



Paignton Sailing Club (PSC) Operating Procedures

Version 23.01

Approved by PSC Committee 14/02/2023.





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Summary of Changes 21/03/2021

NEW SECTIONS:

- Summary of Changes
- Preamble
- Launching and Recovery
- Use of the Winch (integrated into Operating Procedures from previously separate document)
- Attachment T – Risk Assessment for Operating on Paignton South Green (integrated into Operating Procedures from previously separate document)

UPDATED SECTIONS:

- Club Hierarchy
- Group Organisation and Size
- Attachment Q – Acknowledgement of Operating Procedures

OTHER CHANGES:

- Slight text and formatting changes throughout
- Updated title of document to better reflect that Procedures may be updated more or less regularly than once annually.

Summary of Changes 28/01/2023

- Incident report form and Near miss form combined into single form (see Attachment J).
- New visiting coach introduction form added (see Attachment K).
- New Risk assessment check sheet added (see Attachment U).
- Minor text and grammar updates.



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 –

1. General Safety information on shore-side safety, information about the club and our child protection policy.
2. On-the-water safety – split down into generic information and then parts for training, racing and other on-the-water activities.
3. 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.



1. 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 £5 million for its activities both afloat and ashore. It is displayed on the notice board in the clubroom and renewed annually by the 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 its 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 its 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](#) . 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 its 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.



Paignton Sailing Club

- 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.



2. Safety Information on the Water

General

Launching and Recovery

When launching and recovering dinghies and RIBs, due consideration must be given to the safety of those involved in the process, and other persons in the area including members of the general public.

When on the slipway, nobody should be stood downhill of any boat or vessel. When launching or recovering a RIB, extreme care should be taken of the moving propeller.

Use of the Winch

SAFETY WARNINGS

- Only persons over 18 may operate the winch.
- Gloves must be worn by the operator who is handling the rope.
- A total of at least 3 people are required:
 - One to operate the rope,
 - One to operate the winch engine & act as banksman,
 - One person to guide the boat being pulled (one on the dolly handle).
- In an emergency everyone must stand clear.
- People must not stand or walk behind a boat being pulled.
- Do not touch any part of the winch engine, it gets hot.
- The winch is heavy, move it with the attached rope strop.
- Do not detach the rope strop from the trolley.

STARTING PROCEDURE

1. Check there is petrol in the tank.
2. Loop the rope attached to the winch trolley over the bollard at the top of the slip.
3. Position the rope bucket beside the winch.
4. Place the two wooden chocks in the rope bucket under the front to the trolley to take the weight off the wheels.
5. Put tape/barriers across to prevent vehicles entering the harbour area.
6. The banksman should look out for pedestrians and vehicles crossing at all times.
7. Tie one end of the rope to the boat trolley where the handle attaches to it using a bowline. **DO NOT TIE TO THE HANDLE OR THE UPRIGHT HANDLE SUPPORT.**
8. Have one or two person(s) standing by to lift the bow with the dolly.
9. Ensure the winch is aligned with the load.
10. Turn on the petrol.
11. Set the throttle to low speed and, if cold, apply choke.
12. Rope operator to **PUT ON GLOVES** to prevent rope burn.



13. Feed the rope through the guide and over the front pulley.
14. Wrap the rope three times around the winch clockwise and then feed it out through the exit hook.
15. Check there is nobody behind the boat to be pulled and everyone is standing clear of the rope.
16. Start the engine with the cord - pull sharply in a straight line.
17. Engine operator turn throttle up as needed.
18. Rope operator to STAND ONE METER TO THE SIDE of the winch and pull the rope hand over hand. DO NOT WRAP IT AROUND YOUR HAND. Applying pressure to the rope causes the winch to bite and begin pulling.
19. COIL THE ROPE INTO THE BUCKET.
20. Stop winching at any time by releasing the pressure on the rope in your hands.

STOPPING PROCEDURE

1. Release the tension on the rope.
2. Turn the throttle down.
3. Press the stop button.
4. Turn off the petrol.
5. Turn the boat 90 degrees at the top of the slip before untying the rope.
6. Remove the tape/barriers and allow people to pass when safe to do so.

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 support vessel but with no more than 6 boats per instructor.
 - in dinghies being sailed single-handed, a maximum 6:1
 - For racing:
 - the ratio is 15 dinghies : 1 support vessel
 - 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 Support 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 Support 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. Standby 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.

RTC name	
Inspection date	
Inspector's name	

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

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

*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:

Identification of all persons going afloat	
Aims and plan for the session	
Weather	
Tide times	
Area of operation	
Safety boat cover	
Personal safety	
Emergency routines	
Safety equipment required	
Local hazards	
Other activities in and around the harbour	



Attachment D – Race Officer Disclaimer

~ Valid for the current 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:



Paignton Sailing Club

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 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 may be 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

Date and time of incident	
Name and position of person about whom report, complaint or allegation is made	
Name and age of child involved	
Nature of incident, complaint or allegation (continue on separate page is necessary)	
Action taken (continue on separate page if necessary)	
If Police or Social Services contacted, name, position and telephone number of person handling case	
Name, organisation and position of person completing form	
Contact telephone number	
Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	Y/N
Contact telephone number	



Attachment J – Incident Report Form

General Information	
Name of reporter	
Contact details	
Nature of incident or near miss	
Names of witnesses / person(s) involved.	
Incident details	
Date /time	
Location	
Weather conditions	
Assessment of risk	
What was the severity of the injury or potential of severe injury?	H M L
What is the likelihood of the incident recurring?	H M L
Action	
Risk assessment amended?	Y/N
Appropriate authority informed.	Y/N
Signed:	Date:



Attachment K – Information for Visiting Coaches and Instructors

Copy of Operating Procedures emailed before event:

At beginning of event:

Acknowledgement of Operating Procedures

Completion of PB qualification form

Self-declaration Form or sight of DBS

Tour of club premises

Explanation of first aid procedures

Explanation of fire procedures

Tour of harbourside outlining safety on harbourside

Explanation of risk assessment for using winch
(Although this should only be used with a qualified
PSC member onsite)

Completion of pre-event risk assessment

Signature of coach.....

Signature of PSC Member.....

Date.....



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

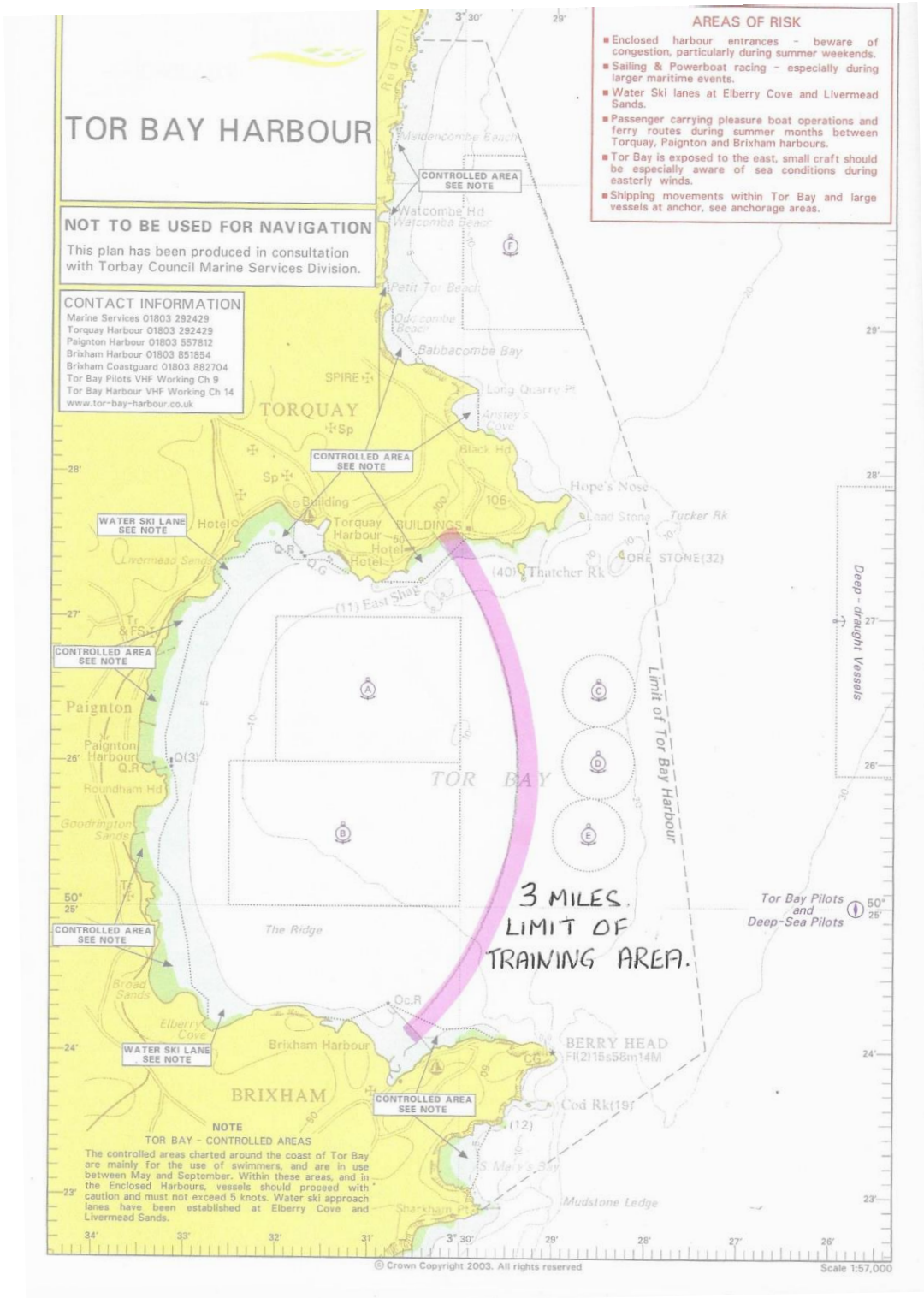
GOLDEN RULES

- Manoeuvre for best visibility
- Count heads
- ENTRAPMENT - Right the boat
- Engine OFF when safe to do so



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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

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



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

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

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

Name	
Date	
I have read the appropriate PSC operating procedures including: <ul style="list-style-type: none">• RYA training• Race coaching• Race officer guidelines• Safety boat guidelines• Dealing with a major incident	
I hold the following valid RYA qualifications: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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

Hazard	Who might be harmed	How the risk is controlled	Further information/action
Movement of craft between dinghy park and beach	Public Competitors Support Staff	Team of helpers lead by the Beachmaster to warn other competitors and help keep members of the public away from being hit or knocked by boats being moved	Torbay council guidelines
Movement of vehicles	Competitors Support Staff	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	Torbay council guidelines Harbour master
High winds and/or high seas leading to capsizes, breakages and collisions. Risk of drowning, hypothermia, impact injuries and fatigue	Competitors and support crew	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.	RYA guidelines



Attachment T – Risk Assessment for operating on Paignton South Green

Hazard	Estimated risk level (N)	Likely impact (M)	Risk Factor (N x M)	Control measures
Injury to competitors due to moving vessels / vehicles on South Green or across promenade	Low (1)	Medium (2)	2	PSC Beach Team, under lead of Beach Master, who in turn reports to Event Director, coordinates movement of vessels / vehicles about green and when crossing promenade. Vessels are to be kept in designated spaces unless movement is required.
Injury to officials due to moving vessels / vehicles on South Green or across promenade	Low (1)	Low (1)	1	PSC Beach Team will be briefed daily by Beach Master, who in turn will be briefed daily by Event Director and advised of potential risks and control measures to employ. All beach team shall wear high visibility jackets to help to be seen by those moving vessels / vehicles.
Injury to public due to moving vessels / vehicles on South Green or across promenade	Low (1)	Medium (2)	2	Area of green where boats are being kept will be taped off. PSC Beach Team will monitor movements and advise members of the public on how to keep safe. All crossings of the promenade by vessels will be controlled by PSC Beach Team.
Injury to competitors due to launching / recovering vessels	High (3)	Medium (2)	6	Competitors are advised of risks of launching/recovering by the World Sailing Racing Rules of Sailing and by entering the competition they agree to take responsibility of risks to themselves or their own property. Event Director and senior Race Management team will monitor conditions for launching and will delay racing if deemed to be unsafe. PSC Beach Team are on hand to assist with launching / recovery if required and a first aid kit will be available. PSC Beach Team are all briefed on emergency procedures including requesting medical assistance. Paignton Harbour Master is briefed on event in advance.



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Hazard	Estimated risk level (N)	Likely impact (M)	Risk Factor (N x M)	Control measures
Injury to officials due to launching / recovering vessels	Medium (2)	Medium (2)	4	PSC Beach Team will be briefed daily by Beach Master, who in turn will be briefed daily by Event Director, and advised of potential risks and control measures to employ. All beach team shall wear high visibility jackets to help to be seen by those moving vessels / vehicles.
Injury to public due to launching / recovering vessels	Low (1)	Low (1)	1	When boats are launching / recovering, PSC Beach Team will monitor movements and advise members of the public on how to keep safe.



Attachment U – Risk Assessment Check Sheet

Event: _____

Date: _____

Name of Person in Charge: _____

Number of Boats: _____

Number of Support Boats: _____

VHF Channel(s): 37a

Risk	Low	Low to Medium	Medium to High	High
Risk Value	1	2	3	4
Wind strength				
Wind direction				
Sea State				
Visibility				
Air Temperature (wind chill)				
Water Temperature				
Sailing area				
Standard of sailor				
Safety cover ratio				
Sailing time				
Column Total				
Risk Value (Sum of all columns)				

Please tick the relevant box to generate a total risk value:

Low Risk	<20	Proceed observing higher risk factors
Medium Risk	20 to 25	Consider risk mitigation – particularly of higher risk factor
High Risk	>25	DO NOT proceed with current plan until risk level has been reduced

Comments: _____

Signature: _____

Name: _____

Date: _____