

SWACOB Safe Operating Procedures- Draft

Suffolk Water Activities Club Oulton Broad is a County Scout provision based at Oulton Broad Water Sports Centre. These procedures outline the way the club runs to ensure safety of all participants.

Permission is sought from the County Commissioner to run SWACOB under class C ruling following the procedures detailed here.

1. Class C only applies if both these conditions are fulfilled:

- There is an instructor on site who is at least BCU level 3 coach or RYA senior Instructor. Hereafter referred to as the “lead instructor”
- There is an adult onsite who has a management warrant (ADC, GSL, ACC)

*** at the moment both these roles are fulfilled by L Chapman

**** if both the conditions are not met the club can only run under normal scout rules. B1 classification would be “normal” for Oulton Broad.

2. If point 1 is met. Class C only applies to SWACOB events which:

- a) Are held on Oulton Broad
- b) Are run from OBWSC
- c) Are run on Friday evenings

***SWACOB events outside these areas or times require separate permission or run under “normal” rules.

3. Responsibility of Lead Instructor (as defined in point 1)

- a) Determine that the weather conditions are appropriate for the planned activities to run safely ensuring quality safe scouting.
- b) Ensure that groups on the water are led by appropriate instructors/leaders as defined in the matrix below.
- c) Ensure that all safeguarding and first aid procedures are in place as required by the Scout association.

County Commissioner is asked for this permission annually at the start of the season (March). County Commissioner may withdraw the class C permission at anytime without warning.

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4. Instructor / Leader Matrix.

ALL Instructors must have attended 2 hour centre familiarisation before they can be used as an instructor.

Activity	Class ruling	Qualification	Group size / notes
Canoeing/ kayaking	C	BCU Coach level 1	1:8 (2:12 with assistant)
		BCU 3 star award +FSRT	1:8 (2:12 with assistant)
		BCU 2 Star +FSRT	Assistant instructor adds 4 to the group size.
		BCU Coach level 2	1:12 (max 8 boats) can only take 12 in double kayaks or open canoes.
		BCU Coach level 3	Max 10 craft
	B1	Permit Holder	Defined on permit
Sailing – Crewboats (wayfarers)	C	RYA Level 2	1:4 (1 boat)
		OBWSC Assistant instructor	Max 2 boats (max 6 participants)
		RYA Instructor	Max 3 boats (max 9 participants)
		RYA Senior Instructor	Max 4 boats (max 12 participants)
	B1	Permit Holder	Defined on permit
Sailing Single handed (toppers)	C	RYA Level 2	1 boat (Max 2 participants)
		OBWSC Assistant instructor	2 boats (Max 4 participants)
		RYA Instructor	3 boats (Max 6 participants)
		RYA Senior Instructor	4 boats (max 8 participants)
	B1	Permit Holder	Defined on Permit
Windsurfing	C	RYA windsurfing instructor	1:6
	B1	Permit Holder	Defined on Permit
Paddle boarding	C	BCU Coach 1, 2 or 3 or RYA instructor (windsurf or dinghy) – with onsite training.	1:6
	B1	Permit holder for paddling or windsurfing + onsite training	1:6
Improvised rafting	C	BCU Coach 1, 2, or 3 – with onsite training	1:8
	B1	Permit holder for paddling + onsite training	1:8

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Activity	Class ruling	Qualification	Group size / notes

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Risk Assessment and Operating Procedures - Dinghy Sailing

All dinghy sailing is supervised by validated instructors who hold RYA qualifications. Dinghy Sailing is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none">• Participants wear a correctly fitted buoyancy aid at all times• Buoyancy aids are subject to an annual inspection and a visual check prior to every use.• Dinghies are subject to an annual maintenance schedule, and are visually checked prior to each use.• Dinghies are of an appropriate type for the activity and the participants.• Participants are briefed on capsize procedure.• Sessions are managed as per the procedures below.• Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, craft collisions, manual handling, slips trips or falls	<ul style="list-style-type: none">• Participants are briefed as per procedures below.• Instructors ensure that all participants wear appropriate clothing and footwear.• Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none">• Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none">• Instructors remind participants that open cuts, grazes or wounds are suitably covered.• Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of instructors in charge of dinghy sailing:

The senior instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with minimum standards for dinghy sailing, see instructor matrix.
- All instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day.

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Equipment

- Dinghies must be visually checked before the session to ensure that
 - they are suitable and appropriately rigged and equipped for the intended activity and weather conditions
 - they are in adequate condition.
 - they have adequate and secure buoyancy.
 - they are appropriate for the size of the participant(s).
 - they have the appropriate equipment on board.
- The instructor must determine the numbers (if any) and type of safety craft required for the safe operation of the session.
- Powered safety craft must be operated in accordance with the Safety Boat Operating procedures.
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items.
 - Safe methods of moving within a dinghy to avoid injury
 - Safe methods of manoeuvring a dinghy to avoid injury
 - Safe manual handling of dinghies
 - Capsize and person over-board procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined sailing area.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared medical special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

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Emergency Planning

- Instructors must be familiar with the SWACOB emergency planning procedures.
- If the group intends to operate outside the normal sailing area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult sailor present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.

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Risk Assessment and Operating Procedures – Paddle Sports (Canoeing and Kayaking)

Benefits: Teamwork, New sport – new skill set, Fun, Progressive, Pushes boundaries, Exploration, New environment, Discovery, Adventure, Responsibility, Physical activity, Group awareness and growth, Communication

Personal safety awareness, Sense of achievement.

All kayaking and canoeing is supervised by validated instructors who hold an appropriate BCU awards. Kayaking and canoeing are conducted in accordance with the operating procedures listed below, drawn up in consultation with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Kayaks and canoes are of an appropriate size and type for participants. • Kayaks and canoes are subject to an annual maintenance schedule, and are visually checked prior to each use. • Participants are given a full safety briefing, including the capsize procedure. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Collisions with fishermen, swimmers, other craft and other water users	<ul style="list-style-type: none"> • Operations of other users are identified and assessed. If additional risks are identified, the session is modified accordingly.
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that all open cuts, grazes or wounds are suitably covered. • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of canoeing and kayaking

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with instructor qualification matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day.

Equipment

- Kayaks and canoes must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate and secure buoyancy
 - they are appropriately sized for participants.
 - essential fittings are present, in good condition and adjusted properly.
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, adjusted correctly and properly fastened.
- Participants must be appropriately clothed for the intended activity and weather conditions.
- Participants must be reminded that any open cuts must be covered with a waterproof plaster, and to speak to the instructor if further advice is required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items
 - Safe use of paddles to avoid head injury.
 - Safe manual handling of kayaks or canoes.
 - Capsize procedure.
 - Care on slippery surfaces.
 - Importance of staying together.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.

- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Emergency equipment carried must include the following items:
 - an appropriately stocked, checked emergency aid kit.
 - a survival bag.
 - a towing system
- In addition, for sessions where the group may be paddling away from the local water sports area.
 - appropriate spare clothing
 - spare food and drink
 - a spare paddle.
- For sessions involving grade II water or above a throw line must also be carried and distress flares must be carried with any group paddling at sea. For grade II water or surf the group instructor must also carry a knife, which should be blunt-ended and concealed when not in use.
- Instructors must be familiar with the centre's emergency procedures.
- If the group intends to operate outside the local water sports area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult paddler present. The responsible person must be briefed as to what action should be taken in the event of an emergency or in the event that the group leader does not report in within an agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book or defects log.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the lead instructor

Risk Assessment and Operating Procedures – Windsurfing

All windsurfing is supervised by validated instructors who hold RYA Instructor qualifications. Windsurfing is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Windsurf boards and rigs are subject to an annual maintenance schedule, and are visually checked prior to each use. • Windsurf boards and rigs are the correct size and type for the activity and the participant. • Participants are briefed on entrapment and self-rescue procedures. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate, with particular recognition that windsurfing is an immersion sport and there is potential for students to get cold quickly particularly at the beginning and end of the season.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that open cuts, grazes or wounds are suitably covered • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of windsurfing

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with SWACOB minimum standards for Windsurfing, see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day.

Equipment

- Windsurfing boards, rigs and safety craft must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition (In particular, the universal joint must be checked for signs of wear including checking for cracks and splits that may cause failure, and the clamp boom fitting must be checked to ensure it is tight and will not slip on the mast).
 - they are appropriate for the size of the participant.
 - they have the appropriate equipment on board, and all ropes are in sound condition.
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required.
- Instructors may use a powerboat as their teaching base, or, if they instruct from a board, must have access to safety boat cover for the group at all times.
- Instructors must have a safety pack at their teaching base, a knife and whistle on their person, and a radio on their person that is checked before going afloat. If instructing from a board, when a radio may not be practicable, the instructor must agree with the duty manager before going afloat a procedure for summoning a safety craft if required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items:
 - Safe methods of manoeuvring a windsurfing board to avoid injury
 - Safe manual handling of windsurfing boards and rigs.
 - Safe methods of securing the rig and board ashore.
 - Entrapment and self rescue procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined windsurfing area.
 - Importance of responsible behaviour and listening to instructions.
 - Keeping watch for other water users in difficulty
 - If in difficulty themselves, not leaving their board, but attracting attention in a recognised manner using communication methods including whistles, calls and hand signals as appropriate.

- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from the activity or suspend the activity if an individual or the group is a danger to themselves or others through indiscipline.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the centre emergency planning procedures.
- Windsurfing may not take place beyond the centre's local water sports area. If the group intends to operate outside this area, details of the area to be used must be left with the centre office.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.

Risk Assessment and Operating Procedures – Paddleboarding

All paddleboarding is supervised by validated instructors who hold RYA/BCU Instructor qualifications. Paddleboarding is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Windsurf /paddle boards and rigs are subject to an annual maintenance schedule, and are visually checked prior to each use. • Windsurf /paddle boards and rigs are the correct size and type for the activity and the participant. • Participants are briefed on entrapment and self-rescue procedures. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and

resulting from equipment misuse, collisions, manual handling, slips trips or falls	<p>footwear.</p> <ul style="list-style-type: none"> • Sessions are managed in ways that reduce these risks • All participants to wear correctly fitting helmets.
Shallow Water	<ul style="list-style-type: none"> • Instructors check depth of water • Instructors check water for submerged hazards
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate, with particular recognition that windsurfing is an immersion sport and there is potential for students to get cold quickly particularly at the beginning and end of the season.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that open cuts, grazes or wounds are suitably covered • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of paddleboarding

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with SWACOB minimum standards for paddleboarding, see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day.

Equipment

- Windsurfing/paddle boards, rigs and safety craft must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition (In particular, the universal joint must be checked for signs of wear including checking for cracks and splits that may cause failure, and the clamp boom fitting must be checked to ensure it is tight and will not slip on the mast).
 - they are appropriate for the size of the participant.
 - they have the appropriate equipment on board, and all ropes are in sound condition.
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required.
- Instructors may use a powerboat as their teaching base, or, if they instruct from a board, must have access to safety boat cover for the group at all times.

- Instructors must have a safety pack at their teaching base, a knife and whistle on their person, and a radio on their person that is checked before going afloat. If instructing from a board, when a radio may not be practicable, the instructor must agree with the duty manager before going afloat a procedure for summoning a safety craft if required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items:
 - Safe methods of manoeuvring a windsurfing board to avoid injury
 - Safe manual handling of windsurfing boards and rigs.
 - Safe methods of securing the rig and board ashore.
 - Entrapment and self rescue procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined windsurfing area.
 - Importance of responsible behaviour and listening to instructions.
 - Keeping watch for other water users in difficulty
 - If in difficulty themselves, not leaving their board, but attracting attention in a recognised manner using communication methods including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from the activity or suspend the activity if an individual or the group is a danger to themselves or others through indiscipline.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the SWACOB emergency planning procedures.
- Windsurfing may not take place beyond the centre's local water sports area.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.

Risk Assessment and Operating Procedures – Safety Boats

All safety boat drivers are over 16 and hold, as a minimum, the RYA Level 2 Powerboat Award. Safety boat driving is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids and life jackets are subject to an annual inspection and a visual check prior to every use. • Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use. • Powerboats are equipped with the appropriate equipment for the activity. • Powerboats are operated as per the procedures below. • Kill cords are used whenever the boat is in use.
Fire	<ul style="list-style-type: none"> • Safety boat crews are not allowed to smoke in or near the craft or where fuel is stored.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Engines are turned off when dealing with a fouled propeller, or a person in the water. • Safety boat crews wear the appropriate clothing and footwear. • Powerboats are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Safety boat crews ensure that they are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none"> • Safety boat crews ensure open cuts, grazes or wounds are suitably covered.

Responsibilities of group instructors in charge of safety boats

The group instructor in charge of the activity session is responsible for ensuring that the procedures below are followed in respect of any safety boats assisting with the session

Staffing

- All boats must be manned with the appropriately qualified personnel (see instructor matrix).
- There must be an appropriate number of manned safety boats for the intended activity and the weather conditions.

Equipment

- Safety boats must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate fuel for the activity session
 - they have adequate and secure buoyancy
 - essential fittings are present, in good condition and adjusted properly.
 - they are appropriately equipped for the activity, the following are the minimum that should be on board;
 - Spare Kill Cord.
 - Adequate fuel (including sufficient to cover emergencies)
 - Alternative means of propulsion.
 - Knife and par buckle (or similar).
 - First Aid Kit
 - Radio
 - Appropriate flares dependant on working areas (open sea only)
 - Basic toolkit (not required at Alton Water)
- Safety boat crews must wear buoyancy aids or life jackets that are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Safety boat drivers must wear a kill cord at all times, attached to their buoyancy aid or around their leg (not required in the Cheverton launch).
- Safety boat crews must be appropriately clothed for the intended activity and weather conditions.
- Safety boat drivers must ensure all passengers are seated in the safest manner to minimise the risk of back injuries.
- Any open cuts must be covered with a waterproof plaster.

Conduct of the session

- The group instructor must brief safety boat drivers before going afloat on any safety information for the day.
- The group instructor must confirm the communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The displayed carrying capacity of the craft must not be exceeded.

Refuelling

- All safety boat Driver's tasked with purchasing fuel must comply with the RYA guidance on the carriage and storage of Fuel. – (see following pages).

Emergency Planning

- Safety Boat Crews must be familiar with the SWACOB emergency procedures.
- If the group intends to operate outside the normal sailing area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult helm present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.



Carriage and Storage of Petrol

TRANSPORTING PETROLEUM SPIRIT IN PORTABLE CONTAINERS: USING A VEHICLE TO PURCHASE PETROL FOR YOUR BOAT, CLUB OR SAILING SCHOOL:

Current Regulations allow you to purchase petrol from a filling station in portable containers and to transport it in a vehicle providing:-

You are taking the fuel directly for use in your Boat, Club or Sailing School.

The petrol filling station permits this level of purchase at any one time. Petroleum Licenses and Oil Companies sometimes specify single purchase maximum quantities.

A combination of one or more of the following “suitable” containers is used for the purchase:-
Plastic containers must be “suitable”, made of special strong plastic and of no more than 5 litres capacity. They must be indelibly marked with the words “Petroleum Spirit - Highly flammable”. Metal containers must be “suitable”, have a secure lid with a washer seal to prevent leaks or evaporation (e.g. jerry cans). They may be filled with petrol on a petrol station forecourt provided their capacity does not exceed 23 litres (5 gallons). These containers must also be indelibly marked with the words “Petroleum spirit - Highly flammable”. Built in petrol tanks whether plastic or metal must be “suitable” and may be filled on a petrol station forecourt. Portable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable).

TRANSPORTING PETROL IN A CAR:

The amount of petrol that can be transported in a car (but not kept in a car) should be limited to a combination of the following amounts and containers:-

- 2x10 litres metal – suitable approved type only.
- 2X5 litres plastic – suitable approved type only.
- 1XPortable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable).

TRANSPORTING PETROL IN VAN OR TRAILER:

The amount of petrol that can be transported in a van or trailer must be limited to a maximum of 333 litres using any combination of the above suitable type-approved containers. For large purchases the following conditions should also apply:-

The vehicle must carry a 2kg suitable fire extinguisher. Such as a Dry powder or Foam extinguisher but not a water extinguisher

The driver needs to be given “general training” on how to respond in the event of an emergency during transit and how to use the fire extinguisher.

Please note – Before purchasing amounts in excess of 30 litres it is often advisable to contact your local Service Station to check their single purchase portable container limit and any other restrictions they may have. For example, for safety, they may ask you to try and avoid their busiest hours

STORAGE OF PETROLEUM SPIRIT:

In a vehicle – In addition to the normal amount in a vehicles fuel tank, Motor Vehicle Regulations currently allows up to 30 litres of petroleum spirit to be permanently stored in a vehicle or in its normal domestic garage. This storage must be in suitable containers as follows: - 2 x 10 litres in metal containers plus 2x 5 litres in plastic containers.

In a building - Up to 30 litres of petrol may be stored within domestic premises or an attached outbuilding, such as a garage, without local authority notification providing not more than two 10 litre metal containers and two 5 litre plastic containers are used.

You may store up to 275 litres (60 gallons) at your Club's petroleum storage facility and you are required to notify your local authority if all the suitable containers being used are more than 10 litres capacity.

Petroleum storage facilities should ideally be self contained and set at least 6 metres away from the Club House, other premises or public areas. If the storage facility is connected to the Club House then the connecting door should be self closing and fire resistant to comply with Building Regulations.

The 275 litre permissible allowance applies to each separate storage area, so it could be acceptable for your Club to have several storage areas each of less than 275 litres, provided that they are set at least 6 metres apart. In this case, your Club may not be required to notify the Local Authority providing the suitable containers being used all have a capacity of 10 litres or less

In your boat - Current storage regulations also allows outboard portable petrol tanks to be stored in a boat provided they are properly connected to the engine.

In addition the following applies to additional petrol containers stored on your boat:-

“Not more than two plastic containers (2x5 litre) of petroleum spirit may be kept in or on any motor vehicle, *motor boat* or hovercraft or in any aircraft” - Petroleum Spirit (Motor Vehicle) Regulations 1929
Note:-

- The definition of a *Motor Boat* includes any type of craft which has a petrol engine aboard
- If in doubt, you should check your Boat Insurance policy for any petrol storage limits which may be less than specified above.

These notes, are for guidance only and were compiled with the kind assistance of the Devon County Council Trading Standards Service and from the relevant sections within the following Regulations:-

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007

Petroleum Consolidation Act 1928 , Petroleum Spirit (Motor Vehicle) Regulations 1929,

Petroleum Spirit (Plastic containers) Regulations 1982,

Dangerous Substances and Explosive Atmospheres Regulations

CONTACTS: If you have any concerns about the safety of your Club's petroleum spirit storage facility, we recommend you consult with your local Petroleum Licensing authority for advice on the suitability and safety of your present arrangements.

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The Department for Transport can be contacted for advice on transportation of fuel at www.dft.gsi.gov.uk or email dangerousgoods@dft.gsi.gov.uk

If you have any queries, questions or comments on the information contained in this leaflet, kindly contact the Legal Department on 0845 3450373 or legal@rya.org.uk.

Disclaimer:

The RYA Legal Department provides generic legal advice for its members, affiliated clubs and RTCs. This leaflet represents the RYA's interpretation of the law. It takes all reasonable care to ensure that the information contained in this leaflet is accurate. The RYA cannot accept responsibility for any errors or omissions contained in this leaflet, or for any loss caused or sustained by any person relying on it. Before taking any specific action based on the advice in this leaflet, members are advised to check the up to date position and take appropriate professional advice.

Risk Assessment and Operating Procedures - Power Boat Tuition

All powerboat tuition is supervised by validated instructors who hold the appropriate RYA Instructor Award. Training is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity. Powerboat training is not offered to young people under 8 years old. No person under 12 years old may helm a power boat other than with twin kill cords in use.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use. • Powerboats are equipped with the appropriate equipment for the activity. • Participants are briefed on man overboard and capsize procedure. • Kill cords are used whenever the boat is in use. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with special needs or medical conditions that place them at additional risk.
Fire	<ul style="list-style-type: none"> • Participants are not allowed to smoke in or near safety craft or where fuel is stored.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none"> • Instructors remind participants that open cuts, grazes or wounds are suitably covered • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of powerboat training

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with centre minimum standards for Powerboat Training, see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day.

Equipment

- Powerboats must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate fuel for the activity session
 - they have adequate and secure buoyancy
 - essential fittings are present, in good condition and adjusted properly.
 - they are appropriately equipped for the activity, the following are the minimum that should be on board;
 - Spare Kill Cord.
 - Adequate fuel (including sufficient to cover emergencies).
 - Alternative means of propulsion.
 - Knife and par buckle (or similar).
 - First Aid Kit
 - Radio
 - Appropriate flares dependant on working areas (open sea only)
 - Basic toolkit (not required at Alton Water)
- Participants' buoyancy aids or lifejackets must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Drivers must wear a kill cord at all times, attached to their buoyancy aid or around their leg (not required in the Cheverton launch). No person under 12 years old may helm a power boat other than with a competent adult on board and twin kill cords in use.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items.
 - Safest seating position to minimise back injuries
 - Safe methods of manoeuvring a powerboat to avoid injury.
 - Safe manual handling of powerboats.

- Capsize and person over-board procedures.
 - Care on slippery surfaces
 - Care on board.
 - The importance of communicating to the crew when driving.
 - The appropriate action to take when in close proximity to other water users.
 - The working area or the intended passage plan.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
 - The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
 - If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
 - The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
 - Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the centre emergency procedures.
- If the group intends to operate outside the local water sports area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult helm present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.

Risk Assessment and Operating Procedures – Improvised Rafting

Benefits: Teamwork, Fun, Communication, Safety Awareness, Planning, Problem solving, Confidence, Group awareness and growth, Understanding of consequences, Realisation skills – seeing an idea go from theory into practice,

Sense of achievement, New skills (knot tying etc).

All rafting activities are supervised by either a BCU Coach or RYA Dinghy Instructor who has undertaken additional site-specific training in this activity. Rafting activities are conducted in accordance with the operating procedures listed below, agreed with the technical adviser.

Risk.	Control Measure
Drowning	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times. • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • All raft building equipment is subject to an annual maintenance schedule, and is visually checked prior to each use. • Participants are briefed on safety hazards. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with special needs or medical conditions that place them at additional risk.
Severe weather/ Hypothermia	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Head injuries	<ul style="list-style-type: none"> • All participants are briefed on how to use a paddle in a safe manner. • Instructor modify rafts that look particularly unstable in order to prevent ‘flipping’.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that all open cuts, grazes or wounds are suitably covered. • Participants are given the Water Sports Health Fact Sheet before their first session.
Physical injuries resulting from equipment misuse manual handling, slips, trips and falls	<ul style="list-style-type: none"> • Participants are briefed as per the procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks.
Collisions with other craft and water users.	<ul style="list-style-type: none"> • Operations of other water users on site are identified and assessed and the rafting activity modified if necessary. • Liaison with other users takes place as required to reduce any conflict and risks.
Manual Handling	<ul style="list-style-type: none"> • Participants are supervised when lifting poles, barrels and the raft itself. • Sufficient people are involved to share the load when moving rafts.

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| | <ul style="list-style-type: none">• Coaching is given in safe lifting techniques. |
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Responsibilities of group instructors in charge of improvised rafting:

Staffing

- Staffing must be in accordance with centre minimum standards for improvised rafting (See Instructor Matrix).
- All instructors involved in the session must be briefed and understand their responsibilities.
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to do so in the conditions on the day.

Equipment

- All raft building equipment must be visually checked before the session to ensure that it is suitable and in adequate condition
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must be appropriately clothed for the intended activity and weather conditions.
- The wearing of helmets by participants is at the instructor's discretion, taking into account that tighter group control and closer inspection of the raft before going afloat may be necessary if helmets are not worn to prevent head injuries caused by the misuse of paddles or flipping/collapsing of the raft.
- Participants must be reminded that any open cuts must be covered with a waterproof plaster, and to speak to the instructor if further advice is required.
- All instructors running a rafting session must have either a canoe or a powered safety boat, dependant upon their qualifications, available to them during the whole session. They must also carry a knife which should be blunt-ended and concealed when not in use. A first aid kit must be available. Where rafting is supervised from the bank a reaching pole and/or life-ring or throw line may also be provided, at the instructor's discretion.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- The instructor must assess whether the activities of other water users pose a risk to the group undertaking rafting, liaise with other water users as appropriate, and modify or curtail the raft building activity if necessary.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items
 - Safe use of paddles to avoid head injury.
 - Safe manual handling of rafts and equipment.
 - Capsize and person-overboard procedures.
 - Care on slippery surfaces and when moving around raft-building equipment
 - Importance of staying together.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must inspect and modify rafts if necessary before going afloat to reduce the possibility of unstable rafts "flipping".

- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- The instructor must carefully supervise all manual handling of heavy or awkward equipment, particularly when moving the assembled raft to and from the water, to ensure that this is done safely and with sufficient group members sharing the load.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the safety of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the centre's emergency procedures.
- Rafting may only take place within the local water sports area.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Lead Instructor.