Dundee Sailing Club

Safety Boat Procedures

Version 2 March 2017

Version	Date	Changes
1	1st March 2016	Original document created
2	1st March 2017	Added risk assessment matrix

1 Purpose

This procedure document provides information to safety helms and crew about the safe and proper use of the Club Safety Boat

2 Crew

a. When the safety boat is providing safety cover for a Club sailing event it should have two crew members

b. Both crew members should be prepared to enter the water if necessary, so need to be dressed appropriately

c. Buoyancy aids must be worn

d. The helm must be attached to the kill cord when the engine is running

e. Helms are required to have minimum RYA Level 2 power boat qualification, ideally be progressing to the RYA Safety Boat qualification and be approved by the Club Committee

f. Trainee helms may operate the safety boat only under the supervision of an approved helm, who is on-board and is attached to a kill cord when the engine is running

g. Crew are to be at the club 1 hour before the scheduled sailing time to allow time for changing, preparing the safety boat and carrying out risk assessments.

3 Rescue Boat Equipment

a. Check the following equipment is on board:

Kill-cord, spare kill-cord, first aid kit, painter, towing bridal, emergency engine start cord, bucket, minimum x2 tow ropes, knife, two paddles, boat-hook, anchor, space blanket, spare hat, gloves and fleece; tool kit, spare buoyancy aid and centreboard stone-clearing rod.

b. A full equipment checklist will be on display in the safety boat shed

c. Safety equipment must not be removed from the safety boat

4 Pre-launch boat checks

a. The safety boat must carry two fuel tanks with sufficient fuel to cover the planned event and any unforeseen circumstances.

b. Check sponsons are up to pressure – neither rock hard nor too soft.

c. Fit drain plugs at the stern of the boat

d. Raise the engine fully prior to moving the boat out of the shed.

5 Risk Assessment

a. The Safety Boat helm, in consultation with the Officer of the Day, has the ultimate decision for the session as to whether or not to sail.

b. The Safety Boat helm, with the Officer of the Day, will carry out a Risk Assessment for the sailing session, taking into consideration:

i. Weather (wind speed, sea state, air temperature)
ii. Tide (e.g. wind against tide?)
iii. Proposed Destination (Distance, hazards)
iv. Types and condition of boats taking part
v. Competency and experience of boat crews

c. The suitability of the planned destination, duration or proposed activities during the session should be viewed against the Risk Assessment and altered if necessary. Use following risk matrix as a guide to decision-making:

Risk Assessment Matrix	Green	Amber	Red
	Suitable for all member sailing	**Sailing permitted with controls**	**Experienced sailing teams only**
Wind speed forecast *(Met Office, average)*	<13mph Force 1-3	13-19mph Force 4	>19mph Force 5
Destination	As planned	Review longer trip	Local sail
Sailing crew competency	Novices OK	Competent helms	Experienced helms and crews
Safety boat crew competency	Qualified helm, with crew	Competent helm & capable crew	Experienced helm and crew
Boat type/ condition / preparation	All boats	Reefing sails	Suitable type for strong conditions, well maintained and prepared

6 Safety Briefing

d. Before a Club sailing session, the Safety Boat helm and / or the Officer of the Day will gather together all those taking part and remind people of:

   a. Destination

   b. Weather

   c. Tide

   d. Any particular risks

   e. Safety procedures

7 Launch & Recover

a. The safety boat is launched before any other boat involved in the club event and is last off the water.

b. Gather painter and other ropes aboard during launch

c. Avoid hitting the prop on rocks at low tide or by driving too close to the shore. At low tide keep the engine out of the water within 20 metres of the slipway and within 10 metres at high tide

d. Avoid damaging the hull on rocks or the trailer with impatient recovery. Centre the boat on the trailer and secure the bow line to the trailer before pulling from the water

8 Radio

a. Use channel 37a for all communications unless you have agreed another channel.

b. In an emergency use Channel 16 to seek further assistance

9 Safe Operating

a. The helm must keep the kill cord attached

b. Do not trail ropes in the water. Ensure that all ropes are coiled and secured to the boat (especially the painter).

c. Operate the boat smoothly, without excessive speed and watch out for other boats, moorings and debris in the water. Conserve fuel by remaining in a central position and watching craft

d. Ensure that all crew are seated safely, ideally to be level with or behind the driver and not on the sponsons ahead of the console.

e. Safety boats need to provide safety cover for all boats involved in the club event until they have all returned to the beach.

f. Do not remove the engine cover, unless using the emergency start pull cord. This should not be attempted without previous instruction

10 Interaction with Other Boats

a. The primary purpose of the Safety Boat is to provide assistance to boats taking part in the Club event.

b. Assisting other boats not taking part in the Club event is secondary to this; nonetheless providing help to other boats, particularly if there is a danger to their crew, is a principle in Maritime Law.

c. Stay near enough to other boats and keep a lookout to see any hand signals asking for assistance, or to render help in a timely fashion.

d. Pay close attention if boats are going under the bridge(s) as this is potentially more hazardous

e. At picnic stops, it may be necessary to anchor off-shore. The "last ashore, first off" principle applies.

f. The safety boat is equipped to tow boats in need. The safety helm is in charge. Give clear instructions on how the tow will be conducted and when dropping the tow.

11 Storing the boat

a. All crews are required to leave the safety boat in a clean state and ready for the next duty.

b. Tidy out the boat, remove any rubbish, coil tow ropes neatly.

c. Thoroughly wash the boat, trailer and motor casing

d. Give the engine a good flush through using the hose & outboard 'ear muffs'. Run the motor and monitor cooling water jet for at least 1 minute.

e. Remove drain plugs to allow residual water inside boat to drain.

e. If conditions have been very wet, drain the centre console using drain plug at the rear of the console

f. Return the safety boat to the shed.

g. Remove the fuel tanks and return them to the fuel store.

h. Lower the engine and turn the steering wheel to port so that the steering cable at the engine is retracted.

i. Leave seat up to allow ventilation; leave drain plugs out.

12 Record Use, Faults and Damage after using Rescue Boats

a. The safety boat has its own Safety Boat Log, located in the lounge where any repairs required should be noted and hours usage are also to be logged, to calculate the next scheduled service .

b. Inform the Officer of the Day or a member of the Club Committee of any issues found with the safety boat