



RDYC LADIES AFLOAT

2009

**RISK MANAGEMENT MANUAL
AND
OPERATING PROTOCOLS**



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1. Introduction

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This Risk Management Manual applies to Ladies Afloat members at the RDYC, and explains how the risks are to be managed. It does not cover members who are sailing unsupervised, whether from the Club or elsewhere although RDYC rules still apply.

2. Organisation

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Boating Activities	Boating Support	Co-ordination & Administration
Safety Officer & RYA Instructor Assistant Organiser Officer of the Day (OOD) RYA Instructors: Sailing/Power Safety Reps: Sail/Power Safety Boat Officer & team Cruising Representative Bosun Collection Leader	Boat Allocation Leader/Helpers Sailing Administration VHF Communications First Aiders Boat Owning Partnership Team OOD Asst. (see Appendix 7) Lunch/Registration Keel Boat Liaison Buddy Support	Co-ordinator (see Appendix 8) Secretary Events Organiser Finance
Current job holders are listed at Appendix 10		

3. Instructor and Helper Initiation

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A lead RYA Instructor and lead Safety Boat Officer will be designated on each day. Each Week: Safety Boat Officers. First Aider. OOD Assistant. Keelboat OOD will be appointed.

All Instructors and Helpers are briefed, before the course begins, by the safety representatives and lead Instructors and Safety Boat Officer on the sailing/boating objectives, and on the Safety Policy and the Risk Management Manual.

It is the responsibility of the OOD to satisfy herself that there is an adequate level of competence within each boat. She must also be satisfied that all Instructors and Helpers have suitable skills to work with members and she will monitor this during the course.

4. Occasional Helpers

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All occasional helpers will be inducted in the Ladies Afloat administration, its operating and safety policies and will be asked to sign that they have read and understood these.



5. Basic Training

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Basic Training will be provided in the use of RDYC Boats, VHF radios, correct start/end of session routine (7.n), Collision Regulations (COLREGS) and MOB capsized drill at the beginning of the course. Early in the season a Thursday will be designated for safety training in conjunction with the RNLI.

6. General Safety Policy Statement

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Ladies Afloat is not a formal RYA Sail Training initiative. It is set up to give members an opportunity of experiencing a wide range of waterborne activities, including Bosun Dinghies, Keelboats/Squibs, Cruising yachts, dories, motor launches and a variety of other vessels.

Safety is our first priority for all involved with Ladies Afloat. We aim to fully comply with both the spirit and the letter of relevant legislation, including the Health and Safety at Work etc Act 1974. We do this by following best practice in managing the risks to be as low as reasonably practicable. It will be managed within the spirit of RYA safety guidelines. No member is to consume any alcohol whilst helming/crewing a sailing dinghy or whilst driver/first mate in a safety boat during a Ladies Afloat session.

The RYA emphasizes “The primary responsibility for safety in boats lies with the individual participant, and that personal competence, developed through training and experience in a range of conditions, is the most important single factor in the achievement of adequate personal standards” (ref. RYA Boating Safety - Inland Waters).

Competence should include

- i) awareness of weather and water conditions and the limitations these impose on the individual’s ability to cope
- ii) technical competence in boat and equipment handling
- iii) the ability to organise and avoid potentially dangerous situations.

Ladies Afloat endorses the principles of the International Yacht Racing Rules as follows:

- A Every yacht shall render all possible assistance to any vessel or person in peril, when in a position to do so.
- B It shall be the sole responsibility of each yacht to decide whether or not to go to sea, start or continue to race.

Collision Regulations (COLREGS) must be observed at all times.

A copy of the RDYC General Safety Policy Statement is contained at [Appendix 11](#).



7. Sailing Areas

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- i) **Bosun Dinghies** – The areas to be used for basic sailing instruction are:
 - a) that part of the River Dart between a line drawn from Warfleet Creek to Lighthouse Beach and a line joining the Lower Ferry slips when sailing based at RDYC
 - b) RDYC to Sandquay – the fleet will aim to keep together making passage accompanied by Bravo and safety boat.
 - c) Off Sandquay – the area is above the higher ferry to a line from Noss to the upriver buoy of the large trots.
 - d) Other areas in River Dart.
- ii) **Other Groups (e.g. Toppers)** – May use other areas by arrangement with the Safety Rep/RYA Instructor on a given day. A dedicated Safety Boat must always be assigned to the group when in the sailing area. Leaders of this Group are asked to let the organising Safety Boat member know a week in advance of the requirement for extra boats so that this can be organised beforehand.
- iii) **Keelboats/Cruisers** – A designated lead helm of the group will decide with the keelboats on an appropriate sailing area. A buddy system to support each other to operate, i.e. crafts shall have another available on the water to give assistance if necessary. At least one boat should carry a VHF, all other boats a VHF and/or mobile phone. VHF operator should hold an appropriate operator's qualification unless under the supervision of a qualified person or where there is danger of injury or death to personnel on board. All boats should aim to sail with fleet or submit a [Navigation Plan \(see Appendix 4\)](#).

8. Safety

a. Risk Assessment

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The purpose of a risk assessment is to identify all significant risks, and assess their relative importance, so that appropriate controls can be put in place. The risk assessment of Ladies Afloat Sailing was reviewed in Spring 2009 by a Sub Committee. The principal recommendations have been implemented, but will need to be checked as part of the annual audit, see [section 8.o](#).

The following activities and areas have been assessed for hazards and risk of injury. A summary of Risk Assessments, as carried out by the RYA Principal of RDYC, for each activity/area is contained at [Appendix 13](#) (A guide to Ladies Afloat risk assessments is contained at [Appendix 12](#)). The areas assessed and their involvement in Ladies Afloat activities are summarised below:

- i) **Bosun Duty** – Bosun duty involves the transfer of dinghies from BRNC Sandquay Dinghy Pontoon to RDYC prior to a session and their return on completion.



- ii) **Bosun's Locker** – Obtaining spars, foils, sails and engines for use on dinghies and other boats.
- iii) **Bridge, Steps, Main Pontoon and Topper Rack** – Access to Dinghies, Yachts and Keelboats tied up to or stored on the Pontoon, access to boats moored on the River Dart, access to RDYC owned boats.
- iv) **BRNC Sandquay** – Rigging, Launching and Storing BRNC Dinghies. Ladies Afloat members are not allowed ashore at Sandquay, access is only granted to the Dinghy Pontoon.
- v) **Club House and Terrace** – Usage of all RDYC Facilities.
- vi) **Dinghy Pontoon** – Rigging, Launching and Storing RDYC owned dinghies.
- vii) **Safety Boats** – Driving and crewing for provision of Safety cover and support.
- viii) **Sailing** – Rigging, Sailing and De-rigging Dinghies.
- ix) **Slipway and Beach** – Launch and Recovery of Dinghies and other Boats.
- x) **Squib/Keelboat sailing** – Rigging, Sailing, De-rigging and Mooring Squibs/Keelboats.
- xi) **Static Capsize Drill** – Demonstration and practice of capsized drill ashore.
- xii) **Rowing Instruction** – Usage of RDYC owned rowing dinghies and other vessels propelled by oars or paddles.

b. General Safety Advice

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It needs to be understood that the sailing area is usually very busy with traffic in both directions. Members/sailors must be drilled in keeping a good look out and in taking appropriate action. Rules of the road, i.e. Collision Regulations (COLREGS), must be known by all members.

Sailors must understand the lack of maneuverability of the ferries. They must also understand that traffic on the Dart will be going out of the river on the Dartmouth side and coming into the river on the Kingswear side.

Tidal currents in the sailing area are strong and patterns complicated. The foreshore is potentially dangerous at Low Water Springs with slippery rocks, debris, broken glass, etc. Also at LW Springs the steps from the bridge to the pontoon can be extremely slippery and the rings which slide up the piles can trap hands etc. The wind often comes in strong gusts from various directions. Ladies Afloat members must always be told what tide to expect and the precautions to take to allow for tidal and wind effects.

When sailing members are in any type of boat they must be made aware that hands must be kept inside the vessel when coming alongside especially in windy weather. It is



recommended that all jewellery is removed and sailing gloves are worn, especially where rings cannot be removed. Another method would be to tape your ring.

The sailing area contains a large number of moorings. Ladies Afloat members should keep a suitable distance away from moorings/trots on each side of the river. Any collisions with moored boats must be reported to the RYA Instructor and Angel.

The Club Pontoons can be hazardous – all participants (including helpers) must take due care on them and they must wear buoyancy aids/lifejackets at all times.

c. Registration

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All students will be required to sign in at the beginning of each training session and to sign off again at the end of each training session. All members/participants will wear a name badge. Members must either sign out or, if this is not possible, ensure that they advise the person responsible for boat allocation or the Officer of the Day that they are leaving the group. Members not complying with this requirement do so at their own risk.

d. Decision to Sail

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The OOD will decide if the conditions are suitable for sailing. She will brief the sailing groups on tides and winds for the day and will order reefs if necessary. If the wind strength increases sufficiently when afloat to require a reef, all bosuns must return to the pontoons. This may be a request by the OOD or a request made by the Safety Boat. The OOD will also decide, in consultation with the Safety Boat Officer, if training on the water will take place and any decision they make will stand. A local inshore weather forecast will be obtained and displayed on the Ladies Afloat board with Tide Times.

e. Consent/Indemnity Form

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These will be issued to all Ladies Afloat by the first day of training for signing and will be kept on file. [See Appendix 9.](#)

f. Protective Clothing and Buoyancy Aids

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Members must supply their own protective clothing and buoyancy aids (to at least BS EN 393: 50N). It is recommended that the buoyancy aid is fitted with crotch straps. Members are to be made aware of what is required at the beginning of the Programme and via the Consent Form.

Whilst the course is in progress, members, instructors and helpers must wear buoyancy aids whilst on the Club Pontoon, the Bridge and when sailing. It is recommended all members carry a sailing knife, whistle and wear sailing gloves. Wetsuits are required when sailing single-handed dinghies and at the discretion of the Officer of the Day.

g. Time Keeping

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It is important that members observe the time requirement of each session. This is particularly necessary when groups of students change activity in the middle of a session.



h. Emergency Recall

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In the event of it being necessary to require all craft to return to the Club Pontoon immediately, there will be a sound signal of 4 short blasts. In addition, all Safety Boats will be alerted by radio on channel 37.

i. Safety Boats

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There will always be at least one fully equipped Safety Boat on the Sailing Area when members are sailing. Other boats may augment this when needed and available. Persons in charge of the Safety Boats should ideally hold a Safety Boat qualification or meet the Club's Safety Boat driving standards (Level II Power Boat preferably).

Fully equipped Safety Boats will carry, at least one and, if possible, two crew members. They will have radios to communicate with a designated person on shore. These crew members will be instructed in basic first aid and recovery techniques.

Inexperienced crew must not helm a safety boat providing sole safety cover. Persons in charge of the Safety Boat when instructing an inexperienced helm must sit adjacent to the helm, and keep watch for possible breaches of Collision Regulations (COLREGS).

All Safety Boats will be under the control of the Safety Boat Officer who will allocate patrol areas and/or specific tasks to each boat. Safety Boats are equipped ([see Appendix 1](#)) and crewed to the standard considered necessary for operating within our specified Sailing Area. Flares are not carried. Each boat to carry the safety cans provided by RDYC.

j. All Power Boats

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All Power Boats are considered to be Safety Boats, even when used by the OOD when supervising groups sailing in dinghies. It is important the Power Boat stays with their designated group and not be diverted for any other purpose except in an extreme emergency. Crew should have knowledge of basic first aid and recovery techniques. Any boat that has to leave their designated group must get the permission of the Safety Boat Officer.

k. Collection/Return of Bosuns

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The collection of bosuns is to be organised by a nominated person who is responsible for helping with the return of boats and gear to the place from which they were taken at the start of the session. BRNC Bosuns must be returned to the pontoon and made ready for the tow back to the College (sails stowed in accordance with current BRNC practice). The bosuns must be accompanied by a safety boat at all times when being towed. An RYA Instructor must be present at all times on the BRNC pontoons. A pontoon party must be ready at the RDYC pontoons to assist receipt and securing of the bosuns. All defects to be noted by helms and crews and advised to the OOD for reporting to BRNC.



I. Allocation of Boats

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Copies to be left as follows:

- i) Ladies Afloat Notice board
- ii) Melinda in the Office
- iii) OOD Assistant
- iv) Boat Allocator
- v) Bravo
- vi) OOD
- vii) Safety Boat

Any subsequent changes must be advised to the Safety Boat.

m. Operating Rules – Daily Operating Rules – Safety Briefings (as outlined in Appendix 2 – Briefing for Cruisers, Appendix 3 – Ladies Afloat Safety Brief and Log and Appendices 6

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RDYC Insurance covers all boats used during Ladies Afloat activities provided they are used in accordance with the terms and conditions as stated in [Appendix 5](#).

i) Bosuns/Other Groups

Every Bosun will have a buoyancy bag secured to the masthead.

At the start of each sailing session the RYA OOD, or designated deputy, will highlight the importance of safety above all else, and will facilitate a safety briefing to all members and complete the OOD Safety Brief and Log as outlined in [Appendix 3](#). The Safety Boat Officer will brief all Safety Boat crews. All boats will have a driver and one crew, but preferably two. Safety Boats must have one crew ready and prepared to go into the water.

(A laminated chart with hazards highlighted will be secured to the bulkhead of Club launch).

The number of Safety Boats used during a sailing session will be governed by:

- a) the number of dinghies being used
- b) the level of expertise of the sailors present that day
- c) the weather conditions

Each Safety Boat will be equipped as indicated in [Section 8.i](#) and [Appendix 1](#)

The Safety Boats shall be positioned towards either end of the designated sailing area, i.e. one at the ferry and one towards the entrance of Warfleet Creek. Safety boats will position themselves to accompany the fleet up or down river one in front and the other following up the rear bosun – Sandquay area will be similarly covered.



Safety Boats will be in attendance before any dinghies are sailing, when rigging and de-rigging bosuns and will remain on station until all sailing activities afloat have finished. This will normally be between the hours of 10.00am and 13.00pm. During this time, Safety Boat crews should avoid any activity (such as ferrying people to and from pontoons) which would prevent them from being on safety duty. When one boat capsizes, all other boats should return to shore until the incident has been satisfactorily attended to. General recall signal can be used.

When a capsize is attended, assistance will only be given if requested by the dinghy crew, or if in the opinion of the Safety Boat crew, it is necessary. In the latter case, the Safety Boat crew have overriding authority.

If rescue is to be made the priorities are as follows:

- 1st people
- 2nd boats and equipment

When rescuing people from the water, the final approach should be made with the engine in neutral. Rescued crew and boats should be taken to the Club (if necessary) and the Safety Boat should return to station without delay. A good look out should be kept during rescue for any other incidents and the other Safety Boat informed as soon as practically possible. Should a more serious incident occur, the Safety Boat Officer might well divert a Safety Boat to attend to this incident, leaving a the second Safety Boat to cover the group.

The Safety Boat Officer, two Safety Boats and the OOD Assistant will have radios. Any other available shall be carried by the other Safety Boats. Call signs shall be OOD Assistant, Tango, Bravo, Safety 1, Safety 2, etc.

Regular maintenance checks of all boats belonging to the Club and the College will take place and any faults, repairs needed etc will be listed in a book to be held by the Administrator and passed to the appropriate persons for action. All boats will be inspected for seaworthiness/safety before each session. All radios to be tested before going afloat.

ii) Keelboats (as 7iii)

Squibs should sail within guidelines set out in:

- a) Safety Recommendations for Ladies Afloat Squib Sailing ([Appendix 6](#))

iii) Cruisers Sail within spirit of this Policy. The primary responsibility is with individuals. Skippers to follow guidelines as in "Briefing for Cruisers" ([Appendix 2](#)).



n. End of Session Routine

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OOD/Safety Boat Officer must carry out the following checks:

Equipment/Premises	
VHF Radios	All returned to sailing office All placed in charging stands
Other Kit	Spars/Foils returned to Bosuns Locker Buoys/Reefing Straps stowed away
Sailing Office	Shut up with Alarm Set
Damage	Noted and to be reported to the Office the next day

Safety Boats	
Bravo	Tied up correctly Battery Off Stern Gland Greased Log Book Completed Key Returned
Tango	Tied up correctly Key Returned
Zulu	Tied up correctly Kill Cord Returned
Rowing Dinghies	Tied up correctly Baled Out Oars Returned

Bosuns – Any damage, missing or broken parts, torn sails etc must be reported to the nominated person before the end of the session who will then report back to BRNC. Bravo and Bosuns are to be accompanied by a safety boat.

o. Audit and Review

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An internal audit of compliance with this Manual will be carried out annually. The report on this audit should be addressed to the Principal of the RDYC Training Centre and the Hon Secretary of RDYC giving an overall picture of the extent of compliance with the procedures set out in the Manual, and a list of any requirements that are not being observed. This report together with a response from the Principal of the RDYC Training Centre should then go to the Sailing Committee for presenting to the General Committee for consideration as to what action, if any, needs to be taken.



p. Rules for Participants of Ladies Afloat

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These Health and Safety rules will be available to all members on the first day of training.

No one shall be allowed on the Club pontoons, steps or bridge without buoyancy aids correctly fitted and done up at all times.

9. Safety and Emergency Procedures

a. Communication

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The minimum VHF radio requirements for any Ladies Afloat session are:

OOD – in overall control of the session.

OOD Assistant – main link with the emergency services (must have a VHF Radio or mobile phone).

TANGO – lead safety boat

Back-up safety boat

VHF radios to be operated under the supervision of a holder of 'Restricted Certificate of Competence' in radiotelephony (VHF only). The OOD Assistant should have access to a VHF Radio or mobile phone.

b. Accidents Ashore

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Should a Ladies Afloat member or Helper sustain an injury requiring emergency aid whilst on shore, the OOD Assistant should be informed immediately and the casualty taken to the Cadet Room – if appropriate to move them. One of the First Aiders should be called and the casualty be put in their charge.

c. Accidents Afloat

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Should anyone sustain an injury requiring emergency aid whilst afloat the other members of the crew should:

- a) Attract the attention, by raising arms up and down, use whistle, hail, of the nearest Safety Boat whose crew will then take charge. If this boat is not manned by the Safety Officer he/she should be contacted by radio immediately and he/she should make his/her way to the accident.
- b) The Safety Officer will radio the OOD Assistant and report the accident. If the injury does not require an ambulance, the casualty should be taken immediately to the Club pontoon and assessed. If appropriate, the casualty will be taken to the Cadet Room where a qualified First Aider will be standing by.
- c) Should an ambulance need to be called, clear instructions should be given as to where the emergency services should come, i.e. Kingswear or Dartmouth. (for example: Ferry pontoon Darthaven or RDYC pontoon)



- or Sandquay). The OOD Assistant will call back to the Safety Officer as soon as arrangements have been made with further instructions.
- d) All casualties to go to Torbay General Hospital (Tel. A& E 01803-614567). Minor injuries only will be taken to Dartmouth Hospital. (Tel. 01803-832255).
 - e) The OOD Assistant will contact the next of kin to inform them of the situation if possible.
 - f) The OOD Assistant will ensure that the Commodore or, in his absence, a Senior Flag Officer, is informed of the incident as soon as possible.
 - g) The OOD Assistant will ensure that the accident is reported in the Ladies Afloat Report Book. Witnesses to accidents should check with the OOD before leaving the Club as to whether they are required to make statements on the accident.

All inquiries about an incident, from the media or any other persons, must be referred to the OOD Assistant, OOD and RDYC.

d. Accident Reporting

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All accidents must be reported to the OOD Assistant. Details will be recorded in the Ladies Afloat Report Book and noted on the OOD Safety Brief & Log, copy to RDYC Office. The OOD Assistant will ensure that required action is taken, e.g. First Aid.

e. Lead First Aider and First Aiders

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A list of first aid qualified members will be displayed on the Ladies Afloat Notice Board, together with the location of the First Aid Box and important telephone numbers, i.e. local hospital A & E.

Lead First Aider is responsible for:

- Briefing other first aiders on duties
- The First Aid Box: - Contents, listed and dated when checked, and Location

f. Collisions and Near-Miss Reporting

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Any collision or near-miss sustained by a boat being used for a Ladies Afloat session must be reported to the OOD Assistant, recorded in the Ladies Afloat Report Book and noted on the OOD Safety Brief and Log, copy to RDYC Office.

A collision is considered to have occurred if a boat, being used for a Ladies Afloat session, impacts with another boat, pontoon, mooring, seabed, seawall, or any other object whether afloat or otherwise.

A near miss may involve a suspected collision, or it may involve a possible infringement of the Collision Regulations (COLREGS). This is especially important if it involves boats, moorings, etc., not involved with a Ladies Afloat sailing session.



APPENDICES

Appendix 1 – Equipment for Safety Boats

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- Isolation Switch And Kill Cord (Outboards Only)
- Paddles Or Oars
- Baler
- Bridle Attached To Strong Towing Eyes
- Towline
- Spare Starting Cord And Minimal Toolkit (Screwdriver, Pliers And Special Knife)
- Man-Sized Polythene Bag
- First Aid Kit, Containing Large Wound Dressings And Triangular Bandages In A Waterproof Container
- Universal Space Blanket
- Any Boat Intended For Use Beyond The Castles (Coastal Use) Should Have The Following Additional Equipment
- Bower Anchor Sufficient To Hold Safety Boat And Any Towed Craft
- Chain And Warp
- Vhf Radio
- Distress Flares – Orange Smokes And Pinpoint Red
- Auxiliary Outboard



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Appendix 2 – Briefing for Cruisers

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Safety Brief for Crews and Skippers

All to take personal responsibility to acquaint themselves with the following by means of a skippers' briefing.

Equipment

- a) Fire extinguishers
- b) Fire blanket
- c) Flares
- d) Lifesaving gear
- e) Liferaft
- f) Gas system
- g) Lifejackets and lifelines
- h) VHF for Mayday operation
- i) GPS for mob position
- j) EPIRB
- k) First Aid Kit
- l) Grab bag
- m) Bilge Pumps
- n) Seacocks

Procedures

- a) Switch gas off at the bottle when not in use
- b) Wear foul weather trousers at the galley if risk of spillage
- c) **Wear gloves** when on deck for safe handling of ropes and chains
- d) Wear appropriate clothing for the conditions. **Remember it will be much colder at sea so bring warm clothes, woolly hat, socks, gloves and change of clothes in case you get wet**
- e) **Torch**
- f) Wear appropriate footwear **i.e deck shoes** and never go bare footed on deck
- g) **Buoyancy aids are not suitable for cruising. You will need a lifejacket and wear it at all times on deck**
- h) **Pack gear in a soft bag and include towel and small pillow**
- i) Lifelines attached at night and when the sea state dictates
- j) Apply sun protection when necessary **and bring a sun hat**
- k) Be acquainted with the location and operation of safety equipment
- l) Safe movement on deck
- m) Safe use of winches
- n) Reefing
- o) Engine starting and stopping
- p) Heads operation
- q) Fill in Navigation Planning Form prior to Departure
- r) Sea sickness prevention – Remember to take anti-medic if necessary well beforehand



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Appendix 3 – OOD Safety Briefing Notes & Log

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- A nominated RYA Instructor to be OOD for the day. She will wear a clearly marked designated life jacket.
- An up to date weather fax to be displayed on LA Noticeboard.
- All groups/group leaders/safety boat team to be briefed as follows:
 1. (a) Weather
 - (b) Tide time
 2. Latest time of return for each Class.
 3. Sailing areas for each Class and safety boat cover
 4. Any local shipping movements
 5. Skippers' responsible to brief crews. Individual responsibilities to be acknowledged.
 6. Cancellation on water:
 - 4 short blasts of fog horn
 - Mobile phone
 - VHF Radio Channel 37
 - Walkie talkie radios (if in use)
 7. Emergency procedures (see Section 7 of Risk Management Manual)
 8. Nominated OOD Assistant – Name and location during event
 9. Brief on Sailing Class Programme for day.

A Ladies Afloat Noticeboard will show:

OOD –				
Weather				
Tide	HW	LW	Neaps	Spring
Latest Time of return				
VHF Channel 37.	OOD Asst. name		mobile phone no.	



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OOD Safety Brief and Log

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DINGHIES	Lead RYA Instructor/OOD	
	Safety Boat Officer	
	OOD Assistant	
	VHF Officer	
	BRAVO Driver	
	TANGO Driver	
Masthead Buoyancy	ZULU Driver	
	First Aider	

KEEL BOATS	Sail intention form on LA notice board to be completed by all keel boats prior to sailing.		
	Keel Boat OOD		
	Mobile		
	VHF Radio	Yes	No

CRUISERS	Sail intention form on LA notice board to be completed by all keel boats prior to sailing.		
	Cruiser OOD		
	VHF Radio	Yes	No

WEATHER	Fax on Noticeboard		
	Wind Strength		Direction
	Sea State		

TIDE		Height	Time
	High Water		
	Low Water		
	Range		
	Dartmouth mean spring range: 4.3m		
	Dartmouth mean neap range: 1.8m		

SAILING AREAS	Bosuns	
	Keelboats	
	Cruisers	

Shipping Movements/local notices	
Cancellation	
Radio check:: VHF fixed and portable on Channel 37	
End of session report (incidents, accidents, damage):	



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Appendix 4 – NAVIGATION PLANNING FORM

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DATE:..... FROM:.....TO:..... Dist:.....nm

Alternative Destination(s):.....

Notes:.....

WEATHER Forecast at

.....

Forecasts available during passage...../...../.....

TIDES Port:..... Port

	Time	Ht		Time	Ht
HW	HW
LW	LW
HW	HW
LW	LW
Range:.....m(.....%)			Range	m	

H of T at..... @ m @ m @ m
at..... @ m @ m @ m

Depth constraints at..... Times

TIDAL STREAMS at

Turns..... @Total Set (Fm..... To.....):.....°.....nm

Turns..... @Total Set (Fm..... To.....)°.....nm
at.....

Turns..... @Total Set (Fm..... To.....):.....°.....nm

Turns..... @Total Set (Fm..... To.....):.....°.....nm

Net Tidal Stream for Passage:.....°.....nm

Estimated Time:.....Hours ETD:..... ETA:.....

SUN/MOON

MNT:..... Sunrise:..... Sunset:..... ECT:.....

Moonrise:..... Moonset:..... Phase:.....



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Appendix 5 – RDYC Insurance

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Involvement of Members boats in official Club activities

Many members assist with activities such as Junior Sailing and Ladies Afloat by bringing along their boats and using them for training, rescue, escort or other purposes. The question has been raised as to whether the members and their boats are covered by their own or the Club's insurance for these activities.

In the great majority of cases such boats will be operated by the owner or with the owner on board. For insurance purposes these boats are deemed to be under the control of the owner and need to be covered by the owner's insurance.

Members are advised to inform their insurers of the purposes for which they are using their boats to ensure that they are fully covered.

The Club's insurance can be extended to cover boats that are loaned to the Club but this cover applies only where boats are in the custody and control of the Club and, in effect, when the owner will not be on board or involved in the activity.

For a boat to be covered by the Club the owner will need to:

- 1) Request Club insurance cover in writing for the period of the loan. Such request to the Club should be made to the Club's Hon Secretary at least two weeks in advance of the expected loan date and include full details of the boat so that cover can be arranged with the underwriters.
- 2) Ensure that the hand-over to the Club is formally recorded by the activity manager.

Hon Secretary
2009



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Appendix 6 – Risk Assessment & Safety Recommendations for Ladies Afloat Squib Sailing.

Risk assessment June 2003 – Reviewed 2009

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The following notes are made with reference to:.

1. The RDYC Risk Assessment Draft 3 by John Crozier 09/12/01
2. Squib Class Rules April 2001

This paper is intended as a reference for Ladies Afloat Sailing.

Introduction

The aim of this study is to consider the risks attached to sailing a Squib during club activities. To consider the implication for safety and how that would affect any proposed use.

10. History

Keelboat racing has taken place at the RDYC for many years. In December '01 a health and safety risk assessment was undertaken by John Crozier. It was noted that:

1. A Scimitar sank within seconds of broaching near the Anchor Stone in a heavy gust of wind.
2. There have been a number of collisions resulting in boat damage.
3. A Squib from the Royal Western Yacht Club was swamped under tow in Plymouth,

A review of these and several other keelboat incidents identified the following principal risks:

1. Boat sinking
2. Man over board
3. Collision between boats.
4. Catastrophic failure
5. Failure of engine
6. Failure to return
7. Accidents



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<p>Risk</p> <p>1. <u>Sinking</u></p> <p>A Squib can be overturned by a 2 metre wave. A seaway whose average wave height is one metre will have a significant number of two metre waves.</p> <p>In flat water a sudden heavy gust can cause a broach followed by swamping.</p> <p>Sinking can occur as a result of holing through collision or grounding.</p>	
<p>Personal Safety Precautions</p>	<p>a. RDYC Safety Measures</p>
<p>Obtain local inshore weather forecast</p> <p>Be aware of personnel and boat limitations, particularly if force 5 or stronger winds are forecast. Consider abandonment of sailing or non use of spinnaker. Reef early.</p> <p>Call for early assistance. if required.</p> <p>Check pump operates and bucket / bailer aboard.</p> <p>Familiarity with local hazards</p> <p>Check flarepack onboard.</p> <p>Personal sailing knife strongly recommended.</p>	<p>Make provision for forecasts to be available and on display at the club.</p> <p>Protocols in place to ensuring that Race/Safety Officers can assess conditions for which restrictive measures must be taken such as:</p> <ul style="list-style-type: none"> a canceling racing. b restricting racing to the river. c Not allowing the use of spinnakers. d Limiting the sailing area. <p>Safety officers to have a mobile phone and VHF radio.</p> <p>Race officer to remain on station until all boats are counted back in the river.</p> <p>Safety Boat to meet RYA Cat 6 requirements or other craft on water available to give assistance as necessary.</p> <p>Wearing of buoyancy aids mandatory.</p> <p>Squib buoyancy to be checked at specified intervals.</p> <p>Providing a local chart, almanac and racing rules in the club house.</p> <p>Laminated chart with hazards highlighted secured to the bulkhead of the club launch.</p>



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Risk	
2, Man overboard	
Recovery of a man over board can be particularly difficult even in moderate conditions. Helms and crews must be prepared to enlist outside help if the time of recovery is likely to endanger the man over board. Rough conditions and cold water may require an early MAYDAY call.	
Personal Safety Precautions	Implications / Action for the RDYC
Minimum of two suitably qualified persons on board. Two ropes with bowline tied onboard to assist in rescuing. Personal buoyancy to be worn at all times. Awareness of man over board rescue procedure. Early communication with nearby boats, the race officer or the RNLI.	Club launch should be on standby for club sailing activities and have tow warps onboard or “buddy” sailing. Club launch coxswains are trained in rescue procedures. Whistle on board. Pre – season M.O.B. training. Instigate Club channel? Clearly identify. Appropriate use of mobile phones with protocols



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<p>Risk</p> <p>3. Collision</p> <p>Most likely to occur when racing and training where boats are sailing at close quarters.</p>	
<p>Knowledge of the Rule of the Road.</p> <p>Knowledge of the Racing Rules</p> <p>Monitor any helm under instruction</p> <p>Keep a good lookout and try to anticipate other boats actions.</p> <p>Take early avoidance action</p>	<p>Rule books for reference in the club house in designated storage.</p> <p>Training needs with an annual review.</p> <p>Ladies Afloat accredited skipper and competent racing crew required for racing activities.</p>

<p>Risk</p> <p>4. Catastrophic Failure</p> <p>A squib is a sturdy sail craft and catastrophic failure is unlikely but routine maintenance and checking is required.</p>	
Personal Safety Precautions	Implications / Action for the RDYC
<p>Record any defects.</p> <p>Go through boat checks prior to use.</p>	<p>Provide a defects log.</p> <p>Implement procedures for the correction of defects.</p> <p>Routine inspection of Squib</p>

<p>Risk</p> <p>5. Engine Failure</p>	
<p>Familiarity with starting procedure.</p> <p>Check fuel before slipping.</p> <p>Check spare of fuel onboard. Fill fuel tank at end of sail.</p>	<p>Routine maintenance undertaken and Logged in the maintenance log.</p> <p>Procedure in place for refueling.</p> <p>Procedure to ensure full tank available for next use.</p>



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Risk	
6. Failure to return	
<p>Complete sailing intention form and submit. Post on L.A. Board prior to sailing and complete and return to RDYC office after sailing.</p> <p>Use mobile phone to inform of delayed return.</p>	<p>Provide movement intention form (MIF)</p> <p>Ladies Afloat “OOD Asst.” to implement procedure for checking MIF and acting upon failure to return.</p> <p>Policy for referring to outside agencies.</p> <p>Mobile Phone protocol – personal numbers on file in RDYC office.</p> <p>Phone numbers to be posted in the cockpit of the club launch.</p>

Risk

7. Accidents

Personal Safety Precautions	Implications / Action for the RDYC
<p>Check first aid kit onboard prior to slipping</p> <p>Use mobile to seek assistance</p> <p>Report any use of the first aid kit</p>	<p>*Consider equipment as listed. Safety Meeting 23/1/03</p> <p>Provide first aid kit.</p> <p>Keep first aid kit up to date.</p> <p>Procedures in place to report and record all near misses and accidents.</p>

Conclusion

A Management Team should oversee:

1. A collectively owned boat that will be used by a number of designated members during recognised club activities will require a safe and workable protocol for use.
2. Maximum usage should be aimed for but initially this may have to be limited whilst procedures are tested.
3. Use will need to be audited by a Sailing Intention Form supported by Default and Maintenance Logs.



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4. A maintenance programme would need to be instigated using club volunteers.
5. Funding and expenditure will need to be carefully monitored.
6. All safety issues should be reviewed at least twice a season and follow RDYC risk management policy.
7. Booking in and out procedure.
8. Personal insurance and signed indemnity forms will be required.

P Berry and M King

Safety Representatives for Ladies Afloat

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APPENDIX 7 – Duty Sheet – OOD Assistant

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Thank you for volunteering to be the OOD's Assistant on..... If there is any problem and you are not able to be at the Club on that date, please could you let me know (842763). Alternatively, you might be able to find someone to swap with.

Duties of an OOD Assistant are:

- Please arrive at the Club by 9am.
- Collect log book from office.
- Collect weather fax from office – make a copy for the log and fill in details on white board.
- Fill in all details on white board such as OOD etc.
- Liaise with OOD as to day's activities.
- Liaise with OOD as to use of VHF's.
- Liaise with 'lunch ladies' and Chef if necessary.
- Record in Log:
 - Time bosuns arrive
 - Where cruisers are going
 - Any shore based training
 - Safety boat information
 - Day's activities
 - Day's particular incidents and anecdotes
 - The number of attendees
 - The names of helpers
 - What boats used, i.e. 6 bosuns, 2 squibs etc
- Thoughts for next week
- Return Log Book to office
- Lunch!

The OOD Assistant can take part in activities afloat once all other duties are completed. Make sure that the leader of the activity you are taking part in is aware that you are the OOD's Assistant in order that you are not left behind at the Club!

Viv Allen



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APPENDIX 8 – Ladies Afloat Organiser – Role Description

Manage and oversee the organization of boating activities for a large mixed ability group of women volunteers. It is recommended that this role is supported by an RYA Instructor.

Ensure that the Ladies Afloat Risk Management Manual is updated annually and that guidelines for safety procedures are followed as detailed in Annex 1 of the RYA Boating Safety Booklet.

Ensure that up to date third party insurance is provided by the RDYC.

Oversee the implementation of guidelines set out by the RYA Health and Safety Executive.

Ensure adequate safety procedures are in place and safety equipment is provided ashore.

Oversee the formation of a suitable and safe programme to encompass member abilities and to enable competencies to improve in a safe environment.

Develop and consolidate a programme to meet the changing needs of the mixed ability group.

Oversee the daily boat allocation.

Delegate responsibilities as appropriate, e.g. OOD, Safety Rep, Safety Boat Lead.

Liaise with other bodies, volunteers and LA Members.

Chair sailing meetings.

Represent LA sailing/boating issues by sitting on the RDYC Sailing Committee.

Oversee the preparation and management of sailing/boating group programme as outlined in the LA facilitators pack.

Liaise with other sections of LA, e.g. social, fund raising, financial, events organization, Squint (Boat Owning Partnership).



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APPENDIX 9 - THE ROYAL DART YACHT CLUB LADIES AFLOAT 2009

CONSENT & INDEMNITY FORM

The person who signs this form declares that they are physically fit to go to sea in possibly changing conditions; that the possible dangers have been explained to them and that they understand in the event of a personal injury or other loss, responsibility (if any) will lie with the crew member and not with the event organizers or skippers. Persons under the age of 18 must have a written authority signed by a parent or guardian acknowledging that the above conditions have been read and agreed.

I understand that whilst all reasonable care will be taken by the instructors, safety boat crews and other persons involved with sailing activities, there remains an element of risk in sailing and related water activities. I therefore accept the limitations of the Club's liability for sailing activities as defined in rules 13.2 and 13.3 of the Royal Dart Yacht Club (a copy of the Rules is on the reverse of this page).

Ladies Afloat is not a formal sail training activity. However, there are a number of RYA Instructors among the participants. We therefore ask you to read the following disclaimer that is a condition of RDYC's Sail Training Indemnity Insurance

"RYA/NSSA Instructors, NSSA Sailing Masters, RYA Senior Instructors or RYA Coaches do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or unstructing unless such injury loss or damage was caused by, or resulted from negligence or deliberate act".

I confirm that I have read and understood the above disclaimer

I confirm that I am a confident swimmer and agree to wear a buoyancy aid/life jacket whilst on club and Sandquay pontoons and whilst taking part in all water borne activities.

If you have any medical condition of which the course organizers ought to be aware, please give details, in writing, with this consent form.

*** Please ensure that you have a buoyancy aid (or lifejacket when on a cruising yacht), wind/water proof jacket, soft non-marking soled shoes and a change of clothes. A Wetsuit is required when sailing single-handed dinghies and at the discretion of the Officer of the Day. We also recommend that you wear sailing gloves and carry a sailing knife. DO NOT wear any jewellery (earrings, rings, bracelets, necklaces etc).**

Name (in capitals).....

Signature.....

Any relevant medical condition.....

Contact Tel. No. (in case of emergencies) Daytime.....Evening.....



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Rules 13.2 and 13.3:

13.2 “Members of the Club, their guests or visitors may use the Club premises and any other facilities of the Club entirely at their own risk and implicitly accept that:-

- (a) The Club will not accept any liability for any damage to or loss of property belonging to Members, their guests or visitors to the Club.
- (b) The Club will not accept any liability for personal injury arising out of the use of the Club premises and any other facilities of the Club or out of participation in any race or other activity organized by or on behalf of the Club, either sustained by Members, their guests or visitors.

13.3 Members, parents and guardians particularly are warned that the Club is only able to provide rescue facilities during the hours of Club dinghy racing or training. Outside these hours, parents and guardians have responsibility for their children and wards and must appreciate that the Club will not accept responsibility for children, or any other persons, not engaged in dinghy racing or training organized by or on behalf of the Club.”

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APPENDIX 10 – LADIES AFLOAT ORGANISATION 2009

ROLE	Name	Phone
Co-ordinator	Viv Fairhurst	01803 844990
BOATING ACTIVITIES		
Safety Officer & Snr.Instructor	Carol Rampling	01803 839174
Instructor	Pat Berry	01803 843418
Instructor	Jinks Woodfield	01803 752437
Instructor - Trainee		
Safety boat officers	Sue Batts, Rosemary Taylor	01803 752282 01803 752393
Cruising	Pam Macey	01803 732163
SAILING ADMINISTRATION ORGANISATION		
Sailing Admin Assistant	Liz Clyne	01803 812480
OOD Assistant	Viv Allen	01803 842763
Boat allocation - 1	Sylvia Butler	01803 842140
Boat allocation – 2	Jackie Neild	01803 770903
VHF communications	Anna Taylor	01626 873366
First aider Lead First Aider	Fiona Macleod Ion Ann Holl,	01752 691730 01803 812339
BOP Co-ordinators	Liz Somner Sylvia Butler	01803 834383 01803 842140
Winter maintenance	Jackie Neild	01803 770903
Lunch/registration	Anna Brownlow	01803 832651
GENERAL ORGANISATION AND ADMINISTRATION		
Secretary	Anna Brownlow	01803 832651
Events organiser	Jane Rawlins	
Financial administration	Rosemary Taylor	01803 752393



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APPENDIX 11 – Royal Dart Yacht Club Safety Policy Statement

Members and visitors are reminded that sailing and all activities on water are always potentially hazardous. You have an obligation to act at all times in a manner that will not endanger you, fellow club members, the general public or the rescue services that may be called to assist you.

Please pay close attention to all safety warnings and instructions given to you by others and officers of the club. Please take the time to familiarize yourself with the safety policy, which is available in the club. It ought not to be necessary to add that practical jokes, horseplay and other childish or thoughtless behaviour can easily lead to accidents causing serious injury or death, which might expose you to criminal liability and civil claims for compensation. Bear in mind that the club will not be liable for your actions if you cause injury to another through your negligence.

The most important thing to realize is that you must take primary responsibility for your own safety and the safety of those around you. If you are in any doubt at all about the safety of any club activity in which you are taking part you should immediately seek guidance from a club officer, instructor or experienced member.

Remember you can enjoy sailing in safety provided you make your watchword “Safety First”.



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APPENDIX 12 – RISK ASSESSMENT GUIDELINES

The risk assessment process has been set out in 5 steps:

1. Identify Hazards.
2. Identify all personnel at risk.
3. Assess the risks and decide whether existing precautions are adequate or further controls are required.
4. Record findings.
5. Review the assessment

The "Risk Ratings" as shown in Appendix 16 were arrived at using the simple formula laid out below:

Likelihood of injury (with existing controls in place)		
Likelihood	Criteria	Rating Value
Most Unlikely	- Probability close to zero	1
Unlikely	- Injury a conceivable occurrence	2
Likely	- High possibility of injury	3
Most Likely	- Injury probable	4

Severity of Injury (with existing controls in place)		
Trivial	- Injuries that could be treated by local First Aid.	1
Slight	- Injuries that may require more expert treatment, administered at a medical centre.	2
Serious	- Injuries involving urgent hospital treatment.	3
Major	- Injuries involving major trauma or death.	4

“Risk Rating” (“Likelihood of injury” multiplied by the “Severity”)	
Rating	Action required
1 or 2	Minimal Risk, Controls adequate
3 or 4	Low Risk, Review controls, take action if required
6 or 8	Medium Risk, Action to be taken to reduce risk
9, 12 or 16	High Risk, Urgent action required. Consider halting the activity/process.



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APPENDIX 13		RISK ASSESSMENTS SUMMARY											RETURN TO INDEX	
	Hazards associated with Activities	Activity / Area											Potential Effect(s)	Control Measures in Place
		Bosun Duty	Bosun's Locker	Bridge, steps, etc.	BRNC Sandquay	Clubhouse & Terrace	Dinghy pontoon	Safety boats	Sailing	Slipway & beach	Squib/keelboat	Static capsizes drill		
Number indicates Risk Rating														
1	Capsize / Entrapment	4						4		4	4		Drowning / hypothermia	Swimming proficiency declaration, Safety boat cover, Buoyancy aid, appropriate clothing (advice in joining letter/at theory workshop).
2	Cold / hot weather	2				2	2	2		2	2	2	Hypothermia / dehydration	Appropriate clothing (advice in joining letter/at theory workshop).
3	Collision between water users	2		4		2	2	2	2	2		2	Cuts / bruises / fractures	RYA Instructor cover and member briefing (at theory workshop).
6	Equipment failure	2					2	2		2			Cuts / bruises / fractures	Equipment checked before use, "Maintenance and Defects in Angel Book", Routine maintenance
7	Falling equipment		4										Cuts / bruises / fractures	Members help each other, avoid overcrowding.
8	Falls from height		2	4									Cuts / bruises / fractures / severe trauma	Avoid climbing.
9	Fuel spill / fire	1					3			3			Lung damage / skin irritation / burns	No fuelling operations during sail training sessions
10	Hard or sharp objects		2	2		2		2		2			Cuts / bruises / fractures	Briefing (Theory Workshop)
11	Impact from booms / spars	3				2		2	2	2	2		Cuts / bruises / fractures	Member briefing (Theory Workshop)



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	Hazards associated with Activities	Activity / Area											Potential Effect(s)	Control Measures in Place	
		Bosun Duty	Bosun's Locker	Bridge, steps, etc.	BRNC Sandquay	Clubhouse & Terrace	Dinghy pontoon	Safety boats	Sailing	Slipway & beach	Squib/keelboat	Static capsized drill			Rowing Instruction
Number indicates Risk Rating															
12	Lifting boats / equipment	2	2	4	2		2		2	2	2			Muscle strain	Members help each other.
13	Medical Issues (individuals)	2	2	2	2	2	2	2	2	2	2	2	2	Various	Medical declaration
14	No guardrails	3		4	4		4							Drowning / hypothermia	Swimming proficiency declaration, Briefing (Theory Workshop), Safety Boat cover.
15	Overhead power cables			3										Electrocution	Member briefing.
16	Rope & Chain handling	2		2	2		2	2	2	2	2			Burns / blisters / cuts / bruises	Gloves (advice in joining letter/at theory workshop)
17	Rowing											2		Blisters / muscle strain	Gloves.
18	Slippery surfaces / steps	2		2	3	2	2			2				Cuts / bruises / fractures	Appropriate footwear (advice in joining letter/at theory workshop)
19	Solar radiation	2		2	2	2	2	2	2	2		2		Sunburn	Suncream.
20	Tidal water (deep)	4		4	4		4	4	4	4	4	4	4	Drowning / hypothermia	Swimming proficiency declaration, Safety boat cover, Buoyancy aid, appropriate clothing (advice in joining letter/at theory workshop).
21	Underwater obstructions at low water									2				Cuts / bruises / fractures	Appropriate footwear (advice in joining letter/at theory workshop)
22	Uneven surfaces / fittings	2		2	2	2	2			2				Cuts / bruises / fractures	No running, Appropriate footwear (advice in joining letter/at theory workshop)