OPERATING PROCEDURES 2020
SAFETY RULES AND GUIDELINES
CLUB REGULATIONS

PAIGNTON SAILING CLUB (PSC)
Paignton Sailing Club

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Page 1
Operating Procedures Version 20.01
Introduction

This document contains all of the information regarding the safety of members, visiting sailors, guests and the general public during sailing or onshore activities. The digital version can be easily navigated using interactive contents page above. The red text indicates a link to another section of the document. These links are interactive in the digital version. It is imperative that people running on-the-water or shore side activities read the relevant sections of this document so that they are familiar with the procedures in place. Once you have done so, you must sign the applicable form (Attachment Q – Acknowledgement of Operating Procedures) and hand it to a member of the committee or tick the appropriate box on the online membership application form. It is also advised that sailors or participants in said activity familiarise themselves with the relevant sections. The main part of this document is split into three sections – the first gives information on shore-side safety, information about the club and our child protection policy. The second details our on-the-water safety – split down into generic information and then parts for training, racing and other on-the-water activities. At the end, are attachments; which may be referred to throughout the document. They also contain any forms that may need to be completed by those running the session, or participants. Attachment O – Training Risk Assessment is the club risk assessment which is reviewed on an annual basis in order to minimise risk to everyone.

To avoid data redundancy, it may be necessary for some people to read several sections of this document; for example a safety vessel acting at an event should both read the “Safety Boat Guidelines” and “Event Safety Guidelines”.

Remember: this document contains information regarding safety for ALL club activities.
General Safety Information

Safety Overview
The Officers of Paignton Sailing Club (PSC) are committed to the principle of providing and maintaining safe working conditions for their members, visitors and a safe environment for those who use the club facilities. This document contains the instructions for safe working practices, hazards and risk assessments, emergency procedures and general notes and guidance for activities undertaken.

The successful implementation of the safety policy is important. This demands the diligent participation of individual members and it is part of their normal responsibilities to draw to the attention of Flag Officers any hazards or unsafe practices that they observe.

- Flag Officers or those assigned to run a session have overriding authority to reach a decision to abandon any further activities on the water under adverse weather conditions or other circumstances which affect safety.
- PSC does not accept responsibility for any equipment provided by visitors or third parties.
- Club sailing dinghies and powerboats will be equipped to the required RYA standards according to the area of operation.
- Buoyancy aids and Lifejackets which are marked EN 393 (1995) CE/ ISO 14202-5 (50 Newtons) must be properly fitted and worn afloat at all times.
- Instructions and briefings will be given prior to going on the water of safety issues and procedures (see Attachment C – Guidelines for Session Briefings).

Club Hierarchy
Flag Officers, when present, maintain overall charge of the safe running of the club. Safety instructions from the Harbourmaster or Coastguard must also be obeyed. Individual sessions may be run by, and only by:

- A Flag Officer – see Club Constitution
- A RYA Coach Assessor, Senior Instructor or Instructor
- A RYA Level 2 Race Coach
- A Race Officer who has signed the applicable disclaimer (see Attachment D – Race Officer Disclaimer)

A person running a session will hereon in be referred to as the session leader and is in charge of ensuring the safety of everyone, including themselves, involved in the session. A session may be training, race coaching, racing or other on-the-water or shore side activity. Only session leaders can give the authority for boats to launch.
Club Insurance

Paignton Sailing Club, as a RYA Recognised Training Centre, holds full insurance public liability cover up to £3 million for its activities both afloat and ashore. It is displayed on the notice board in the clubroom and renewed annually by the Club Secretary.

In and Around the Clubhouse

Fire Precautions: In the event of a fire, evacuate the building by the nearest signed exit. On finding a FIRE the alarm system is activated by the ‘Break Glass’ units. Fire extinguishers and fire alarms are inspected and maintained annually under contract. Extinguishers are located according to possible fire risks and they must not be moved or tampered with.

Personal security: Changing rooms have security-coded locks, which should be memorised and which are changed regularly. There are a limited number of lockers which members can use on application for a key from the House Manager. Members can also obtain a key to access the building by the lower back door from the Bar Steward. The club does not accept any responsibility for items left in the changing room.

Child Protection and Welfare

- The club recognises that the safety and welfare of all children, vulnerable adults and ‘adults at risk’ in it’s care is paramount and that they have a right to protection from abuse.
- The aim of the club’s child protection and welfare policy is to teach young people to sail and develop their skills in a safe, welcoming and well run organisation which also ensures freedom from sexual, physical or emotional abuse both on and off the water. Note for the purpose of this policy use of the word child includes anyone aged under 18 and vulnerable adults.
- In achieving this aim the club will put in place procedures based on the child protection policy and guidelines drawn up by the sport’s governing body, the Royal Yachting Association (RYA) which can be accessed and downloaded from its website www.rya.org.uk. Through it’s Child Protection Coordinator the RYA also gives advice on child protection matters. Additionally, it is an “umbrella organisation” and will carry out criminal records checks on behalf of member clubs and recognised training centres.
- Recruitment: Normally the club’s instructors and helpers will be unpaid volunteers and already members of the parent club (Paignton Sailing Club). As such they will be well known to the club’s management committee. Where this is not the case references may be sought.
- Criminal records checks: The management committee will assess the risks to children’s welfare for the various roles carried out by instructors and other helpers before requesting individuals to apply for criminal record disclosure. For example, the training centre principal, chief instructor and course instructors are in positions of considerable trust and may be requested to apply for criminal records disclosure.
Where the risk to child welfare is considered low other volunteers will be asked to complete a “Self Disclosure” form a copy of which is shown in Attachment E – Self-disclosure form for member / employee working with children. The disclosure includes a declaration by the individual that he/she consents to applying for a criminal records disclosure if requested.

- **Training:** All instructors trained by the club will be instructed in child protection good practice and the club’s child protection procedures in particular. As part of this training they will be issued with the “Good Practice Guide” a copy of which is shown in Attachment F – Good practice guide for members/employees working with children.
- **Photography consent:** When completing the online membership application forms, prospective members will be asked to give consent for the club to have the right in perpetuity to make, use and show at the club’s discretion any motion pictures, still pictures and live, taped or filmed television and other reproductions of them without compensation.
- **Designated person, incidents and complaints:** The person responsible for implementing the club’s child protection policy is the Child Welfare Officer. They will receive appropriate training for this role. Any complaints or incidents related to the children’s well-being will be dealt with in the first instance to this person. An incident form, a copy of which is shown in Attachment I – Child Protection Incident Report Form, will be completed for each incident/complaint. The police or social services may be contacted depending on the seriousness of the incident or complaint. Depending on the seriousness of the incident or complaint the club’s management committee will meet and decide what further action is required including a review of it’s child protection policy and procedures if necessary.
- **Code of conduct:** All children new to the club will have explained to them the club’s code of conduct on acceptable and unacceptable behaviour (see Attachment P – Code of Conduct).

- This policy and its procedures will be reviewed at least annually by the club’s management committee normally at its last meeting before the AGM.
- All data (this includes photos) collected will be stored securely. This could be in a locked cabinet/room or a on a password protected storage device. When data is no longer required for use by the club, it will be destroyed. Only data required by the club will be collected and stored and it will only be accessed by those who need it.
- Members are reminded that they may not take photographs or video of children or vulnerable adults without the permission of the club or their parent/guardian.

**Equality Policy**

Paignton Sailing Club implements the RYA Equality Policy as adjusted below:

- **Objectives**
  - To make boating an activity that is genuinely open to anyone who wishes to take part.
  - To provide the framework for everyone to enjoy the sport, in whatever capacity and to whatever level the individual desires.
To ensure that the RYA’s services, including training schemes, are accessible to all, including those who have been under-represented in the past.

**Policy Statement**
- Paignton Sailing Club is committed to the principle of equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

**Implementation**
- Paignton Sailing Club has adopted the RYA policy, so that they are seen as friendly, welcoming and open to all.
- Appointments to voluntary or paid positions with Paignton Sailing Club will be made on the basis of an individual’s knowledge, skills and experience and the competences required for the role.
- The RYA allow Paignton Sailing Club to relax regulations in relation to RYA training schemes which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of schemes and assessments are not compromised.
- Paignton Sailing Club reserves the right to discipline any of its members or employees who practise any form of discrimination in breach of this policy.
- The effectiveness of this policy will be monitored and evaluated on an ongoing basis.

**Safety Information on the Water**

**General**

**Accident and Emergency Procedures**
In the case of an accident, an “Incident Report Form” ([Attachment J – Incident Report Form](#)) must be filled out. We also encourage people to report near misses using the appropriate form ([Attachment K – Near Miss Report Form](#)) so we can help to prevent future incidents.

First aid kits are located on the landing and in the Lobby outside the Bosun’s store. All power boats afloat will carry basic first aid kits. There are a number of Qualified First Aiders: a list is available next to the first aid box on the landing.

**Major Emergency**
In the event of an emergency, the casualty should be brought straight ashore. Liaise with the session leader en-route who will issue further instructions. The emergency landing point will either be the steps at the mouth of the harbour or the jetty depending on tide state. The session leader will inform the Harbour Master on channel 14 who will arrange
medical assistance as required. Boats may ignore the 5knt markers in an emergency if given permission by the Harbour Master.

In the event of an emergency with a safety vessel, the session leader should be contacted immediately. If further assistance is required, contact the Coastguard on channel 16 using either a Pan-Pan or Mayday call. Misuse of this channel is a criminal offence.

The key points to remember are included on a memoir sheet (see Attachment L – Emergency Procedures Memoir Sheet) secured to every safety vessel.

**Briefings**

Preparation briefing sessions are to be held before groups go afloat to ensure that there is a clear understanding of the rudiments of the activity being undertaken, the safety procedures and the planned objectives for the session (see Attachment C – Guidelines for Session Briefings).

All going afloat should be identified and recorded by the Beach Master or Senior Instructor during training, or by signing the sheet by the Gents changing room when racing.

**Abandonment on the Water**

- Maybe at short notice
- The result of deteriorating weather, an incident or accident afloat or under instruction from Coastguard or Harbourmaster.
- Where appropriate an 'N' flag will be flown and radio messages sent or during racing, normal RRS procedures will apply.

**Operating Areas and Local Hazards**

- Operating areas are shown on a chart and will be displayed in the Training Room (see Attachment M – Operating Areas).
- When the Fairway marker is in position, vessels must keep to the port side when entering the harbour.
- Due consideration must be given to other harbour users.
- Vessels must not enter the area between the East Cardinal mark and the shore.
- Slipways must be left as swiftly as possible and left clear of trailers and trolleys.
- The 5 knot speed limit must be observed at all times in designated areas.

**Group Organisation and Size**

- Teaching ratios will follow the RYA guidelines during all activities:
  - For training:
    - in crewed dinghies, 3:1 with instructor on board, or a maximum 9:1 if the instructor is on a safety vessel but with no more than 6 boats per instructor
in dinghies being sailed single-handed, a maximum 6:1
  o For racing:
    ▪ the ratio is 15 dinghies : 1 safety vessel
  o For powerboat training:
    ▪ for level 1 and 2, a maximum of 3 students : 1 instructor
    ▪ for safety boat, a maximum 6 students :1 instructor

Training Safety

Power

• Paignton Sailing Club is a recognised training centre for teaching Levels 1 & 2 and Safety boat.
• All boats must comply with the RYA training check list as outlined in the RYA guidance notes for recognised training centres.
• Life jackets/buoyancy aids should comply with standard BS EN 396 150 N and be worn at all times.
• The courses should cover the syllabus for the relevant RYA course.
• VHF Radios will be carried by all Instructors when on the water.
• Ratios of instructor/student will be strictly adhered to (see Group Organisation and Size).
• The launching and recovery of boats must be handled with due attention to the safety of the students, other users and tide conditions and in accordance with the local harbour bylaws.
• All boats MUST be fitted with an effective and fully functional kill cord.
• Emergency procedures as documented will be displayed on all boats.
• The operating area for power boating will be no further out to sea than a line drawn from Thatcher Rock to Berry Head and take into account the limitations of the 5 knot markers (see Attachment M – Operating Areas).

Sail

• Paignton Sailing Club is a recognised RYA training centre.
• All participants must register with their instructor and follow their instructions throughout the session.
• Boats must be rigged according to the conditions on the instruction of the group leader.
• Life jackets/buoyancy aids should comply with standard BS EN 396 150 N and be worn at all times.
• Permission to launch is at the discretion of the group instructor.
• VHF Radios will be carried by all Powerboat skippers when on the water.
• The launching and recovery of boats must be handled with due attention to the safety of the students, other users and tide conditions and in accordance with the local harbour bylaws.
• All powerboats MUST be fitted with an effective fully functional kill cord.
• Emergency procedures as documented will be displayed on all powerboats.
• For operating area see Attachment M – Operating Areas.

Racing Safety

Race Officer Instructions

Please note: all Race Officers must have signed the applicable disclaimer before carrying out their duty (see Attachment D – Race Officer Disclaimer).

1. Pre-race
   • Check duty date and that Deputy Race Officer and Safety crews are available.
   • Check race start time and arrive in good time (generally 1.5 hours prior to start).
   • Check tide times.
   • Prepare Jubilee or committee boat ensuring you have a working sound system, appropriate flags, sufficient buoys and ground tackle, timing device and recording materials.
   • Brief competitors if necessary.
   • Ensure Safety crew are ready, appropriately dressed and boats equipped according to the safety boat kit list (see Attachment N – Safety Boat Kit List) and are aware of the Emergency procedures (see Attachment L – Emergency Procedures Memoir Sheet).
   • Collect VHF radios and perform a radio check.

2. During the race
   • Set course and start line according to Sailing Instructions.
   • Ensure race is run in accordance with the Racing Rules of Sailing.
   • Respond to changes in the weather conditions and be prepared to change course, shorten course, postpone or abandon race.
   • Remain in radio contact with Safety crew and be prepared to direct them in case of an emergency.

3. Post Race
   • Ensure all competitors and race officials are accounted for.
   • Stow Jubilee and safety vessels returning all equipment to their designated storage area.
   • Hand results sheet to Results Co-ordinator or place in pigeon hole in Paignton Sailing Club.
Safety Vessel Guidelines

- All support crew should know how to use a VHF radio. If unsure – please ask before going afloat. PSC normally operate on channel 37a but please check this with the session leader. All vessels will be issued with a call sign. Radio traffic should be kept to a minimum especially during race starts. Emergency communications come before anything else.
- Always check the weather forecast for the day ahead, and the outlook. Bearing in mind that the forecast will indicate the type of day you are likely to have, and whether you need more warm clothes, or sun cream and extra water.
- All support vessels are required to act as part of the safety fleet should conditions demand it. Therefore there must be a minimum of two persons on board, one of whom must be dressed so that they can enter the water and remain on station all day, i.e. wet or dry suit plus windproof clothing. All safety personnel must wear an adequate Personal Floatation Device whilst afloat.
- All skippers should be at least RYA Powerboat Level 2 qualified and over the age of 18 years as per Tor Bay Harbour byelaws.
- If a competitor appears to need assistance, get to them as fast as possible and count heads. Stand by at first – do not render assistance unless they ask for it or absolutely need it. Ask the competitor if they require assistance if unsure. Report any retirements to the Race Officer who will give further instructions.
- Skippers are responsible for the conduct of their vessel and safety of their crew, including ensuring that all crew members wear a Personal Flotation Devices (PFD) at all times on the water and that the helm attaches a kill cord when underway. Helms must sit astride the seat when underway.
- Except when performing a rescue or recovery, all safety vessels should remain outside the course. It is important to watch your wash as well, even though you may be a reasonable distance away from competitors.
- Paignton is a popular sailing venue, and the harbour entrance can become quite busy. Other water users can be a threat to the safety of the fleet; but usually the problem can be seen coming.
- There are a number of tactics that can protect the fleet:
  - The defensive position is to place the safety vessel between the danger and the fleet.
  - Usually a pleasant chat with the third party results in them seeing sense and altering course.
  - Occasionally it is not possible to get the third party to alter course in which case contact the Race Officer and stand off the third party in a defensive position to protect our sailors.
- You could be the interface between other water users and the competitors. While racing is in progress you may need to verbally inform other small boats about what is going on.
- On the way to and from the race area you may need to shepherd competitors away from other water users, particularly larger vessels.
- Remember International Regulations for the Prevention of Collisions at Sea (IRPCS) apply at ALL times.
• Do not stand down unless told to do so by the Race Officer. This will usually be once all of the competitors are ashore and signed off. Ensure you acknowledge this instruction to inform the Race Officer that you are safely ashore.

Event Safety Guidelines

• If you are bringing a RIB, please follow the instructions regarding where to launch and where your trailer will be parked. Please help the marshals and organisers by ensuring that your boats, trailers and cars are put in the right place. Please keep your car and trailer clear of the slipway area until you are ready to launch. If you are using a club RIB, please see the ESL (Event Safety Leader) as soon as you arrive.
• ALL volunteers and a representative from every support vessel must attend the applicable briefings each day – please see the appropriate timetable regarding timings and location. Some crews may also be required to attend further briefings – make sure that you know which ones and where and when they are.
• The briefings will contain all of the information regarding your role for the day including necessary safety information.
• For some events, you may be given an official flag. Please attach the flag prominently to your RIB as soon as possible. For a major event this is the established form of identification.
• All launching and recovering will be coordinated by PSC. Please follow any instructions carefully. Once the boats are launched, they will be kept on the pontoon until further instructions are issued. It is the responsibility of the boat’s Skipper to ensure it is correctly secured.
• Overnight mooring is typical in Paignton Harbour – please liaise with the ED to ensure your vessel is safely secured in the correct location.
• It is the responsibility of the Skipper to ensure the boat is correctly secured for the weather and tidal conditions predicted.
• Engines must be tilted up and boats should be secured with bow and stern lines, springs if on the inside and shore lines if not. Additional safety lines may also be necessary.
• You should ensure that your boat is ready to go so that you can depart promptly for the race area each morning.
• You will be required to log in/log out your boat and everybody on it at the start of the day, and most importantly in at the end of the day.
• The entire Safety Fleet and all Official Boats, both skippers and crews, are required to tally out by contacting ESL by VHF radio using your designated call sign.
• At the end of each day, all skippers and crews must sign off again by VHF radio to ESL.
• All boats should ensure that their VHF radios are working by performing a simple radio check at the start of every day.
• Club boats will be refueled by the Bosun overnight where necessary. If you are bringing a vessel, please contact the ED regarding refueling.
The organisation structure of the safety fleet will be described, detailing hierarchy and responsibilities of personnel at the event. This may be detailed in a document or verbally at the safety briefing. You should attend this safety briefing. You will be allocated a position to assume during races, a unique radio call sign, and any special responsibilities at this briefing.

Support Vessel Rules:
- A representative from every support vessel must register with the Event Director each morning and attend the appropriate briefing(s).
- Support Persons must read and abide by the general Event Safety Guidelines (above).
- Support Vessels must carry a VHF radio and monitor their course safety channel at ALL TIMES whilst afloat. They must respond to calls from official vessels promptly.
- Support Vessels must stay outside of the extended course area from the time of the preparatory signal until the Blue flag has been removed and must not communicate, or have contact, with any sailors during this time.
- The extended course area is defined by an imaginary line drawn 200m around the course itself. In addition, Support Vessels may not be positioned between Official Vessels (particularly Mark Laying Vessels) and the nearest mark of the course.
- If the ESO, CSL, PRO or CRO request that a Support Vessel join the safety fleet, they must respond promptly. The above two points subsequently become null-and-void until such time when they have completed their safety duty or have been stood down.
- Poor behaviour or breaches of these rules will not be tolerated, and action will be taken by the Race Committee against Support Persons as allowed for by the RRS.
- The ESO, CSL, PRO or CRO may ask a Support Vessel to return to shore if they feel they are endangering the safety of the fleet.

Safety for Other Activities

Safety for Recreational Sailing
- All participants must register with the beach master before each session.
- Boats must be rigged according to the conditions.
- Life jackets/buoyancy aids should comply with standard BS EN 396 150 N and be worn at all times.
- Permission to launch is at the discretion of the session leader.
- VHF Radios will be carried by all Powerboat skippers when on the water.
- The launching and recovery of boats must be handled with due attention to the safety of the students, other users and tide conditions and in accordance with the local harbour byelaws.
- All powerboats MUST be fitted with an effective fully functional kill cord.
- Emergency procedures as documented will be displayed on all powerboats.
- For operating area see Attachment M – Operating Areas.
Safety for Cruising

- All participants must register with the session leader.
- Boats must be rigged according to the conditions – it is recommended to observe World Sailing Special Regulations Appendix C for inshore dinghy racing.
- Life jackets/buoyancy aids should comply with standard BS EN 396 150 N and be worn at all times.
- Permission to launch is at the discretion of the session leader.
- VHF Radios will be carried by all Powerboat skippers when on the water – in some situations, the session leader will inform participants that they must also carry radios, in which case, this instruction will be complied with.
- When cruising in the vicinity of the harbour, or beaches, due attention must be given to the safety of the sailors, swimmers, other water users and tide conditions and in accordance with the local harbour byelaws.
- All powerboats MUST be fitted with an effective fully functional kill cord.
- Emergency procedures as documented will be displayed on all powerboats.
- The operating area for cruising will be no further out to sea than a line drawn from Haldon Pier Torquay and Brixham Breakwater and take into account the limitations of the 5 knot markers.
Attachments

Attachment A – Agreement to loan of private boat for use during training

I hereby confirm that I agree to the use of boat ……………………………………………………
for training purposes.

I hold a current insurance policy: Policy number: …………………………………………………

Insurance company: ……………………………………………………………………………………………

I confirm that the boat conforms to the RYA safety standards as laid down in the RYA
recognition guidance notes.

Print name: ………………………………………………………………………………………………………

Signed: ……………………………………………………………………………………………………………

Date: ……………………………………………………………………………………………………………
Attachment B – RYA Checklist for all Training Dinghies

All vessels used for RYA training must comply with these requirements plus the equipment requirements of country of operation.

<table>
<thead>
<tr>
<th>RTC name</th>
<th>Inspection date</th>
<th>Inspector’s name</th>
</tr>
</thead>
</table>

References in the left-hand column refer to the Notes section of this form or to the RYA Recognition Guidance Notes.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Item</th>
<th>Check</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Suitable and sufficient craft to teach all courses requested</td>
<td></td>
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<tr>
<td></td>
<td>Boats can be rigged to teach all parts of the syllabi</td>
<td></td>
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<tr>
<td></td>
<td>Boats for spinnaker courses in condition and equipped suitably for club racing</td>
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<tr>
<td>TCD1</td>
<td>Hull in good state of repair and watertight.</td>
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<tr>
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<td>Fittings &amp; toe straps in good order</td>
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<td></td>
<td>Halyards sufficient length and condition</td>
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<tr>
<td></td>
<td>Sheets sufficient length, appropriate diameter and material</td>
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<tr>
<td></td>
<td>No protruding strands in wire rigging</td>
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<td></td>
<td>Shroud pins and split rings taped</td>
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<td></td>
<td>Painter attached to strong point (if boats are towed/left on moorings)</td>
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<tr>
<td></td>
<td>Rudder, centerboard/daggerboard in good condition</td>
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<tr>
<td></td>
<td>Sails in good condition</td>
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<td></td>
<td>System for reefing afloat (beginner/seamanship)</td>
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<td></td>
<td>Suitably equipped for operating area e.g. anchors, paddles</td>
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<tr>
<td></td>
<td>Simulator (optional) stable and functional</td>
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<tr>
<td></td>
<td>Effective righting lines on multihulls</td>
<td></td>
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<tr>
<td></td>
<td>Masthead flotation considered</td>
<td></td>
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<tr>
<td>TCD2</td>
<td>Good range of harnesses available if trapeze boats present, considering quick release sy</td>
<td></td>
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<tr>
<td></td>
<td>Rigging guide for different wind strengths (high-performance boats)</td>
<td></td>
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<tr>
<td></td>
<td>Cleats function correctly</td>
<td></td>
</tr>
</tbody>
</table>

*Buddy system can be used if centre has established that keel/dayboats can be recovered by the crew from a capsize (mast horizontal) or swamping. Boats shall be clean and well maintained.*
## Attachment C – Guidelines for Session Briefings

Before going afloat for any on-the-water session, the following information should be given out in the briefing:

<table>
<thead>
<tr>
<th>Identification of all persons going afloat</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aims and plan for the session</td>
<td></td>
</tr>
<tr>
<td>Weather</td>
<td></td>
</tr>
<tr>
<td>Tide times</td>
<td></td>
</tr>
<tr>
<td>Area of operation</td>
<td></td>
</tr>
<tr>
<td>Safety boat cover</td>
<td></td>
</tr>
<tr>
<td>Personal safety</td>
<td></td>
</tr>
<tr>
<td>Emergency routines</td>
<td></td>
</tr>
<tr>
<td>Safety equipment required</td>
<td></td>
</tr>
<tr>
<td>Local hazards</td>
<td></td>
</tr>
<tr>
<td>Other activities in and around the harbour</td>
<td></td>
</tr>
</tbody>
</table>
Attachment D – Race Officer Disclaimer
~ Valid for 2020 Sailing Season ~

Name: __________________________________________________________________
Date: ___________________________________________________________________

I confirm that I have read and understood the Race Officer Instructions as detailed in the Operating Procedures.

Signed: __________________________________________________________________

I require further training as a Club Race Officer (tick if applicable) ☐

Return this form to Rear Commodore Sailing BEFORE commencing Race Officer duties.
Attachment E – Self-disclosure form for member / employee working with children

Paignton Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection Policy, we require applicants for posts involving contact with children 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: __________________________________________________________________

Have you ever been convicted of any criminal offences? Y / N
If YES, please supply details below:

N.B.: 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) Order 1986, you should declare all convictions including “spent” convictions, cautions, warnings and reprimands.

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children? Y / N
If YES, please supply details below:

Have you ever had any disciplinary sanction relating to child abuse? Y / N
If YES, please supply details below:
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 maybe sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Disclosure and Barring Services (DBS) check and consent to do so if required. I understand that the information contained in this form and in the Disclosure maybe disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed: _________________________________________________________________

Date: _________________________________________________________________

N.B.: if the applicant is under 18, this form should be countersigned by a parent or guardian.
Attachment F – Good Practice Guide for member / employee working with children

This guide only covers the essential points of good practice when working with children and young people. You should also read the RYA Child Protection Policy and Procedures which are available for reference on their website at all times.

- 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 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.
- All members are encouraged to avoid entering the changing rooms when there is one or more children in there without another adult present.

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 an adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.)
Attachment G – Photographic Consent Information

Paignton Sailing Club will not arrange for photographs, video or other images of anyone to be taken or published without their consent or the consent of the parents/guardians. We will abide by the Conditions of Use below. If you have any concerns about the way images are being used, you should inform a member of the General Committee immediately (contact details are available on the club’s website).

1. We will normally only identify a person in photographs or videos by reference to the persons first name.
2. We will not use personal details or full names (i.e. first name and surname) of any person to accompany a photographic image on video, on our website, in our organisation brochure or any other electronic or printed publications without good reason.
3. We will not include personal email or postal addresses, telephone or mobile numbers on video, on our website, in our organisation brochure or in other electronic or printed publications.
4. We may use group photographs or video with very general labels, such as ‘Cadet Week’.
5. We will only use images of persons who are suitably dressed, to reduce the risk of such images being used inappropriately.
6. Photographs or video may be used for coaching purposes or by officials during competition to illustrate incidents on the water.
7. Commercial sale of any form of media will be limited to the organisers or their official photographers.

Name: ___________________________________________________________

Parent’s/Guardian’s Name (if applicable) ___________________________________________________________

Signature: ___________________________________________________________

Date: ___________________________________________________________
Attachment H – Medical Consent Form

To be completed by parent/guardian of all members under the age of 18 on or before the first day of sailing.

Name of child:____________________________________________________________

Date of birth (DD/MM/YYYY): ____________ / ____________ / ________________

Address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Email of parent:__________________________________________________________

Parent/Guardian to be contacted in an emergency

Name:__________________________________________________________________

Telephone contact to be used during sailing:________________________________

Medical details

Are you affected by?

Asthma Yes / No

Diabetes Yes / No

Epilepsy Yes / No

Dizziness Yes / No

Sea sickness Yes / No

Other conditions which may affect you:
________________________________________________________________________
________________________________________________________________________

Are you receiving any medication which may affect performance (if so, please detail)?
________________________________________________________________________
________________________________________________________________________

Parents are reminded that they must be close by and available at all times during sailing activities.
Please inform the course organiser of any changes to name of responsible adult, contact numbers or health information prior to each training session.

Signed:_________________________________________________________________

Date:_________________________________________________________________
## Attachment I – Child Protection Incident Report Form

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time of incident</td>
<td></td>
</tr>
<tr>
<td>Name and position of person about whom report, complaint or allegation is made</td>
<td></td>
</tr>
<tr>
<td>Name and age of child involved</td>
<td></td>
</tr>
<tr>
<td>Nature of incident, complaint or allegation (continue on separate page is necessary)</td>
<td></td>
</tr>
<tr>
<td>Action taken (continue on separate page if necessary)</td>
<td></td>
</tr>
<tr>
<td>If Police or Social Services contacted, name, position and telephone number of person handling case</td>
<td></td>
</tr>
<tr>
<td>Name, organisation and position of person completing form</td>
<td></td>
</tr>
<tr>
<td>Contact telephone number</td>
<td></td>
</tr>
<tr>
<td>Signature of person completing form</td>
<td></td>
</tr>
<tr>
<td>Date and time form completed</td>
<td></td>
</tr>
<tr>
<td>Name and position of organisation’s child protection/welfare officer or person in charge (if different from above)</td>
<td>Y/N</td>
</tr>
<tr>
<td>Contact telephone number</td>
<td></td>
</tr>
</tbody>
</table>
### Attachment J – Incident Report Form

<table>
<thead>
<tr>
<th><strong>General Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of reporter</td>
</tr>
<tr>
<td>Contact details</td>
</tr>
<tr>
<td>Nature of incident</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Names of witnesses / person(s) involved</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Incident details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date /time</td>
</tr>
<tr>
<td>Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Weather conditions</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Assessment of risk</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the severity of the injury?</td>
</tr>
<tr>
<td>What is the likelihood of the incident recurring?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk assessment amended?</td>
</tr>
<tr>
<td>Appropriate authority informed</td>
</tr>
</tbody>
</table>

| Signed: | Date: |
# Attachment K – Near Miss Report Form

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of reporter</td>
</tr>
<tr>
<td>Contact details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of near miss</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Names of witnesses</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Incident details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date /time</td>
</tr>
<tr>
<td>Location</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weather conditions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Assessment of risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the potential of severe injury? H M L</td>
</tr>
<tr>
<td>What is the likelihood of the incident recurring? H M L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk assessment amended? Y/N</td>
</tr>
<tr>
<td>Appropriate authority informed Y/N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signed:</th>
<th>Date:</th>
</tr>
</thead>
</table>
Attachment L – Emergency Procedures Memoir Sheet

MAJOR EMERGENCY
Make a MAYDAY call on VHF Channel 16 or
Dial 999 on mobile and ask for Coastguard
Inform: Paignton Harbour Master on Channel 14 and
Session Leader
Complete: Incident / accident form

GOLDEN RULES
- Manoeuvre for best visibility
- Count heads
- ENTRAPMENT - Right the boat
- Engine OFF when safe to do so
Attachment M – Operating Areas
Attachment N – Safety Boat Kit List

- Fuel
- Paddles or oars (or alternative means of propulsion)
- Bucket or bailer
- Towline
- Throwline
- Tool kit
- Survival bag or TPA (Thermal Protective Aid)
- Waterproof first aid kit containing (minimum) two large wound dressings, two medium wound dressings and triangular bandages
- Anchor and chain or warp
- Distress flares (2 orange smoke and 2 pinpoint red)
- Sharp knife, preferably serrated
- Spare kill cord
- Fire extinguisher 5A/34B serviced annually, in line with manufacturers’ recommendations, discharge test @ 5 year
- VHF fixed or handheld
- Radio emergency procedure card
- Radar reflector must be carried on vessels fitted with an A-frame
- Efficient fog sound signal
- Laminated charts (in date)
- Tide tables (coastal)
## Attachment O – Training Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who might be harmed</th>
<th>How the risk is controlled</th>
<th>Further information/action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drowning</td>
<td>Students, Instructors, Support Staff</td>
<td>Swimming a pre-requisite&lt;br&gt; Buoyancy aids used on the water or harbour-side at all times&lt;br&gt; Qualified instructors and NGB teaching schemes&lt;br&gt; Small staff/pupil rations&lt;br&gt; Emergency and first aid systems and training&lt;br&gt; No swimming signs/life buoys/advice</td>
<td>Pre-visit information&lt;br&gt; Operating procedures&lt;br&gt; Introductory talk&lt;br&gt; RYA guide lines</td>
</tr>
<tr>
<td>Cold</td>
<td>Students, Instructors, Support Staff</td>
<td>Kit list issued prior to visits&lt;br&gt; Qualified instructors&lt;br&gt; Protective clothing issued to pupils when available, i.e. wetsuits and spray jackets&lt;br&gt; Quick access to shelter/warmth and showers</td>
<td>Pre-visit information&lt;br&gt; Operating procedures&lt;br&gt; Introductory talk&lt;br&gt; RYA guide lines</td>
</tr>
<tr>
<td>Sun/Heat</td>
<td>Students, Instructors, Support Staff</td>
<td>Kit list issued prior to visits&lt;br&gt; Qualified instructors&lt;br&gt; Instructor monitors group&lt;br&gt; Cool off sessions/access to drinking water</td>
<td>Pre-visit information&lt;br&gt; Operating procedures&lt;br&gt; Introductory talk&lt;br&gt; RYA guide lines</td>
</tr>
<tr>
<td>Health/ailments</td>
<td>Students, Instructors, Support Staff</td>
<td>Pre-course health declaration and medication&lt;br&gt; Onsite first aid and emergency systems&lt;br&gt; First aid kit on boats and in club house</td>
<td>Pre-visit information&lt;br&gt; Operating procedures&lt;br&gt; Introductory talk</td>
</tr>
<tr>
<td>Physical Injury</td>
<td>Students, Instructors, Support Staff, Public</td>
<td>Quality equipment and maintenance systems&lt;br&gt; Storage systems with health warnings&lt;br&gt; Clear signs regarding hazards</td>
<td>Operating procedures&lt;br&gt; Introductory talk&lt;br&gt; RYA guide lines</td>
</tr>
<tr>
<td>Slips/trips &amp; falls</td>
<td>Students, Instructors, Support Staff, Public</td>
<td>Kit list reference footwear&lt;br&gt; Awareness and removal of slime on slipway&lt;br&gt; Hazard signs&lt;br&gt; Group supervision&lt;br&gt; Regular inspection</td>
<td>Operating procedures&lt;br&gt; Local council harbour Authority</td>
</tr>
<tr>
<td>Hazard</td>
<td>Who might be harmed</td>
<td>How the risk is controlled</td>
<td>Further information/action</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Slipway hazards</td>
<td>Students</td>
<td>Clear briefings</td>
<td>Harbour master controls</td>
</tr>
<tr>
<td></td>
<td>Instructors</td>
<td>Nobody behind wheels when launching</td>
<td>Beachmaster supervision</td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td>Minimum of 4 launching</td>
<td>Introductory talk</td>
</tr>
<tr>
<td></td>
<td>Public</td>
<td>Awareness of other slipway users</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacking Boats</td>
<td>Students</td>
<td>Clear briefings</td>
<td>Beachmaster supervision</td>
</tr>
<tr>
<td></td>
<td>Instructors</td>
<td>Nobody behind wheels when launching</td>
<td>Introductory talk</td>
</tr>
<tr>
<td></td>
<td>Support Staff</td>
<td>Minimum of 3 adults</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public</td>
<td>Awareness of other harbour users</td>
<td></td>
</tr>
</tbody>
</table>
Attachment P – Code of Conduct

1. Always follow safety rules.
2. Always do what your Instructor / Coach tells you.
3. Respect all club equipment.
4. Have fun in a safe and considerate manner.
5. Abusive language will not be tolerated.

REMEMBER: misbehaviour = missed sailing

Sailor’s signature: _______________________________________________________

Date: __________________________________________________________________
## Attachment Q – Acknowledgement of Operating Procedures

<table>
<thead>
<tr>
<th>Section of Operating Procedures</th>
<th>Sign if read and understood:</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Safety Information</td>
<td></td>
</tr>
<tr>
<td>Safety Overview</td>
<td></td>
</tr>
<tr>
<td>Club Hierarchy</td>
<td></td>
</tr>
<tr>
<td>Club Insurance</td>
<td></td>
</tr>
<tr>
<td>In and Around the Clubhouse</td>
<td></td>
</tr>
<tr>
<td>Child Protection and Welfare</td>
<td></td>
</tr>
<tr>
<td>Equality Policy</td>
<td></td>
</tr>
<tr>
<td>Safety Information on the Water</td>
<td></td>
</tr>
<tr>
<td>Accident and Emergency Procedures</td>
<td></td>
</tr>
<tr>
<td>Major Emergency</td>
<td></td>
</tr>
<tr>
<td>Briefings</td>
<td></td>
</tr>
<tr>
<td>Abandonment on the Water</td>
<td></td>
</tr>
<tr>
<td>Operating Areas and Local Hazards</td>
<td></td>
</tr>
<tr>
<td>Group Organisation and Size</td>
<td></td>
</tr>
<tr>
<td>Power Training</td>
<td></td>
</tr>
<tr>
<td>Sail Training</td>
<td></td>
</tr>
<tr>
<td>Race Officer Instructions</td>
<td></td>
</tr>
<tr>
<td>Safety Boat Guidelines</td>
<td></td>
</tr>
<tr>
<td>Event Safety Guidelines</td>
<td></td>
</tr>
<tr>
<td>Safety for Recreational Sailing</td>
<td></td>
</tr>
<tr>
<td>Safety for Cruising</td>
<td></td>
</tr>
</tbody>
</table>

Print full name: __________________________________________________________

Signed: _________________________________________________________________

Date: _________________________________________________________________

~ Hand this form to a committee member BEFORE helping run a session ~
Attachment R – Self-declaration for visiting Coach / Instructor

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

I have read the appropriate PSC operating procedures including:
- RYA training
- Race coaching
- Race officer guidelines
- Safety boat guidelines
- Dealing with a major incident

I hold the following valid RYA Coastal qualifications:
- First Aid
- Power boat 2
- Safety boat
- Power boat Instructor
- Coach/Assessor
- Dinghy Senior Instructor
- Dinghy Instructor
- Keel boat Instructor
- Race coach level 2
- Race coach level 3
- Other

Notes:
- Take note of 5 knot speed restrictions
- Leaving and entering the harbour
- Ferries operate between Paignton/Torquay/ Brixham- Keep clear of their routes
- Operating channel is 37a (M1) for VHF
- Harbour Master is on Channel 14

Signature
## Attachment S – Event Risk Assessment

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who might be harmed</th>
<th>How the risk is controlled</th>
<th>Further information/action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Movement of craft between dinghy park and beach</td>
<td>Public Competitors Support Staff</td>
<td>Team of helpers lead by the Beachmaster to warn other competitors and help keep members of the public away from being hit of knocked by boats being moved</td>
<td>Torbay council guidelines</td>
</tr>
<tr>
<td>Movement of vehicles</td>
<td>Competitors Support Staff</td>
<td>Marshals on hand when boats are moved across the promenade between the green and slipway to allow vehicles to pass safely. Beachmaster monitors movement of vehicles when operating from the harbour</td>
<td>Torbay council guidelines</td>
</tr>
<tr>
<td>High winds and/or high seas leading to capsizes, breakages and collisions. Risk of drowning, hypothermia, impact injuries and fatigue</td>
<td>Competitors and support crew</td>
<td>All competitors and rescue staff are required to wear buoyancy aids to CE standard and wet suits or dry suits. Weather forecasts are carefully monitored by the race committee and PRO. Race is abandoned if conditions become too severe for competitors. Competitors are briefed each day by the PRO on safety and conditions expected each day. Manned rescue craft are provided at a ratio of 1 per 15 competitors for adults or 1 per 10 competitors for juniors. Rescue craft are driven by trained adults, 2 people per craft. All PSC craft are equipped with first aid kits and standard rescue equipment, including anchors, wraps, kill cord etc. An experienced safety co-ordinator is responsible for co-ordinating safety afloat especially in emergencies. He or she also briefs all rescue staff before sailing each day. A safety officer ashore checks all rescue craft are properly equipped, fuelled and have radios and written instruction cards. Harbourmaster is informed of the event at least 3 months beforehand and informed daily during the event by the PRO of course location. All management and rescue craft have radios aboard so that ship to ship and ship to shore communications can be maintained. A tally system ensures all competitors are check in and out when launching and recovering.</td>
<td>RYA guidelines</td>
</tr>
</tbody>
</table>