

RIBBLE CRUISING CLUB

SPECIAL OPERATING and SAFETY PROCEDURES for CLUB SAILING during COVID_19 Pandemic

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1 INTRODUCTION

This document sets out the special safety procedures and general practice applicable for club sponsored sailing at RCC during the Covid_19 pandemic.

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 also take place as appropriate when tides permit, with such events published in the annual Handbook or, publicised beforehand.

COVID-19 PANDEMIC

The Government has now further relaxed the rules and guidance regarding Lockdown. The advice has moved from 'Stay at Home' to 'Stay Alert'.

Restrictions to access to the Club dock and dinghy tanks were lifted from Wednesday 13th May –in line with Government guidelines issued on Monday 11th May. Club Members have been advised that the Clubhouse will remain closed and that those wishing to go afloat do so entirely at their own risk and in the knowledge and understanding that the Club accepts no liability of responsibility for such activity and furthermore no safety cover was provided at that time.

Government restrictions have been further relaxed from the 3rd July, and the management of the sailing club further reviewed the guidance but did not consider it prudent to change the advice to members regarding sailing at that time.

However, the club has now reviewed its guidance and in line with guidance of HM Government and the RYA has deemed it safe to begin to provide club supported sailing at Fairhaven Lake and on the estuary.

Members accessing the grounds are still advised to Stay alert and adhere to the Government guidelines for Social distancing (2m or 1m plus mitigation) whilst on Club grounds.

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

We are now able to open some of the Club's facilities. Below, and to assist club members, are guidelines for the use of the club facilities that are currently available to members only, so we can enjoy our sport safely during the current circumstances.

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

1. You are permitted to sail with one other member of your household, or you must sail single handed regardless of the boat design.
2. When launching and retrieving you must keep to social distancing regulations of 2 meters away from anyone not from your household.
3. You must assess the conditions and your capability and only sail when you feel that it is safe to do so.

4. Remember, other members will also be operating locks/latches on gates and you therefore need to ensure you have adequate hand cleanser and wipes for your own personal protection.
5. Currently there will be no washing off facility adjacent the garage, any washing off can be done from the hose reel in the eastern dinghy tank, again observing social distancing and ensuring that the hose reel is sanitised after use.
6. Please do not gather in groups of more than six to a 'bubble' and observe social distancing.
7. From a safety view point, generally the Club is not operating any safety cover, but the club may operate a safety boat on specific sailing days (TBC) If you are sailing alone 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.
8. Other additional safety measure to be adopted – 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.
9. Please also note that Club equipment and dinghies generally will not be available for use except by special arrangement.
10. The 'unisex' toilet on the lower ground floor is available for use. (but the remainder of the lower ground floor remains out-of-bounds)
11. A sanitation station is provided within the garage at the entrance to the lower ground floor.

As and when the situation changes, we will put revised bulletins out on the website, Facebook group and posted at the Club.

Please also refer to: -

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

PLEASE STAY ALERT AND FOLLOW THE GUIDELINES.

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 the Officer of the Day (OOD). The officer of the day is the person appointed to that position for the day by the Sailing Committee, in the absence of such an appointment it is the helm of the safety boat operating on the day.

The OOD should be familiar with the Special Covid-19 Risk Assessment for sailing on the estuary.

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 during the Covid-19 period is by arrangement with John Gallagher mob:07973 156150.

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 sanitising after use. Once used, club boats and club equipment should be quarantined for a period of at least 72 hours before use by another person/household.

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.

3.2.1 Safety Boat

Safety Boats will have the following equipment: -

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

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

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

SPECIAL PROCEDURES during Covid-19 Pandemic

‘Special’ procedures are to be adopted whilst operating the safety boat during the Covid-19 pandemic period commencing 20.07.19: -

1. Safety Boat crews should not take a duty if they have any of the symptoms of Covid-19.
2. Safety boat crews, if not from the same household, are to read and sign a disclaimer Form (at Appendix E) accepting that they are aware of the fact that they are likely to be compromising the HM Government’s guidance on Social Distancing.
3. The helm 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.
4. 2 Crew Operation must be upheld at all times
5. Only Helms that have a PB2 Certificate may operate the Safety Boat.
6. Crews Must be ‘able-bodied’ persons. (capable of dragging a person out of the water single handed)
7. PPE in the form of full-face Balaclavas should be worn.
8. A declaration of acceptance of risk must be signed by crews prior to operation. (see Appendix E of this document)
9. A Dry Bag containing Sanitizer, Masks & Disposable Gloves must be carried at all times on the safety boat (Yellow Dry Bag).
10. Tractor should be used for launch and recovery to help to comply with social distancing requirements. Given the increased numbers of people using the promenade marshalling assistance should be provided for the Tractor Driver by SB2 Helm / Crew or adult dinghy sailors.
11. On recovery 2 persons required amidships and 1 at the bow to recover to trailer (Launch & Recovery by Helm, Crew and separate Tractor Driver)
12. Safety Boat must be sanitized with SurSol spray at end of use.
13. Safety Boat Radio Installation to be wiped with Anti Bac Wipes at end of use.

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

The HM Government guidelines dictate that only six 'bubbles', each containing household members can gather in one place. The sailing committee has determined that for safety and space reasons (and mindful of any public) on the jetty a maximum of 2 other 'bubbles' can launch with the safety boat. Further launches can take place when these have cleared, up to the maximum of six boats monitored by the single safety boat.

The same procedure for recovery of dinghies is to be applied in reverse such that no more than three boats are on the jetty at any one time.

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.

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 E	Safety Boat Helm and Crew Form
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

Nick Elsdon

Pete Pollock

Jake Begley

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 water-line 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 E

[A copy to be signed by safety boat crews operating in contravention of HM Government's guidance on social distancing]

'Special' procedures are to be adopted whilst operating the safety boat during the Covid-19 pandemic period commencing 20.07.19: -

1. Helm: I confirm that I do not have any of the symptoms of Covid-19.
I am aware that I may be compromising HM Government's guidance
On 'Social Distancing'.

2. Crew: I confirm that I do not have any of the symptoms of Covid-19
I am aware that I may be compromising HM Government's guidance
on 'Social Distancing'.

3. I am the helm of the safety boat and by default the Officer of the Day (OOD) and am responsible for those duties attributable to the OOD by the sailing regulations within the club's handbook and special requirements noted in the document [SPECIAL OPERATING and SAFETY PROCEDURES for CLUB SAILING during COVID_19 Pandemic]

Signed [Helm]..... Date.....

Signed:[Crew]..... Date.....

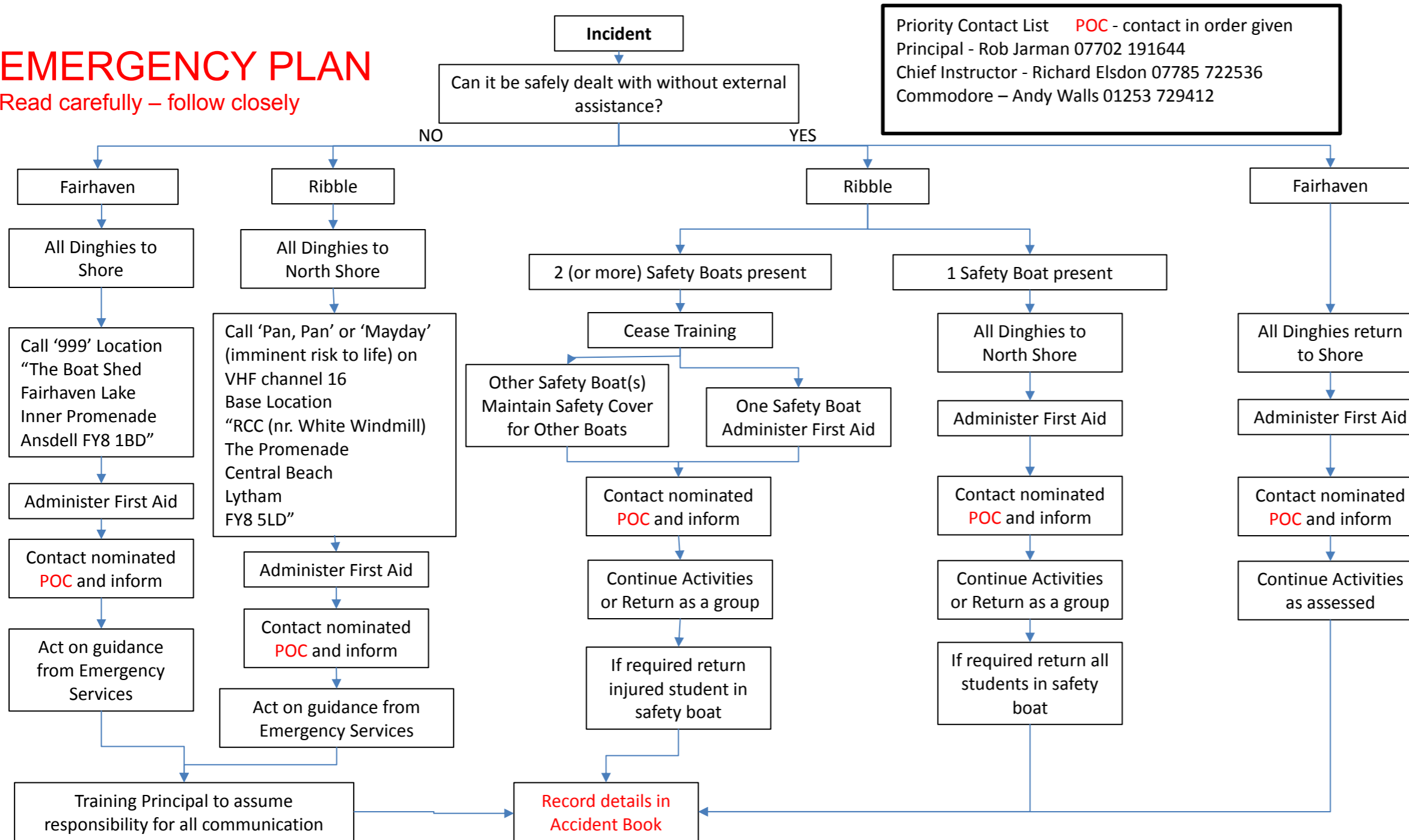
Appendix F – Emergency Procedure

Emergency Procedure Flow Chart

(See below)

EMERGENCY PLAN

Read carefully – follow closely



Priority Contact List **POC** - contact in order given
 Principal - Rob Jarman 07702 191644
 Chief Instructor - Richard Elsdon 07785 722536
 Commodore – Andy Walls 01253 729412