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BYC - HEALTH AND SAFETY POLICY

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Operating Procedures

1. STATEMENT OF PRINCIPLES

At Ballyholme Yacht Club (BYC), our Officers, staff and members undertake to provide a safe environment for the promotion of organised sailing, boating, diving, and other associated water sports.

Ballyholme Yacht Club recognises its duty under current health and safety legislation and will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Officers and staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health, and welfare of those likely to be affected by our activities at BYC.

We recognise our duty, as far as it is practicable, to:

- meet our requirements to maintain safe and healthy working conditions
- provide adequate control of the health and safety risks so identified
- consult with our staff and members on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure the safe handling and use of substances
- provide information, instruction, and training where necessary for our staff and members
- ensure that all workers are competent to do their work, and to give them appropriate training if required
- prevent accidents and cases of work-related ill health
- actively manage and supervise health and safety at work
- have access to competent advice
- seek continuous improvement in our health and safety performance and management through regular (at least annually) review and revision of policy; and
- co-operate and work with other employers and their workers, when these workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work at BYC.

Rob Milligan
Commodore, BYC
May 2024

2. RESPONSIBILITIES

Whilst overall responsibility for all Club issues rests jointly and severally with the Club Officers, specific health and safety policy responsibilities are delegated as follows:

2.1. General adherence to principles.

It is the responsibility of the Commodore to ensure that the general principles and procedures set out herein are adhered to, to ensure the health and safety of those at risk within BYC.

2.2. Adherence to principles in the provision of RYA training.

It is the responsibility of the RYA Principal to ensure that the principles and procedures related to RYA Sail and Powerboat training courses are adhered to and that sailing equipment is maintained to ensure the health and safety of participants in training at BYC.

2.3. Provision of shore-based facilities and equipment.

It is the responsibility of the Rear-Commodore Shore to ensure that the shore-based facilities, equipment, and procedures, including alarm systems and firefighting equipment, provide a safe environment and are maintained and tested to ensure the health and safety of those at risk within BYC.

2.4. Planning of racing events and general organised afloat activities.

It is the responsibility of the Rear-Commodore Sailing to ensure that the forward planning of racing events and the facilities, equipment and procedures provided for all those involved in organised activities afloat (other than RYA training) are appropriate, effective, and maintained to ensure the health and safety of those on the water at BYC. These responsibilities may be delegated to individual race organisers, organising committees or race officers for specific events at the discretion of the Sailing Committee.

~~2.5. Planning and organising of diving and related organised activities or procedures.~~

~~It is the responsibility of the Diving Officer to ensure that the provision of Club-owned equipment and forward planning and control of organised diving and related organised activities are appropriate and effective to ensure the health and safety of those involved in diving at BYC. These responsibilities may be delegated to individual Dive Marshals for specific events at the discretion of the Diving Officer.~~

2.6. Provision of rescue equipment and facilities.

It is the responsibility of the Rescue Convener to ensure that the Club's Safety Boats, facilities, equipment, and procedures providing Safety Boat cover for all those involved in organised activities afloat are appropriate, effective, and adequately maintained to ensure the health and safety of those at risk on the water at BYC. These responsibilities may be delegated to Rescue Maintenance personnel, the Rescue Coordinator, Team Leaders for specified periods or to individual event rescue coordinators for specific events at the discretion of the Sailing Committee.

2.7. Other facilities, equipment, or procedures.

It is the responsibility of the Commodore to specify other named person(s) who shall carry other specific responsibilities for other facilities, equipment or procedures not specified herein to safeguard or improve the safety of those at risk at BYC.

3. PERSONS AT RISK

The following categories of persons must be considered for the mitigation of risk within BYC:

3.1. Those within the vicinity of BYC shore facilities.

- Staff
- Members
- Visitors
- Instructors
- Course attendees
- Contractors
- General public

3.2. Those affected by activities afloat, organised by BYC.

- Staff
- Members
- Visitors
- Instructors
- Course attendees
- Other water users

4. IDENTIFICATION OF HAZARDS

The following categories of hazards are deemed to be present within BYC.

4.1 Those within the vicinity of BYC shore facilities:

- Fire
- Hazardous substances
- Tripping / slipping/ falling hazards
- Drowning
- Movement of equipment
- Machinery and tools
- Vehicles
- Electrical hazards
- Marine engines
- Pressurised gas containers
- Gas safety
- Scalding
- Enclosed spaces
- Hazardous waste
- Work at heights
- Lone working
- Display screen equipment
- Food preparation health risks

4.2 Those involved in activities afloat, organised by BYC:

- Fire
- Hazardous substances
- Tripping / slipping hazards
- Drowning
- Movement of Equipment
- Exposure and hypothermia
- Collisions with other craft
- Marine engines
- Pressurised gas containers

5. MITIGATION OF HAZARDS

The following mitigations of hazards will be used within BYC:

5.1. Those within the vicinity of BYC shore facilities.

5.1.1. Fire.

- a. All permanent buildings shall be fitted with fire alarm systems, operated, and tested in accordance with procedure. Adequate, suitable fire extinguishers will be kept in all areas and inspected in accordance with procedure. Potential fire hazards and the presence or build-up of combustible materials will be identified and addressed in accordance with procedure.
- b. Awareness of fire procedures will be ensured by adequate, suitably placed signs and in briefings given at the start of all courses and all BYC organised events. Any officer, member or staff bringing contractors onto site shall ensure adequate fire briefing before any work is started.
- c. Any contract work that significantly increases fire risk, or involves the use or storage of flammable materials, must be brought to the attention of an officer, who shall instigate such additional measures or procedures necessary to mitigate the increased risk. These measures shall be agreed with the contractor before the start of any works.
- d. Marine engine and other fuels shall be stored in suitable containers, kept in the purpose-made fuel store at the Seacliff Roadside of the rescue and training building.

5.1.2. Hazardous substances.

- a. A register of COSHH (control of substances hazardous to health) information shall be kept in the office. This information will be updated regularly and shall include handling procedures for regularly used substances. This information will be drawn to the attention of all staff, members and contractors involved in the handling and storage of hazardous substances.
- b. Storage of substances will be in separate, designated and suitably marked places. These storage details will be recorded in the COSHH register.
- c. An asbestos register shall be kept in the office. This shall record all known asbestos-containing materials present in the club. This information will be drawn to the attention of all staff, members and contractors involved in carrying out works that may potentially impact such materials.

5.1.3. Tripping / slipping / falling hazards.

- a. Boat and trailer storage in the north and south boat parks will be managed by the designated parks convener(s) to minimise the risks of tripping. All protruding tie-down points shall be clearly marked. Regular safety inspections of all areas will be carried out in accordance with procedure 7.1.2 to identify and address these hazards.
- b. All slipways and jetties will be regularly treated and cleaned to minimise slipping hazards due to algae, rubble etc.
- c. A risk of falling from height exists in both the North and South dinghy parks, where there is a possible drop of some 4m at low water. These risks will be briefed at the start of all courses and organised events.

d. The Windsurfing Simulator shall always be used with a mat if on a concrete surface, or used on the lawn, to mitigate injury from falls when conducting training drills. No child under 16 may use the simulator and only instructors are to demonstrate gybes.

5.1.4. Drowning.

Risk of drowning by falling into the sea is present at the shoreline at BYC. All members and staff shall constantly be aware of this risk, and routinely draw it to the attention of visitors, minors etc. Signs shall be erected at the slipways to draw attention to this risk. This shall also be briefed at the start of all courses and organised events.

5.1.5. Movement of equipment.

The risk of personal injury is present when members and staff are involved in the movement of equipment for club functions etc. This risk is increased in the use of the stairs for equipment and stocking of the upstairs bar. This risk shall be brought to the attention of all those involved, and specifically briefed to new members of staff. Course attendees and visitors shall not assist in the movement of equipment. Suitable trolleys shall be provided for movement of large or bulky objects, or multiple objects such as chairs.

5.1.6. Machinery and tools.

The duties involved in the running and upkeep of the club and facilities require the use of machinery and tools that present the risk of personal injury. Duties such as grass cutting, electrical works, engine repairs, etc., shall be carried out by persons specifically designated for such duties and assessed as competent in the use of such equipment. A register of such designations shall be kept in the office. Visitors and course attendees shall not use such equipment.

5.1.7. Vehicles.

The parking of vehicles and the manoeuvring of trailers with vehicles presents the potential risk of personal injury to those present in the boat parks. A speed limit of 5 mph shall be enforced in these areas. All members and staff shall constantly be aware of this risk, and routinely draw it to the attention of visitors, minors etc. Parking will be banned during major events or when large numbers of visitors are present. All persons must be kept clear of vehicles and towlines pulling boats and trailers up slipways. This risk shall be briefed at the start of all courses and organised events.

5.1.8. Electrical hazards.

All electrical equipment shall be regularly inspected and tested for electrical safety by qualified personnel. A register of such testing shall be maintained in the office. All members and staff shall constantly be aware of the risk of damaged or unsafe electrical equipment and shall report all problems to an officer or the office.

5.1.9. Marine engines.

Safety boat engines are routinely run for rinsing and testing in the boat parks. Propeller rotation presents the risk of injury. Engine running out of water shall only be carried out by those holding an RYA powerboat level 2 or equivalent certificate, or under the direct supervision of a Powerboat Instructor. Briefing of this risk shall be included in relevant courses and organised events.

5.1.10. Pressurised gas containers.

All pressurised gas containers shall be regularly tested or replaced in accordance with the relevant regulations. Records for BYC owned cylinders shall be kept in the office. The Club's compressor shall be regularly maintained by a competent person and shall only be used by trained operators. Record of use shall be kept in the compressor room.

5.1.11. Signalling devices.

Various sound signalling devices are used within BYC. These shall be kept in a designated secure place in the clubhouse and only used under the direction and personal supervision of a designated competent person.

5.1.12. Scalding.

There are sources of potentially hot water present within the buildings. Regular testing of such sources shall be carried out to guard against excessive water temperatures. Maintenance of mixer valves, thermostats etc. shall be linked to such regular testing. Records of same shall be kept in the office.

5.1.13. Gas Safety

a. Mains gas is provided to four boilers for providing hot water for the showers and taps, and also to the fire in the Lounge Bar. The boilers and fire are serviced and checked on an annual basis by an approved gas maintenance contractor. Records are kept in the Fire File in the General Office.

b. LPG gas is provided to the galley for the cookers and ovens. As per 5.1.13.a.

c. Asphyxiating gases. CO2 cylinders are stored in the beer store. A significant leak and build-up of CO2 in this room could reduce the O2 level in the room to an unsafe level. A CO2 monitor and alarm is provided in the room. This is checked periodically by our beer supplier, Inbev. Records are kept in the Fire File in the General Office.

5.1.14. Enclosed spaces

a. Fuel Store: Petrol and chemicals for slip cleaning are kept in the fuel store, at the roadside of the Rescue Building. Vapours from these could be hazardous, either by depleting the O2 level in the room or by their toxic nature, or by forming an inflammable mixture. To negate these risks, the containers should be kept closed, the room should be well ventilated, and no smoking is allowed in the room. Personnel should not be in the room with the door closed.

b. Running engines inside the Rescue Building can lead to a build-up of CO and CO2, if there was inadequate ventilation due to some or all the doors being closed. Boats should be pulled outside for engine testing/maintenance. Short duration testing inside the Rescue Building can only take place with at least two of the roller doors open.

5.1.15. Hazardous waste

Hazardous waste at the site includes lubricating oil and old diesel oil from engine maintenance, old tins of paint and antifouling, chemical containers, and old cooking oil/fat. These must be collected separately and disposed of at one of the Council's Recycling Centres.

5.1.16. Working at heights

Where work is to be undertaken at height, it shall be properly planned, appropriately supervised, and carried out in a manner which is safe, so far as it is reasonably practicable. Consideration will be given to the most appropriate means of access, the nature of the work and the suitability of the ground conditions.

5.1.17. Lone working

Given that BYC has a small workforce, there are occasions when a staff member will be working alone in one of the buildings. The nature of the tasks they are being asked to perform needs to be assessed to see if they are at increased risk, due to being a lone worker. This can

involve e.g. cash handling or due to health issues.

5.1.18. Display screen equipment

Computers are used by our Office staff and by the Training Manager. Staff using the computers need to be made aware of the control measures to prevent health issues from the use of display equipment for extended durations. These include the chair design and height, screen size and height, lighting (reflections and glare), rest breaks and regular eye-sight tests.

5.1.19. Food Preparation Health Risks

Staff, members, and visitors, who are engaged in the preparation of food and drinks in the Galley, shall be properly briefed on our required hygiene standards and on the correct operation of the Galley equipment. Food handling, preparation, cooking, and storage should be as per the FSA's Safe Catering Guidelines. Those working in the Galley should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. People who are not 'fit for work' could spread food poisoning bacteria to food. Anyone who has diarrhoea and/or vomiting must by law report it to their manager immediately and should not return to work until they have had no symptoms for 48 hours.

5.1.20 Manual Handling

a. Manual handling is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. As an instructor it is worth being aware that workplace injuries can affect your life and recreation as well as your work, particularly in later years. Injuries sustained while sailing can also affect your students. This includes sudden injuries in the workplace as well as cumulative wear and tear, commonly caused by poor positioning over a period of time. Common risks arise from:

- Excessive or awkward loads for one person.
- Slippery or uneven surfaces
- Repetition or excessive duration of tasks

b. Slipways, jetties and dragging boats can all give rise to these circumstances. Studies show that the overwhelming proportion of accidents in the workplace are sprains or strains due to manual handling. Of these, back injuries are three times more common than any other injury. The Manual Handling Operations Regulations 1992 contains guidance suggesting that manual handling should be included in risk assessments and that employers, employees and volunteers should take sensible steps to minimise the risks.

c. Handling Tips:

- Widen the base of support whilst lifting/carrying.
- Keep the load inside the base of support whenever possible
- Avoid asymmetry, e.g. carrying a heavy fuel can
- In general, before lifting; ASSESS: task, load, environment, individual(s) PLAN: task, route PREPARE: load, self, area.
- When it comes to moving boats, ensure you have sufficient people to carry out the task safely. For example, pulling a heavy boat up the slipway

5.2. Those involved in activities afloat, organised by BYC.

5.2.1. Fire.

The risk of fire afloat is present on BYC safety boats. All boats shall be subject to regular routine maintenance to address this risk. Smoking and the use of any naked flames shall be banned from all BYC safety boats to mitigate this risk.

5.2.2. Tripping / slipping hazards.

Risks of tripping and slipping whilst afloat aboard BYC-owned powerboats will be addressed by suitable inspection before each launch. This shall be briefed to those involved in launching boats and included in course briefings. Boat floors shall be washed down immediately after any fuel spillage.

5.2.3. Drowning.

The risk of drowning is inherent in all waterborne activities. To minimise this, all organised activities afloat shall include three areas of mitigation:

a. Personal buoyancy or lifejackets. All those afloat aboard safety boats, dinghies, windsurfers and sports boats must at all times wear personal buoyancy to the current recommendations (50N). Other vessels must carry adequate personal buoyancy for all crew. These rules shall be rigorously enforced by all those involved in the organisation of BYC courses and organised events.

b. Provision of Safety Boat cover. Competitors can reasonably expect Safety Boat cover for all organised dinghy events. Courses also require adequate Safety Boat provisions. Suitably fitted and crewed Safety Boat cover will at all times be provided such that any vessel can be reached within approximately 3 minutes of an occurrence during an organised event. A BYC member holding an RYA Level 2 powerboat certificate or equivalent shall be in charge of each Safety Boat. BYC Safety Boats shall be operated and maintained in accordance with the procedures 6.7 and 6.8 in section 6 of this document.

c. Consideration of current and expected weather conditions. All those involved in organising and controlling afloat activities shall take account of the current and imminent weather conditions in respect of the abilities and preparedness of those involved. A nominated person, normally the Race Officer or Senior Instructor, will assess the conditions prior to each session afloat and curtail or stop activities if weather conditions present an unacceptable level of risk.

5.2.4. Movement of equipment

The risk of personal injury is present when members are involved in the movement of equipment when afloat (e.g. lifting & recovering marks). These risks shall be brought to the attention of all those involved. Course attendees and visitors shall not assist in these activities.

5.2.5. Exposure and hypothermia.

The comments in 5.2.3 above also apply to the mitigation of these risks. In addition, race organisers and instructors will ensure that all those going afloat will be briefed at the start of all courses and organised events.

~~5.2.7. Diving-related injuries~~

~~All diving shall be carried out in accordance with the BSAC Safe Diving Practices. In the event of a diving-related injury occurring, the Dive Marshal shall assess the situation, advise the Coastguard where appropriate (via VHF), and arrange for suitable treatment. Any such injuries should be reported at the earliest opportunity to the Diving Officer, and to the Club Officers after subsequent investigation, and to the BSAC if necessary.~~

5.2.8. Collisions with other craft.

a. The risk of collision with other craft exists during all organised afloat activities. All BYC boats shall comply with the International Regulations for Preventing Collisions at Sea, except for sailing boats whilst racing, where they shall comply with the Racing Rules of Sailing.

b. Safety Boats and race official boats must be aware of the risk both between boats directly involved in their activities and other water users. BYC boats must always be helmed either by competent members or specifically designated visitors holding an RYA powerboat level 2 or BSAC Diver Coxswain qualification, or under the direct supervision of a Powerboat Instructor. Briefing of this risk shall be included in relevant courses.

5.2.9. Marine engines.

The risk of injury from marine engines whilst afloat is addressed by adequate training and the use of kill cords on all BYC powerboats. Kill cords shall be worn by Safety Boat helms at all times, except when the engine is stopped for rescue work. Kill cords shall be tested at each launch. Boats shall at all times be under the control of a competent member or specifically designated visitor holding an RYA powerboat level 2 or BSAC Diver Coxswain qualification.

5.2.10. Pressurised gas containers.

Gas cylinders shall be adequately secured in boats when afloat, to avoid damage to the cylinder and/or pillar valve.

6. OPERATING PROCEDURES

6.1. Safety equipment and inspections ashore.

6.1.1. Fire equipment.

a. Fire alarm systems shall be tested monthly prior to each Shore Committee meeting. A log of the systems to be tested, date of testing, tester, and condition found, and any remedial work shall be maintained in the office. This log shall be reported at each Shore Committee meeting. Any problems shall be immediately reported to an officer for action. All systems shall be the subject of annual inspections by the supplier or other designated specialist contractor. At least one alarm test per year shall be carried out during a club function, or when enough members are present, to raise awareness of the alarm system operation.

b. Firefighting equipment shall be inspected every three months during the shore safety inspection. Firefighting equipment shall be thoroughly inspected and serviced or replaced annually by the supplier or other designated specialist contractor. A log of firefighting equipment shall be maintained in the office.

Fire awareness training should take place on an annual basis for all employees and recorded.

6.1.2. Shore safety inspection.

All BYC shore facilities shall be subject to regular safety inspection tours, known as "Shore Safety Inspections".

a. The Shore Safety Inspection shall be carried out by a minimum of three members, at least one of which shall be a designated Shore Committee Officer. The inspection shall address all potential persons at risk and categories of risks indicated in the BYC Health and Safety policy document. Potential fire hazards and the presence or build-up of combustible materials will be identified and addressed. Safe storage of fuels, hazardous substances, tripping and slipping hazards, and the condition of walkways and slipways shall be assessed and recorded. It shall also address any additional risks not previously identified or inappropriate measures; this shall be used as the means to update this document as required.

b. A record of inspections shall be kept showing route of inspection, problems found, date of inspection, those present and any remedial works. This shall be maintained in the office. This record shall be reported to the Shore Committee meeting, where follow up actions shall be progressed.

6.2. Safety equipment and inspections afloat.

6.2.1. Sailing equipment inspections.

All sailing equipment shall be inspected annually by the RYA Principal. In addition, all relevant sailing equipment shall be inspected by the Senior Instructor designated for a particular course prior to the start of each course. The RTC is also inspected annually by an external independent Trainer on behalf of the RYA.

6.2.2. Safety Boat inspections.

All power boats and engines shall be serviced, inspected, and recorded by a designated specialist at least twice per season. Condition reports shall be made to the Sailing Committee. In addition, the Convener, Team Leader, or other designated rescue controller shall inspect each boat for safety equipment prior to each launch.

6.2.3. Safety Afloat Audit.

All BYC afloat safety equipment, procedures and planning shall be subject to an annual safety audit, known as the "Safety Afloat Audit".

a. The audit shall be carried out at least annually by a minimum of three members, at least one of which shall be a designated Sailing Committee Officer. The audit shall address all potential persons at risk and categories of risks indicated in the BYC Health and Safety policy document. Opportunity shall be taken to review the use of equipment, procedures and planning for events since the last audit to measure successful mitigation of hazards. It shall also address any additional risks not previously identified or inappropriate measures; this shall be used as the means to update this document as required.

b. This audit shall be reported at the Sailing Committee meeting, where follow up actions shall be progressed.

6.3. Generic course operating framework.

6.3.1. Course preparation and attendee registration.

a. A Senior Instructor (SI), or equivalent, shall be appointed for each course. They shall assume responsibility for planning for the course, including adherence to the principles herein. All operations should have a Risk Assessment available, and this should be shown to the Senior Instructor prior to any course running.

b. Briefings of additional risks shall be sought from a Club Officer prior to the start of a course. Requirements for other instructors and Safety Boat cover shall be determined and recorded prior to the start of a course by the RYA Principal and agreed to by the SI after discussion.

c. All attendees shall provide information on medical conditions and shore contacts as part of registration for the course. This must be reviewed by the SI before the start of the course. Any resultant special arrangements or provisions must be briefed to all instructors, assistants, and safety crew.

6.3.2. Course ashore briefings and sessions.

a. A briefing for dinghy instructors is necessary prior to the arrival of the course participants. For summer courses this is at 9am on Mondays and 9.15 on Tuesday to Fridays.

b. Courses may consist of either or both ashore and afloat sessions. An initial ashore safety briefing shall be provided to all course attendees at the start of the first session, regardless of the need for other ashore sessions.

c. Briefings must include:

- Fire alarms, procedures, telephone points and availability of First Aid.
- Tripping and slipping hazards in the boat parks, on slipways and jetties.
- Use of Windsurfing Simulator (if applicable)
- Risks from the wash of ferries.
- Risks from vehicle movements in the boat parks including towing up slipways.
- Risks from marine engines where appropriate.
- Use of personal buoyancy.
- Provision of suitable personal clothing and where to stow this after use.
- Location of the galley for lunch.
- Location of changing areas and notice about their cleanliness.
- Notice on the use of the wet entrances to the changing areas.
- Introduction to the other staff at the club.
- Notice about course rules and course procedures.
- Safe operation and mooring of Safety Boats.
- Any specific additional risks identified and not addressed at previous safety inspections.

d. A copy of the course rules and procedures are available from the RYA Principal.

6.3.3. Course afloat briefings and sessions.

a. Other than those briefings included above, an additional briefing shall be provided immediately prior to each afloat session.

b. This must include:

- Current and expected weather conditions.
- Provision of suitable personal clothing.
- Likelihood of abandonment or cancellation.
- Method of indicating return ashore.
- Method of being accounted for at the return ashore.
- Safety cover.

c. A session debrief must be done as soon as possible after the course participants have come ashore.

d. Accidents and incidents must be noted in the report book.

e. All afloat instructors shall also be briefed in methods of communication with the SI and requirements for reporting of deteriorating conditions.

6.4. Feedback Procedure.

Feedback forms will be given to each course participant at the end of the course. Forms will be returned to chief instructor, read and appropriate action will be taken according to information obtained from feedback.



Course Feedback



Course name:

Venue:

Name:

Mobile number: Date:

Course Content



General content of the course

Information in briefings and debriefings

Amount of syllabus covered

Course Presentation



Instructor positive and effective

Questions answered to your satisfaction

Information presented clearly and easily understood

Course Venue



Changing facilities

Rooms used

Equipment used

Favourite part of the course:

Least favourite part or what you would change:

6.5. Evacuation procedure.

- a. Anyone present within the shore facilities at BYC shall be aware of the mechanisms and means of safe escape from buildings. The evacuation procedure shall be briefed at the start of courses and organised events.
- b. Anyone detecting a fire shall immediately raise the alarm. The alarm is a continuously ringing bell. Emergency services should be contacted by telephone using 999. Evacuation from the building shall be via the marked emergency escape routes to the primary designated muster point in the North Boat Park, or to the alternative muster point in the South Park, if necessary. Small fires should only be tackled by a competent person, using the extinguishers provided. The use of fire extinguishers, etc shall be reported to a club officer or member of staff.

6.6. Emergency procedure ashore.

- a. Anyone present within the shore facilities at BYC shall be made aware of the provision of First Aid and conduct during medical emergencies. This shall be displayed on notices and briefed at the start of courses and organised events. All course attendees shall be made aware of available first aiders and facilities.
- b. Anyone seeing or finding someone taken ill or hurt, or a fire, shall immediately get First Aid help and / or contact the emergency services. Medical emergencies shall be reported to a club officer or staff, who can contact 999 if not already done. Minor medical emergencies can utilise the First Aid equipment available in the office, bar, or rescue building.

6.7. Emergency procedure afloat.

- a. Anyone going afloat at BYC shall be aware of the means of reacting to emergencies on the water. A specific procedure shall apply for each course or event. For all RYA courses the course Senior Instructor shall be designated as the duty First Aider; however, every RYA instructor needs to have an in-date RYA recognised First Aid certificate, which shall be updated every three years. The emergency afloat procedure shall be covered at the start of courses and organised events.
- b. Anyone becoming aware of an emergency afloat shall immediately raise the alarm by informing a Safety Boat and/or contacting the battery or clubhouse. If necessary, direct contact should be made with the coastguard using telephone or preferably VHF. Injured persons must be immediately brought ashore unless doing so would incur additional injury or risk.
- c. Hypothermia is a particular risk. Anyone who has been immersed for a significant time must immediately be covered with a blanket or warm clothing and brought ashore for treatment. A hypothermia case will require medical treatment, so the emergency services should be contacted on 999 ASAP.
- d. Minor medical emergencies can utilise First Aid equipment available in the Safety Boats, the rescue building or the clubhouse office or bar. In the case of head injuries, ice packs are available in the galley and the bar.

6.8. Safety Boat operational procedure.

- a. The provision of adequate Safety Boat cover to ensure safety for both dinghy events and courses is dependent on the condition and safe operation of the Safety Boats. BYC Safety Boats shall therefore only be operated under the direction of a person holding a minimum of the RYA "Powerboat Level 2" certificate, with at least one additional competent crew.
- b. The use of BYC Safety Boats shall adhere to the following guidelines:

- Safety Boat keys are to be kept locked in the Battery when not in use.
 - Safety Boats shall have on board a waterproof safety box containing all safety related items.
 - Safety Boats waterproof boxes shall be checked to be dry and complete prior to launch.
 - Safety Boat trailers/trolleys shall be checked for safe operational condition prior to launch.
 - Safety Boats shall be checked for fuel, condition, and safe operation prior to launch.
 - Safety Boat engines shall be run prior to launch.
 - Safety Boat kill cords shall be tested prior to launch.
 - Safety Boats shall carry out a VHF radio check immediately after launch.
 - Safety Boats shall stay afloat and manned until the last competitor or course attendee is ashore.
 - Safety Boats shall be moored in a safe manner to avoid damage, with particular care being taken to avoid boats passing under the jetty, either by mooring on the lee side of the jetty or by use of the haul-out line when in place; this item is to be included in all pre-course briefs.
 - Safety Boats shall be retrieved with engines partially raised to guard against propeller damage.
 - Safety Boat engines shall be run using freshwater for a minimum of 3 minutes after recovery.
 - Safety Boats shall be washed down, cleaned and emptied of rubbish after use.
 - Waterproof safety boxes shall be checked to be dry and complete after use and returned to the Battery.
 - Any problems or faults shall be recorded in the Standard Operating Procedures Register in the Battery or related directly to the Rescue Convener or Safety Boat maintenance personnel, immediately after recovery.
- c. Waterproof safety boxes shall contain as a minimum the following:
- 2 red pinpoint flares in date
 - 2 orange smokes in date
 - 1 sealed First Aid pack of adequate size
 - 1 toolkit for the engine in use (excludes yak)
 - 1 space blanket
 - 1 spare kill cord
 - 1 spare starter rope
 - 1 handheld compass (unless the boat is fitted with a fixed compass)
 - 1 fire-extinguisher
 - 1 knife (unless there is a safety knife/holster attached to the console)
- d. Each Safety Boat shall also carry the following equipment:
- 1 anchor and adequate warp stored in a dedicated locker, console or seat storage
 - 1 internal anchor attachment point
 - 1 baler fitted to the transom
 - 1 alternate baler or bucket
 - 2 warps of at least 10 meters
 - 1 painter attached to the bow that cannot reach the propeller
 - 1 console mounted VHF radio or handheld radio held in a dedicated pouch
 - 1 collar inflation pump or bellows with correct hose and end fitting
- e. These lists shall be prominently displayed in the Rescue Shed.

6.9. Safety Boat maintenance procedure.

a. The provision of adequate Safety Boat cover to ensure safety for both dinghy events and courses is also dependent on the reliable operational condition of the Safety Boats. BYC Safety Boats shall therefore be subject to routine maintenance and regular inspection by the Rescue Convener, BYC designated Safety Boat maintenance personnel or designated specialist.

b. The maintenance of BYC Safety Boats shall adhere to the following guidelines:

Six monthly:

- Safety Boat hulls, collars shall be thoroughly checked for condition.
- Safety Boat engines shall be serviced by a designated specialist.
- Records of such services shall be held both by the specialist and BYC

Monthly:

- Safety Boat kill cords shall be tested for safe operation and condition.
- Safety Boat VHF radios shall be checked for correct operation.
- Safety Boats engine oil levels and quality shall be checked.
- Safety Boat propellers shall be thoroughly checked and if necessary, returned to the designated specialist for repair or replacement.
- Safety Boats shall be launched and tested for safe and correct operation by the Rescue Convener or Safety Boat maintenance personnel.
- Safety Boats shall be returned to the specialist if any significant problems are found or reported.
- Waterproof safety boxes shall be checked to be dry and complete.

d. Any problems or faults recorded in the Standard Operating Procedures Register in the Battery, or related directly to the Rescue Convener or Safety Boat maintenance personnel, shall be acted on prior to the next planned use of the boat, either by rectification, return to the designated specialist or by clearly marking the boat as "Out of Service" with a suitable label mechanism e.g. Out Of Service wheel-cover or prop-bag.