

Dinghy Sailing - Operational Procedures

All instructional staff must hold current certificates and hold an award appropriate to the teaching being undertaken.

RYA Coach Assessor

RYA Senior Instructor

RYA Instructor

RYA Assistant Instructors Award

The above is dependent on the participant numbers and the RYA course / session the session being run.

For taster sessions that are non RYA courses, and subject to the approval of the PSC RYA Training Centre Principal, competent helms / beach masters / Power Boat drivers / School Staff / Youth Group leaders may be included in the sailing instructional team numbers.

The number of Safety Boats and drivers available is another factor for consideration.

Staffing Levels

Staffing levels are based upon the type of course being offered, the craft being sailed the Coach / Instructors qualification and the participants level of ability but must be based no greater than the following unless a written risk assessment and approval by the relevant training centre Principal is made.

RYA Approved Courses and Taster sessions

2 - 3 person dinghy – Max 3 boats / instructor

Single hander - Max 6 Boats / instructor

All the above are dependant on the prevailing conditions & participant group.

1. Buoyancy aids must be worn at all times while on the water.
2. Instructors must make themselves aware of students who cannot swim, or who have low water confidence. If such students are taken sailing then the safety precautions and the structure of the session must be adapted appropriately. Discussion must take place with the SI/ Lead Instructor and the individuals concerned and any accompanying staff prior to the session.
3. The instructor must check the craft for suitable buoyancy, rigging and rudder security before the activity session and prior to the craft being launched on to the water.
4. All participants must be made aware of what to do when they capsize. This must happen before participants go on the water. To ensure that there is minimised entrapment participants MUST be encouraged NOT to hang on to the top side of the hull but to fall into the water and then both participants to swim to the back of the boat and then to the dagger / centre board.
 - a. Instructors should be aware that whilst it is unlikely that a boat may invert at Priory, a mast may break or become detached and then the boat inverts.
 - b. Instructors should establish a head count ASAP and get the participants to the back of the boat and to hold on to the dagger / centre board
 - c. If there is a participant trapped then the instructor / safety boat team must right the boat ASAP by (single hander) lifting the boat at the front to create an air gap (double hander) standing on the centre board.
 - d. DO NOT ENTER THE WATER AND GO UNDERNEATH THE HULL – RIGHT THE BOAT and the person will come up with the boat.
5. Instructors should be aware that there have been instance of entrapment / entanglement by participants wearing leg loops on their buoyancy aid that are not attached in the proper and correct fashion
6. Safety Boat drivers should check that the boats are equipped with enough fuel for the session, the first aid kit and safety knife are present.
7. Instructors must ensure that there are no people behind the boat when launching on the slipway.
8. Recovery
 - a. Instructors must ensure that there are no people behind the boat when recovery from the water is made.
 - b. Instructors should ensure that they understand how to use the winch and to ensure that participants and others do not trip over the cable

RISK ASSESSMENT

ACTIVITY Dinghy Sailing

LOCATION Priory Lake

All participants must be appropriately briefed before the start of the activity

HAZARD	PERSONS AT RISK	PRECAUTIONS & CONTROL MEASURES	Risk Value	Further Monitoring
Manual Handling	All	Suitable warm up & Stretch Demonstration & discussion	Medium	Group Monitoring & Correction
Impact from carried masts	All	Encourage safe carrying of masts – two persons per mast.	Low	Group Monitoring & Correction
Entrapment When Moving boats on Land	All	Awareness, group control and positioning	Low	Staff Training
Hypothermia	All	Ensure that appropriate clothing is worn.	Low	Staff Training & Group Monitoring
Slipping on Slipway, Jetties and Launching Area	All	<i>Assessment of conditions.</i> Briefing, awareness of footwear, positioning. Ensuring nobody is behind the boat when launching or recovery is made	Low	Staff Training, Group Monitoring
<i>Winching boats from water</i>	<i>All</i>	<i>Only trained people should use the winch</i> <i>Young people should be away from the winch when it is being used.</i> <i>Team to be vigilant to ensure that people do not cross or trip over the wire whilst the winch is in use</i>	<i>Low</i>	<i>Staff Training, Group Monitoring</i>
Drowning	All	Check that all participants and instructors have appropriate size buoyancy aids	Medium	Ensure that staff are qualified or have appropriate experience
Drowning due to entrapment	Participants	Instructors to right boat ASAP or lift single handers at the bow (front) to create an airgap	Medium	Check at morning briefings that instructors know

				what to do and monitoring
Dispersal or inability to sail up wind and back to base	Participants	Safety Boat on standby Group Control, awareness of wind, use of heading up to wind if appropriate. Setting of sailing boundaries	Low Medium	Safety boat crew must be qualified Close supervision. Monitoring Weather.
Tripping around grounds	All	Make participants aware that craft around grounds are tethered by ropes. No running	Low	Group Control Instructors are first aid trained
Goose Excrement	All	Make participants aware of the grounds and that it is important to wash hands before eating	Low / Medium	Record reported incidents of any illness
Weils Disease	All	Staff Awareness of location Written information provided to participants and parents of minors	Low	Advise groups to shower after session. Minimum to wash hands

Blue Green algae	All	Avoid problem areas Written information provided for participants and parents of minors.	Low	Liaise with appropriate authority. Advise groups to shower after session. Minimum to wash hands
Impact from boom	Participants	Warnings and supervisions Head protection available for beginners or young people	Low / Medium	Record impact in OOD Diary
Entrapment on water	Participants	Briefing about keeping ropes tidy Briefing about falling directly into the water Briefing about swimming to the back of the boat and to the dagger / centre board Participants briefed about getting in and out of boats Safety boat on water	Low	Review of boats being used. Instructors carrying safety equipment Instructors to be aware that "righting the boat" is the priority method. Single Hander - lifting the bow Double hander - standing on the center board.
Injury from rescue boat	Participants	Kill cords to be worn Engine off during swimmer recovery	Low	Power Boat level 2 operators Ongoing training to safety boat standard.