

POWERBOAT OPERATING PROCEDURES

These procedures are a guide to best practice for safety boat drivers for use by Safety Boat drivers during club activities.

Safety Boat Operators

- Drivers should hold a minimum of the National Powerboat Certificate (PB2)
- Must be familiar with club craft & VHF procedures
- Read and signed the Operating Procedures Manual
- Have a mobile phone available when no shore master is present.

Where kit is located

Keys – locker in mens changing room, (check with Race Officer for code)
Container 1 – Humber (Nearest to Club house)
Container 2 – Searider
Container 3 – Ison
Container 4 – junior master store / Anchors/buoys
Container 5 – Generator / Tractor (nearest shore)

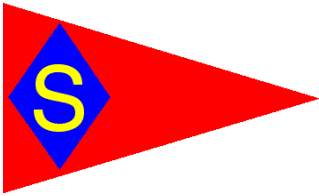
Pre-launch Procedures

- Arrive at least 60 minutes before start of race
- Meet crew & brief crew on their duties, discuss races with Race Officer
- Collect keys from designated cupboard
- Open front door and men's changing room side door
- Unlock containers 1, 2, 3 and 5 and leave open whilst afloat
- Collect VHF from Classroom to take afloat (see VHF Procedures below)
- Driver(s) must use boat indicated by dutyman email
- It is the responsibility of the driver to ensure that the safety boat is seaworthy and carrying all of the required safety equipment.
- Ensure you follow start up procedure (see below)
- Drivers & Crew must wear personal buoyancy and appropriate clothing at all times. They must be prepared to enter the water if necessary, though the safety boat should not be left unmanned.

Removal of RIB from container

- Move RIB manually forward from back of container approx 1m (two man job)
- insert isolation key and turn
- raise engine using trim button at control or on the engine
- Once engine is raise from the floor the RIB can be remove from the container
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The engine must be in the raised position at all times when transporting the RIB



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Crew briefing

- Introduce crew to parts of boat
- Helm to ensure crew know where all equipment is stowed and its use
- Ensure crew know how to use radio
- Ensure they understand their role to keep a look out and assist with rescues
- Ensure they hold on centrally at all times

Tractor Procedures

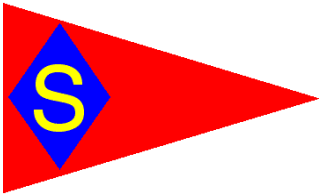
- **ONLY AUTHORISED / TRAINED PERSONNEL MAY DRIVE THE TRACTOR.** All drivers must have an **induction** from either Chief Instructor or Bosun
- **Never stand between tractor and boat** when towing/moving the RIB
- When towing boats **Never allow anyone stand on hitch**
- The tractor must be stored in container 5, driven in forwards, ensure the ignition is switch off and engine stop button is push in after engine has stopped, left out of gear with handbrake off

Start up procedures for Rib

- Check safety equipment – list under the lid
- Check condition of boat and ensure tubes are pumped up
- Ensure enough fuel
- Move boat to water butt Lower engine to water and ensure flat plate covered
- Ensure throttle in neutral position and kill cord attached
- Push key in and turn to start engine
- Run for 2 mins approx until engine idles easily
- **Test the Killcord**. If it doesn't work **DO NOT USE THE BOAT. (Inform the Bosun or Chief Instructor immediately)**
- Use tractor to get the boat to the beach ensuring you launch in a suitable place.
- Engage help of sailors to launch

When Afloat

- SB drivers must conduct themselves in a professional manner at all times, ensuring they drive the boat at a safe speed for the conditions, avoiding unnecessary manoeuvres. Ensure crew are aware of the roles and will hold on centrally at all times.
- **Drivers will always wear the kill cord**. This is to be worn around the leg above the knee. Wearing a kill cord is fundamental to the safe operation of the boat. The kill cord must be checked to be functional on a daily basis at the beginning of each session.
- The Safety boat driver must ensure that their craft is positioned in a way that allows them to be most effective when an incident/ accident occurs.
- Drivers will switch off the engine when in close proximity to a person in the water



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- The Safety Boat driver is responsible for dealing with an incident in a safe and appropriate manner (See RYA safety boat Handbook or ask the Chief Instructor/ Principal)
 - In the event of a suspected entrapment the driver must act promptly, the first action should be to right the boat as quickly as possible using the dagger board or the mast or any other appropriate safe means. A knife is carried in the safety boats and should be used if necessary and appropriate to free crew from their vessel.
 - People are always deemed more important than boats/ equipment. If necessary the Safety boat driver will recover the crew and abandon the stricken/capsized vessel. All other safety boats must be made aware by whatever means that the crew have been recovered.
- The Henry Jacobs is to be used as a 'mother ship' (when in operation) and in the event of multiple rescues crews can be transferred to her from the safety boat until they can be brought ashore. Unless a casualty needs bringing ashore immediately.

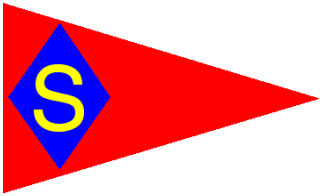
First Aid

A First Aid kit is carried on all safety boats and there is a more comprehensive kit available onshore in the sailing club.

Emergency Action Procedure

- **Assess the Situation** use your judgement to ensure your safety and the safety of other participants
- **Deal with the situation as Appropriate.** In the event of an Entrapment right the boat as soon as possible. Administer first aid if appropriate (and capable). Ensure no further harm can come to casualty
- Contact shoremaster for them to meet you on the beach
- Shoremaster to contact emergency services if necessary (post code is PE32 7RB no 61)
- **Get Casualty to shore.** Unless this will do more harm to casualty. In which case stabilise the casualty and await assistance. Monitor casualty. If unconscious do not leave on their back.
- Ensure Emergency services have medical details of casualty (if available)
- Alert next of kin
- In the event of a fatality appoint someone to deal with the press. Briefing overleaf
- Ensure someone is responsible for the rest of the group if appropriate

If possible, a senior official or person with authority on site should be delegated immediately with the duty of keeping the Press and others away from questioning those engaged in the safe return of participants.



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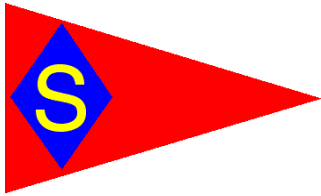
Recovery and shutdown procedure

- Recovery the RIB by safest means possible
- Run engine in fresh water after going afloat stop engine using killcord, turn off ignition & switch off and remove isolator key - store ignition, isolation key, & killcord in a safe place on the RIB & add if there a problem with the kill cord please inform Bosun
- Hose boat and trailer
- Sponge out excess water from rib before returning to container
- Return tractor to locked container
- Ensure all containers are locked
- Return keys to key cupboard in gents changing room
- Return VHF's to classroom

Report any accidents, incidents or near misses to Flag Officer or Race Officer
Report any faulty or damaged equipment to Bosun

VHF Procedures

- Radios must be collected from classroom, one for Rib and one for shoremaster
- Give a radio to kitchen/bar staff (*Leave VHF radio on door handle to upstairs or on bar if unlocked*).
- It must be switched on, volume turned to full and squelch turned down to stop crackling
- Ensure the radio is set to CHANNEL 69
- The radio must be 'radio checked' with shore master or another craft' before launching
- Call Signs:
 - 'Humber'
 - 'Ison'
 - 'Sea Rider'
 - 'Henry Jacobs'
 - 'Shore master'
- Radios must be secured to your BA
- non-essential transmissions be kept to a minimum.
- On return to shore 'chief instructor or shore master' should be informed
- At end of day the radio must be rinsed in fresh water, dried, switched off and put back in classroom to charge.



POWERBOAT OPERATING PROCEDURES

Risk Assessments

Risk	Control measures
POWERBOATING	
a. Water environment <ul style="list-style-type: none"> - Drowning Immersion injuries 	<p>Students and safety boat drivers wear personal buoyancy at all times on the water and are suitably dressed in appropriate clothing with regard to the weather conditions and water temperatures. A qualified instructor is always present during RYA training sessions. Safety boat drivers / instructors must make students/crew aware of the danger of falling overboard and how to hold on property.</p> <p>Driver to proceed at an appropriate speed at all times</p>
b. Equipment <ul style="list-style-type: none"> - Propellor, moving parts 	<p>Safety boat drivers always wear a kill cord. Safety boat drivers all hold a minimum of the National Powerboat certificate, students on training courses are briefed and taught how to operate a power driven vessel safely.</p> <p>Driver to proceed at an appropriate speed at all times</p>
c. Manual Handling <ul style="list-style-type: none"> - Moving boats and equipment - Launch and recovery 	<p>Safety boat drivers are made aware of local hazards and inducted in SBSC launch and recovery methods. Helm to brief crew as appropriate</p>
d. Entrapment Sailor becoming trapped	<p>Safety boat drivers are made aware of how to deal with suspected entrapment (see policy above)</p>
GENERIC HAZARDS	
a. Weather <ul style="list-style-type: none"> - Heat: heat exhaustion, heat stroke, sunburn, dehydration - Cold: hypothermia, dehydration - Wet: increased risk of hypothermia, exhaustion - Wind: wind chill, exhaustion, hypothermia 	<p>Crew are made aware of the hazards as appropriate</p> <p>Crew informed of suitable clothing and equipment to protect against inclement weather.</p> <p>Staff take into account weather conditions, students' abilities and equipment when planning activities.</p>
b. Slipping, tripping, falling	<p>Crew briefed on suitable footwear for activities.</p> <p>Crew made aware of local hazards as appropriate.</p>

- **It is fundamental to safe operation that we adhere to the above operating procedures. If there is any doubt as to the understanding of these procedures further advice is available from the Principal or Chief Instructor.**
- **ALL Safety Boat Drivers must sign to indicate read and fully understand the operating procedures**

OP Manual is kept in the bar for reference and signing