Guidance Notes for Safety Boat Officers

Responsibility

If you are unable to attend on your designated duty day it is your responsibility to find a replacement officer or to swap your duty with another member either by phone or Sailing Club Manager. If a change is arranged by phone ensure SCM is updated - it is not the duty rota officer's responsibility to find the replacement. The duty rota officer, Jill Hamment, needs to be informed of any changes (email duties@papercourt-sc.org.uk). "No shows" will be allocated an additional duty to recompense, in fairness to all other Club members, and two no shows, without good reason, will lead to referral to the Main Committee for consideration of termination of membership without refund.

The PRO will ring all officers 2 to 4 weeks or more in advance to make sure they will be attending or have arranged replacements should they not be able to cover their duty.

It is a principle club rule that there must always be a safety boat on the water when dinghies are sailing. **No safety boat - no sailing.** You should continue to crew the safety boat until the last dinghy has left the water. At the end of racing some cruising may continue and you are expected to continue SBO cover for up to 30 minutes, after which, it is the cruisers responsibility to arrange their own safety cover.

Remember the **overriding consideration is the safety of all persons using the water.**

Duties on arrival

You should arrive not later than 0915 hrs in the summer season and 0930 hrs in the winter season, if a Wednesday evening duty arrive by 18.00 for an 18.30 start. (SBO crews start duty at 12 noon on Saturdays) On arrival please introduce yourself to the Officer of the Day, Race Officer and other SBO crew.

On Saturday mornings, when youth coaching and training is taking place, there may only be one safety boat available to cover cruising and you may be asked to help helming for the Youth Training. Be prepared to share the boat with the other SBO if this is the case. The Safety boat crew are not rostered to come on duty until 12 noon. If all training has sufficient safety cover you may not be required until 12 noon but please liaise with the training managers on the day. If not required there are usually plenty of jobs that can be done around the club

Make sure you sign onto the OOD's log sheet, which is held in the galley. If you do not you will be recorded as not having attended and will be allocated an extra duty on a future date.

Obtain the boathouse and fuel locker keys from the key box in the hallway – code advised to you on your duty allocation email. The boathouse is alarmed so on entry, present the fob to the display on the alarm keypad which is just inside the door by the light switch. Open the shutter doors carefully using a hand over hand technique.

Ensure that each boat is equipped with fuel tank (strapped in – vent open), and has, safety pot, paddle, throwing line, towing line, anchor, fire extinguisher and radio (from Galley). Check bung is securely fitted before launch. Relock fuel store when leaving it. You and your crew must have personal buoyancy aids at all times on the water and when launching or recovering boats. (You will need to bring your own buoyancy aid) You will need wellingtons or waterproof boots for launching and recovery of safety boats. Together with the other SBO crew launch three safety boats (Minimum of two persons for each launch). Moor the third (spare) safety boat, alongside the finger pontoon nearest the Clubhouse for emergency use by members. Recover the Committee boat from its mooring and bring alongside the finger pontoon. It will need equipping with a safety pot, kill cord and fuel tank.

You may wish to bring some gardening/builders or rubber gloves for when lifting the buoys, as they can be rather dirty. They will also be useful when handling shrouds on capsized boats. Please ensure you bring suitable warm (Very warm in winter) and waterproof clothing for a day on the boat. Consider sun protection in the summer.

When the engine has started, check that cooling water is visible and recheck at regular intervals. If the water flow ceases, stop the engine immediately. You MUST always wear the kill cord securely attached to your leg, above the knee. You should attach this before starting the engine.

Once the safety boats are ready, inspect the jetties to ensure they are fit for use. If they have become fouled or slippery they should be brushed down using the brooms from the boathouse or jet washed using the jet washer. Please clear the bird scarers from the jetties and replace them at the end of the day.

Assist the Race Officer by: -

- Providing a safety boat for his/her use to check the wind direction and strength at both ends of the lake.
- Positioning the marks before the start of each race. Do not move buoys by dragging the anchor along the bottom as this damages fish eggs - lift them and haul into the safety boat. When bringing anchors or mud weights into the safety boats please lower gently onto the floor of the safety boat otherwise damage may occur.
- Communicating with competitors.
- Setting and monitoring the start line.

During the day

Agree with the PRO and other SBO your patrol area during racing so that all of the lake has an SBO "on watch" unless deployed dealing with an incident. Keep out of the way of racing dinghies. Also with the high cost of fuel nowadays please only run the engine when necessary. During racing, anchor up, turn off the engine and keep a visual lookout in your designated area. Do not drive at speed at any time unless responding to an incident. During lunch, if there are cruisers on the lake, please ensure that one of the SBO team keeps a lookout at all times so as to be able to respond promptly to any capsize or incident.

At lunchtime or towards the end of the day please ensure that all safety boat fuel tanks are full and that there is an adequate reserve supply of fuel mixture in the jerry cans for the next day's sailing LEAVING THE AIR VENTS OPEN ON THE TANKS. Only persons over 16 to handle fuel. If necessary, purchase more petrol and mix it 100:1 with marine 2-stroke engine oil found in the petrol locker. Fill [clear plastic] measure to mark, pour into jerry can and fill with standard unleaded petrol. Get money from the fuel float box in the Galley safe. Leave receipt and change in the fuel float box. If insufficient money in the Fuel Float Box ask OOD for money from the Tea Bar takings and hand the OOD the receipt. Remember to lock fuel store when not in use. In case of a fuel spill please spread sand (in the sand bucket) over the affected area. There are fire extinguishers in the fuel store and the boathouse.

Approaching capsized boats and entrapment

It is recommended to normally approach a capsized dinghy from the stern and leeward, keeping clear of any hazards or obstructions including ropes and sails. This allows both sides of the dinghy to be seen and there is very little chance of the safety boat being blown onto the capsized dinghy. Keep vision of any crew in the water when approaching. Check that none of the crew are trapped or caught in the lines or rigging. There are tools in the safety pot for cutting lines and rigging.

Only intervene if requested by helm or crew or if either appears in difficulties.

Dealing with capsized boats

When a dinghy capsizes it often turns turtle (inverts). If this happens the mast will likely hit the bottom of the lake making righting difficult. When the mast is stuck in the bottom it is very vulnerable to damage and should be treated with care.

If it is obvious that the crew are not able to right the turtled dinghy then the safety boat can be used to assist. The main method is to throw a line from the safety boat over the top of the hull and get the crew to attach it to the shroud. The safety boat can then gently pull the dinghy until the mast comes free from the bottom. The crew can then right the dinghy in the normal manner.

Towing

If a dinghy is damaged and unable to continue, or if the crew is cold or exhausted, the safety boat should tow the dinghy back to the jetty, if available from other duties. Tell the crew to drop the sails and get them to attach the towrope to the mast, preferably with one turn round the forestay. The centreboard should be fully retracted and crewmembers should move back in the dinghy. One of the crewmembers can be transferred to the safety boat if necessary.

The dinghy may be full of water after the capsize and towing should be initiated slowly. Make sure that the dinghy being towed opens its transom flaps or self-bailers to reduce the amount of water in the dinghy. Remember that a full boat will be difficult to stop.

If another dinghy/helm gets into difficulties while you are towing, tow to the nearest bank, cast off and return to assist the second dinghy. The first crew can walk back to the clubhouse and the dinghy retrieved later.

Multiple capsizes

The safety of crew members is paramount so do not worry about abandoning a dinghy as it will come to little or no harm and can be recovered later. Be alert to the onset of hypothermia and get the crew to the clubhouse as soon as possible for reheating with warm showers and/or blankets (stored in entrance hall). Call an ambulance and render first aid whilst waiting. (All RYA Instructors are first aiders – list by first aid box) Some cases may not require an ambulance but if there is any doubt whatsoever call one and let the Medics attend and decide. There is a defibrillator in the hallway.

Papercourt is prone to strong gusts, which can capsize many dinghies at once. In such circumstances, make every effort to ensure that all crew members are accounted for as soon as possible. If anyone is hurt get them into the safety boat immediately and ensure the safety and wellbeing of any casualty, before moving on to deal with another incident.

Duties at the end of the day

At completion of all racing the buoys on the lake are to be returned to a position between the two jetties. This is to stop the fish getting caught round the chains, as this area is not fished. When moving buoys ensure anchors are lifted into the boat and not dragged along the lake bottom, also leave the buoys with a bit of distance between them to stop them getting tangled.

With the help of the other SBO return the committee boat to its mooring. (Leave the engine on the committee boat, but return all other equipment including the safety pot and fuel tank. Lift the committee boat engine so that the shaft is out of the water) Lift the mooring buoy until you find the loop and fix this onto the cleat ensuring the line runs through the fairlead. Then recover the safety boats. If the winch is used ensure one person operates the winch and another guides the trolley. (Follow the winch instructions in the cupboard) When hauling out ensure that any people not involved in the recovery keep clear. Boat, engine and on board equipment are wheeled into the shed and parked. Fuel tank is removed to metal fuel store cabinet.

Please make sure that the fuel store is padlocked and that the boathouse is re-alarmed by presenting the alam fob to the alarm keypad until you hear the reassurance beeps. Lock the door by turning the key twice. Return keys to the key box in the hallway and code re-scrambled. Ensure that the bird scarers are deployed on the jetties if they have been moved – it will avoid a lot of sweeping next week!

Saturday duties

Saturday mornings are used by the Youth Fleets for coaching and by the Training Manager for training courses.

In addition to the organised activities taking place, there may also be individuals taking advantage of the general cruising time that is available on Saturdays, or other club classes may arrange their own training sessions.

It will be necessary for you to balance carefully the requirements of the courses and the needs of general cruising sailors.

Please make yourself available to the person(s) in charge of any of the activities taking place on Saturday morning and be prepared to assist them by providing a safety boat helm, however one safety boat is to remain exclusively for safety cover of cruising sailors. **Remember the safety of people is paramount**

While providing assistance to these activities, you should remain aware of the situation regarding other dinghies on the water and be prepared to leave the immediate activity and assist any dinghy, which is in difficulties.

Wednesday evening duty

On Wednesday evenings there is only an OOD and one safety boat on duty. Please liase with the OOD to ensure that sufficient safety cover is available for the evening. If conditions are adverse, along with OOD, cancel all sailing.

General

- If there is any problem with the engine do not attempt to repair it but report the problem in the Engine Faults book, take it out of service by placing a notice on it, note in OOD logbook and inform Chris Granger on 07817 808 099.
- When launching and recovering ensure engine is in the up position. Before starting ensure engine has been lowered.
- When using the winch ensure any bystanders are well out of the way. Ensure the jockey wheel is facing in the right direction (in line with direction of travel)
- Do not take children out in the safety boat.
- Only run the engine when necessary – during racing, moor up, cut the engine and keep a visual lookout.
- Do not speed around the lake at any time unless it is absolutely necessary.
- Check water outflow from engine regularly.
- Always cut the engine when pulling people into the safety boat or if you are close to people or lines in the water.
- Beware of dinghies that have capsized to windward as they can sometimes flip when righted.
- During most summers blue-green algae is present at Papercourt. If persons enter the water when the algae is present they should be advised to shower themselves off and if water was ingested they should obtain medical advice. Wash hands every time when coming off the water
- Ensure that sailors do not capsize deliberately unless part of a training course – it is against club rules.

The success of the day's sailing depends on all the members on duty and therefore it is imperative that you do your utmost to ensure the day runs smoothly and safely. The Committee wish you every success and will assist in any way possible. Thank you for doing your duty.

If you have any comments for improvements please email the Bosun, Frank Brown at frankbrown1@ntlworld.com

Papercourt Sailing Club

On Water Emergency Plan

This policy is designed to give guidance to those dealing with medical and physical emergencies that may take place on water away from the land.

All persons on the water or working on the jetties at Papercourt are required, by the Club Bylaws, to wear suitable personal buoyancy aids.

Should a person be taken ill or suffer physical injury whilst on the water and become unconscious, then persons attending to them should initially ensure that they are given additional buoyancy to ensure their airway is kept out of the water and they can breathe. If not already in attendance one of the safety boats on duty should be summoned to attend. Consideration should be given to bringing the person into the safety boat or landing them at the most convenient part of the bank so that they can be given first aid. **The primary objective is to deal promptly with any casualties.** Boats and dinghies can be recovered at a later time. Where practicable move any casualties to the Clubhouse for further first aid, other medical treatment or to await the arrival of an ambulance. There is a defibrillator stored in the hallway. If there is any doubt as to the extent of injury or illness call an ambulance immediately and let the professionals decide.

All safety boats should carry a means of two way communication so that they are in contact with the OOD and Race Officer whereby they can summons further help and alert the OOD. All safety boats are equipped with an “Emergency Pot” which contains a “Space Blanket” and other items for initial first aid plus a knife and multi-tool.

A list of trained first aiders is kept by the first aid box sited in the galley

Where a casualty requires the attendance of an ambulance or to go to hospital then the OOD or any other person at the clubhouse can call an ambulance from the telephone in the front entrance hall or via mobile phone. If a casualty is removed to hospital then the OOD or Flag Officer will contact a relative or friend to inform them if they are not present.

Blankets are stored in the front entrance hall for helping to dealing with potential hypothermia cases. Also consider warm showers.

All injuries are to be reported in the accident book and in more serious cases a Flag Officer is to be informed in accordance with the Club’s Health and Safety Policy.