



HOLLOWELL SAILING CLUB

On the Water Safety Policy

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1 Scope

This document defines the responsibilities and procedures followed to ensure on the water safety at Hollowell Sailing Club (HSC). A Health and Safety Policy statement is in Annex 1. The current Sailing Committee Risk Assessment should be read in conjunction with this document.

Training Courses undertaken at the HSC RYA Training Centre are governed by the RTC Operations Manual [and therefore fall outside of the scope of this document] and will have their own safety arrangements. Child Protection is covered by the Hollowell Sailing Club Child Protection Policy detailed separately.

Policies governing on the water activities for canoes and rowing boats are specified in the HSC Canoeing Special Terms and Conditions and the HSC Hollowell Scullers Affiliated Club Agreement. A copy of this Policy, and any amendments will be made available to all members.

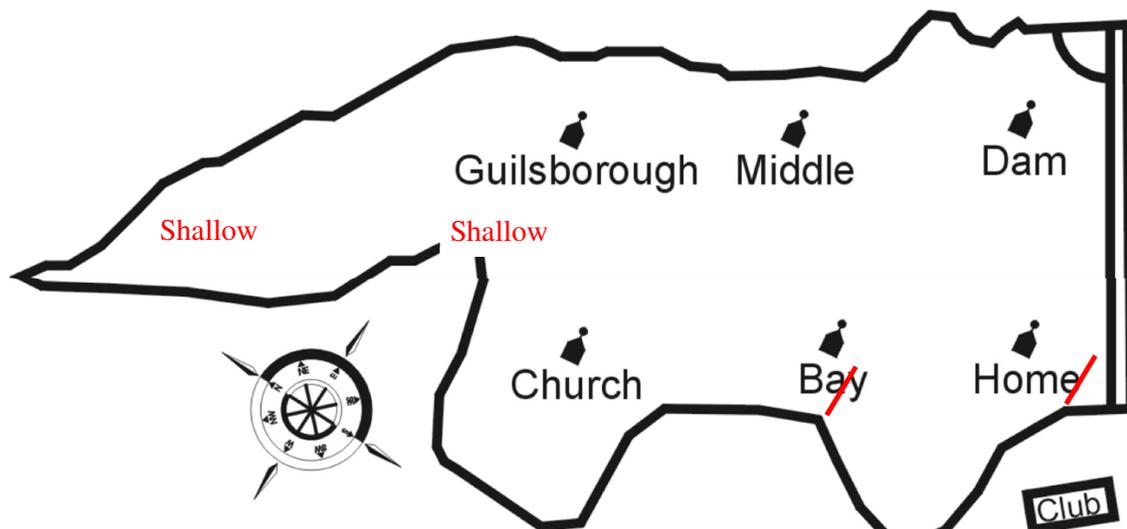
2 Responsibility

The General Committee is committed to providing a safe and healthy environment in which Members can undertake the Activities for which the Club was established. Responsibility for this Policy rests with the Commodore, who may delegate the day-to day requirements for implementing this Policy, risk registers and associated procedures, to sub-committees or designated individuals of the Club.

As such, on a day to day basis the Duty Officer is responsible for the overall safe operation of the Club, its facilities and on the water safety. Given that the Duty Officer is often running the Racing the 'on the water safety' is delegated to the Safety Boat Officer. In the unlikely event that the Safety Boat Officer and Duty Officer disagree the final decision rests with the Duty Officer. The provision of Safety Cover, as described in this document, includes cover for all those windsurfing and dinghy sailing, whether racing or not.

3 Sailing Area

Hollowell reservoir is a water supply reservoir of approximately 114 acres. Potential unusual local hazards at Hollowell Reservoir include submerged fences (on the corner at the North end of the bay, and in the corner between the Dam and the Clubhouse), depth at the very far end of the lake and on the kink between Guilsborough and Church marks.



The Dam is particularly dangerous with the wind coming from the North, as this can force novice sailors onto the Dam structure. On heavy wind days it is recommended that novices sail further upwind.

Anglers are permitted to fish at Hollowell Reservoir and other water users are asked to maintain a distance of 30 meters from fishermen on the shoreline or the dam to avoid cutting lines and creating serious risk for local wildlife.¹

Blue and green algae

Occasionally we will be warned by Anglia Water that blue or green algae are present in the water. When this is the case take particular care with personal hygiene ensuring that hands are washed before eating, though this is wise advice at all times. There is also a potential danger from Weil's disease in any open water and again the preventive measure is hand washing before eating. Recommended preventive measures are posted at all times on the Club noticeboard.

4 Access to the Water

The Club has an open water policy. Members may launch permitted craft on the water at their own risk at any time when there is no racing except when the programme states 'no free sailing'. It is recommended that no one is on the water alone². You must sign in and out using the book in the covered area outside the bar.

¹ HSC Sailing Programme

² HSC Sailing Programme

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Canoeing is permitted by eligible members of HSC and their guests subject to the specified exceptions and terms of the Canoeing Policy Special Terms and Conditions.

Hollowell Scullers are affiliated to Hollowell Sailing Club and are permitted to deliver programmed coaching sessions. The open water policy permits their members and guests to row outside of programmed hours subject to the specified terms of the HSC Hollowell Scullers Affiliated Club Agreement.

Outside of programmed sailing times the main clubhouse and outbuildings are not open and club hire boats are not available, and there is no rescue facility.

5 Personal Safety

5.1 Buoyancy aids

Members are reminded that personal buoyancy must be worn at all times on the water and the pontoons. The only exception to this is that approved rowers and windsurfers aged over 18 may sail without buoyancy. Buoyancy aids are available in the new equipment store for a small sessional charge payable to the Tea Bar.

If a child's buoyancy aid is used which has crotch straps these straps must be used and not left to dangle, as they could become an entrapment hazard.

5.2 Trapeze Harness

It is recommended that all sailors using Trapeze Harnesses should be trained in their use before going on the water and that the Trapeze Harness is fitted with a quick release mechanism. The Club does not supply a Trapeze Harness. For beginners it is recommended that masthead buoyancy is used.

5.3 Your responsibility on and off the water

Members are entirely responsible for their own safety, whether afloat or ashore, and nothing reduces this responsibility. It is for members to decide whether their boat and its helm and crew are fit to sail in the conditions that they might find.

By launching or going afloat sailors confirm their boat is fit for those conditions and that they are competent to sail in them. Nothing done by the organisers can reduce the responsibility of members, nor will it make the organisers responsible for any loss, damage, death or personal injury, however it may have occurred, as a result of the boat sailing. The provision of Safety Boat Cover does not relieve owners and competitors of their responsibilities.



5.4 Personal Protection Equipment

5.4.1 Use of Helmets

Consideration should be given to wearing a sailing helmet, especially if

- You are a beginner
- sailing in high wind conditions,
- sailing an unstable boat
- have suffered previous head trauma

5.4.2 Carrying an approved knife

The view of the RYA is that having sailing knives ready to hand whilst on or around a boat is recommended as good safety practice. This is especially true for those sailing double handed boats with trapeze or spinnakers. If a knife is carried make sure it is a folding pocket knife with a blade of less than 3 inches, with a rounded end, so you do not fall foul of the Law by carrying an 'offensive weapon'. These are available from any chandlery.

5.5 Insurance

It is a condition of HSC membership that member's boats and sailboards must be insured to at least 3rd party with a minimum of £2 million or equivalent though you are strongly advised to take out fully comprehensive insurance.

5.6 Children

Unless on a Training Course parents or guardians are also responsible for their children when they are on the water and for the care and safe handling of Club equipment.

According to our Club rules, children under 14 years of age have full use of the club premises where suitable and should at all times be in the direct supervision of a responsible adult³.

Members are responsible for their own children at all times and it is recommended that children below the age of 18 should not be left at the club unaccompanied.

Parents or guardians should promote safe sailing. Specific items include:

- Discouraging children from continually capsizing a boat
- Making sure that children are trained and suitably qualified in the use of equipment BEFORE they are let loose on a different boat or equipment (e.g. trapeze harness, use of spinnakers).
- Understanding that if the RED flag is flying in the Bay they must vacate the Bay area (as many race boats will be returning to shore)

³ HSC Rules re : Admittance of Children
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- If playing, to play outside of any Race or Training area being used

Suitably qualified parents or guardians should also be willing to get into a safety boat to supervise their children on the water.

5.7 Collision Avoidance

All sailors are subject to the International Regulations for Preventing Collision at Sea (IRPCS) which set out, amongst other things, the 'Rules of the Road' to be followed by ships and other vessels. While Racing you are also governed by the 'Racing Rules of Sailing'.

In general at Hollowell this means:

1. **You must try to avoid contact that causes damage or injury**, (even if you think you have the 'rules' on your side).
2. As a matter of courtesy if you are not racing please keep clear of boats that are racing, and be prepared to taking avoiding action not to collide with the other boat, or to make the racing boat change course such to adversely affect his or her position.
3. Safety Boats (powered vessels) should give way to Sailing boats. At HSC rowing boats and canoes are considered to be under power and must also give way to sailing boats.
4. Look out – 'Every vessel shall at all times maintain a proper look-out by sight and hearing' (IPCRS). In other words keep your eyes open! If you think that another vessel has not seen you do not hesitate to shout at the other boat (for example you may be in the blind spot of a large asymmetric spinnaker).

And when dinghy meets dinghy from the 2013-16 ISAF Racing Rules of Sailing:

10 ON OPPOSITE TACKS

When boats are on opposite tacks, a port-tack boat shall keep clear of a starboard-tack boat.

11 ON THE SAME TACK, OVERLAPPED

When boats are on the same tack and overlapped, a windward boat shall keep clear of a leeward boat.

12 ON THE SAME TACK, NOT OVERLAPPED

When boats are on the same tack and not overlapped, a boat clear astern shall keep clear of a boat clear ahead.

13 WHILE TACKING

After a boat passes head to wind, she shall keep clear of other boats until she is on a close-hauled course.

Further information on the Racing Rules of Sailing can be found at:

<http://www.sailing.org/documents/racingrules/>



6 Safety Cover

6.1 Overview

The Club is open and Safety Boat cover is normally available during the times set forth in the Sailing Programme which is issued to all members. This is broadly:

Sundays and Bank Holidays: from March to December.
Saturday afternoons from April to October
Tuesday and Thursday evenings: from May to early September
Tuesday and Thursday 17:00 approx. until dusk

Safe operation of the Club is delegated to the Duty Officer and Safety Boat Officers who are perfectly within their right to:

- Order all boats off the water e.g.
 - If too many boats are capsizing
 - There looks to be an imminent thunder storm with lightning
- Insist on additional safety cover before sailing continues
- Cancel Racing
- Recommend that children/ novices do not sail
- Order individuals off the water
- Insist on rescue boats taking personnel off the water, while leaving boats and equipment

for any reasons of Safety.

A Safety Crew should attend ALL capsizes. However they may have to prioritise the order of the rescue. As examples they may need to raise the priority for:

- Any boat with the potential for an entrapment
- Any boat where they cannot see a person in the water or on top of their boat
- Children or vulnerable adults where periods in the water can lead to hyperthermia

Similarly the following may be de-prioritised

- Anyone sitting on top of their boat (and safe)
- Anyone who has made it to shore (and safe)

At HSC where a person or persons are removed to safety from their craft which remains on the water red and white tape will be placed on the craft to indicate this to be the case for other safety boat operators.



6.2 Safety Cover Levels

At any Programmed Sailing time there will be at least 1 Safety Boat manned and available for Safety cover. A second Safety Boat (if not on the water) should be tied to the Safety Boat Pontoon directly outside the Clubhouse and ready for immediate use. All Safety Boats must be equipped with a charged radio which has been tested on the day.

Guidance for the number of Safety Boats on the water:

- a) Wind greater than Force 3 (7-10 Knots) and 15 or more craft out then 2 safety boats should be considered
- b) Wind greater than Force 4 (11-16 Knots) and 15 or more craft out then 2 safety boats should be in place.
- c) If more boats on the water or conditions dictate get more boats ready.
- d) Sailors volunteered or volunteering for safety boat instead of sailing to be given average points.

Specifically NO RACING CAN TAKE PLACE WITHOUT A SAFETY BOAT ON THE WATER AND CREWED BY TWO PEOPLE.

From time to time it may be necessary for the Safety Boat Crew to have a break, especially on the full day sessions. In this case the Safety Boat Officer will do one of the following depending on the circumstances:

Conditions	Craft on the water	Recommended action
Any	>5	Delegate another team to provide rescue cover or Swap Driver/ Crew for periods
Force 1 -2	<= 5	May park the Safety Boat on the pontoon and watch from the patio Must tell the boats on the water that Safety Boat Crew is going ashore, prior to doing so.

Sometimes (usually on evening events) the Duty Officer may double as the Safety Boat Officer. As such he or she will use a RIB/Jeanneau rather than the Committee Boat.



6.3 Safety Boat Crew

The main Safety Boat Crew consists of two people, the Safety Boat Officer (SBO) and the Assistant Boat Officer (ABO).

- Driver must have a minimum RYA Powerboat level 2 qualification, and ideally a Safety Boat qualification, and if aged between 16 and 18, the crew must be aged 18 or older.
- If the driver is over 18, the minimum age for the crew is 16.
- Both crew must be physically able to assist with a rescue.
- One person in the Safety Boat must be equipped and ready to enter the water if necessary.

When applying for HSC Duties members must sign to say that they are fit and able to undertake the role for which they are applying. In the case of Safety Boat Crew this includes:

- o Ability to see from one end of the lake to another in normal conditions
- o Be within the minimum age limits
- o Be sufficiently fit and confident to be able to enter the water and then get back into the safety boat (with assistance if necessary).

Where additional safety boat cover is required, perhaps due to bad weather, experienced Boat Officers (within the criteria above) are allowed to operate on their own, without a crew.

6.4 Shore-based Safety Representative - T-Bar

In the event of an emergency or deteriorating weather conditions the Safety Boat Officer will make contact with the shore based safety representative. This may mean asking them to get more boats on the water or calling the emergency services.

The Shore Based Safety representative is often the daily T-Bar representative, but could be any nominated person if T-Bar staff are not on duty. The Shore Based Safety Representative should be in earshot of the radio at all times. Should the T-Bar staff leave the premises towards the end of the day, the responsibility for being the Shore Based Safety representative should be passed to another shore based volunteer.

6.5 Safety Boats and Equipment

Seven powerboats are provided for coaching and rescue purposes. The numbers on the boats match those of the floating boathouses and the fuel cans. Each boat should have one spare kill cord.

The minimum safety equipment in each safety boat is in accordance with the RYA RTC guidelines for a given year. Full details are in the HSC RTC Operating manual. However you
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would expect to find in a Safety Boat the following equipment. : Anchor, Throwing line, Tow Line, First Aid kit (including survival bag (or Thermo Protective Aid) and minimum 2 large wound dressings, 2 medium wound dressings and triangular bandage), Fire Extinguisher, Tool Kit, Laminated map of Operating Area, Bucket, paddle, red and white tape (to mark a boat where the crew has been taken off) and a knife.

7 Advice to Duty Officers and Safety Boat Officers

Duty Officers

Information about the Club, how to open up and close the building is provided in the 'Advice to Duty Officers' document available to all Duty Officers.

Safety Boat Officers

A one page set of guidelines for Safety Boat Officers is presented in Annex 3.

Short Form Notes for Duty Officers and Safety Boat Officers

These are available on the rear page of the Sailing Instructions.

8 Driving Powerboats

At HSC we can teach pupils to drive powerboats from the age of 14. However there are restrictions on what functions a child (under 18) can undertake, and the age of any crew in the boat. Details are in Annex 2.

9 Hire Boats

Club hire boats are available for use during programmed sailing times, when Safety Cover is available. Hire Boats cannot be used outside of these times. Members or guardians are responsible for the careful and safe handling of any Club equipment by children under 18 years of age outside of training activities and required to report any damage in the Bosun's Log. If damage is likely to render the craft unsafe for further use then red and white ribbon should be wrapped clearly round the craft and a member of the Committee advised as soon as possible.

10 Health and Safety- Risk Assessments

These are reviewed on at least an annual basis. The latest copy will be found on the HSC website.



11 Emergency Arrangements and First Aid

The First Aid Kit and a defibrillator along with a list of qualified First Aiders is available next to the combi-boiler by the T-Bar. The HSC Emergency Action Plan details what should happen in the case of a Major Accident or Incident. A Major Incident is an event where there is a loss of life, a serious injury, or there is substantial damage to property and/or the environment. The Emergency Action Plan is located on the Combi-Boiler near the kitchen and includes Emergency Contact details. All Duty Officers should be familiar with this plan.

The defibrillator requires no special training and is voice guided.

12 Accident and Near-Miss reporting

All Accidents, involving the use of the First Aid kit, must be logged in the Accident book. The accident book is located in the holder below the First Aid box. Once a form is completed it should stay in the Accident book. The House Manager will review the accident book regularly and put completed forms in the safe storage area in the Race Office. He will also report on these and ensure any necessary action is taken via the Maintenance Committee.

Near-Misses should be reported on the sheet in the Bosun's log and will be regularly monitored by the Maintenance Committee and Training Committee.

Approved:

N Wilkinson
Commodore

C de la Fuente
Principal



Annex 1: Health and Safety Policy Statement

Health and Safety Policy Statement

Hollowell Sailing Club

The General Committee is committed to providing a safe and healthy environment in which Members can undertake the Activities for which the Club was established. Responsibility for this Policy rests with the Commodore, who may delegate the day to day requirements for implementing this Policy, risk registers and associated procedures, to sub-committees of the Club. All risk registers are to be reviewed annually and held by the Club Secretary.

Responsibility for the activities being undertaken whilst operating as a Registered Training Centre (RTC) rests with the Principal, who will also provide an Operating Manual. The Principal will ensure that Instructors and Coaches sign to say they have read and understood the Operating Procedures of the centre.

Approved by General Committee February 2013

Nicola Wilkinson
Commodore

Clive de la Fuente
Principal

12 November 2014



Annex 2 HSC Policy on Youth Powerboat Drivers (Sailing Committee approved – 9 Sep 14)

For the purposes of this document ‘Youths’ are considered as being those children under 18 years of age.

HSC will not train to RYA Powerboat Level 2 (PB2) anyone under the age of 14. This document therefore relates to children between 14 and 18 years of age. Should anyone join the Club under the age of 14 and wish to drive a Powerboat they may only do so under the supervision of a suitably qualified (ie holder of PB2 or greater) adult on-board the boat.

Club Environment

Age	Qualifications	Restrictions	Exception
16 or over	PB2 and Dinghy Instructor or Windsurfing Instructor or Race coach Level 2	None	
16 or over	PB2	<p>Crew must be over 18 and PB2 qualified if used for safety cover</p> <p>Crew must be over 16 and PB2 qualified but cannot be used for safety cover</p> <p>There must be two people in the boat.</p> <p>Must have Duty Officer (DO) or Boat Officer (BO) permission</p>	Pelican use and getting boats in/out.
14 or 15	PB2	<p>Crew must be over 18 and PB2 qualified</p> <p>Must not be used for safety cover</p> <p>There must be two people in the boat.</p> <p>Must have DO or BO permission.</p>	Pelican use and getting boats in/out. .



Training or Coaching Environment (Deemed to be training under the responsibility of an Senior Instructor or Coach)

At all times the SI or lead coach can impose greater restrictions given local conditions and circumstances, and is considered as supervising any activities that the 'Youths' undertake.

Age	Qualifications	Restrictions	Exception
16 or over	PB2 and Dinghy Instructor or Windsurfing Instructor or Race coach Level 2	None	
16 or over	PB2	Must not be used for primary safety cover Any Crew must be over 16 and PB2 trained.	
14 or 15	PB2	Crew must be over 16 and PB2 qualified Must not be used for primary safety cover Cannot operate boat on own	Pelican use and getting boats in/out



Annex 3 Safety Boat Officer Guidelines

Safety Boat cover is to be provided during the programmed sailing times:-

Saturdays 13:30 until 18:00
Sundays & BH Mondays 10:30 until 18:00
Sundays (Nov & Dec) 10:30 until 15.30
Tuesday and Thursday 17:00 approx. until dusk

REMEMBER: You are covering the times identified, not just the racing.

Personnel check:

Driver must have a minimum RYA Powerboat level 2 qualification and if aged between 16 and 18, the crew must be aged 18 or older. If the driver is over 18, the minimum age for the crew is 16.

The crew must be physically able to assist with a rescue, and one member of the team must be dressed to enter the water. Make sure you are appropriately dressed for long periods on the water. Suncream in summer...thermals, gloves drysuit in winter? Take a flask of warm drinks with you.

BEFORE STARTING –

Discuss the forecast with the Duty Officer and look at the weather to determine how many safety boats may be required. Use the following guidelines:

- a) Wind greater than Force 3 (7-10 Knots) and 15 or more craft out then 2 safety boats should be considered
- b) Wind greater than Force 4 (11-16 Knots) and 15 or more craft out then 2 safety boats should be in place.
- c) If more boats on the water or conditions dictate get more boats ready.

Fetch fuel cans with kill cords from petrol store. The tiller steering boats need 1 kill cord to operate. The RIBs need 2 kill cords PLUS KEY. An extra spare kill cord must remain attached to every fuel can for use in emergency. Fuel tank must be secured to the boat whilst in use.

Check equipment kept on each boat: first aid kit, bucket, paddles, heaving line, knife on float and anchor with warp tied to boat as a minimum.

Fetch radios from Race Office. Identify your Shore Based Safety Representative. Carry out a radio check with committee boat and tea bar/shore based safety representative. Radios should be set to Channel 1. Ensure each boat that is ready to be used has a radio on-board.

Any Safety Boats that are not on the water should be tied up, but ready for use on the Pontoon directly opposite the Clubhouse.

ON THE WATER-

Keep vigilant. It is often best for Driver and Crew to face in opposite directions.

Attend ALL CAPSIZES. You may have to prioritise the order of the rescue. As examples you may need to raise the priority for:

- Any boat with the potential for an entrapment
- Any boat where they cannot see a person in the water or on top of their boat

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- Children or frail adults where periods in the water can lead to hyperthermia

Similarly the following may be de-prioritised:

- Anyone sitting on top of their boat (and safe)
- Anyone who has made it to shore (and safe)

You are responsible for Safety and so do not be afraid to:

- Insist on additional safety cover before sailing continues
- Recommend that children/ novices do not sail
- Order individuals off the water for reasons of safety or damage to boats
 - they may be suffering from hyperthermia
 - continuous capsizing – hence taking too much Safety Resource
 - damaging Club Hire Boats
- Consult with the Duty Officer about abandoning racing and sailing in very poor conditions or if there is likelihood of a lightning storm

You may need to cause the Red Flag in the Bay to be raised, so that children can vacate the area. Especially true with a large fleet of racers, a strong wind, and a lee shore.

From time to time it may be necessary for the Safety Boat Crew to have a break, especially on the full day sessions. In this case the Safety Boat Officer will do one of the following depending on the circumstances.

Conditions	Craft on the water	
Any	>5	Delegate another team to provide rescue cover or Swap Driver/ Crew for periods
Force 1 -2	<= 5	May park the Safety Boat on the pontoon and watch from the patio Must tell the boats on the water that Safety Boat Crew is going ashore, prior to doing so.

REMEMBER:-

Safety boats are for RESCUE. People come FIRST, equipment after.

KILL CORD must be attached to the driver's leg at all times

When near people in the water STOP THE ENGINE. Do not leave it running as the propeller may still turn. Remain seated whilst driving. Crew should sit in-board. Watch your wash.

Approach pontoon and other boats slowly.

Entrapments:

Entrapments are the most likely cause of a serious injury on the water. They must be dealt with promptly, and as a priority. **The RYA advice is to 'right the boat as quickly as possible'.**

END OF DAY:

Put everything away as you found it. Check radios are all there, they should all be switched off and registered in their holders so that either a red or green light is displayed.



Version Control

Version	Date	Changes	who
Version 2.2	16 Feb 16	Addition of info on helmets and knives, reference to emergency action plan, removed inclusion of Risk assessment but made reference to it. Crotch straps.	CdIF