be kept in line with current RYA guidelines and the Centre Inspection Report Form.

## Appendix B – RCC Sailing First Aider List



# RCC First Aiders

All of the following Members have a valid First Aid certificate

Rob Jarman

Dani Begley

Richard Elsdon

Pete Pollock

Simon Begley

Lewis Richardson

Martin Knott

Jeanette Richardson

Angela Begley

## **Appendix C – Use of the Compact Tractors to transport boats**

### **The compact tractor**

Boats kept in the dinghy tanks can be towed using the compact tractor(s) kept in the garage on charge, ready for use. The tractor(s) is “taxed and insured” for use on the public highway and this means we can tow boats from the RCC site to and from the jetty. **All drivers need to be accredited by the Club before towing any boat.** When the tractor is left unattended, either in or out of the garage, the keys are kept under the driver’s seat, not in the ignition. The tractor is to be parked in the dinghy compound whilst boats are sailing and not to be left on the jetty or around the RNLI garage.

The tractor is to be only used by a single driver for the day.

The tractor is set up with several towing attachments/devices and the driver must select the appropriate fitting for the trolley being towed.

### **Towing boats at the start of sailing**

At the start of the session boats will be transported from the dinghy tanks along the Promenade and down to the jetty, passing the Inshore Lifeboat Station.

When towing boats, we are in close proximity to members of the public, who have access to all areas where boats are likely to be manoeuvred, once clear of the Clubhouse and tanks. All care must be taken to avoid causing possible injury or harm to them or their belongings as we tow boats either with, or without, the tractor. Potentially there are a great number of dogs and children using these areas, putting themselves at risk when they approach trolleys and boats.

As the jetty is restricted in width, we aim to give way to others, or, to make sure that they are appropriately aware of the need to keep clear of our equipment and keeping clear. Boats are usually prepared for launching before reaching the jetty. They can be towed towards the end of the jetty above the high waterline prior to being launched over the side of the jetty. Once the tractor has delivered a trolley it will return to collect another boat for launching or be left at the RCC base.

Generally, boats can be launched from approximately one-and-a-half to two hours before High Water.

### **Recovering boats at the end of sailing**

Dinghies need to be landed at or near the jetty while there is still enough water to access the jetty.

The OOD will indicate when boats need to be out the water and only after all dinghies are landed will the Safety Boat be taken off the water.

**For this reason, it is important that helms respond without delay when told to return to base.**

Once landed at the jetty the boat’s trolley is collected either by a crewmember or with support from the shore party. Boats are moved to one of the passing places to ease passage for members of the public and make it easier for the tractor to collect them.

Boats are collected and towed back to base with the same degree of care as when taken to the water.

The Safety Boat will be the last to make the return journey. Once there, the boat is cleaned and returned to the garage before returning the tractor and putting it back on charge.

## Appendix D – Launching from the Jetty

***Only persons on the RCC ‘approved driver list’ are permitted to drive the launching tractor.***

The Promenade and jetty are public areas and caution must be exercised when moving boats in the vicinity of members of the public.

Launching:-

- **The Safety Boat should be launched first and made ready to operate, complete with crew.**
- **It is the responsibility of the crew to ensure that all essential items of equipment are aboard, and that sufficient fuel is carried.**
- Usually, dinghies should be launched from the leeward side of the jetty, although in conditions of a light wind opposing a strong tide this may not be practical and an assessment will be made by the OOD.
- The dinghy should be tied to the jetty using a round turn and half hitch (two half hitches if the boat appears likely to be in place any length of time) while the trolley is wheeled away.
- Ideally trolleys should be left at the top of the jetty, against the Lifeboat House wall. Trolleys must not obstruct access to the jetty, the Lifeboat House doors or the car park.
- When tides permit and the number of trolleys allows, they may be parked on one of the passing platforms on the jetty, above the point at which water will reach at High Water.
- When sailing, no dinghy involved will sail from the jetty until the Safety Boat is afloat, manned, and operational.
- On departing from the jetty dinghies should sail clear of the end of the jetty (marked by a port channel marker basket) then lie-to whilst making final adjustments.

Returning Ashore:-

- Dinghies should lie-to close to the jetty and release rudder blade downhauls etc.
- Depending on conditions, the OOD will decide whether dinghies sail directly to the jetty, or onto the adjacent grass to drop their sails, before being walked to the jetty.
- Dinghies should be tied to the jetty or held securely whilst launching trolleys are collected.
- **The Safety Boat will remain afloat and manned until all sailing dinghies are on the jetty**

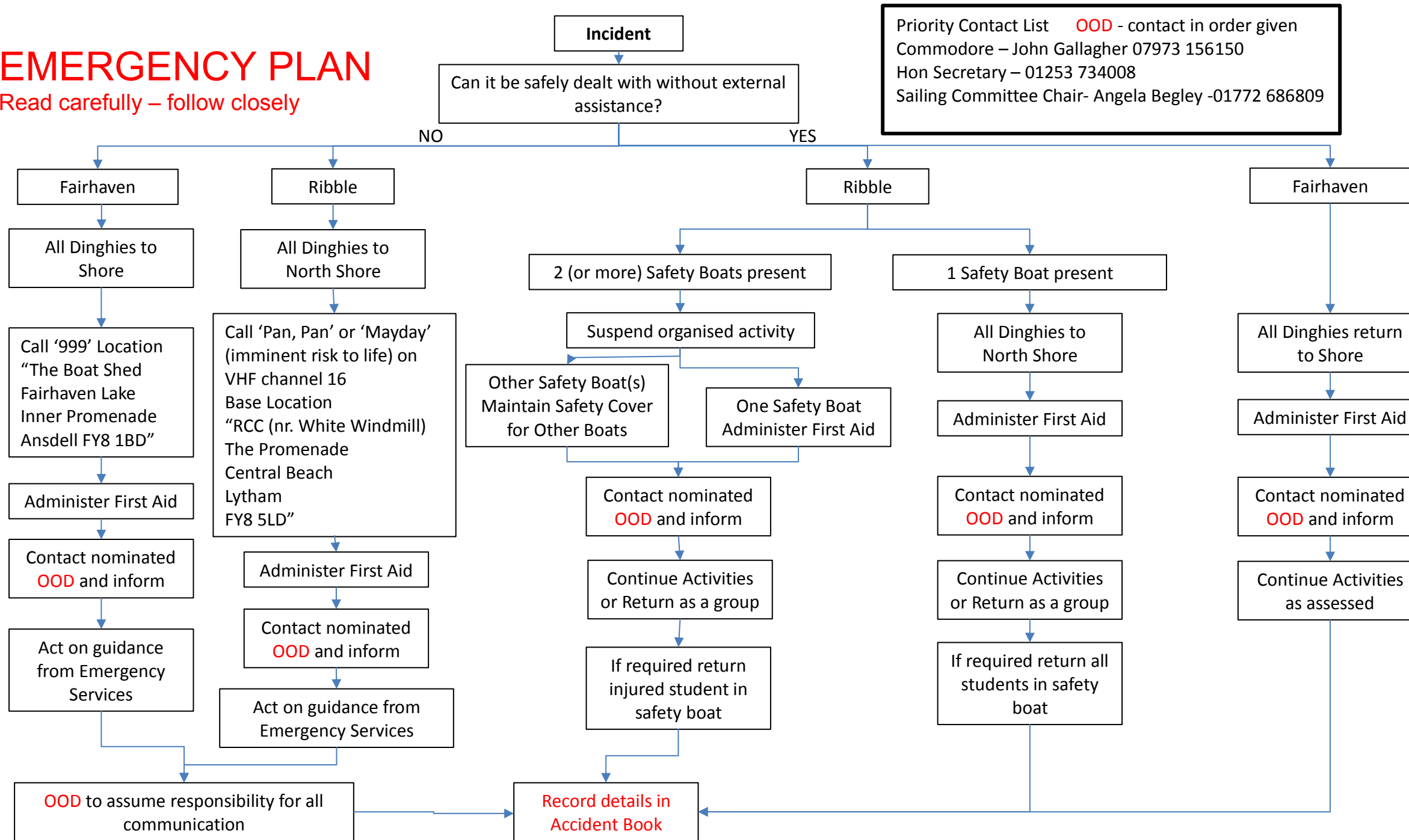
## Appendix F – Emergency Procedure

Emergency Procedure Flow Chart

(See below)

# EMERGENCY PLAN

Read carefully – follow closely



Priority Contact List **OOD** - contact in order given  
 Commodore – John Gallagher 07973 156150  
 Hon Secretary – 01253 734008  
 Sailing Committee Chair- Angela Begley -01772 686809