



# HERTFORDSHIRE SCOUTS

## Teaching Establishment for Sailing And Power Boating



### **SAFETY POLICY and Basic Operating Procedures at Brightlingsea 2021**

#### **1. Governing Bodies**

Hertfordshire Scouts – Sailing Section is a Training Centre recognised by the Royal Yachting Association. It teaches dinghy sailing and power boating at all levels in accordance with the Policy, Organisation and Rules of the Scout Association and the standards defined by the Royal Yachting Association.

#### **2. Roles and Responsibilities**

When operating as a teaching establishment with the exception of the County Sailing Week at East Mersea, Instructors will assume overall responsibility for the safety of their course at the venue where they are operating.

#### **3. Accidents**

##### **A. Accident Reporting**

- i. Any accidents should be recorded each day or at most 24 hours after an incident, in the Accident Book, which will be kept in the Organiser's car.
- ii. Any incidents or near misses should be recorded each day by each Instructor where an incident occurred. Incidents are defined as any occurrence that could have resulted in personal injury had there not been some action taken to alleviate the situation. Damage to any craft or an incident that caused equipment to be used in a manner for which it was not designed should also be recorded for future analysis and lessons learnt.
- iii. Accidents that need to be reported to the Scout Association following Scout Association reporting procedures must be brought to the attention of the Principal at the earliest opportunity.

##### **B. Accidents That May Require Outside Assistance**

- i. Where an accident occurs which may require outside assistance adopt the following procedure:
  - a. any supervising person should contact the Principal,
  - b. the person taking responsibility for the emergency may contact the emergency services either by mobile phone or through the VHF radios if they consider outside help is required,
  - c. in case of an emergency requiring the next of kin to be informed, the registration forms containing the information are kept in the Principal's car.
  - d. in the event of an emergency the Principal should be advised as soon as possible if he was not directly involved with it at the time.

### C. Accidents Causing Injury to a Course Participant

- i. Where an injury occurs to a course participant the following procedure should be adopted:
  - a. the Instructor responsible for the course participant(s) assesses the situation,
  - b. if the Instructor requires assistance, the Principal should be informed by radio,
  - c. if any course participant(s) require medical attention for any reason including cold they should immediately be brought back to shore, the responsible Instructor and/or the Principal shall decide what action should be taken including informing the emergency services if necessary,

## 4. Power Boats

- A. **At all times when afloat, Power Boat drivers must wear Kill Cords, where fitted, either around the thigh or securely attached to the driver's Buoyancy Aid/Life-Jacket. (The RYA ruling now is that each boat should have two kill cords on board when operating.)**
- B. Individual Power Boat drivers will be responsible for:
  - i. adhering to the maximum load factor for the boat they are driving as marked on the maker's plate (if present),
  - ii. ensuring that appropriate equipment is on board before use,
  - iii. keeping to the Speed Limits operating in the various areas of the River Colne and Brightlingsea Creek. (8 knots and 4 knots respectively)
  - iv. All Power Boat drivers should liaise with the Principal regarding the refuelling of their boats. Refuelling will take place in the Boat Park. Each Power Boat driver is responsible for their own fuel.
  - v. **It is now an offence to knowingly spill fuel or oil into the water or on the shore.**

## 5. Commercial River Traffic

- A. All commercial vessels coming into and out of Brightlingsea including traffic travelling up the River Colne to and from the direction of Rowhedge, monitor the Brightlingsea Harbour VHF Channel, which is Channel 68 and Channel 16. Some of our radios may also be monitoring Channel 68 for safety purposes when commercial vessels are in the vicinity of the course to inform us of any different shipping movements than expected. A number of Wind Farm support vessels regularly use the Brightlingsea harbour entrance and can travel very fast up to the speed restriction buoys.
- B. The foot ferry which operates between Brightlingsea Hard, Point Clear and Mersea Stone should be given space and consideration at all times by the CSW course members. Please ensure that there is space available for the ferry to land when all course participants are ashore e.g. at lunch times.

## 6. Storage and Equipment

- A. All equipment including knives, where provided, on each boat must remain with that boat. If for any reason equipment needs to be moved from one boat to another or from one boat to the shore, the Principal or Bosun must be informed. Any equipment moved must be replaced at the first opportunity.
- B. Any concerns regarding equipment provided with boats or any damage or losses to equipment used in connection with the boats should be reported to the Principal at the earliest opportunity. Minor replacements or repairs should, in the first instance, be the responsibility of the Instructor involved with the boat or equipment. If they are unable to resolve the problem then assistance from the Principal should be sought.

## 7. Other Overall Operating Procedures

### A. Launching

Launching of the boats will commence on Sunday morning and course participants will review the boat and its equipment.

Launching of the boats needs to be carefully controlled to ensure that course participants are aware of what will be happening and to ensure that they remain safe. Briefing participants in trailer handling and remaining safe needs to be undertaken by Instructors including the following points:

- Do not attempt to lift loads that are too heavy, but ask for assistance.
- Keep clear of trailer wheels and on no account impede wheels on slipways when wheeling downhill.
- Buoyancy Aids/Life-Jackets must be worn if close to the water or if anyone is likely to go afloat or even just paddle in the water.
- Be aware of exposure to the sun (if visible!).
- Ensure appropriate team working.
- Remember all bungs in and Self bailers closed.
- Any gear failures or shortages should be reported to the Principal immediately.
- **Extreme care must be taken by all persons when vehicles are operating on or adjacent to the slipway. Do not assume that the driver can see all persons around the vehicle. Most heavy trailers and boats are launched by vehicle or Tractor.**

### B. Final Recovery

Recovery of the boats needs to be carefully managed and course participants should be briefed so that they are aware of what will be happening and to ensure that they remain safe. Briefing participants in trailer handling and remaining safe needs to be undertaken by Instructors including the following points:

- Do not attempt to lift loads that are too heavy, but ask for assistance.
- Keep clear of trailer wheels and on no account impede wheels on slipways when wheeling downhill.
- Buoyancy Aids/Life-Jackets must be worn if close to the water or if anyone is likely to go afloat or even just paddle in the water.

- Be aware of exposure to the sun.
- Ensure appropriate team working.
- All gear for each boat needs to be kept with the boat
- Any damage, gear failures or shortages should be reported to the Principal immediately.
- **Extreme care must be taken by all persons when vehicles are operating on or adjacent to the slipway. Do not assume that the driver can see all persons around the vehicle. Most heavy trailers and boats are recovered by vehicle or Tractor.**



**HERTFORDSHIRE SCOUTS**  
**Teaching Establishment for Sailing**  
**and Power Boating**



**SAFETY POLICY**  
**and Basic Operating Procedures at Brightlingsea 2021**

In accordance with good practice and a specific observation from the RYA, I require you to read the Safety Policy and Basic Operating Procedures carefully.

I now require you to sign this sheet to signify that you understand the document and will abide by the various safety notes and operating procedures to ensure that we have as safe and enjoyable week as possible. There should be nothing new in these procedures that differs from the good practice that we have been undertaking for many years.

If you have constructive comments or additions that you would like to make to the document please let the Principal know as soon as possible so that any changes can be disseminated to others as quickly as possible.

I, ..... (name in Capitals)

have read and understood the Safety Policy and Basic Operating Procedures applying to the Hertfordshire Scouts Basic Operating Procedures at Brightlingsea 2021

I commit to carrying out any instructions and procedures listed within this document.

Signed .....

Date: .....

This signed sheet should be handed in at the first Instructors briefing.