



Operating Manual & Safety Policy - Issue 11 April 2021

This document records the procedures which have been put in place to enable the safe operation of training activities at Twickenham Yacht Club. (TYC) Anyone acting in the capacity of an Instructor, must follow these procedures. Nothing in these procedures is intended to override the principle that individual club members and their guests are ultimately responsible for their own safety.

On at least an annual basis, every Instructor and Assistant instructor must read and understand this document. The Chief Instructor will ensure that all new or visiting instructors are fully aware of the policy as part of the induction process.

Equality & Diversity

TYC's E&D policy must be observed at all times. See Appendix 4.

RYA Recognised Training

TYC is an RYA Recognised Training Centre. However, it only operates as such during certain specified times. The Chief Instructor, or another qualified Instructor who has been specifically delegated, is responsible for the safe operation of the training operations.

Training should be carried out as detailed in the current version of the RYA publication G14 "Dinghy Coaching Handbook" or G19 "Powerboat Instructors Handbook" as appropriate.

Members (under 16) must be accompanied at all times by a parent or carer. TYC's Child Protection Policy applies.

Practical training is offered to members only, except for try sail sessions. The instructor in charge of each course must ensure that this condition is satisfied before accepting course bookings.

A Senior Instructor will be present during all dinghy courses. Teaching ratios will not exceed 1:6 for dinghy courses and 1:3 for powerboat courses.

Training documentation is kept in the training file, which is held in the bookcase on the Upper Deck.

Application forms

Members wishing to take part in courses must complete and sign an application form, which will be kept by the Senior Instructor in an archive file. The Instructor in charge should check these forms before the start of each session, making special note of any medical conditions or other special circumstances. Any relevant information should be relayed to the instructor allocated to these students. If there is no completed form available, Instructor in charge should ensure that one is completed before the student goes afloat. The application form will call for emergency contact details. The instructor in charge will ensure that a copy of these details is taken afloat if activity is taking place a significant distance from the clubhouse.

Signing in

Students and instructors must sign in before the start of each practical session. The completed sign in sheet should be forwarded to the Chief Instructor for filing.

Instructors

Instructors and Assistant Instructors who are unfamiliar with Twickenham Yacht Club will undergo an introductory session under the guidance of the Chief Instructor. This session will include a comprehensive briefing and a familiarisation tour of the site, boats and of the operating area.

All instructors will be required to read through this manual before the start of each season.

Assistant instructors, have been trained by the Chief Instructor and are familiar with local hazards. Assistance may be given by untrained, but experienced members. Instructor in charge will ensure that individual instructors or helpers are not put in situations outside their capabilities. Anyone assisting, should be given a copy of this document to read, and should sign the record sheet held in the training file.

Instructors Briefing

At the start of each training session, the instructor in charge will walk round the site and ensure that all hazards have been covered by the Risk Assessment. If not, the risk assessment will be amended accordingly. The instructor in charge will meet with the other instructors to review the plan for the session, the weather and stream conditions, and the capabilities and experience of the students. A instructors debrief meeting will be held at the end of each session. The instructor in charge must ensure that all instructors, especially visiting instructors, are aware of the tidal conditions particular to this reach.

Strong Stream Conditions

The instructor in charge must assess the stream conditions, especially during winter months. During periods of strong fluvial stream combined with an ebbing spring tide, it may be unsafe to operate on the tideway.

Safety Briefing

The Instructor in charge will carry out a safety briefing at the start of every training day. All students & instructors must attend. Topics to be covered are:-

- 1 Personal Buoyancy must be worn – correct size & type (Minimum 50N) (cold shock)
- 2 If the boat capsizes – stay with the boat, but hold on at the water line, not to the top – if it starts to invert, safety boat will right it. Complete inversion unlikely due to shallow water.
- 3 Keep within your personal capabilities.
- 4 Keep warm or cool as appropriate – appropriate clothing
- 5 Shoes on – no bare feet or open toed sandals
- 6 Keep away from dinghy park slipway edge.
- 7 Have you told us of any relevant medical conditions?
- 8 Keep a good lookout for other river traffic – don't assume your instructor has seen it!
- 9 Note anticipated tidal conditions
- 10 Richmond lock operation (if appropriate)
- 11 Open wounds washed & covered – Weill's disease.
- 12 Hands washed after every on water session.

Safety Briefing – Powerboat Courses.

In addition to the routine safety briefing, the instructor in charge must ensure that students are suitably briefed as to what to expect in full tidal conditions and that they are suitably equipped for the anticipated conditions. If a transit of Richmond Lock is planned, the briefing must cover all aspects of lock operation including risks from other boats' wash, turbulence from sluice gates, slips & falls from lock side, warp handling. Richmond lock is manned at all times, so it should not be necessary for anyone to get out of the boat.

The Chief Instructor will ensure that all instructors are fully aware of these risks and are competent and experienced in safe lock transit procedures if these are planned.

Personal Buoyancy

(Minimum of 50 N) will be worn by every student and instructor while afloat. Instructors will be responsible for ensuring that personal buoyancy is fitted properly. Individual's personal buoyancy may be worn subject to instructor's approval. The bosun responsible for maintaining the club buoyancy aids and lifejackets in a serviceable state, and withdrawing from service any damaged aids.

First Aid Kits

Kept in the clubhouse, in the kitchen and in the race hut. Support boats carry a first aid kit. Items used should be reported through the telephone number on each kit.

Accident & Incident book

Any accident, however trivial, must be recorded in the book provided for the purpose. A book is kept in the clubhouse by the telephone and also in the race hut. Incidents involving damage to other boats or property, or "near misses" must also be recorded. Follow instructions on the book.

Operating area

The agreed operating area is set out in appendix 1. In order to experience full tidal conditions, Powerboat Courses may need to transit Richmond lock. Normal operating area for tidal experience will be between Richmond Lock and Wandsworth Bridge and will extend up to Teddington lock during times when Richmond half tide gates are open.

Emergency access & evacuation

Should it be necessary to arrange emergency services attendance or evacuation, access points have been identified and are shown in Appendix 1, a copy of which is kept in each safety boat emergency container. Access points have a postcode (where possible) and a What Three Words location

Emergency services can be contacted by mobile phone (999) or through London Coastguard Channel 16. London Coastguard does not monitor DSC alerts, so calls should be made by voice prefixed Mayday or PanPan as appropriate. Should a serious incident occur, follow the TYC's major incident procedure as set out below.. Contact TYC Commodore or another flag officer. Contact phone numbers are listed in the emergency evacuation plan appendix 1. Do not speak to any member of the press or the general public..

Injuries ashore or afloat.

An emergency ambulance should always be summoned if there is an incident resulting in a serious loss of blood, any problems with respiration, or any period of unconsciousness, however short.

Summon an ambulance by dialling 999. Station a helper as appropriate guide the ambulance. If the casualty is afloat, give one of the recognised emergency signals. Evacuate casualty ashore as quickly as possible, either by transferring to safety boat, or towing the casualty's boat unless a spinal injury or broken limb is suspected. In which case, do not remove casualty from the water. Contact London Coastguard and ask for the RNLI to attend. They have specialist kit to deal with such incidents.

Safety Boats. (dinghy courses)

During RYA recognised training periods, club safety boats' operation should be supervised by members holding RYA Powerboat Level 2 certificates or above.

Kill cords must be attached to the operator before attempting to start, and at all times while the engine is running. The kill cord should be inspected each day for abrasion and effective action.

Check that gear lever is in neutral before starting the engine,

Ensure that inexperienced dinghy helms are protected from the dangers posed by other river traffic. This will mean that a manned safety boat should be afloat whenever possible during dinghy sailing sessions.

During conditions of strong winds or stream and during the period November - March, two people should man each safety boat. One person should wear a wetsuit or drysuit and be prepared to enter the water.

Manual start engines should have the starting cord inspected for abrasion regularly. Any safety boat mechanical problems should be reported immediately to the bosun.

Capsize recovery practice (dinghy courses)

This will be done under strict supervision, normally directly off the race hut, clubhouse or White Swan hard. A manned safety boat will be in attendance. During Level 1 & 2 courses, an instructor will enter the water with the students in order to offer first hand instruction and ensure safety.

Between November and March, capsize recovery practice requires students and instructor to wear wet or dry suits.

Capsize incidents (dinghy courses)

A safety boat should attend all capsizes as quickly as possible to ensure that no-one is trapped, injured or panicking. Once safety has been established, the safety boat operator should check that there are no other incidents requiring attention, before commencing recovery. If at all possible, students should be allowed to attempt recovery unaided. The safety boat should stand by, keeping a good lookout for other incidents. necessary. If crew becomes very cold, tired or otherwise upset, they should be taken ashore immediately. Then return for the boat. Students should not be left on their own by a capsized boat. i.e. if there are two - take both. If there are several capsizes, drop people on the nearest shore to save time.

If assistance is judged to be necessary, approach should be towards the forestay (or bow). Keep clear of the back of the boat where the people should be. The intention is to get the crew to right the boat, with help if necessary.

While recovering a person from the water, or if the operator needs to leave the controls, the safety boat engine **must** be stopped.

Man overboard incidents. (dinghy courses)

Safety boat should attend immediately. Allow the sailing boat which has lost the crew member to attempt pick up unless conditions are too dangerous. Man overboard practice will always use a dummy, not a real person.

Boat Maintenance

Safety boats are the responsibility of the bosun. Club sailing craft are maintained by the Afloat Team. Faults or damage to boats incurred during training sessions should be reported to the appropriate person. If a boat needs to be removed from service a "Not to be used" label should be fixed with a cable tie to the mast or rudder fitting.

Fuel

Removeable petrol tank for SB3 and spare fuel is stored in the fuel locker outside the clubhouse. The bosun is responsible for fuel supplies and will, if informed, ensure the tanks are topped up before each course.

Student feedback & Records.

At the conclusion of each course, all students should be invited to complete a feedback form. Instructor in charge must ensure that any certificates issued are correctly logged in the training file. Any complaints identified at this or any other stage should be referred to the Chief Instructor.

Communications (powerboat courses)

Each boat will keep a listening watch on channel 14 (Thames VTS) and will also carry a mobile phone in a waterproof container. There will be a designated TYC shore contact.

River traffic downstream of Richmond Lock (powerboat courses)

Instructors must make themselves familiar with the special navigation rules relating to rowing craft on the tideway between Richmond Lock and Hammersmith Bridge. In particular they must be aware of approaching rowing craft who may appear to be on the "wrong" side of the river. Details on PLA website.

Appendices

- 1 Operating Area & Emergency evacuation plan – see separate file.
- 2 RTC Risk Assessment to be read in conjunction with TYC overall risk assessment.
- 3 TYC Safeguarding Policy - see separate file.
- 4 TYC Equality & Diversity Policy.
- 5 RTC Dealing with a major incident policy.
- 6 Boat maintenance procedure.



Appendix 2 Practical Training Risk Assessment

Carried out
by _____ Dated _____

This assessment should be read in conjunction with TYC's overall Risk Assessment Document.

On shore risks

Hazard area	Risk	Control	Further action
Dinghy Park slipway edge	Falling	Cover in briefing	Under 16's allowed access only under direct supervision. Use White Swan Hard for launch / recovery whenever possible
Workshop / Bosun's store	Tool injuries to unskilled persons	Workshop locked when not in use. Authorised users only.	
Petrol storage & decanting	Fire, explosion	Competent persons only	Cover in PB training

On or near water Risks

Hazard area	Risk	Control	Further action
Slipway	Slipping on algae	Safety Briefing. Slipway power washed regularly	Students launch from White Swan Hard whenever possible
White Swan Hard	Slipping on wet grass	Safety Briefing	Extra care after ebb tide recedes
Pontoon	Falling in river – especially at other than maintained level	Safety Briefing. Personal buoyancy to be worn	

Appendix 4

**Twickenham
Yacht Club**



TYC EQUALITY POLICY

Policy Statement

Twickenham Yacht Club is committed to equality of opportunity and aims to ensure that all present and potential participants, members, instructors, coaches, competitors, Officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.

Objectives

- o To ensure boating is accessible and attractive to the widest audience.
- o To ensure that the **TYC**'s services, including training schemes, are as accessible as possible, including to people with disabilities.
- o To increase the diversity of our Instructors, Coaches and Race Officials
- o To identify and promote more role models at all levels from under-represented groups, including women and girls, people with disabilities, people from BAME backgrounds and LGBT+ people.
- o To attract new participants from under-represented groups through targeted initiatives.
- o To maintain the Advanced level of the Equality Standard for Sport.

Implementation

- o **TYC** encourages its members to offer an experience to participants that is friendly, welcoming and open to all.
- o Appointments to voluntary or paid positions with the **TYC** will be made on the basis of an individual's knowledge, skills and experience and the competences required for the role.
- o **TYC** will tailor requirements in relation to **RYA** training schemes which may inhibit the performance of candidates with special needs, provided that the standard, quality and integrity of schemes and assessments are not compromised.
- o **TYC** will develop further policies for specific subject areas where appropriate (eg. instructing, race officials).
- o **TYC** reserves the right to discipline any of its members, qualification holders, appointees, volunteers, or employees who practise any form of discrimination in breach of this policy, in line with the relevant articles, rules, codes of conduct and disciplinary procedures.
- o The effectiveness of this policy will be monitored and evaluated on an ongoing basis by the **TYC** Welfare Officer reporting to the **TYC** Committee.

Robert Page RYA Training Centre Principal

Approved by TYC Committee 21st December 2020.

Appendix 5



**Twickenham
Yacht Club**



Dealing with a Major Incident

These notes give guidelines for the aftermath of a major accident.

- Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
- Get a statement from competent witnesses
- Remove the instructor and key witnesses from the RTC to a place you can talk to them away from the press.
- Produce a written statement that you can give to the press.
- Inform TYC Commodore

E.g. TYC regret to announce the death of a crew member who fell overboard at night from a training dinghy. When..... Where..... etc

Our deepest sympathy to the relatives etc. A full statement will be issued at ?pm. tomorrow (give yourself time to collate the information).

- Don't hold a press conference
- Decide who will speak to the press
- Don't allow well-meaning but ill-informed staff to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will have probably obtained some information from them.
- If there has been a fatality the police will contact the RTC and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
- Keep any relevant equipment e.g. lifejackets, logbooks etc.

Appendix 6 - Boat Maintenance Standard Operating Procedure

If you find any of the club boats damaged or missing parts or they sustain damage during use please follow the following steps.

1. Return the boat to its usual slot if not there already and put it back under cover with any loose or detached parts safely inside.
2. Place the out of use sign in the race hut in a prominent place on the boat such as over the handles of its launch trolley.
3. Fill out the relevant sections of the logbook in the race hut and report the issue to the Sailing Secretary via phone or email giving as much detail as possible.
4. The Sailing Secretary will organise a repair and update the logbook, signing the boat off for use and removing the do not use sign when it is safe to do so.

Maintenance Logbook

If reporting a fault please fill out the first four columns and send all relevant details to the Sailing Secretary.

Boat	Issue	Date	Reported by	Work carried out	Date	Signed off by