Thorpe Bay Yacht Club

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**Cadet Racing and Training**

**Standard Operating procedures and Risk Assessments**

Mission Statement

To promote the sport of sailing for young people by providing an appropriate level of training within a safe and organised environment.

August 2021

Version 1.2

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1. **TBYC Club Racing** – Cadet Class

1 **Programme**

<https://www.tbyc.org/cadets/> and TBYC Handbook & Programme of Events.

Updates are published on the TBYC website.

2 **Preparation for training**

2.1 Communication

Activities are published on the TBYC Website:

<https://www.tbyc.org/>

<https://www.tbyc.org/cadets/>

Activities are also published using TBYC Facebook page, What’s App, E-Mail (may need subscription).

2.2 Conditions

The Cadet Training Leader should assess the conditions (sea-state and weather) and make a decision to sail safely according to the ability and age of the children participating.

2.3 Planning

The Cadet Training Leader should plan the activity with an objective to encouraging Cadets to be engaged and make progress within a supportive environment.

3 **Boats on the water**

Cadet’s names and boats should be known before Cadets go onto the water.

4 **Safety boat and Instructor’s briefing**

The Cadet Training Leader should brief the team of Assistant Instructors / Support crew (Safety boat helms and crews).

 The Cadet Training Leader will coordinate safety cover.

Assistant Instructors / Support crew should be dressed appropriately to assist in an emergency and support with general capsizes and gear failure.

5 **Ratios and Conditions**

Sailing for Cadets will be dependent on conditions, but RYA recommend:

Sailors:

6:1 Cadets to Instructors / Assistant Instructors / Support crew (could be parents)

9:1 in Double handed boats

Safety boats:

Dinghies 6:1 / 15:2 Dinghies to Safety Boats.

6 **Safety boats**

Reference should be made to the Powerboat Risk Assessment, see in Risk Assessment section.

Keys and Kill cord can be located in the Safe inside the cupboard through the back door. Password is the same as the Front door preceded and finishing with a #

Reference should be made to:

<https://www.tbyc.org/wp-content/uploads/2015/02/TBYC-Support-boat-guidance-Final-approved-at-14-June-2017-SC.pdf>

6.1 Preparation

Ensure the boat has enough fuel for the day and extended emergencies

Ensure the Helm is RYA Powerboat 2 qualified

Ensure the Helm and Crew is suitably dressed to assist in an emergency

Ensure the Helm and Crew is wearing Personal Buoyancy as appropriate

Ensure the boat is equipped with the correct safety equipment

Ensure the boat is equipped with a VHF Radio tuned to 37A (M1)

Once launched and ASAP, check the operation of the **KILL CORD** (Rib)

Once launched and ASAP, check coolant water is leaving the engine

6.2 Safety equipment for Ribs and Displacement boats

Safety pack in grab bag – First Aid Kit, Flares, Safety Knife, Spare Kill cord

Tow ropes

Anchor and warp

VHF Radio

Ladder (Displacement boats)

Paddle

6.3 Recovery persons in the water

* Approach the Cadet/person in the water from downwind i.e. facing into the wind (upwind).
* At about a 30m distance reduce speed and slowly approach, taking the waves on the bow. The Cadet/person will be slowly drifting towards you.
* A few metres from the Cadet/person put the boat into neutral and let it drift to the person so they come alongside.
* As soon as the Cadet/person is within reach **SWITCH OFF THE ENGINE**. The reason for this is that when someone grabs the side of the boat their legs swing underneath towards the propeller.
* If you cannot quite reach the Cadet/person, rather than putting the boat back into gear, reach out to them with a paddle or even paddle the boat towards them or use a Throw line.

6.4 Recovery dinghies in the water

* When first approaching a capsized dinghy, it is best to stand off initially to ensure that the crew actually do require assistance. Nine times out of ten a crew will right a boat themselves but they should always be offered assistance.
* If you need to assist, approach the area forward of the mast tip. This ensures that you are well clear of the crew and are in a position to assist with righting.
* Be aware to **SWITCH OFF THE ENGINE** when near to a Cadet/person in the water.
* It always helps if you can manoeuvre both craft round to face into the wind.
* In very strong winds, approach from downwind. That way you are less likely to overrun the crew.
* To right an inverted dinghy press on the back of the boat on the windward side to bring it up to the capsize position, and then right as normal.
* If the Cadet(s)/person(s) need some assistant it may be necessary to lift the mast. Be aware not to run over the sail and rigging.
* If the boat is inverted and the mast is stuck in the seabed then you will have to attach a jib-sheet to a long line and tow the boat directly abeam in the direction of deeper water. This should break the mast out without snapping it.

6.5 Travelling to the scene

* If there is more than one recovery to do then an assessment must be made as to which one to attend to first. Generally, the following factors should be considered:
* Distance from the shore, particularly downwind
* Can the casualty be seen?
* Length of time the Cadet/person has been unattended
* Competence of the Cadet/person - are there young children or vulnerable people involved
* Is the craft in danger of being damaged?
* If the safety boat cannot attend to all the casualties within a reasonable period of time then arrangements should be made for another safety craft to go into use before you launch.
* If your safety facilities are fully stretched no other craft must go onto the water until you are back in control of the situation.

6.6 Towing

* Bring the boat head to wind
* Lower the mainsail and furl the jib, unless in light winds when the main can be unclipped
* Raise the Daggerboard/Centre plate
* Wrap a tow rope twice around the mast with the crew/helm holding onto the loose end
* Get the helm to follow the safety boat, by steering with the rudder.

6.7 Maintenance

Report any damage to the Duty Officer / Safety Officer of the day.

6.8 End of day

Displacement boat:

Ensure the boat is unloaded and top-up fuel if necessary

The boat is returned to its mooring

The boat is tied securely

The tiller is secured

The boat is locked

The key and Radio are returned to the safe

Ribs:

Ensure all Ribs are unloaded

Seasafe 9 should be refuelled.

Seasafe 9 should be washed.

Seasafe 9 Engine should be flushed.

Seasafe 9 the fuel tank vent should be closed

Seasafe 9 The boat is returned to the SS9 hut and locked with three padlocks and covered

Other Ribs should be returned to Club

Washed

Flushed

Cover put on

Security locks fixed

The keys and Radio are returned to the safe.

7 **Personal Safety Equipment**

7.1 Cadets – suitable Buoyancy Aid, optional helmet.

7.2 Safety boat crews - suitable Buoyancy Aid or Life Jacket.

7.3 Instructors - suitable Buoyancy Aid or Life Jacket.

8 **Club boats**

<https://www.tbyc.org/club-boats/>

8.1 Club boats are available on ‘Short Term’ loan for the benefit of Club members. There is no charge for a Club boat; however, users are expected to treat it as if it is their own. Club boats are normally available on a first come first served basis, in order of priority: 1st Training, 2nd Racing, 3rd Practicing, 4th Leisure.

A Club boat, in special circumstances may be booked for an event such as ‘Cadet Week’ or ‘Winter Series’ through an application to the Class captain and approval by the Club. This does not apply to general Club Racing.

The boat should be packed away carefully ensuring that sails are folded and the cover is secured. The boat should be returned to its original position in the dinghy park.

Before taking out a boat, an assessment should be made on its seaworthiness.

Under *normal* use the repair to damage, breakage or ‘wear and tear’ will be at the Club’s expense.

8.2 Any damage or breakage caused or observed to a Club boat should be reported to a Club Officer ASAP after it has occurred. Club phone 01702 587563 email secretary@tbyc.org

9 **VHF Marine Radios**

A hand-held VHF Radio should be carried unless the Safety boat has a ‘fixed’ radio

Set radios to Channel 37A (M1)

Use of VHF should be used in accordance to RYA Guidelines.

Use correct call signs:

Seasafe 9 (Cadet rib)

Seasafe 6 (Polly displacement boat)

Seasafe 1 (Race hut)

Seasafe 4 (Committee boat)

Seasafe 2 and 3 (Displacement boats)

Seasafe 5, 7, 8 (Ribs)

‘Code Red’ is used in an emergency. All users should remain silent apart from those dealing with the emergency.

10 **Emergency Procedure**

Please note that lives and safety come before boats.

If any rescue boat attends an incident on the water where the safety of a crew member is at risk, they should contact Seasafe 1 immediately. If anyone’s life seems to be in danger, they should ask Seasafe 1 to ring 999 immediately.

It is important that the landing point of the casualty is the meeting point for the emergency services. If it is the slipway, then ensure this is made clear when contacting the emergency services – Thorpe Esplanade opposite TBYC - You could give them the “What 3 Words” reference which is ‘**heavy.mile.stone’.**

If there is an emergency out on the water, Seasafe 1 , can broadcast the message “Code Red”. This means that all non- emergency radio communications must cease until the incident is resolved.

In the event of someone losing consciousness out on the water, waste no time getting them ashore. It is not possible to do CPR in a RIB. Having picked up the casualty the rescue boat crew should head straight back to the slipway as soon as possible, while alerting Seasafe 1 by radio as to the situation.

The easiest way to get an unconscious person safely out of a RIB is to drive the RIB straight up the beach (while cocking up the propeller before the engine grounds). A team of helpers can then safely transfer the casualty to the stretcher.

If the casualty has had a serious back or neck injury, try to reduce movement to as little as possible.

If someone is unconscious but breathing normally, and has not had a back or neck injury, place in the recovery position and observe carefully while waiting for the ambulance to arrive.

If a casualty is unresponsive and does not appear to be breathing normally, immediately request the Defibrillator. The AED defibrillator is located by the Bosuns Hut, or in the bar. A mask and a copy of instructions are with it. Get all these to the casualty as soon as possible and attach the defibrillator.

For all emergencies:

For life threatening and serious emergencies phone 999 immediately. If possible, also request help from any health care professional or first aider.

The club address is Thorpe Bay Yacht Club - 115 Thorpe Bay Gardens, Southend-on-Sea SS1 3NW

The telephone number is: 01702 587563

The first aid station is in the main bar area, but for life threatening emergencies it is more appropriate to bring the equipment to the casualty. The AED defibrillator is located next to the main bar of the club. A mask and a copy of instructions are with it. First aid boxes are located by the main entrance, the main bar, the kitchen and in the Bosuns hut.

If a casualty is unresponsive and does not appear to be breathing normally, immediately instigate the CVLSC Defibrillator algorithm. Bare the chest and attach the defibrillator to the casualty as soon as possible.

If someone is unconscious but breathing normally, and has not had a back or neck injury, place in the recovery position and observe carefully while waiting for the ambulance to arrive.

11 **Safe Guarding and Parents Charter**

The welfare our Cadets is our first priority. Please refer to our latest Safe Guarding and Parents Charter on the TBYC website.

<https://www.tbyc.org/safeguarding/>

12 **Risk Assessments**

12.1 Risk Assessment - Sailing

**Activity: Sailing**

**Date: June 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **Risk level L/M/H** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| Boom swinging across the boat. | Members and cadets may suffer a head injury. | Medium | * Good brief is given to all sailors.
* Course entry form will mention the wearing of helmets in case these are required by cadet. Cadets will be required to supply their own correctly fitting and suitable helmet.
* All groups to include a first aider.
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Collision with other water users. | Members and cadets may suffer various injuries from collisions.  | Low | * Rescue boat cover to be provided at all time while Cadets are on the water
* Collisions are avoided by having specific operating areas outlined in the SOPs.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Drowning | Members and cadets may drown due to falling overboard. | Low | * Volunteers to oversee all water based activities
* All participants must wear appropriate buoyancy aids
* Group leaders to carry out visual checks on participants buoyancy aids
* A Safety boat manned by first aid trained crew is always available
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Adverse weather conditions. | Members and cadets may be caused harm through adverse weather conditions. | Low | * Daily weather forecast obtained.
* Conditions monitored though out the day by group leaders.
* Rescue boat covering sessions.
* VHF contact with beach master.
* If the wind blows a constant force 6 or above all guest water activities cease.
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Manual handling | Members and cadets may suffer injury, particularly to the lower back. | Low | * Manual handling awareness given to volunteers.
* Boat trolleys are used to manoeuvre boats, on the slipway
* Minimum of two people to manoeuvre each boat.
 |  | All members | On going | On going |
| Entrapment | Members and cadets may drown due to entrapment | Low | * Safety boat drivers aware of risks and fully trained.
* Knifes carried by all group leaders and on safety boats.
* Good observation is maintained by all group leaders and the beach master.
* Safety boats are always available to assist.
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
* Dinghies are of an appropriate type for the activity and the participants. This also includes sail plan and reefing if conditions require.
* Participants are briefed on capsize recovery procedure during week.
 |  | All members | On going | On going |
| Slips and trips in boat | Members and cadets may be prone to injury if they trip over objects in the boat. | Low | * The boats are checked and washed by owners.
* Visual observations are made by group leaders before use.
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
 |  | All staff | On going | On going |
| Mast/shrouds snapping | Members and cadets may be injured due to the mast/shrouds snapping, causing the mast to fall on the crew. | Low | * The mast and shrouds are checked by owners and washed with fresh water.
* Visual observations are made by group leaders before use.
* Emergency action plan in place as outlined in the Cadet Week SOPs (Standard operating procedures)
 |  | All staff | On going | On going |

12.2 Risk Assessment – Power Boat

**Activity: Power Boat**

**June 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **Risk level L/M/H** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| Drowning. | Members and cadets may drown due to falling over board. | Low | * All participants must wear appropriate buoyancy aid that are checked weekly.
* Drivers all hold a minimum RYA PB2 qualification.
* RYA qualified staff overseen by senior instructor and chief power boat instructor.
* Rescue boat cover to the RYA recommendations.
* All drivers are first aid qualified.
* All drivers will drive at a safe speed for the conditions. (wind, tide, weather, visibility and experience of driver and crew)
* All crew are to hold on centrally at all times.
* All powerboats are equipped with a VHF radio and are in constant contact with the beach senior instructor.
* First aid kit in Safety kit.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Slips trips. | Members and cadets may be prone to injury if they trip over objects in the boat. | Low | * The boats are checked and washed daily.
* Visual observations are made by driver before use.
* Driver to keep vessel clear and tidy.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Petrol. | Members and cadets may be prone to injury or illness due to petrol. | Low | * Tank to be secured in vessel when in use.
* Tank to be properly ventilated.
* Tank is checked on a daily basis for leaks.
* Continuous monitoring is required.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Driver being thrown from boat. | Members and cadets may receive injury from being thrown from the boat. | Low | * Driver to wear kill chord at all times when driving.
* All drivers will drive at a safe speed for the conditions. (wind, tide, weather, visibility and experience of driver and crew)
* All staff are RYA PB2 qualified.
* Guests are only permitted to drive power boats when accompanied by a RYA Powerboat instructor.
* Ratios to RYA recommendations.
* All water activities cease if weather conditions change, creating an unsafe environment.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All members | On going | On going |
| Engine/propulsion failure. | Members and cadets could be put in danger due to engine/propulsion failure, causing inability to return to the beach. | Low | * Driver to carry minimal tool kit in Safety kit.
* Auxiliary means of propulsion kept aboard boat.
* Driver to carry VHF and be in constant contact with the beach senior instructor.
* RYA rescue boat to sailing boat ratios to be maintained.
 |  | All members | On going | On going |
| Collisions with other water users. | Members and cadets may receive injuries if they collide with other water users. | Low | * Driver to be vigilant at all times.
* Driver to wear kill chord at all times when driving.
* All staff are RYA PB2 qualified.
* Guests are only permitted to drive power boats when accompanied by a RYA Powerboat instructor.
* All staff receive IRPCS (International regulations for the prevention of collision at sea) training.
* Drivers to obey speed limits, at all times, especially in the moorings
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All Members | On going | On going |
| Capsize/swamping | Members and cadets may receive injury due to the boat swamping. | Low | * Operators to follow manufacturer’s guidelines with regards to ratios.
* Senior instructor to asses if weather conditions are appropriate to operate.
* All staff are RYA PB2 qualified.
* Guests are only permitted to drive power boats when accompanied by a RYA Powerboat instructor.
 |  | All Staff | On going | On going |
| Adverse weather conditions. | Members and cadets may be caused harm through adverse weather conditions. | Low | * Daily weather forecast obtained.
* Conditions monitored though out the day by instructors.
* VHF contact with beach senior instructor.
* All drivers will drive at a safe speed for the conditions. (wind, tide, weather, visibility and experience of driver and crew)
* Decisions to go afloat should be based on, prevailing conditions, the weather forecast, sea state, tides, aims of the course/trip and crew experience.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All Staff | On going | On going |
| Recovering people from the water. | Members and cadets may receive injury when recovering people from the water.  | Low | * All staff have received staff training regarding how to recover people from the water.
* All operators are a minimum of RYA PB2 qualified.
* All drivers are first aid qualified.
* All powerboats are equipped with a VHF radio and are in constant contact with the beach senior instructor.
* First aid kit in Safety kit.
* Emergency action plan in place as outlined in the SOPs (Standard operating procedures)
 |  | All Staff | On going | On going |

13 **TBYC Club Racing**

Cadet Class

There is opportunity for Cadets to race in the main TBYC Racing programme.

There is a Cadet start and course, refer to ‘Sailing Instructions’ published on the TBYC website; <https://www.tbyc.org/club-racing-information/>

There are prizes for each series.