



BRADING HAVEN YACHT CLUB BHYC Waterborne Operations Manual

INCORPORATING THE
EMERGENCY ACTION PLAN AND
MAJOR INCIDENT PROCEDURE
FOR WATERBORNE ACTIVITIES.

Instructor, Race Officer, Patrol Boat & Volunteer Staff Guidance and Procedure book

Document History

Version	Date	Amendment	Amended by
Issue 7	30 th May 2015		

Issued by..... *Robin Lobb*RTC Principal
Robin Lobb
..... *Robin Lobb*Rear Commodore Sailing
Robin Lobb
..... *Jerry Summers*Chief Instructor
Jerry Summers
..... *Steve de Boise*Commodore
Steve de Boise

1. Scope and Statement	3
2. BHYC Mission Statement	3
3. Organisational Responsibilities	3
3.1. Person in Charge	
3.2. Course Leader	
4. Local Hazards	5
5. Safety Policy General	5
5.1. Dinghy Sailing Instruction	
5.2. Power Boat Instruction	
5.3. Club Racing	
5.4. Organised Non Instructional Sailing	
5.5. Club Boats	
6. Tuition and Instructors	8
6.1. Student Enrolment	
6.2. Student Assessment	
6.3. Student Health	
7. Patrol Boat Operations	10
7.1. Patrol Boat Definitions and Qualifications	
7.2. Communication	
7.3. Entrapment	
7.4. Other requirements	
8. Sailing Areas	12
9. Child Protection	13
9.1. Child Protection Requirements and Guidelines for BHYC Members	
10. Accidents and Emergencies	15
10.1. Accident and Emergency Action Plan	
10.2. Dynamic Decision Making Model	
10.3. Casualty Evacuation	
10.4. Major Incident Procedure	
11. Distribution List	20
Appendix A	Teaching criteria and ratios
Appendix B	BHYC Sailing Dinghies and Powered Craft
Appendix C	BHYC Sailing and Training Areas
Appendix D	BHYC Powerboat Training Area and Passage Map
Appendix E	Daily Risk Management Template
Appendix F	BHYC Patrol Boat Charter and Check list
Appendix G	BHYC Waterborne Risk Assessment
Appendix H	Child Protection Policy
Appendix I	BHYC Boat Hire conditions
Appendix J	Photography Consent form
Appendix K	BHYC Self-disclosure form
Appendix L	BHYC Course Evaluation Form

1. SCOPE and Statement

This document defines the operational procedures and safety policy for waterborne activities organised and implemented by Brading Haven Yacht Club (BHYC), which is a Royal Yachting Association (RYA) Recognised Training Centre (RTC) and a certified participant in the RYA On-board and Champion Club Schemes.

It does not cover health and safety policy and procedures for the Club's premises and non-waterborne activities, which are defined in 'BHYC Health and Safety Policy'.

It does not cover BHYC members' waterborne activities which are not organised by the Club.

BHYC makes every effort to comply with the recommendations of the RYA concerning waterborne activities and its requirements and guidelines for RTC Principals.

The Principal, Chief Instructor, Senior Instructors and other Instructors used for courses are reminded of their duty to take care of their safety and the safety of all those involved, ensuring all activities are covered within the current risk assessments. **APPENDIX G.**

All Instructors, Race Officers, Safety crews, Staff and Volunteers directly involved in waterborne activities will receive a simplified copy of this document highlighting the key points and referring back to the document if clarification is needed. This is live document and will be reviewed as required or at least once a year.

It is drawn from existing Cited documents, these include:-

- BHYC Health and Safety Policy and Risk Assessments
- BHYC Constitution
- BHYC Notice of Race and Sailing Instructions
- RYA Child Protection Policy

2. BHYC Mission Statement

The objectives of the Club are to promote and facilitate community participation and training in sailing and other waterborne and social activities in a safe and controlled environment through Club Membership.

3. Organisational Responsibilities

To ensure that all aspects of this policy are adhered to.

To ensure that all personnel abide by the RYA child protection policy and RYA code of ethics and conduct for Instructors, Trainers, Coaches, Race Officers, Patrol boat crews and Volunteer staff.

Produce risk assessments and ensure that their contents are known to all Instructors, Trainers, Coaches Race Officers, Patrol Boat crews and Volunteers. That they are reviewed regularly. **APPENDIX G**

To ensure that all Instructors and Patrol Boat crews are suitably trained and remain validated, that the training process is on-going. A record of Instructor qualifications and training will be kept.

To ensure Accident and Near Miss reports are completed and submitted to the Person-in-Charge and follow the procedure laid out in section 10.

To be fully aware of the Training Areas, Emergency Action Plan, Casualty evacuation options and the Major Incident Procedure.

The **“Management Committee”** Ultimate responsibility for the safe and efficient organisation and implementation of all activities at BHYC resides with the Management Committee, elected by Club members in accordance with the requirements of the BHYC Constitution, and chaired by the Commodore

The **"Sailing Committee"** is responsible for the safe and efficient organisation and implementation of all waterborne activities at BHYC. This is delegated from the Management Committee.

The **"RTC Principal"** is responsible for the safe and efficient delivery of all formal and informal training at BHYC, he is listed with the RYA as the approved Principle.

The **"Training Committee"** has members appointed to it by the RTC Principal who chairs it. The training committee supports the principal in organising and implementing training activities.

The **"RTC Chief Instructor"** is appointed by the principle to oversee all tuition. He ensures that all training is managed by staff with the required qualifications and experience. If suitably qualified the Principle may also undertake the role of Chief Instructor.

The **“Race Committee”** The BHYC Race Committee, chaired by the Captain of Racing, who with other members is nominated by the Sailing Committee, is responsible for the organisation and implementation of a safe, efficient and enjoyable programme of racing at BHYC.

“Instructors and Support Personnel” It is the responsibility of all instructors, and of all those who help with the organisation and implementation of Club-organised waterborne activities, to undertake their duties in a safe and efficient manner, in accordance with the policy and procedures defined in this document.

The **“Club Boatman”** is a member of BHYC staff who reports to the Club Secretary as Line manager and overseen by Rear Commodore Sailing and Rear Commodore House. He is responsible for the aspects of Club waterborne activities listed in his job description.

The **“Club Bosun”** is a Club member who is appointed by, and is a member of, the Sailing Committee. He works in conjunction with the Club Boatman.

The **“Welfare Officer”** is appointed by the Management Committee and is responsible for all child protection issues defined in this document.

3.1 Person-in-Charge

A person with the required qualifications and experience (the Person-in-Charge) is designated to take charge of each BHYC waterborne activity. He is responsible for its safe, efficient and enjoyable delivery.

The Person-in-Charge, who may be the Principle, Chief Instructor, Senior Instructor, Race Officer or person assigned is responsible for completing the **“Daily Risk Assessment”** in accordance with the risk management template **APPENDIX E**

For training activities, the Person-in-Charge is assigned by the RTC Principal or Chief Instructor. If a single training course is run on any day, the Person-in-Charge is at least as qualified as defined in **APPENDIX A** .

If the course is an RYA listed module then the person in charge will be at least qualified as a Senior Instructor.

If two or more instruction courses are run simultaneously, the Person-in-Charge is qualified to Senior Instructor level. The Person-in-Charge may also act as a Course Leader

For non-training waterborne activities, the Person-in-Charge is assigned by the Sailing Committee, usually acting through the member who is responsible for the organisation of the sailing support duty roster.

3.2 Course Leader

A person with the required qualifications and experience (the Course Leader) is designated by the RTC Principal or Chief Instructor to take charge of each formal or informal training session. He/she is responsible for its organisation and safe, efficient and enjoyable delivery.

All course leaders will be responsible for their course programme/plan and completion of “day plans”. BHYC holds generic course plans to assist in this process.

For formal courses leading to RYA certification, the Course Leader is qualified as defined in **APPENDIX A**.

For informal courses, the RTC Principal / Chief Instructor decides on the level of qualification and experience required. The Course Leader is normally qualified to at least RYA Instructor level.

4. Local Hazards

All Instructors and Patrol Boat crews are to familiarise themselves with local hazards within Bembridge Harbour, its approaches, the deep water channel and the relevant training areas of Bembridge Bay.

The best way to avoid hazards is awareness and for all to keep a lookout.

These can be divided into “**fixed** and **moving**”

This list is not exhaustive and other hazards may be apparent when on the water.

Fixed Hazards

Sandbanks, Groynes and known rocky areas. (Area F Nodes Point & St Helens Fort)

BHYC slipway, fixed pontoons, club foreshore and temporary pontoon when deployed to a training area.

Lateral channel buoys, mooring buoys and moored boats within the harbour.

Underwater obstructions marked and those which might not be notified.

Moving Hazards

Craft underway including dinghies, yachts, RIBS and motor boats.

Larger craft including start line committee boats and fishing boats from Fisherman’s Wharf and the Marina.

Wash from moving craft, (6kt limit in the harbour)

Bembridge Marina Taxi

Strong tides, winds, particularly around the harbour approach

Sailboards, kite surfers, water skiers and wake boarders.

Floating debris, timber, plastic bags and lobster pot marks

5. Safety Policy General

The Policy defined in this section applies to the following sections, dinghy sailing instruction, power boat instruction, racing and organised non-instructional sailing inclusive which follow.

The safety of all participants is paramount in all BHYC waterborne activities.

The Person-in-Charge ensures that all risks are identified, assessed and mitigated before any waterborne activity commences. The “**Daily Risk Assessment**” as included in “**Appendix E**” should be completed prior to any waterborne activity.

All responsible personnel, and if appropriate all participants, are briefed by the Person-in-Charge before the activity commences. The briefing covers at least the following:

- Number and skill level of participants.
- Area in which the activity will take place.
- Weather and tidal conditions.
- Roles and responsibilities for assisting personnel.
- Availability of patrol craft and crews.
- Emergency, curtailment and abandonment procedures.

VHF communication with all patrol craft is established before the activity commences.

No smoking is permitted on pontoons and slipways and in Club boats.

5.1 Dinghy Sailing Instruction

All participating personnel are wearing personal buoyancy which complies with at least the EN50 Standard on pontoons, slipways and while afloat.

All participating personnel are water confident.

All participants are advised to wear clothing appropriate for the conditions. Clothing worn by students is checked for suitability by instructional personnel.

If the Person-in-Charge is on the water during the activity, a suitable shore-based person, communicating with him by VHF radio, is designated as his point of contact (the Ashore Contact, generally using the call sign "**Brading Haven**").

The condition and rigging of all dinghies are checked by instructional personnel before they are launched/cast off and after they have been recovered.

Students are instructed in safe launching and recovery before the operations take place. Students are not allowed "below the boat" when launching/recovering from the slipway.

Students are briefed on the session and general hazards before going afloat, or the most appropriate time.

Areas designated for dinghy sailing instruction are covered in **APPENDIX C**.

Sailing dinghy classes used by BHYC for dinghy sailing instruction are listed in **APPENDIX B**, which defines their suitability for cadet/adult students, the courses for which they will be used, and other limitations and features.

No playing or running is allowed in the dinghy parks and on the pontoons and slipways.

The performance of each student is monitored during instruction, both formally and informally against a set of standards and expectations, these are summarised as, initial, formal and summative assessment, they will also receive regular de-briefs on their performance. Students can expect Instructors to make and keep notes to assist in the progress of their training.

5.2 Power Boat Instruction

All participating personnel are wearing personal buoyancy which complies with at least the EN50 Standard on pontoons and slipways and while afloat.

All participating personnel are capable of swimming at least 25 metres wearing personal buoyancy.

If the Person-in-Charge is on the water during the activity, a suitable shore-based person in communication with him by VHF radio, is designated as his point of contact. (the Ashore Contact, generally using the call sign "**Brading Haven**").

Areas designated for power boat instruction are listed in **APPENDIX C**. For high speed manoeuvres and passages they may use areas outside of the prescribed training areas (Greater Solent area **APPENDIX D**). A simple passage plan should be submitted to the Person-in Charge or person ashore giving clear details of destination, time of arrival and return. (Passage Plan completed with the day planner) Any deviation must be communicated immediately to shore either by radio or mobile phone.

Kill cords are used at all times except in heavy displacement craft.

The performance of each student is monitored during instruction, both formally and informally against a set of standards and expectations, these are summarised as, initial, formal and summative assessment, they also receive regular de-briefs on their performance. Students can expect Instructors to make and keep notes to assist in the progress of their training.

5.3 Club Racing

The Race Officer is the designated Person-in-Charge for racing at BHYC. All racing participants should follow Safety requirements laid out in this document and those that are defined in the BHYC Notice of Race Sailing Instructions. (SI's). These can be found on the BHYC web site or in the Jubilee Centre.

5.4 Organised Non Instructional Sailing

For organised non-instructional sailing (e.g. club cruises, come sail with us etc.), the Person-in-Charge lists all participants and boats before departure, monitors and assists progress, and checks the safe return of all making sure that there is sufficient safety cover .

BHYC members may sail their dinghies during racing meetings without taking part in the racing. If they wish to alert the patrol boat crews to their presence, they:

- Sign on at the Jubilee Centre as non-racing participants.
- Keep to the general racing area without hindering racers.
- Return to the club with the racing fleet.
- Sign off when ashore.

5.5 Club Boats

The Club owns the boats listed in **APPENDIX B**, and a number of rowing tenders. Maintenance of the powered craft and rowing tenders is the responsibility of the Club Boatman.

Maintenance of the Club's sailing dinghies is the responsibility of the Sailing Committee and is delegated to the Club Boatman in conjunction with the Club Bosun / Chief Instructor

Club sailing dinghies (**APPENDIX B**) may be hired by members for use during Club organised activities. The terms and conditions for borrowing a boat are included in **APPENDIX I** and can be found on the club web site . The booking/hire form along with the costs can also be found on the club web site.

6. Tuition / Instructors

Organisation of Tuition

The Training Committee defines the BHYC Training Programme for each season, for approval by the Sailing Committee.

The outline programme is published in the Club Annual Programme and on the Club web site.

The detailed Training Programme is subsequently published on the Club notice board and on the Club web site. Individual courses are also publicised in the Club Newsletter.

Instructors

The RTC Principal / Chief Instructor selects and appoints all instructors.

The RTC Principal / Chief Instructor ensures a file is maintained for all instruction personnel, which includes their contact details, any limitations on their availability, their qualifications (including First Aid certification), requirements for re-validation and any pertinent medical information.

All instructional personnel receive a simplified copy of this document when appointed, and sign their personnel file to indicate that they have received and read it.

The required qualification level for the Course Leader of each RYA course offered by the BHYC RTC is defined in **APPENDIX B**.

The required qualification level for the Person-in-Charge of any informal training course offered by the RTC is decided by the Principal.

The student: instructor ratios defined in **APPENDIX B** are observed for all courses, at all levels and at all times. Instructors may be assisted by unqualified helpers who are competent and experienced. They are supervised by an instructor or senior instructor and deployed in roles appropriate to their skills and awareness. Assistant Instructors count as qualified in the ratios, for National sailing scheme Level 1 & 2 and Youth Stages 1 – 3, but work under the direction or supervision of an Instructor or Senior Instructor.

6.1 Student Enrolment

All potential students submit an application which includes:

- Name and Contact Details
- Consent of parent/guardian if aged less than 18 years (designated as cadets),
- Name and contact details of next of kin
- Previous relevant experience including RYA certificates held.
- Medical details including current medical conditions and medication required during course.
- Have seen and auctioned the Photography Consent form

Applications are reviewed by the Training Committee, who assigns the students to courses appropriate to their age and ability.

No cadet student participates in a training course until his parent/guardian has signed the indemnity certificate provided by the Club.

No adult student participates in a training course until he/she has signed the indemnity certificate provided by the Club.

All students “**sign in**” at the beginning of each training session, and “**sign out**” at the end using a ladder-board, tally system or register.

The person in charge does not leave club premises until all students have “signed out”

Students under the age of 14yrs “sign in /out” in the presence of their parent / guardian.

Parents/guardians are informed on the indemnity certificate that BHYC's responsibility for children, only applies between "sign in/ out".

Each student must provide an "In Case of Emergency" (ICE) contact number at the beginning of each training session which is valid for that session.



6.2 Student Assessment

The course leader notes the ability and experience level of each student on his/her course, and plans the course activities accordingly by completing "day plans" from their "course plan"

The Course Leader and his assistants monitor the performance of each student during the course, both formally and informally against a set of standards and expectations, these are summarised as, initial, formal and summative assessment. If necessary the Course Leader consults the Person-in-Charge about a student's progress, including possible reassignment to another course.

The Course Leader and his assistants will provide regular feed back to the students during the course including de-briefs.

The Course Leader submits a brief assessment for each student at the end of the course to the Person-in-Charge, with a recommendation for the award of any certificate.



6.3 Student Health

Students with any of the medical conditions listed on the application form are asked to seek advice from their doctor concerning their ability to participate.

The Course Leader is advised of any student's medical condition and medication requirement before the course commences. If the Course Leader has any concerns about any student's health or medication, he consults the Principal / Chief Instructor.

If the Course Leader has any concerns about any student's health or medication during a course, he consults the Person-in-Charge, if possible before any waterborne activities commence.

If requested by a student, the Course Leader arranges for a student's medication to be kept in a safe place during on-the-water activities.

Instructional and support staff are not required to remind students to take medication.

Instructional and support staff may administer medication to a student only if consent has previously been obtained.



7. Patrol Boat Operations

Patrol Boat Provision

Patrol boats are vital for the safe running of dinghy racing and sail training within clubs. In an ideal world all patrol boat drivers and crew would be qualified to a minimum of RYA Level 2 and RYA Safety boat. However this is not always practical for the club and its volunteers. Wherever the club can reinforce **“BEST PRACTICE”** it will do so with those that are qualified and those that are not, to provide the most suitable cover.

See **APPENDIX F** for the BHYC Patrol Boat Charter and guidance.

For dinghy sailing instruction, the Person-in-Charge defines the requirements for patrol boats, as dictated by completion of the “Daily Risk Assessment” taking into account the conditions, and the number and skill levels of students.

Minimum requirements are:

- Up to six dinghies in one fleet; one boat
- Up to six dinghies in two fleets two boats
- Six to fifteen dinghies; two boats
- More than fifteen dinghies; three boats.

For organised dinghy cruising and recreational sailing, the Person-in-Charge defines the requirements for patrol boats, as dictated by completion of the “Daily Risk Assessment” taking into account the conditions, the planned activity, and the skill level of participants. The numbers above provide guidance.

For racing, the Race Officer defines the requirements for patrol boats, as dictated by completion of the “Daily Risk Assessment” taking into account the conditions, the course(s), the number and type of dinghy classes and the skill level of participants. The numbers above provide guidance. When a Committee Boat is used for starting/finishing the race, it is not counted as a patrol boat.

Each patrol boat is normally crewed by two people, but this may be varied by the Person-in-Charge according to circumstances



7.1 Patrol Boat Definitions and Qualifications

“Support Boat”

The minimum qualification requirement for a person helming a BHYC support boat is RYA Power Boat Level 2. The minimum age is 16 years.

There is no formal qualification requirement for a person crewing a BHYC support boat, but a reasonable level of fitness and agility is necessary. The minimum age is 14 years.

“Safety Boat”

The minimum qualification requirement for a person helming a BHYC safety boat is RYA Safety Boat. The minimum age is 16 years.

The minimum qualification requirement for a person crewing a BHYC safety boat RYA Power Boat Level 2. The minimum age is 16 years.

Under certain conditions dictated by the “Daily Risk Assessment” or the Person-in-Charge, there may be a requirement for the safety boat to be crewed by two qualified persons to RYA Safety Boat standards.

7.2 Communications

All BHYC patrol boats will carry VHF radios. Portable VHF radios are held in the Jubilee Centre and maintained by the Club Boatman or relevant person. These must be collected and returned and will be checked by the Club Boatman or relevant person.

At least one person in each patrol boat is competent to use a VHF radio under the supervision of a VHF Short Range Certificate holder.

The Person-in-Charge, each Course Leader and the Ashore Contact, if used ideally should hold a VHF Short Range Certificate and have access to VHF radio communications.

Walky-talky radios and mobile phones are only used as supplementary forms of communication.

The Person-in-Charge and each Course Leader have access to VHF radio communications.

The VHF radio used by the Ashore Contact/Race officer is powered from a battery which is trickle charged from the mains power supply, so will continue to operate if the latter is interrupted. A separate battery powered radio is available to the Ashore Contact/Race Officer so that communications can be maintained if the base radio itself fails during an on-water activity.

7.3 Entrapment

A Dinghy Entrapment is of particular concern when one or both crew members in a high-performance dinghy use a trapeze but may occur following inversion of any sailing dinghy. Current RYA guidelines require that the patrol boat crew right the craft, before attempting to release an entrapped crew member, and have a knife at hand to cut any restraining ropes or harness. Knives are carried in all Safety Equipment as in **APPENDIX E** and must be deployed into the relevant holder.

The patrol boat crew should consider calling a **"CODE RED"** to gain control of the VHF network and summon additional assistance. (Consider the Emergency Action Plan)

7.4 Other Requirements

"KILL CORDS" are worn at all times in RIBs but are not used in displacement craft.

All personnel manning patrol boats wear personal buoyancy which complies with at least the EN50 Standard on pontoons, slipways and while afloat.

One person in each patrol boat must be prepared to enter the water to render assistance.

The BHYC Boatman is responsible for the storage and distribution of fuel for patrol boats, in accordance with the requirements of the BHYC Health and Safety Policy. Any person assisting with fuelling must take advice from the Boatman.

BHYC procedures for patrol boat operations, including recovery of personnel from the water and recovery of different dinghy classes, are included in the "RYA Safety Boat" & "BHYC Safety Boat Courses".

Each patrol boat carries the safety equipment listed on the "kit List", it is to be checked by the patrol boat crew prior to deployment, along with a "Boat Check", reporting missing/damaged equipment to the boatman or other suitable person. **APPENDIX F**

The majority of our sailing activity takes place in designated sailing areas and is supported by a minimum of two support boats. As a matter of procedure, radio communication is established between all support boats and Brading Haven before leaving Harbour. In normal operation the need to carry flares is nullified.

Flares will be issued to support boats when needed on specific occasions.

- a) When Support Boat is operating on its own
- b) On all support boats operating outside normal areas
- c) All Powerboat courses
- d) One RIB and one displacement boat will be fully equipped at all times to cover and emergency outside organised events.

Flares will be issued by the Club Boatman or other designated person. On return they will be checked for condition and date.

All Flares to be checked by the Club Boatman for condition and date every three months.



8. Sailing Areas

Sailing Training Areas

Sailing areas used for RTC courses are listed in **APPENDIX C**, which defines for each area its principal features, advantages and disadvantages, and significant hazards.

The planned sailing area for each course is notified to course leaders and support staff by the Person-in-Charge at the pre-session briefing.

Changing conditions may prompt a Course Leader to change the sailing area for his course. He proposes this change to the Person-in-Charge, who authorizes it or an alternative course of action.

Sailing Areas for Organised Recreational Sailing

Organised recreational dinghy sailing generally takes place within the Bembridge Bay and Priory Bay areas listed in **APPENDIX C**.

Some organised recreational dinghy sailing, and cruises organised by the BHYC Cruising and Motor Boat Sections, may use areas outside those defined in **APPENDIX C**. In these cases, the Person-in-Charge prepares a sailing / passage plan, assessing risks and defining mitigation measures, and presents it to the Sailing Committee for approval well before the event.

The Person in Charge notifies participants and support boat crews at the pre-session briefing of the sailing area(s) to be used, pointing out any hazards and explaining contingency plans and how changes will be communicated.

Sailing Areas for Racing

Racing organised by BHYC generally takes place within the Bembridge Bay areas defined in **APPENDIX C**.

The race course is set by the Race Officer on the day of the race, taking into account the prevailing conditions.

The course is explained to support staff and (if considered necessary by the Race Officer) to participants at the pre-race briefing, which takes place at the Jubilee Centre half an hour before the race for Harbour starts, and one hour before the start for Committee Boat starts.

The courses, and any subsequent changes, are communicated to participants as defined in the Racing Instructions.

To minimise risks of collision, racing does not normally take place within Bembridge Harbour during summer weekends.

BHYC is a member of the East Wight Combined Clubs (EWCC) association. BHYC members take part in EWCC events which may take place outside of these areas as notified in the EWCC sailing programme.

Access To and Recovery From Sailing Areas

On training courses the normal method of access to and recovery from, sailing areas is towing by support boats. (Note Maximum of 3 dinghies in a string being towed)

The Course Leader may authorise students to sail to/from the sailing area, after consideration of wind strength and direction, tidal conditions, student abilities, and availability of support boats.

Participants in races and organised recreational sailing normally make their own way to/from the sailing area, but towing may be used if weather/tidal conditions so dictate. This is normally arranged on the water by the patrol boat helms, who inform the Person-in Charge.

When participating in EWCC events, BHYC members will normally be escorted to and from the racing area by at least one BHYC patrol boat.

9. Child Protection

Introduction

The safety and welfare of the child is paramount and all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse. As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 is considered as a child. The policy also applies to vulnerable adults and is detailed in **APPENDIX H**.

Policy statement. It is the policy of the RYA & BHYC to:

- Take all reasonable steps to ensure that, through appropriate procedures and training, children participating in waterborne activities do so in a safe environment free from physical, sexual or emotional harm.
- Create a safe and welcoming environment, both on and off the water, where children can have fun and develop their skills and confidence.
- Recognise that safeguarding children is the responsibility of everyone, not just those working closely with children.
- Treat all children with respect and celebrate their achievements.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse.
- Periodically review its ways of working to incorporate best practice.

This policy relates to all employees, contractors and volunteers who work with children or vulnerable adults at BHYC.

Role of Welfare Officer

The Welfare Officer:

- Ensures that relevant staff and/or volunteers are aware of and follow the BHYC child protection policy and procedures and guidelines.
- Advises the management committee on child protection issues.
- Maintains contact details for the local Children's Social Care Services and the Police.
- Is the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decides on the appropriate action to be taken, in line with the procedures in this document and in conjunction with the Commodore and RTC Principal.
- Keeps the RYA informed as necessary.

Disclosures

All Club staff and volunteers whose role brings them into regular and close contact with young people undertake a DBS (formerly CRB) check. Other staff and volunteers whose role brings them into occasional close contact with children may be asked to complete a **self-disclosure form (APPENDIX K)**. This can be obtained from the club office.

Photography

The Club obtains written consent (which may be obtained using an 'opt-out' procedure) from the child's parents/carers before taking photos or video at an event or training session or publishing such images. A copy of the relevant form is attached in **APPENDIX J**

Parents and spectators are asked to identify themselves if requested and state their purpose for photography/filming.

If the Club publishes images of children, no identifying information other than names is included.

Any concerns about inappropriate or intrusive photography or the inappropriate use of images are reported to the BHYC Club Welfare Officer.

Procedures

All relevant concerns, allegations and complaints shall be notified to the BHYC Club Welfare Officer.

The BHYC Club Welfare officer shall follow the procedures defined in: 'RYA Child protection Policy and Guidelines' (Flowcharts 1 or 2 as appropriate)

Guidelines for those working with children at BHYC are defined overleaf.

9.1 Child Protection Requirements and Guidelines for BHYC Members

1. All members of the Club should follow the good practice guidelines below. Those working with young people should be aware of the guidance on recognising abuse.
2. Members should avoid spending any significant time working with children in isolation.
3. Members should not:
 - Take children alone in a car, however short the journey.
 - Take children to their home as part of a BHYC activity.

Where any of these are unavoidable, members shall ensure that they only occur with the full knowledge and consent of the child's parents.

4. Adult members should not enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable they shall be accompanied by another adult.
5. Adult members shall not:
 - Engage in rough, physical or sexually provocative games with children.
 - Allow or engage in inappropriate touching of any form.
 - Allow children to use inappropriate language unchallenged, or use such language themselves when with children.
 - Make sexually suggestive comments to a child, even in fun.
 - Fail to respond to an allegation made by a child.
 - Do things of a personal nature that children can do for themselves.
6. It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks shall 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 shall subsequently be fully informed. In such situations it is important to be sensitive to the child's needs and undertake personal care tasks with the utmost discretion.

10. Accidents and Emergencies

First Aid

First Aid kits are located in the BHYC Jubilee Centre, the Boat Shed, Training Office, the Club House and the Boatman's Office, and in each support boat and should be in date.

The club/community defibrillator is situated on the outside wall to the main entrance of the club.

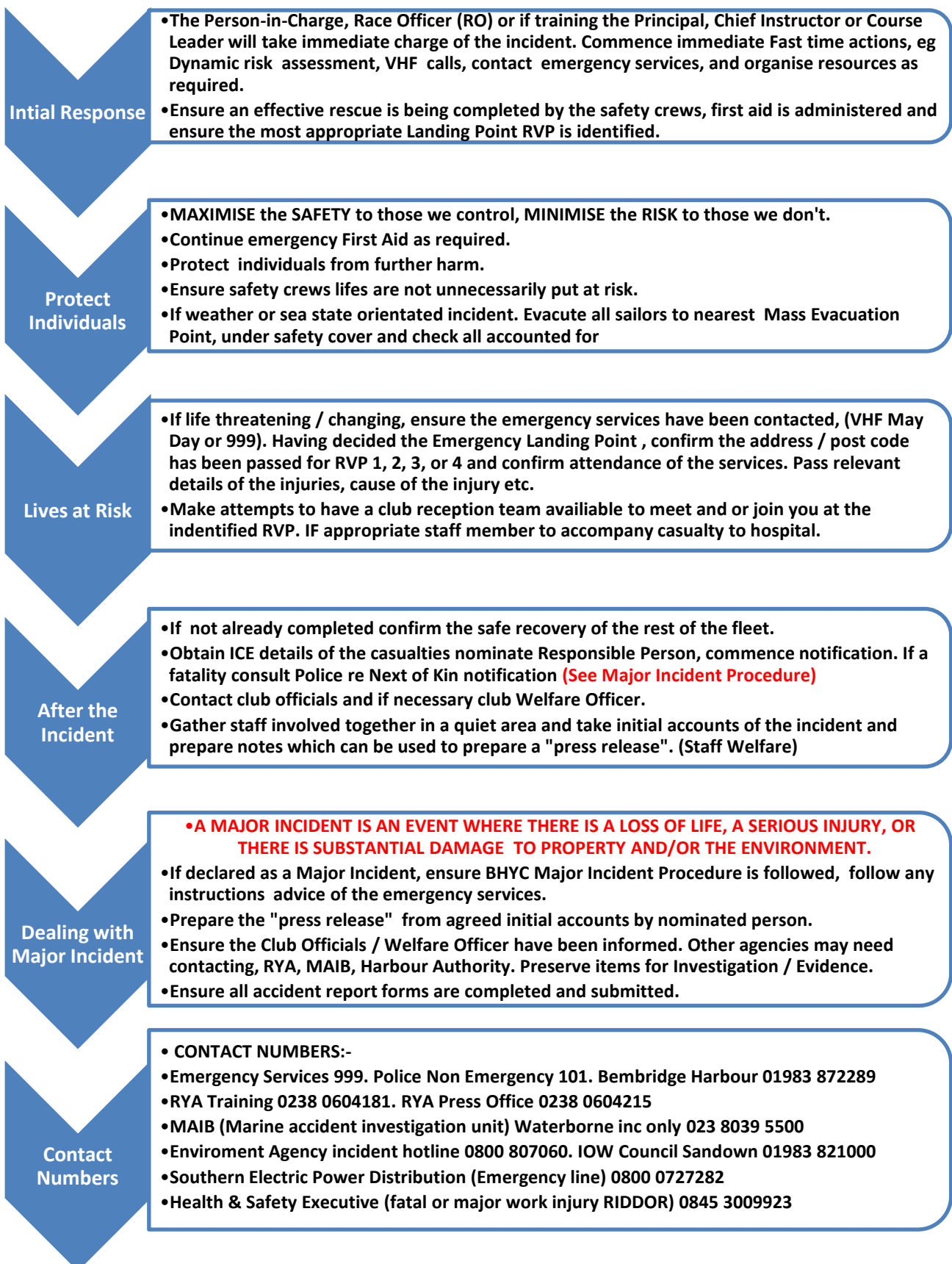
Maintenance of the contents of First Aid kits on Support Boats is the responsibility of the Sailing Committee, and is actioned by the BHYC Boatman. All Land based First Aid kits are the responsibility of the House Committee.

The requirement for First Aid cover for each activity is assessed and arranged by the Person-in-Charge. At least one person holding a valid First Aid certificate is present at each activity. (Instructor pre-requisite)

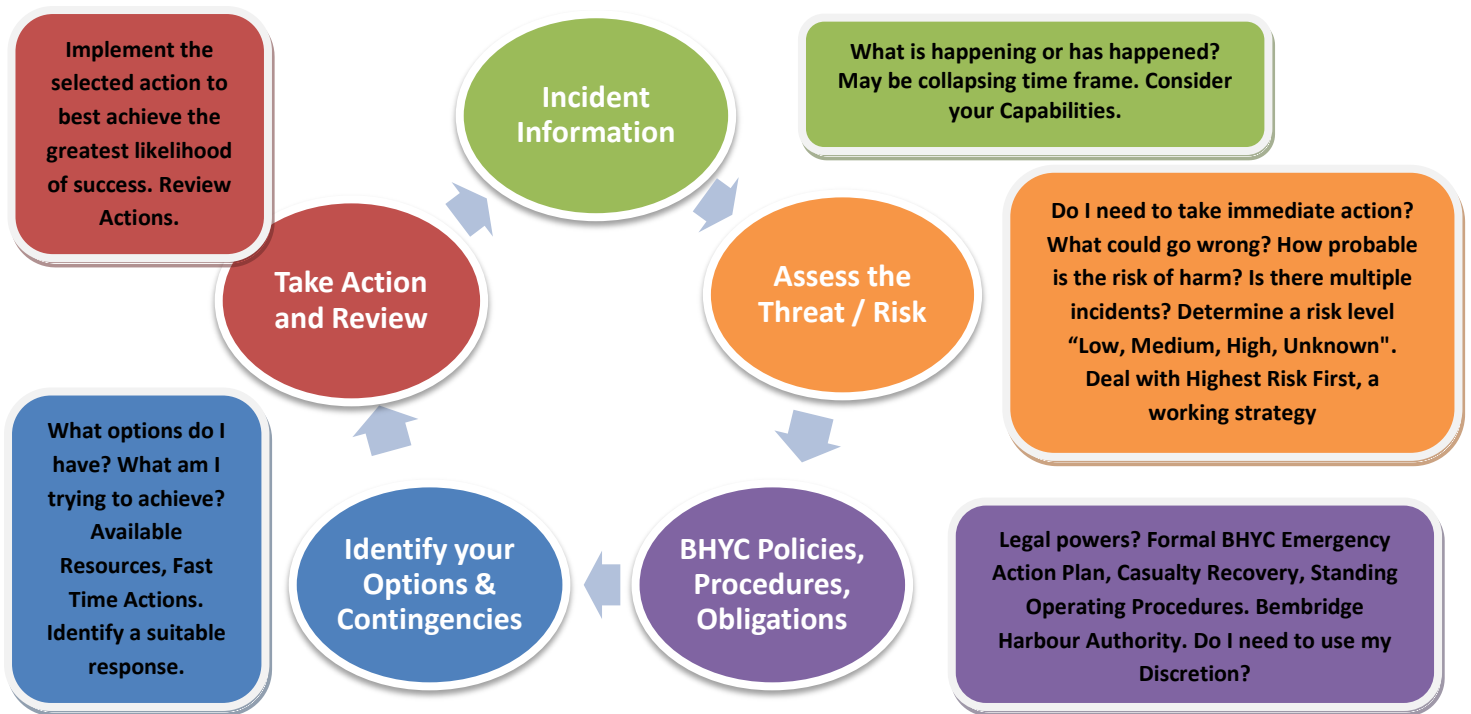
For each waterborne activity, a quiet area is designated on the Club premises for the reception and recovery of a casualty.

The yellow emergency landing point on the West Pontoon is to be kept clear at all times.

10.1 Accidents and Emergency Action Plan

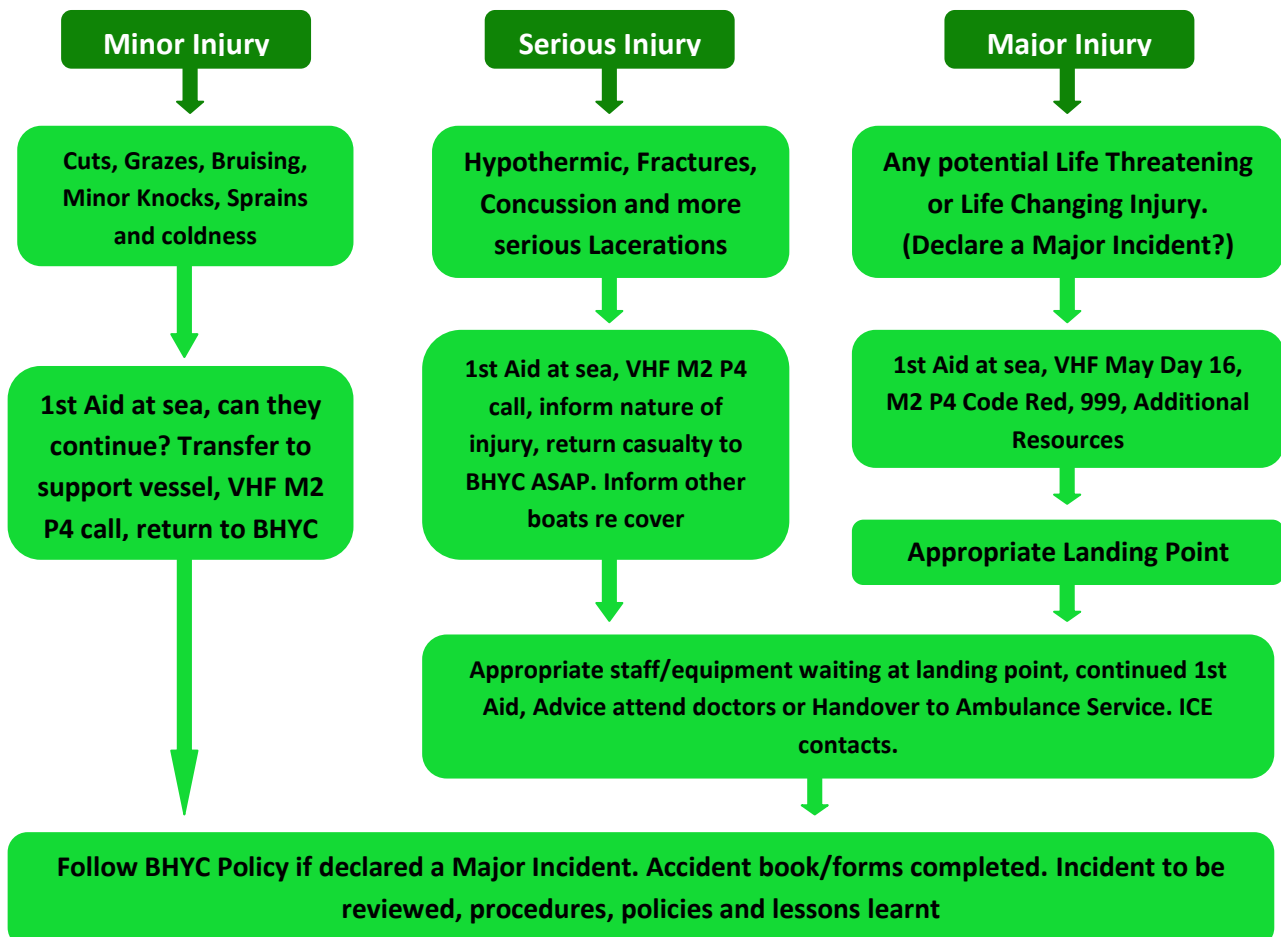


10.2 Dynamic Decision Making Model



The above Model will help you decide your correct course of action at the initial response to any incident

10.3 Casualty Evacuation



Definition of a Major Incident

A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and / or the environment.

What could become a Major Incident?

The incidents listed below could lead to a major casualty based situation, the list is not exhaustive. The intention of this plan is to introduce systems that will effectively control these types of incidents with a common framework to follow.

- Multiple capsizes / stranding, where a self-rescue or rescue by safety boats would result in a prolonged exposure to the hazard. E.g. lee shore.
- A collision between powered craft, or powered craft and dinghy where there is serious damage to one or several boats
- Missing boat or loss of one or more persons overboard in extreme weather conditions
- Medical emergency, Drowning, Hypothermia, Propeller injury or multiple physical injury.

First Response

The Person-in-Charge, Race Officer (RO) or if operating as a training centre the Principal, Chief Instructor, SI or Person Responsible present will take immediate charge of the Major Incident on the water, taking all steps necessary to provide emergency assistance to all casualties, with the relevant resources. He will commence or delegate immediate Fast Time Actions, i.e. Dynamic Risk Assessment, VHF calls (Coastguard 16, Local P4 M2, and Harbour Authority 80), Firing of distress flares, Emergency phone calls to the relevant emergency services, (Coastguard, RNLI, Ambulance, Police, and Fire). The First response will continue in accordance with the Emergency Action Plan. The decision making model will assist in the correct course of action. An appropriate member should be delegated as an Incident Co-Coordinator at the primary Landing Point RVP 1 at BHYC or the most suited RVP as dictated by the person in charge on the water, until the Emergency Services arrive.

The Emergency Recall signal shall be given “**CODE RED**” via VHF and relayed by Safety boats (8.5.2) to other sailors if the Major Incident dictates, or if it’s appropriate.

Incident Co-Coordinator

The incident co-ordinator will have overall control and responsibility ashore and co-opt any other members as necessary to assistance with the incident.

- Break out the “MAJOR INCIDENT PACK” held in the Jubilee Centre.
- Commencement of a contemporaneous log of the Major Incident by monitoring VHF, phones, and record actions completed, significant contacts and conversations.
- Prepare for the arrival of any casualties.
- Co-Ordinate boats / personnel not affected in the aftermath of the incident.
- Account for all involved via signing on sheets as they come ashore. If emergency landings have been made to any of the identified beach's make contact with the instructor to account for all personnel.
- Prepare the club house to be a primary contact / reception point, man a telephone.
- Post a person to receive the Emergency Services.
- On the arrival of the Emergency Services, explain the situation and disposition of casualties.
- Make contact with the Club Officials, (Commodore, Secretary) Club Welfare Officer

First Priority

Your first priority is, of course, the safety of all participants, whether Racing or Training, once this is completed and everyone is accounted for and all property recovered, there is then the associated authorities, staff, families and press to deal with.

Post Incident

The post incident process following a Major Incident should not be underestimated and requires a significant amount of co-ordination to be effective taking all into account, if the Major Incident doesn't involve serious injury or a fatality then certain elements can be adjusted to meet the needs of all involved, it can very quickly become staff intensive.

Immediate Considerations

A person involved in a traumatic or life threatening encounter will often experience a range of physiological and psychological responses which may determine their perception of time, distance, auditory, visual stimuli and chronology of key events. This may affect their ability immediately after a Major Incident to recall what may be important detail. Over a period of time people recall further information and detail.

Priorities

- Management of the scene if applicable (difficult/impossible if at sea), resolve any outstanding requirements / dangers.
- Establish what took place.
- Identify principal staff / witnesses (principle staff are those directly involved)
- Identify, photograph, label and secure exhibits / evidence.
- Manage staff, families and media.

Immediate Welfare

- Club house secured for potential arrival and co-ordination of families and their welfare.
- Jubilee room secured for principal staff.
- Immediate welfare of principle staff especially if serious injury or fatality.
- Traumatized / in shock principal staff should not be isolated.
- Provisions for refreshments for principle staff and families.
- At this stage it will not be possible to say who may be affected and to what extent.

Independent Investigation (RYA, MAIB, Police, HSE)

Be aware that the initial account information provided may become more detailed or potentially alter as the circumstances become clearer.

- Commence individual accounts, they should consist of the individuals recollections of the events and should be written.
- More detailed accounts can be obtained later.
- From the individual accounts an initial statement of the Major Incident can be agreed, this should be short, to the point and precise. It should not name any individuals involved at this stage.
- Be prepared to release the initial statement as a "Press Release" (This maybe passed to the police to release)
- Contact may need to be made with the RYA, MAIB, Police, HSE and Bembridge Harbour Authority at the earliest opportunity.
- In the event of fatalities a considered approach in liaison with the police is required to best approach notification of the "Next of Kin"
- It is important for all staff to realise that speculation, rumour or comments shall be avoided.

- Detailed accounts / Witness statements from the principal staff in the event of the Major Incident involving serious injuries or a fatality should only be obtained when staff are better able to articulate their experience in a coherent format, this could be up to 48hrs later.

Press Release

- BHYC will adopt a cooperative and open media strategy, a clear factual account of the Major Incident should be released at the earliest opportunity with guidance from the police, RYA, MAIB.
- Precautions will be put in place to protect the identity of all those involved.

Formal De-brief

- A formal de-brief will held at a later date involving all the key staff, the aim will be to identify any critical operational safety issues, identify any failings in the processes and policies, identify good practices and make any changes required to policies, procedures and risk assessments.

Summary

All waterborne activities at Brading Haven Yacht Club (BHYC) are conducted on the back of completed "Risk Assessments" where control measures are put in place to reduce or mitigate the identified risks.

The aim of this "MAJOR INCIDENT PLAN" is to provide procedures that will be used and adopted in the event of the most extreme of situations. BHYC will ensure its effectiveness by implementing a regime of briefing staff (instructors, volunteer helpers, trainees and all involved with managing activities to improve awareness and will be best prepared to manage Emergency Situations and Major Incidents.

The Major Incident Procedure is a "LIVE" document and will be modified / amended as circumstances dictate or when advice is received from the RYA or the Emergency Services.

11 Distribution List

Commodore
Rear Commodore Sailing
Chair of Sailing
RTC Principal
Chief Instructor
Training Office
Club Foyer
Jubilee Centre (Sailing Centre)
Club Health and Safety Folder

	National Sailing Scheme in dinghies	Youth Sailing Scheme	Power Boat Scheme
Assistant Instructor***	Assists Dinghy Instructor up to Level 2	Assists Dinghy Instructor up to Stage 3	N/A
Dinghy Instructor	Levels 1, 2 & 3 Day Sailing, Seamanship Skills, Sailing with Spinnakers*	Stage 1, 2, 3, 4 in dinghies	N/A
Advanced Instructor	As Dinghy Instructor plus Sailing with Spinnakers, Performance Sailing	As Dinghy Instructor plus Sailing with Spinnakers ,Performance Sailing	N/A
Senior Instructor	As Dinghy Instructor plus Sailing with Spinnakers, Assistant Instructor	As Dinghy Instructor plus Sailing with Spinnakers	N/A
Racing Instructor Racing Coach Level 1	As Dinghy Instructor plus Start Racing. Intermediate Racing* Advanced Racing*	As Dinghy Instructor plus Start Racing. Intermediate Racing* Advanced Racing*	N/A
Racing Coach Level 2 / 3	Start Racing. Intermediate Racing, Advanced Racing	Start Racing. Intermediate Racing, Advanced Racing	N/A
Power Boat Instructor (Coastal) Safety Boat Endorsement	N/A	N/A	Level 1 & 2 (Inland / Coastal) Safety Boat (Inland / Coastal)**

*Instructor who is suitably experienced and approved by the Principal or Chief Instructor. NB. All RYA dinghy tuition should be supervised by an RYA Senior Instructor.

A PBI who holds a safety boat endorsement can teach RYA Safety Boat. *AI certificate is centre specific

TYPE OF CRAFT	STUDENT: INSTRUCTOR RATIO
Crewed dinghies and multihulls	3:1 for beginners with instructor inboard Maximum 9:1 but not more than 6 boats per instructor (egg 3 Wayfarers with 3 occupants in each, or 4 Pico's with 2 students in each.
Single handed dinghies and multihulls	6:1 (applies only whilst the boats are used as single handers
Power Boats	Maximum 3:1 with instructor on board for Level 1 & 2. Maximum 3:1 for safety boat.



“APPENDIX B” BHYC Sailing Dinghies

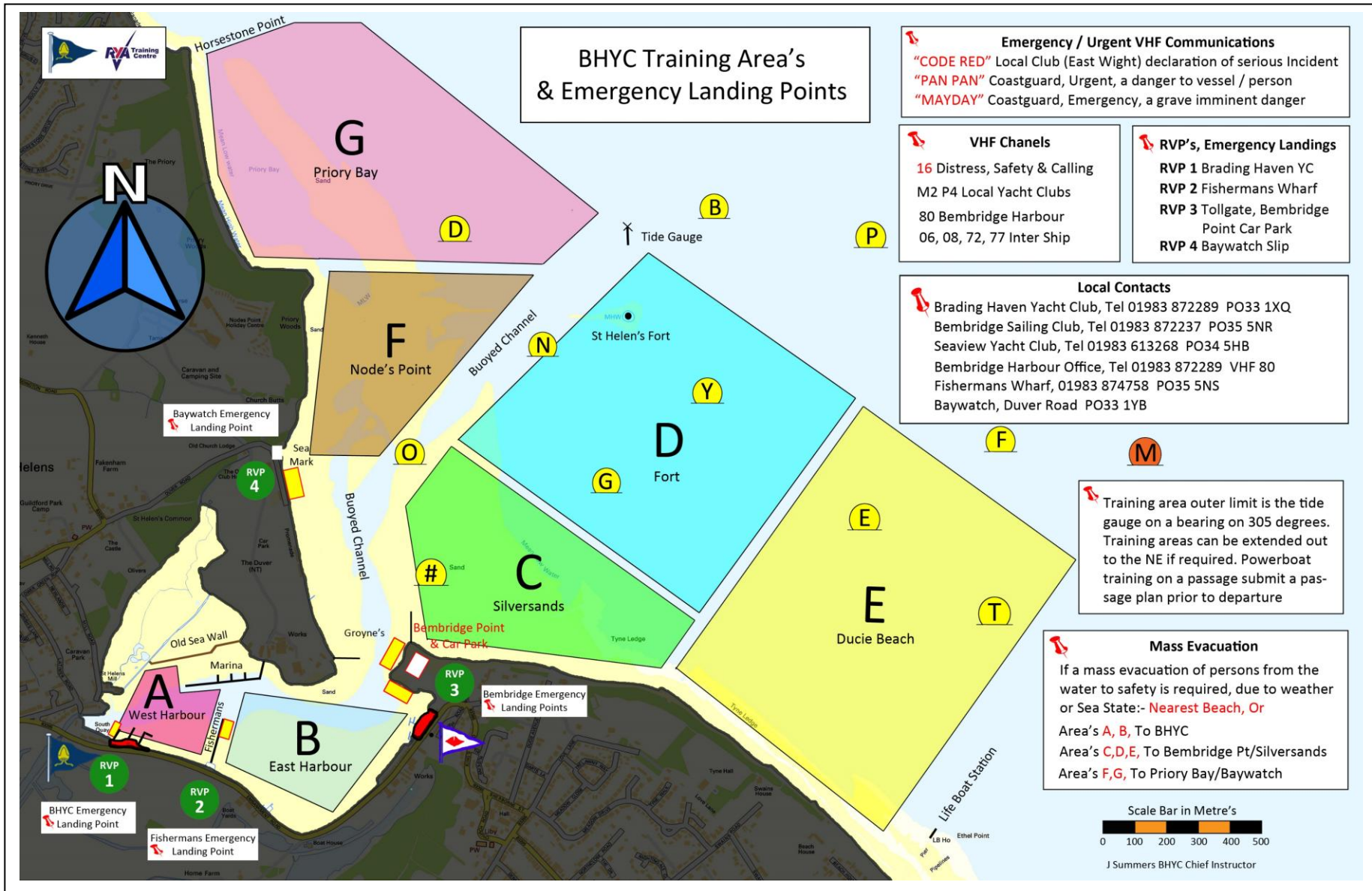
Class	Type	Used for:-	No of Persons (maximum)	Notes
Optimist	Una rig dinghy	Basic skills.	Two young persons.	
Pico	Una or sloop rig dinghy	Basic Skills and upwards	Two young persons or one adult.	Training & Race Mains Mast reef facility
RS Feva	Sloop rig dinghy with asymmetric spinnaker	Stage 3 upwards	Two young persons	Asymmetric Spinnaker Training / Race Sails
Bahia	Sloop rig dinghy with Asymmetric spinnaker and Trapeze	Level 2 upwards	Three People	Asymmetric Spinnaker Full & Pre-cut reefed mains
Wayfarer	Sloop rig dinghy. Mainsail may be reefed and small jib used. Spinnaker not used.	Adult courses from start sailing upwards and for Level 1 upwards for young persons.	Four adults.	Being phased out
Swan	Sloop dinghy. Mainsail may be reefed. Stable boat with steel centre plate	Adult Courses from start sailing Level 1 upwards	Four Adults	
420	Sloop rig dinghy with trapeze and spinnaker	Adults and young persons on courses above basic skills level	Two trainees plus instructor	Symmetric Spinnaker

Name	Type	Used for:-	No of Persons (maximum)	Notes
Goshawk 1	Displacement craft	General purpose work boat. RYA PB2 instruction.	Twelve adults	Inboard Diesel
Mitre	5.3m RIB	RYA PB2 instruction. Sailing support.	Eight adults	4-Stroke
Sceptre	5.15m RIB	RYA PB2 instruction. Sailing Support.	Eight adults	4-Stroke
JMT	4m RIB	RYA PB2 instruction. Sailing Support	Five adults	2-Stroke
Europe	4.5 RIB	RYA PB2 instruction. Sailing Support	Five adults	4-Stroke
Wight Rose	Displacement Craft	Race Committee Boat	Twelve adults	Loaned from Attrill Boatyard

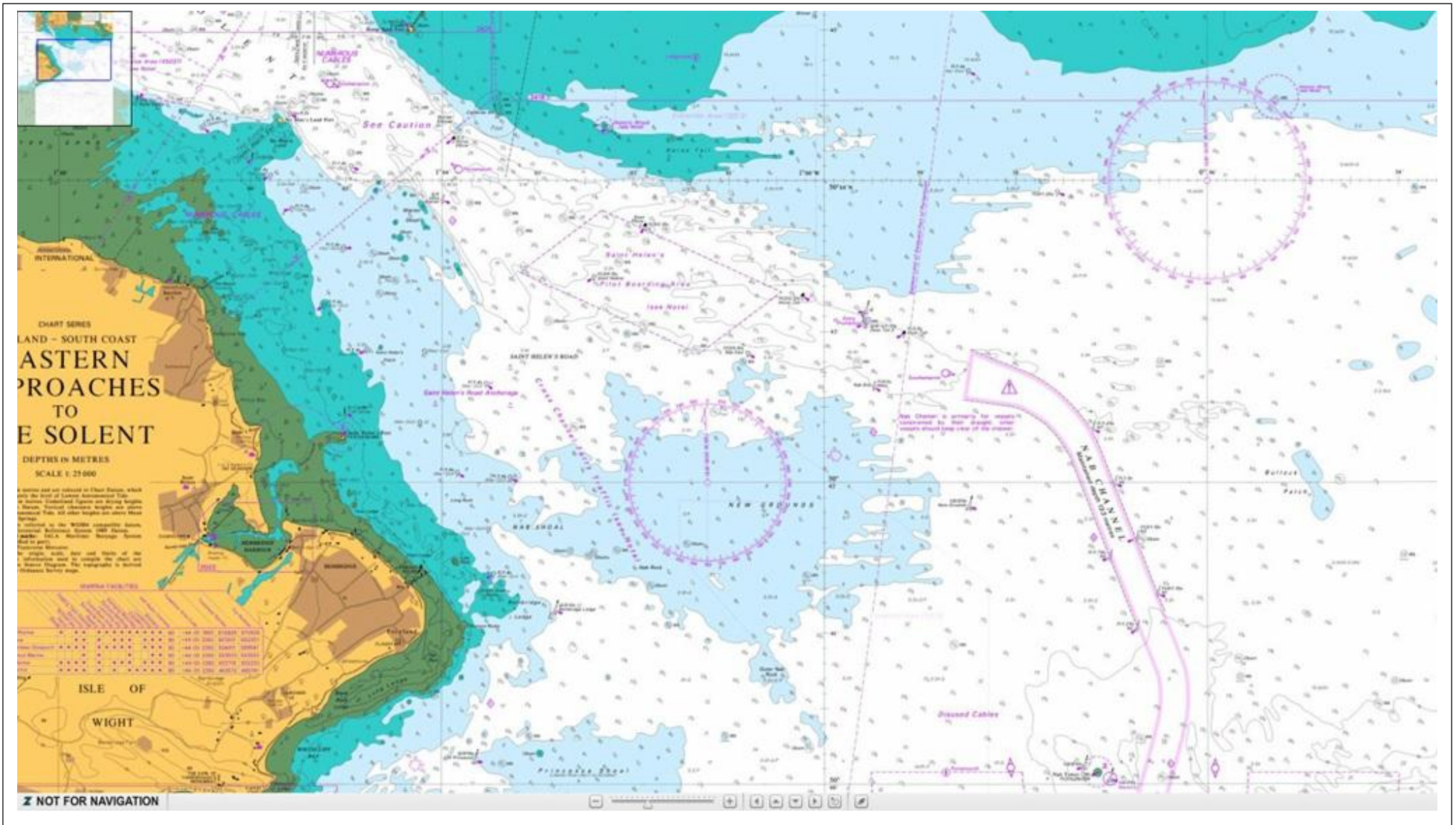
“APPENDIX C” BHYC Sailing / Training Areas

Designation	Location	Suitable Activities	Operational Constraints	Weather Constraints	Tidal Times (see note below)	Towing times from BHYC
Area A Bembridge West Harbour	Club House to Fisherman’s Wharf	Not usually used for Level 2 and above courses except if weather conditions are unsuitable in other areas.	Limited space. No capsize drill because of water quality concerns, lack of water depth. Moored boats	More sheltered than external areas in moderate winds. Not suitable in winds above 20 knots because of limited space	Approximately 2.5 hours each side of high water	Less than 5 Mins
Area B Bembridge East Harbour	Fisherman’s Wharf to Harbour entrance.	All courses if weather conditions are unsuitable in other areas.	Limited space. No capsize drill because of water quality concerns, lack of water depth. Moorings	More sheltered than external areas in moderate winds. Not suitable in winds above 20 knots because of limited space	Approximately 2.5 hours each side of high water	5 Mins
Area C Silversands	Bembridge Pt North to the channel, towards Fort. East along Silversands	All courses.	Water level drops rapidly on a falling tide. Prompt collection of markers required. Sand bar. Relatively shallow	Can be used wind directions NW to SSE but from NE to SE a short chop can build to a large groundswell. Good shelter from SE to W winds	2.5hrs before to 2.5hrs after high water.	10 Mins. (Increased if need to pick up channel to return).
Area D Fort	NE of area C, out to Tide Gauge 305° SE to edge of Tyne Ledge	All Courses in light winds, more suited to Advanced Modules. (Sail to Fort)	Good open area, BSC / BHYC racing area.	Good for all wind directions. If NE to SE a short chop can build to a large groundswell. No shelter	2.5hrs before to 2.5hrs after high water	10 - 15 Mins
Area E Ducie Beach	SE of Areas C & D off Ducie beach to Life Boat Station, To Tide Gauge 305°	Overspill area, rarely used, more suited to Advanced Modules and Powerboats	Good open area, BSC / BHYC racing area. Moorings and crab pots. Tyne Ledge.	Good for all wind directions. If NE to SE a short chop can build to a large groundswell. Inland shelter from S to W winds	2hrs before to 2hrs after high water. (Allowing for towing)	Up to 25 Mins
Area F Node’s Point	N of Sea Mark to Node’s Point, out along channel	All Courses	Smaller area, Often secondary choice. Sand bar, Rocky area around Sea Mark	Care when a strong Lee Shore. Can suffer from NE to SE chop. Good shelter from SW to NW	2.5hrs before to 2.5hrs after high water	10 Mins
Area G Priory Bay	NW of Node’s point to Horstone Point. NE to Tide Gauge 305°	All courses. Certain shallower areas suitable for Optimist sailing on a rising tide.	Shifting sand bars before high water. Beach is privately owned so landing and beach activities consider the needs of others.	More sheltered from SE and SSE winds and groundswell. Sheltered by cliffs and trees to about 500 metres from shore. Gusty winds further offshore.	2.5hrs before to 2.5hrs after high water	20 Mins

"APPENDIX C" BHYC Sailing / Training Areas



“APPENDIX D” BHYC power Boat Training / Passage Area Map





BHYC Training / Racing Conditions Risk Management Template

Risk Category	GREEN = Low Risk	AMBER = Med Risk	RED = High Risk	BLACK = High
Description of conditions	Smooth / Slight sea's Light winds Good visibility	Slight sea with Light / Moderate winds or Moderate sea with light winds Good Visibility	Slight sea with Strong winds or Moderate sea with Moderate to Strong winds Moderate to Poor visibility	Rough Sea with Moderate / Strong winds Poor to Fog visibility
Who sails (Tally Tags, Sign On, Registers)	Beginners and above (All Area's)	Intermediate and above (All Area's) Beginners (Sheltered Area if appropriate)	Experienced helms / crews (adult and junior) (Safest / Suitable area)	No one
Patrol boat cover (All primary safety boats should be double crewed)	Min Level 2 helm (inc under 16 if supervised) Level 2 /RYA Safety boat crew	Min Level 2 helm X1 crew member to be RYA Safety boat	RYA Safety boat crew only	No one
Launching (All fleets escorted out)	Min X1 Safety boat ready to go during dinghy launch	Min X1 Safety boat on the water during dinghy launch	Min X1 Safety boat on the water during dinghy launch	No one
Landing	Min X1 remain available during dinghy landing	Min X1 on water until last dinghy recovered	Min X1 on water until last dinghy recovered	No one
Emergency Landing points	Most appropriate	Most appropriate	Most appropriate	N/A

Sea State & Wind		Visibility		Duration	
Smooth or Slight	F1 - 3, 1 - 10kts wind, < 0.9m waves	Good	More than 5 miles	Later	More than 12hrs from forecast
Slight or Moderate	F3 - 5, 7 - 21kts wind 0.9 - 2.5 m waves	Moderate	2 - 5 Miles	Soon	Between 6 & 12hrs from forecast
Rough	F6 and above, > 21kts wind > 2.5 m waves	Poor	1000m - 2 miles	Imminent	Within 6hrs of forecast
Veering wind	Clockwise wind	Fog	Less than 1000m		
Backing wind	Anti-Clockwise wind				
Fair - No significant Rain. Strong wind warning - Average wind expected F6 - 7. Gale warning - Average wind expected of F8 and above					



Completed By	<input type="text"/>	Date	<input type="text"/>	HW	<input type="text"/>
Activity	<input type="text"/>		On / Off water Time	<input type="text"/>	

To be completed prior to waterborne activity taking place

Weather Conditions Now & Forecast													
Wind Speed	Kats F		Direction		Sea State		Smooth	Slight	Moderate	Rough			
Visibility	Good	Moderate	Poor Fog		Temp		°	Rain	Yes	No	Sunny	Yes	No
Risk Category from Template	Green		Amber		Red		Black						
Race / Training Areas used	A	B	C	D	E	F	G	Other	Passage				
Conditions Acceptable?	Yes	No	(If above Green, a Med - High risk exists complete Pg2)										

Additional Risk's to Assess	Comments / Mitigation	OK to Sail
Is the harbour busy? Yes / No Sail Out / Tow out Harbour Start / Committee boat start		
Other waterborne activities taking place in area?		
Number of Training Groups / Race Courses (Delete as appropriate)		
Number of boats on water? If Racing how many Fleets?		
Sufficient crewed safety boats (6:1) Min		
VHF Contact established P4 (Bembridge Marina 80) (boat to boat, boat to shore)		
Level of shore support		
Additional Notes. Green = Low, Amber = Med, Red & Black = High (If Med or High Risk complete pg 2)		

I conclude that the risks involved in racing/training today are LOW and that the planned activity can proceed.

Signed..... Role..... Dated.....



If **Medium or High Risk** (delete as applicable), consider the sailors capabilities to engage in the activity. Consider the severity and consequences of any injury that could be sustained through involvement of the activity, and then evaluate the relevance and outcomes, and balance against the hazards and inherent dangers of the activity

Also when risks are **Medium or High**, and sailing is to continue the following precautions – where appropriate – should have been taken (delete as appropriate) to reduce the risk of injury to those participating and maximise their safety.

Additional Risk's to Assess	Comments / Mitigation	OK to Sail
Liaison and agreement between safety coordinator and Race Officer/ Lead Instructor/Club wishes.		
All parents, guardians or adults acting in loco parentis warned of the risk level assessed.		
Less experienced sailors not allowed to participate?		
Alternative Courses/Areas set inshore?		
Additional safety cover organised (please list)		
Start time adjusted/postponed? Shore based options		
Consultation with HM Coastguard/Harbour Authority if required		
Briefing of participant's parents and guardians if not already completed.		
Additional Briefing of safety personnel		
If Activities postponed, Next Review time		
Additional Notes.		

I conclude that with the above precautions sailing is acceptable.

Signed Role.....Date.....

If unacceptable risks remain – I confirm racing/training was cancelled.

Signed Role..... Date



BHYC Patrol Boat Charter & Guidance Notes



BHYC Patrol Boat Aims:

- Provide safety support to Sail Training & Club / Regatta Racing
- Put the safety of people before equipment
- Keep ourselves and crew mates safe

Our Operating Plan:

- Conduct boat and equipment checks prior to deployment.
- **Be vigilant at all times. Sit back to back where appropriate. Communicate as a team.**
- Operate RIB's safely and responsibly, remembering our training.
- Distribute ourselves according to the risks and conditions.
- Attend briefings and fulfil the requirements of the person in charge / race officer.

Rib Safety	Always wear the “KILL CORD” when the engine is on. “One hand steer, one hand gear”. Always switch the engine off when dealing with people in the water. Keep speed to a minimum amongst dinghies. Keep a good “LOOKOUT” at all times
Attend incidents promptly in your assigned area	Ensure all persons are accounted for (count heads) Look out for serious injuries (do they need help) If OK, stand-off & look out for other incidents Offer help if requested or if in apparent difficulty At least 1 crew member ready to go in the water (Buoyancy Aid worn) Do not leave your assigned area without informing the person in charge.
ENTRAPMENT	RIGHT THE BOAT FIRST BEFORE TRYING TO RELEASE THE SAILOR
Serious injury or medical problem	BHYC Emergency Action Plan / Casualty Evacuation Plan Radio “CODE RED” Fast time actions, call sign, position, problem, Administer first aid, take casualty ashore, “SCOOP & RUN” Inform shore, requesting medical assistance to nominated RVP
Strong winds Moderate seas	Keep a look out for overpowered sailors becoming fatigued Options: Tow to a buoy, committee boat or escort tow back to BHYC Seek the advice / permission of the person in charge Put safety of sailors before boats. Be aware of “LEE SHORES”
Slight winds Smooth/Light seas	Towing may be required, wait until authorised, tow from the back of the fleet, stragglers first.
Towing	Ensure tow can be released quickly. Consider length of tow and speed. Alongside for short hops or broken rudder. No more than 3 in a string.
Damaged boat	Assist if no other demands for attention, keep a lookout for more urgent incidents, take to shore, buoy or committee boat for later tow to BHYC
Missing boats / sailors	Search according to instructions from person in charge. Only stand down once released.
Communication with competitors	No coaching or assistance unless requested (common sense approach) Get close at an incident, look for odd / distressed behaviour / stop and talk. Pass on retirements to the race officer.
Looking after ourselves	Avoid taking un-necessary risks, especially to save equipment. Think, water, food, sun cream, clothes etc.
Communication with other boats and fixed stations	VHF radio fully charged and signal check Update person in charge / race officer when afloat / standing down Seek help or advice if unsure



SUPPORT BOAT CHECK LIST

BOAT CHECKS

Tubes inflated Fuel Fuel lines for kinks and leaks Engine oil (four stroke engines) Oil tank (two stroke) Anchor & warp attached to boat Two tow lines Safety kit barrel secured Paddle	Steering Inspect Prop Start engine Check Telltale Pump out bilges Throw Line Bailer Boat Hook Radio
--	--

KILL CORD MUST BE WORN AT ALL TIMES WHEN ENGINE IS RUNNING

Radio

Radio fully charged
Know your boat call signs.. "Boat name"..."Brading Haven"
Radio checks with Race officer, lead boat or appointed person.

Safety Kit Barrel Contents

First aid kit Face mask Emergency blanket / bag Wire cutters Knife Cable ties	Cord Pliers Spare kill cord Whistle Fog horn
--	---

Flares must be carried by club boats when being used for power boat training or going outside of the training areas and are held by the Boatman.



“APPENDIX G” BHYC Waterborne Risk Assessment (HS2)

Club:	Brading Haven Yacht Club (BHYC)	Date Completed:	19/05/15
Venue – Activity – Equipment Assessed:	Brading Haven Yacht Club, Embankment Rd, St Helens, Isle of Wight. PO33 1XQ		
Special Groups of Persons Considered:	All participants in waterborne activities at BHYC		
Summary:	Members and Non Members on open days have the option to take part in waterborne activities, these will include planned RYA training for sailing and power boating. Organised club / regatta dinghy racing. Organised none instructional training. Organised recreational events. Members are entitled to sail on their own vessels unsupervised. The club has 2 slipways and 3 pontoons that all have immediate access to the water. On site signs for buoyancy aids to be worn are displayed at the entry to each pontoon and boat racks have do not climb signs attached to them. Accidents and Near misses are recorded on the relevant forms and submitted. Dynamic "Daily Risk Assessments" are completed for each day's activities taking into account the prevailing conditions.		
Completed By (Risk Assessor):	Jerry Summers		
Assisted By:	Robin Lobb		
Authorised By:			

REVIEW		
Number	Date Completed	Initials
1	19/05/15	JS

FURTHER ACTION REQUIRED

No.	Further Control Measures Required	ACTION (Who Responsible and by When)	Review Action and Date (Inc. estimate of Residual Risk)																																
1	Continued site maintenance to reduce slip and trip hazards as work in progress.		Reviewed yearly																																
MATRIX KEY HAZARD SEVERITY 1 = Minor cuts, grazes, sprains 2 = Serious injury, fractures, concussion 3 = Major injury or death LIKELIHOOD POTENTIAL TO OCCUR 1 = Unlikely to occur 2 = Is quite likely to occur 3 = High probability of occurring		MATRIX <table style="margin-left: auto; margin-right: auto;"> <tr> <td>S</td> <td>3</td> <td> </td> <td>3 6 9</td> </tr> <tr> <td>E</td> <td></td> <td> </td> <td></td> </tr> <tr> <td>V</td> <td>2</td> <td> </td> <td>2 4 6</td> </tr> <tr> <td>E</td> <td></td> <td> </td> <td></td> </tr> <tr> <td>R</td> <td>1</td> <td> </td> <td>1 2 3</td> </tr> <tr> <td>I</td> <td></td> <td> </td> <td></td> </tr> <tr> <td>T</td> <td></td> <td></td> <td>1 2 3</td> </tr> <tr> <td>Y</td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: center;">POTENTIAL</p>	S	3		3 6 9	E				V	2		2 4 6	E				R	1		1 2 3	I				T			1 2 3	Y				RISK RATING 6-9 High Risk, not acceptable further controls required. 3-4 Medium Risk, require further controls. Is the risk justifiable in relation to the training need? 1-2 Low Risk, No further control measures are required.
S	3		3 6 9																																
E																																			
V	2		2 4 6																																
E																																			
R	1		1 2 3																																
I																																			
T			1 2 3																																
Y																																			

WORK ACTIVITY / HAZARD		RISK CONSEQUENCE			LIKELIHOOD		RISK
No.	Description Of Hazard	Description Including Potential Severity	H M L	Groups Exposed Evidence Previous Harm	Control Measures	H M L	Hazard X Likelihood
1	Being involved in waterborne activities there is the potential of entering the water from a vessel or pontoon either accidentally or planned	The potential of Drowning or Illness caused by poor water quality	H3	None	Use of personal buoyancy aids Life rings situated on the pontoons Use of patrol boats Pontoon discipline Use of appropriate boats Use of designated sailing areas Availability of first aid / Club defibrillator No capsize drills in the harbour	L1	M3
2	Being subject to cold water immersion/cold air exposure whilst participating in waterborne activities	The risk of Hypothermia	M2	Tends to be more prevalent in youth sailors	Use of suitable clothing Wind chill taken into account in daily risk assessment Use of designated sailing areas Abandon procedure used if conditions deteriorate Use of patrol boats (to return sufferers to club). Availability of first aid / Club defibrillator Recovery facilities at Club	M2	M4
3	There is the potential to receive minor injuries from moving/breaking equipment whilst taking part in waterborne activities.	The risk of injury from blows, grazes, cuts, bruising minor concussion. (Taking higher risk of concussion hence M2)	M2	Previous cross section of minor injuries	All equipment is regularly maintained, and checked before use Inexperienced participants warned of hazards before using equipment All instructional personnel trained for the role they will perform All participants monitored and advised of precautionary measures (Brief) Availability of first aid / Club defibrillator	M2	M4

WORK ACTIVITY / HAZARD		RISK CONSEQUENCE			LIKELIHOOD		RISK
No.	Description Of Hazard	Description Including Potential Severity	H M L	Groups Exposed Evidence Previous Harm	Control Measures	H M L	Hazard X Likelihood
4	Equipment on ground/uneven and/or slippery surfaces. (Trailers, boat covers, sail bags)	Injury from slips/trips whilst on the complex launching and recovering boats or from uneven surfaces / slipways. (Cuts, bruises, grazes, sprains)	L1	All	Site kept tidy / Wet floor signs Slipway is maintained free from weed Inexperienced participants warned of hazards All instruction personnel trained for the role they will perform All participants monitored and advised of precautionary measures (Brief) Availability of first aid / Club defibrillator	M2	L2
5	Fire aboard patrol / motor boat	The risk of Burn injuries, potentially fatal.	H3	None	Club fire precautions provided and maintained to Fire Officer's requirements. No smoking on the pontoons or in boats Use of patrol boat fuel controlled by Club Boatman and refuel policy	L1	M3
6	Underwater obstructions Moored vessels Passing vessels	Injuries caused by collision whilst on the water, more likely to occur during youth training sessions in harbour area. (Cuts, bruises, grazes, sprains)	L1	Tends to be more prevalent in youth sailors	Use of designated sailing areas All new obstructions reported to Person-in-Charge Harbour traffic taken into account in daily risk assessment Inexperienced participants warned of hazards All instruction personnel trained for the role they will perform All participants monitored and advised of precautionary measures (Brief) Availability of first aid / Club defibrillator	M2	L2

WORK ACTIVITY / HAZARD		RISK CONSEQUENCE			LIKELIHOOD		RISK
	Description Of Hazard	Description Including Potential Severity	H M L	Groups Exposed Evidence Previous Harm	Control Measures	H M L	Hazard X Likelihood
7	Patrol boat usage for club waterborne activities	Serious / Major Injury caused by contact with patrol boats, especially propellers. (Serious multiple lacerations leading to possible fatality) (Previous MAIB investigations)	H3	None	Patrol boat operations carried out in accordance with BHYC Safety Boat Course Manual / RYA Safety Boat Patrol boat charter All patrol boat helms trained to minimum RYA PB2 standard Use of kill cords Crew of two normally in patrol boats Crews fully briefed.	L1	M3
8	Pre-existing or new medical conditions of participants	Deterioration in health/medical emergency (If condition is at M2 level consider suitability to take part in activity) (Historically inhalers and epi pens for allergies)	L1	None	Awareness of participant's medical conditions Instructors are made aware of student's medical conditions Administering of student's medication is controlled Student's medication may be stored safely Availability of first aid / Club defibrillator Availability of VHF communications to summon assistance	L1	L1
9	Standing and running rigging whilst sailing dinghies during all form of sessions	Death/Major injury resulting from entrapment after capsize. (Drowning)	H3	Sailors in (especially) high performance/trapeze dinghies	Mast head floats for training Patrol boat operations carried out in accordance with BHYC Safety Boat Course Manual / RYA Safety Boat Inexperienced participants warned of hazards All instruction personnel trained for the role they will perform All participants monitored and advised of precautionary measures (Brief) Patrol boat crews entrapment procedure	L1	M3

WORK ACTIVITY / HAZARD		RISK CONSEQUENCE			LIKELIHOOD		RISK
No.	Description Of Hazard	Description Including Potential Severity	H M L	Groups Exposed Evidence Previous Harm	Control Measures	H M L	Hazard X Likelihood
10	Removal of dinghies from racking	Risk of falls from climbing on racking, boats falling on individuals. (Strains, cuts, bruises, sprains)	L1	None	Minimum of 2 adults removing / replacing boats level 2 – 3 racks if lifting. Use ramps provided for dinghies on trollies Signage on racks highlighting danger	L1	L1
11	Abusive behaviour	Physical, sexual or emotional abuse (Can be emotionally destructive)	M2	Occasional youth misbehaviour	RYA Instructor code of ethics BHYC child abuse policy BHYC child abuse requirements and guidelines	L1	L2

CLUB CHILD PROTECTION POLICY AND PROCEDURES

Policy Statement

It is the policy of Brading Haven Yacht Club
For the purposes of this policy anyone under the age of 18 should be considered as a child. All members of the Club should be aware of the policy.

Club Welfare Officer

The Club Welfare Officer isJudith Moore (welfare@bhyc.org.uk) mobile +447971884413

General public enquiries re children's services or worried about a child in need is 0300 300 0117

Volunteers

All Club volunteers whose role brings them into contact with young people will be asked to provide references or to complete a self-disclosure form. The Club Welfare Officer and those instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure.

Good Practice

All members of the Club should follow the good practice guidelines these are:-

- Avoid spending any significant time working with children in isolation
- Do not take children alone in a car, however short the journey
- Do not take children to your home as part of your organisation's activity
- 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
- Design training programmes that are within the ability of the individual child
- If a child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child, make sure you are in full view of others, preferably another adult

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child, even in fun
- fail to respond to an allegation made by a child; always act
- do things of a personal nature that children can do for themselves.

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.

Those working with young people should be aware of the guidance on recognising abuse. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Physical abuse may involve adults or other children causing physical harm:

- by hitting, shaking, squeezing, biting or burning
- giving children alcohol, inappropriate drugs or poison
- attempting to suffocate or drown children
- in sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision
- ensure access to appropriate medical care or treatment
- respond to a child's basic emotional needs
- neglect in a sailing situation might occur if an instructor or coach fails to ensure that children are safe, or exposes them to undue cold or risk of injury.

Sexual abuse. Sexual abuse involves an individual forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening, to meet their own sexual needs. The activities may involve:

- physical contact (eg. full sexual intercourse, masturbation, oral sex, fondling)
- showing children pornographic books, photographs, videos or online images
- taking pictures of children for pornographic purposes
- encouraging children to behave in sexually inappropriate ways
- sport situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless, unloved or inadequate
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- imposing expectations which are beyond the child's age or developmental capability
- overprotection and limitation of exploration and learning
- preventing the child from participating in normal social interaction
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- the exploitation or corruption of children

- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or pressure to perform at a level that the child cannot realistically be expected to achieve.

Some level of emotional abuse is involved in all types of maltreatment of a child.

Bullying (including cyberbullying) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- sexually explicit language or actions
- a sudden change in behaviour (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- the child describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected
- an unexpected reaction to normal physical contact
- difficulty in making friends or abnormal restrictions on socialising with others.

It is important to note that a child could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child to be unhappy.

If you are concerned

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child at greater risk. If you cannot talk to the parents/carers, consult your organisation's designated Child Protection/Welfare Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

Adults are requested not to enter the showers and changing rooms at times when children are changing before or after junior/youth training or racing. If this is unavoidable it is advised that they are accompanied by another adult.

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If

the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

Concerns

Anyone who is concerned about a young member's welfare, either outside the sport or within the Club, should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow set procedures.

General public enquiries re children's services or worried about a child in need is 0300 300 0117

Any member of the Club failing to comply with the Child Protection policy may be subject to disciplinary action under Club Rule 4f.

Hire of Club Boats

Terms & Conditions

1. Boats can be borrowed by *Authorised* BHYC Members only.
2. Boats are **only** available for use during organised club activities when there is **Safety boat cover** on the water and fees having been paid.
3. Authorised members’ means that they have shown evidence of sailing competence see below.
4. Members wishing to hire a club boat and ***whose sailing competence is unknown or in doubt***, must produce a relevant RYA certificate (Adult Level 2, Youth Stage 3 or above) or complete a sailing test prior to borrowing a boat.
A Club RYA Dinghy Sailing Instructor will carry this out, which may include a capsized drill. Members will then be issued with an ‘A’ or ‘B’ ticket. The ticket will also indicate which type of boat the member is permitted to borrow.
 - ‘A’. (RYA Level 3+ or above) may participate in cruising or racing when these activities are offered subject to Race Officer Approval.
 - ‘B’ (RYA Level 2) may participate in cruising or racing in wind strength \leq F4 (16 knots) subject to Race Officer Approval.
5. All Members, whether racing, or *pottering, **MUST SIGN ON** with the Race Officer of the day and show a relevant ticket. He will alert support boats. The support boat crews will be required to monitor these dinghies as part of the race fleet. Final authorisation will be at discretion of Race officer. If not racing the member must notify Race Officer his on return.
6. Members must **NOT** launch prior to commencement of club activity and must return with safety craft at end of activity or when instructed to do so by safety craft.
7. Members who hire boats may be liable to pay the insurance excess in the event of an insurance claim.
8. Members must sign the booking form agreeing to conditions and have paid the fees prior to taking a club boat.

* Boats ‘pottering’ around the race course (Fast or Slow) should be advised to keep well clear of race marks and race competitors.

Robin Lobb
Rear Commodore Sailing
February 2015



BRADING HAVEN YACHT CLUB

Embankment Road, St. Helens, Ryde, Isle of Wight. PO33 1XQ

Telephone: 01983 872289

www. bhyc.org.uk

email: office@bhyc.org.uk

PHOTOGRAPHY CONSENT FORM

Consent form for the use of photography or video

Brading Haven Yacht Club recognises the need to ensure the safety and welfare of children and young people taking part in boating. In accordance with our child protection policy we will not arrange for photographs, video or other images of young people to be taken or published without the consent of the parents/guardians and children.

Brading Haven Yacht Club will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform

Either the Commodore, Rear Commodore Sailing, RTC Principal or a Flag officer immediately.

Conditions of Use

1. We will not re-use any images after your child has left (Organisation).
2. We will normally only identify a child by reference to the child's first name.
3. We will not use personal details or full names (ie. first name and surname) of any child to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason. 'Good reason' includes using the full name of a child in a newsletter to organisation members if the child has won a trophy or award.
4. We will not include personal email or postal addresses, telephone or fax numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
5. We may use group photographs or footage with very general labels, such as 'Cadet Week'.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Declaration of parent or person with Legal Responsibility:

Name of child:

1. I agree that my son's/daughter's photograph may be used in BHYC brochure and other printed publications. **No**
2. I agree that my son's/daughter's image may be used on BHYC's website. **No**
3. I agree that my son/daughter may be photographed or filmed by the media and the images used in local or national newspapers, televised news programmes etc. **No**
4. Certain sailing magazines require full names in sailing reports and to accompany pictures of prize-winners. May we give this information to reputable sailing magazines such as Yachts & Yachting, Isle of Wight County Press? **No**

I have read and understood the Conditions of Use above.

I agree to notify (Organisation) of any relevant changes in my child's circumstances.

I confirm that my child is not under a court order.

Signed: Date:

Name:



BRADING HAVEN YACHT CLUB

Embankment Road, St. Helens, Ryde, Isle of Wight. PO33 1XQ

Telephone: 01983 872289

www. bhyc.org.uk

email: office@bhyc.org.uk

SELF DISCLOSURE FORM for CLUB VOLUNTERS WORKING WITH CHILDREN

Brading Haven Yacht Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require persons involved with children and/or vulnerable adults 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 any 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 terminating my involvement. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: Date:



Brading Haven Yacht Club Form

Course Evaluation Form

Your Name _____ Course Title _____ Course date _____

- We are always striving to improve the standards and relevance of the courses we offer.
- To help with this, your comments and impressions would be most useful.
- The questions below have a five point scale starting with the left being worst and the right column being the best. 1= Very Poor, 2 = Poor , 3 = Satisfactory, 4 = Good, 5 = Very Good

How would you rate the following:-



	1	2	3	4	5
1. Information prior to booking					
2. The Booking Process					
3. Invoicing for the Course					
4. The accommodation					
5. The general content of the course					
6. Quality of the teaching					
7. Organisation of the course					
8. Your progress on the course					
9. Did you enjoy the course					

10. What were your reasons for doing the course
(please select as many as apply)

Enjoy Sailing

Wanted to be with Friends

Go up to the next level

Like playing on the water

Wanted to take the family out.

Other (please state) _____

Please let us know what courses you would like to do next. How can we improve the sailing experience and get you on the water.

All feedback is important. Thank You