



OPERATING PROCEDURES

GENERAL

ACCIDENTS: If a minor accident occurs Mike Comyn and School Co-ordinator should be informed. A full report must be entered in the Accident Book (located in the Boat House at the FBI). If a major accident occurs you should refer to the Major Incident Procedure located in each safety pot.

ATTENDANCE: No-one should be involved in an HRCST activity if they are not included on that activities register. A register should be taken upon commencement of each session by the Senior Instructor or their nominated person.

BUOYANCY AIDS: All participants should wear a Buoyancy Aid on, in, or near the water. It is the responsibility of all volunteers and staff to ensure that every child is wearing a correctly fitting Bouyancy Aid. HRCST takes responsibility for a child upon arrival once a buoyancy aid is fitted. When returning a child to a parent / guardian responsibility for that child ends upon removal of the buoyancy aid.

BRIEFING: No activity afloat should commence without a briefing that includes weather, tide, operating area, potential hazards, communication signals, and the aim of the exercise. Each session should be concluded with a debriefing.

CHILD PROTECTION: You should avoid being alone with a child or group of children out of the sight of another adult involved with HRCST unless 1:1 tuition with prior consent of parent. Wherever possible you should work in partnership with another adult. You should familiarise yourself with HRCST's Child Protection Policy and Procedure.

CLOTHING: Clothing that is suitable for the conditions and the activity should be worn by all participants. This should include sensible footwear, and a hat is recommended. A change of clothes and towel should be brought by all participants.

CONSENT: No person shall go afloat without first completing an enrolment form containing a Health Declaration, and details of an Emergency Contact. In the case of children under 18 this shall be completed by the parent or guardian. A copy of this is held by the Senior Instructor and by the School Co-ordinator.

COURSES: The Trust's coloured flags should be used to depict courses, rather than using mooring buoys or navigational marks.

DEFECTS: Any defects should be reported to the Senior Instructor or Assistant Senior Instructor, who will inform the Bosun. A full report should be entered in the 'Breakages' Book (located in the boat house at FBI). A brief explanation should be noted on the black board beneath the white board in the Boathouse. When the breakage or fault has been rectified, the person responsible should sign and date the report, with a brief account of what has been done made in PB checklist file.

ETIQUETTE: HRCST enjoys the privilege of access to and use of all our operating areas, we do not own or rent them, and we have no rights to them. You should ensure that you and any group for whom you are responsible respect this at all times by behaving appropriately.

LAUNCHING/LANDING: You should complete a visual check of your chosen launching and landing site for any potential hazards prior to yourself or your group launching or landing.

NEAR MISSES: If an incident occurs where no one was injured but you consider it to be a near miss, or if you notice something that you believe to be a potential hazard you should inform the Senior Instructor, and a full report should be entered in the 'Near Miss' Book' (located in the boathouse at FBI), in order to help enable the prevention of an accident in the future.

OPERATING AREAS: Wherever possible operating areas should be planned to avoid the moorings, congested areas and other water users. You should check your proposed area with the Senior Instructor and refer to the site specific Risk assessment data.

RECREATIONAL USE OF EQUIPMENT: You should adhere to 'Volunteers Recreational Sailing, Rowing and Powerboating', which is located on the Communications Board in the Boathouse.

STAFFING: The Senior Instructor (or nominated person) must be in attendance whilst taught activities take place afloat. In the case of school sailing, the school Co-ordinator (or nominated person) must be in attendance whilst activities take place ashore and afloat.

THIRD PARTY: You should inform the Senior Instructor of any incident involving a Third Party either afloat or ashore, however slight.

TRANSPORT: HRCST operates a full vehicle policy as it is essential that we minimise the number of vehicles concerned with the Trust. Your coordinator should provide a transport plan for each HRCST activity to ensure that this is the case. If you are a nominated driver please ensure that you display an HRCST sticker in your windscreen or rear window.

POWERBOATING

1. No one should go afloat without approval from the Senior Instructor, unless they are involved in recreational powerboating, in which case they should seek approval from the nominated person/s.
2. Each Powerboat should ideally be crewed by two people. The Helmsman shall hold a minimum qualification of RYA Powerboat Level 2. The Ferry will not usually be helmed by anyone other than nominated staff. The only exceptions to this are during Powerboat courses, and when the Senior Instructor has given approval.
3. Powerboats are used as both teaching platforms and safety boats (with the exception of the Ferry) so at least one member of the crew should be prepared to enter the water if necessary.
4. During Powerboat Level 2 training there should be a ratio of no less than one instructor to every three students. For supervised practice this ratio should be determined by the Instructor, taking into account the capabilities of the group.
5. Dories should not be loaded with more than four children and two adults, or five children and one adult, or five adults. The Ferry should not be loaded with more than fourteen children and two adults. Everyone should be seated while the boat is underway. When embarking and disembarking there should be a strict one at a time policy.

6. The kill cord must be worn at all times by the Helmsman when the engine is running, around the leg or a secure part of clothing (e.g. Buoyancy Aid waist strap).
7. Powerboats should not be used without the correctly numbered safety pot and centre radio, plus a paddle, anchor, and towline aboard (unless they are being returned to the mooring in full sight of another). This equipment should be checked by the Helmsman prior to leaving the shore, and stowed appropriately. The Helmsman should also check that there is sufficient fuel aboard, and carry out a brief visual check of propeller, outboard, throttle, cables and lines. Weekly inspection by PBI and notes made in checklist file.
8. At the end of each day the key and kill cord, safety pot and radio should be returned to the correct numbered pigeon hole in the Boathouse. If the fuel tank needs refilling it should be returned to the fuel bunker. The boat should be returned to the mooring (unless another location is specified) clean, with all lines tidy, the engine raised and tilted to port. Bilge pumps should be tested and bungs in.
9. When retrieving a person from the water, or operating in close proximity to people in the water, the engine should be switched off.
10. When approaching the beach the engine should be tilted, and the boat stopped before contact is made with the beach. The crew should check for people in the water and advise them to move well away.
11. Should the Powerboat crew require assistance they should use the centre radio (channel selected by SI daily)), blow a whistle (situated on the safety pot), or wave an orange flag (situated in the safety pot).

SAILING

1. No one should go afloat without approval from the Senior Instructor, unless they are involved in recreational sailing, in which case they should seek approval from the nominated person/s.
2. There should be a ratio of not less than one Safety Boat to every six sailors (six single handers, or three double handers, or any combination thereof).
3. There should be a ratio of no less than one Instructor to every nine students in the case of double handers (eg. Three boats with three students in each, or four boats with two students in each). There should be a ratio of no less than one instructor to every six students in the case of single handers. Where the Instructor is aboard a crewed dinghy with their students there should be a ratio of no less than one instructor to every three students.

4. No one should go afloat until there is a Safety Boat already afloat, or available for immediate use. In the case of more than six sailors there should be an appropriate number of Safety Boats afloat.
5. Sailing dinghies should not be loaded with more than the manufacturers recommended weight. The Senior Instructor will advise on suitable numbers if there is doubt.
6. Prior to leaving the shore the group Instructor should check that each dinghy's hull, rig, fixtures and fittings are in good working order, and that all equipment is present and in its correct position. The group Instructor should also check that all participants' dinghies are correctly rigged, and suitably set up for the conditions.
7. At the end of each session the dinghies should be de-rigged, rinsed with fresh water where possible, neatly packed away (including covered if a cover is provided), and stored in a suitable location (this will usually be determined by the Senior Instructor). The group Instructor should check each dinghy to ensure this occurs.

ROWING

1. No one should go afloat without approval from the Senior Instructor, unless they are involved in recreational rowing, in which case they should seek approval from the nominated person/s.
2. There should be a ratio of not less than one Safety Boat to every twelve rowers.
3. There should be one Instructor and no more than four children in each rowing dinghy, unless it is deemed by the Senior Instructor that a group of children may row unaccompanied. If this is the case there may be five children in each rowing dinghy.
4. No one should go afloat until there is a Safety Boat already afloat, or available for immediate use. In the case of more than twelve rowers there should be an appropriate number of Safety Boats afloat.
5. Prior to leaving the shore the Instructor should check that each dinghy's hull, rollocks, oars, fixtures and fittings are in good working order, and that all equipment is present and in its correct position.
6. At the end of each session the rowing dinghies should be returned to the mooring clean (unless another location is specified), with all equipment tidy. The oars and rowlocks should be returned to the Boathouse.

KAYAKING

1. No one should go afloat without approval of senior instructor
2. Ratio of pupils to instructors and qualified volunteers shall not exceed 6:1
3. All kayaking should be undertaken within the visual range of a senior instructor
4. No one should go afloat before the rescue vessel (kayak or power) has been launched
5. Operating area to be specified by the senior instructor
6. Care should be taken to restrict injury to others by craft or paddle.
7. Carriage of kayaks should be undertaken by two persons.
8. Regular in house training to be given to all instructors/ staff by technical advisor.
9. Site specific risk assessments in place and referred to prior to choice of location, combined with the predicted weather and tidal information of the day to ensure safety
10. Consideration given to student's ability, suitability of dress etc when considering the length and duration of the experience.
11. Only HRCST 'sit on top' kayaks are permitted for use.
12. Throw lines to be available to powered safety cover. Kayak safety cover to carry 'belt style' tow lines.