



Rye Harbour Sailability (RHS)

Operations Manual

2023/24

Approved by trustees on 12th April 2023

This document is an overall guide to the operation of Rye Harbour Sailability (RHS) sessions. It is important that the Officer of the Day (OoD) is familiar with it. It will be available on request from the Chair of RHS and all volunteers will receive a copy.

1 Organisation and Overall Responsibilities

(i) OoD

The OoD will be an experienced, trained and currently qualified RYA SI for instructing in dinghies, (keelboats or multihulls) and including disability awareness training. The SI will assess and be satisfied as to the competencies of Skippers and crew involved in the session and as recorded in item 12 Competence Assessment. The (SI), the designated OoD, is responsible for the organisation and communication of procedures and safety management of the event activities in liaison with the Safety Boat Skipper and the Sailing Boat Skippers. Decisions will be taken with due regard to the weather, water conditions, the competencies of the volunteers available and sensitivities to the needs of the sailors and crew.

An RYA SI as OoD shall be present at all Sailability sailing sessions.

(ii) Safety Boat Skipper

- The Safety Boat Skipper is responsible for the safety of sailors and boats on the water.
- The Safety Boat Skipper, in liaison with the OoD and Sailing Boat Skippers will sign the Sessional checklist. All three shall have a veto against the session if any of them feel that the conditions are unsuitable for the experience of helms, crews, participants or equipment.
- All instructions or requests by the Safety Boat Skipper or OoD must be complied with by the sailing crews.

2 General Requirements

(i) Candidate Registration

- All people with disabilities and their carers who want to sail must complete a booking form on their first visit. This form will include information on their disabilities. A summary of this information for all sailors will be available to the respective Sailing Boat Skipper.
- New sailors and their carers will also need to fill out a membership form. This membership expires after 2 months or after a second sailing session and enables one free try sailing session after which there is a charge of £10 for one further session. If the sailor then joins RHS as full members, the £10 will be deducted from their joining fee. After becoming members there is a charge of £14.00 per sailor at every sailing session they attend.

(ii) Volunteer registration and development

- On their first visit volunteers will be asked to give an outline of their skills with emphasis on RYA qualifications. RHS policy is to encourage all volunteers to gain appropriate RYA qualifications and undertake Disability Awareness Training. RHS will ask volunteers either provide a DBS certificate or agree to obtain a DBS certificate through RHS. To be covered by RHS insurance volunteers will be asked to join RHS (at present £5 p.a.)
- Training/course attendance with certificates and/or certificates of competency where issued should be made available on request. Copies to be kept on file.
- The OoD will assess all those who are to skipper a boat with a crew under their control. A record will be kept on file.
- RHS are planning to use the RYA Sailability log book scheme for regular candidates wishing to progress. The training for which will fall under the remit of an RYA SI.

(iii) Carers registration

- Carers should register on their first visit. Carers continue to have responsibility for those under their care both ashore and on the water and are encouraged to participate in the activities.

3 First Aid

- The duty qualified First Aider will be identified and named on the sailing board and advised to all in the briefing session They will take care of any injured person. If the emergency services need to be called there is a phone in the Clubhouse.
- There is an accident book in the Clubhouse in the cupboard in the plant room. All accidents must be entered in this book and reported to OoD
- **Note.** First aiders are identified on a published list on the noticeboard in the club house. All safety and sailing boat skippers shall be qualified first aiders.

4 Pre-Session Organisation

(Volunteering levels and competencies

- Volunteers shall be divided into 4 teams:
- Safety Boats
- Sailing Boats
- Riverside
- Shoreside: reception and galley

Each team will be made up of the following minimum number of volunteers.

(i) Safety Boats

- Safety Boat Skipper shall be RYA Safety Boat qualified with Power Boat Level 2 and shall hold a current First Aid Certificate and have undertaken Disability Awareness training. Certificates held on file.
- The Safety boat skippers and crews will have received training on recovering people from the water, righting a capsized dinghy and righting an inverted dinghy.
- The Safety Boat Skipper shall be supported with a minimum of one experienced crew member preferably with Disability Awareness Training and a First Aid Certificate. Power Boat level 1 would be advisable. **Crews must be prepared to enter water and dressed appropriately to do so.**

(ii) Sailing Boats

Skippers will assess the suitability and condition of boats, rigging and equipment (see checklist) for the session and report to the OoD.

- A sailing boat crew will be made up of an experienced, qualified Skipper with Disability Awareness training. The Skipper shall be supported by at least one experienced crew member preferably having undertaken Disability Awareness Training.
- Any queries or concerns must be voiced immediately to the OoD.
- Sailing boat skippers will be experienced in the sailing boat that they helm and will be members of RHS. Both skipper and crew will be assessed as competent by the SI.
- Both Skipper and crew will be appropriately dressed and prepared to enter the water if required.
- Skippers and crew are to ensure that they attend the boat yard in sufficient time to complete registration formalities to meet the launch timings and the skippers' pre-launch riverside checks. This may include last minute repairs, replacements/adjustments to equipment.

(iii) Riverside

- Two volunteers are needed to assist in launch and recovery and at least one volunteer to escort sailors and carers to the **slipway when asked to do so by OoD**. Ensure all participants use caution on the slipway. Participants and carers must not be left unattended on the quay or slipway
- All members, carers, volunteers and sailors must always wear a buoyancy aid or lifejacket by and on the slipway and quay.

- One volunteer is needed to manage the new gate in the rail adjacent to the slipway and check that the gate is secured closed in between use.
- Riverside crew to ensure that pontoon fenders at the gate are in place with a boat hook available.
- Access to launching trolleys for oiling and greasing is best carried out after launching and before recovery.
- At the end of every sail, boats to be washed, covered and tied down in the boat park and all nuts and bolts and moving parts on the trolley to be checked if oiled/greased.

(iv) Shoreside including Reception

- A minimum of 9 volunteers are needed for the following duties-
- Registration of booked sailors and checking of membership status
- Checking of waterproof clothing and candidates' accessories for sailing for example hats, gloves and suitable footwear.
- Fitting of Buoyancy Aids or Life Jackets (not for Lugger) according to needs of sailor, check with OoD.
- Monitoring the Radio.
- Galley cover
- Establish if any residual COVID related issues need to be recorded/promoted

5 Membership Attendance

RHS will encourage members to pre-book sessions by contacting the Chair either by email at trustees@ryeharboursailability.org or by calling 01797 223112. All publicity prior to the event will advertise contact details. Those who have pre-booked need to be encouraged to warn of any delay to their arrival on the day.

6 OoD Pack

The RHS Chair will produce an information sheet for the Sailing Boat Skippers and OoD. This will contain:

- Volunteers' abilities, qualifications and phone numbers
- Details of the sailors' disabilities
- List of volunteers signed up for the day
- Names of Duty First Aiders also posted on the sailing board
- Location of Keys
- Updated attendance lists including Carers
- Allocation of Radios

7 The OoD

(i) Planning

- Each Sailability Session will be supervised by the OoD.
- The OoD, in liaison with the Safety Boat Skipper and Sailing Boat Skippers and the lead in reception will plan the activities for the day taking consideration the weather, tide and the resources available.
- The OoD must ensure that the Sessional Checklist is completed and signed and a session briefing is presented.
- The planning will be overseen by OoD.
- Recommend slipway versus adjacent quay for embarking and disembarking sailors and crew between each sail.
- Review the use of buoyancy aids versus lifejackets (not Luggers) with regard to swimmers and non-swimmers and water confidence.
- Sailors to always wear helmets whilst on the quay, slipway and afloat. If they choose not to sailors must be reminded that it is at their own risk this is to be confirmed by carers.

(ii) Briefing

- Following confirmation that the sailing will go ahead, the OoD will collect all the volunteers, carers and members together 30 minutes before launch to give a briefing covering; allocation to boats; the sailing area to be used to include the position of the Safety Boat; advice on any commercial traffic movements; any issues with wind or tide; allocation of VHF radios; identification of Duty First Aider and emergency communication procedures should radio communication fail.
- Reference to the Sailability Sessional checklist risk will be made with an outline of any exceptional hazards particular to the session such as commercial or other large vessel movements. The OoD should remind helms to carry out the pre-launch checks but shall be responsible for final checks.
- The OoD will initiate a post session de-brief with participants, safety boat and sailing boat skippers and the Chair of RHS and using the sessional checklist.

(iii) Risk Assessments

Risk assessments for the launching, sailing and safety boat use are in the OoD Information pack and should be used for guidance.

8 Responsibility of the Reception Team

(i) Disabled Sailor, Volunteer, Member and Carer Sign in

- Members, new sailors, volunteers and visitors must be signed in using the pre-prepared registration sheet. If sailing for the first time, sailors and carers will need to fill in a booking form and a temporary membership form. If sailing their names will be added to the sailing board. Those who have sailed once must be reminded that there is a charge of £10 for the next session which will be deducted from their annual fee if they join RHS as full members.
- Those who have pre-booked need to be encouraged to warn the reception team of any delay to their arrival on the day.
- A visitors' book will be provided for feedback.

(ii) Galley

- The team in the galley will ensure hot drinks and snacks are ready when the session starts. Meals or BBQ will be ready after sailing. Galley to be in liaison with OoD/Riverside lead as to timings.

(iii) Boat allocation

Once the plan of activities has been agreed the sailing boat skippers, in liaison with reception and the OoD, will allocate disabled sailors and carers to boats. This allocation should, where possible, take into account the wishes and competence of the sailors.

- Boat allocation and order of sailing will be displayed on the sailing board.

(iv) Equipment allocation

- The reception team will ensure that all sailors and carers have suitable buoyancy aids or lifejackets and weatherproof clothing and footwear before they sail. A valid full self-righting life jacket must be offered to those identified as needing it (not for Lugger)
- The reception team will ensure that VHF radios are allocated as determined by the OoD, in liaison with the safety boat skipper and sailing boat skippers and that these have been tested with batteries charged. Safety boats and reception must have permanently mounted radios. Only Radio Channel M1 to be used.

9 Responsibilities of Water Based Teams

(i) Boat preparation - Rigging

Boats, which are required for the session, should be rigged under the supervision of the boat skipper. Sailors will be encouraged to do as much of the rigging as they can.

The rigging of the sailing boats must be checked by the Sailing Boat Skipper before launch.

Rigging the Venture:

- Ensure keel winch line is secured to keel.
- Remove from the road trolley by removing the retaining pin and unhooking the winch.
- Fit towing hitch and jockey wheel
- Fit 2 outside trolley wheels
- Rig sails: note that forestay **MUST NOT BE REMOVED** until jib is attached. Stow forestay on mast eye.

Continue as below

- Skippers to check correct tyre pressure in launching trolleys/trailers
- As determined by the OoD and skippers, skippers to ensure that mainsail reefing is applied before launching.
- Ensure transom scuppers and self-bailers are closed as well as bungs in place
- Availability of launching and recovery on-board fenders
- Before each launch ensure that the Lugger and Venture outboards are secured and safety line attached, ready for lowering and Lugger fuel tank full and Venture outboard is fully charged.
- Fire extinguisher is in place on Safety boat
- The anchor and warp on both the Lugger and Venture are secured and safely stowed.
- Fully charged VHF radio or mobile communication and knife to be allocated to skippers
- Ensure strap and/or pin provided to secure the lowered keel in position on Lugger and Venture is present and operational.
- The lanyard to secure the mizzen mast on the Lugger should be checked.
- All loose equipment to be secured.
- Sailors will be asked to arrive at least 45 mins before launch time.

(ii) Launching

See risk assessment 003

- The sailing boat skipper will be responsible for carrying out a riverside prelaunch brief with his crew.
- Luggar to be launched by using the painter and mooring lines to ensure a slow, controlled slide off the trailer. The winch hook must be disconnected prior to launching to avoid the winch handle flying. OoD to supervise.
- Venture to be launched off the trolley using painter to control slide.
- The skipper of each sailing boat will be responsible for checking the sailing boat condition and proper rigging of the boat and if concerned must seek advice from the OoD
- This should include checking; paddle(s), bailer or bucket, painter (spare tow rope), security of bungs, rudder retaining device, and the availability of a knife and the Velcro strap and or pin to hold the keel in place when lowered.
- Before leaving the quay the skipper to check that the lowered keel is held safely in position with the Velcro strap and/or pin. On Luggar uphaul should be attached to keel and made fast to cleat once keel is lowered.
- On Venture once keel is lowered winch to be removed and stowed securely under foredeck.

(iii) Safety boats

See risk assessment 002

- Safety boats should be in the water at launch time. (approx. 45 minutes before HW).
- Safety boat helm to carry out launching checks.
- The Safety Boat helm as agreed at the briefing, must ensure that the boats all stay in visual contact with him and with each other. Procedures for communication with the dinghy helms should be defined.
- The sailing area, including seaward limits must be such that the Safety boat can reach any boat in less than one minute.

(iv) Safe Sailing

See also the Risk Assessment 001 at the end of this document.

- Reefing should be carried out before going afloat unless an emergency situation occurs in which case the safety boat should be in attendance whilst reefing is undertaken.

- Helms are responsible for the seating positions of all on board to ensure proper balance and trim.
- All dinghy helms to continually monitor weather and tide conditions and wellbeing of participants particularly in cooler weather.
- Sheets must not be cleated in any conditions this ensures sails can be released quickly in event of a sudden gust. Jib sheets should be tied together to give on continuous rope.

10 Radio procedures

- The OoD is to ensure that, Safety Boat and the Sailing boat skippers are experienced in the use of the VHF radios and correct procedures for testing prior to launching. Channel M1 must always be used.
- Dinghy skippers and safety boat must carry out radio checks once launched.
- Safety boat and the club house must always monitor this channel. (M1)
- Radios are for operational use only and not for casual conversations.

11 Recovery and de-rigging

See risk assessment 003

- Luger to be recovered on trailer using winch and then moved to berth by tractor.
- Ensure keel is fully retracted.
- Venture to be recovered on trolley, returned to berth by tractor and outside wheels, towing hitch and jockey wheel removed, then winched onto road trailer and ring inserted in pin. The keel winch to be removed before cover is fitted.
- As boats return at the end of the session sailors with disabilities and their carers should be encouraged to assist in recovery, hosing down before berthing, derigging and stowage of sails, fenders, rudders, paddles and outboards (and fuel tank), as well as fitting covers and tying down.
- Any comments on the state of the boats or on operational issues should be reported to the OoD and be noted in the maintenance log book (green).
- Each skipper will check that the boat has been tied down with coverings and the oiling/greasing of trolley wheels has been carried out.

- All outboards to be run through with fresh water before stowing. Petrol outboards to be run until carburettor is empty.
- The buoyancy aids, life jackets, helmets and radios must be returned to the reception desk. They should be checked for faults and cleanliness before stowing.

12 Competence Assessment

- The sailing boat skippers should make notes on the developing competence of sailors and send these comments via email to the RHS Chair trustees@ryeharboursailability.org so that records can be kept updated.
- Sailability sessions are not to be considered as formal training as RHS operate to give sailors the experience of sailing in a dinghy with an experienced skipper and crew who cannot be considered as RYA instructors.

13 Degree of conformance

- These procedures have been developed as a guide for the efficient operation of Sailability sessions but the decision of the OoD, (if necessary, in liaison with Safety Boat Skipper and Sailing Boat skippers), should always be considered.

13A RHS Emergency Action Plan is available and will be distributed to everyone separately.

14 Risk assessments:

These exist for launching, safety boat and sailing. They will be reviewed annually or when circumstances require it.

Risk assessment and risk management record					Number 001 RHS			
Activity		Sailing			Location/purpose		Rye Harbour Sailing Club	
Identifying the hazards - assessing the risk				Risk rating	Control measures - reducing the risk			Outcome
Drowning				High	All members and guests who wish to go afloat are required to wear an appropriately fitted buoyancy aid or lifejacket. The wearing of a self inflating lifejacket has to be approved by the SI All members sign to confirm that they are confident in water. All sailing sessions are under the control of a qualified RYA Senior Sailing Instructor (SI). All dinghies are checked for seaworthiness before launching. No dinghies permitted to sail until safety boat is afloat and crewed correctly and clearance given by the S.I. All helms are briefed about the sailing area by the S.I. before they set sail. All helms are briefed about the amount of sail that they can carry before they rig All helms carry out SI's instructions during a sailing session e.g reduce sail, move to a different sailing area, return to shore. A record of sailing competency of members along with any limitations is maintained and available to all SI's before the start of every sailing session. Max number on board will not exceed figure stated on loading plate. The number of crew to be stated by the SI who will base their decision on the mobility of each of the crew, how well they may respond to instructions along with the wind speed and weather conditions. Plated weight limit will not be exceeded. All members and guests briefed by helms on what action to take in case of a capsize.			Low
Hypothermia				Medium	All members and guests going afloat are advised to wear suitable clothing at all times. This may include a wetsuit or drysuit in colder conditions.			Low
Moving parts on the dinghies e.g. booms				Medium	All members advised of hazards including the boom and blocks and the associated risks of being hit on head, getting fingers pinched and getting friction burns from rope. Correct handling procedures are taught.			Low
Lifting/moving heavy parts of dinghy e.g. Centreboards				Medium	All members advised of heavy items of equipment and are shown how to move these safely use any lifting aids. Members advised to heed guidance as stated in <i>HSE Getting to Grips with Manual Handling.</i> http://www.hse.gov.uk/pubns/indg143.pdf			Low
Completed:	Date	14.4.23			Review date	April 2024		
Signature:	Club Officer				Seen/read by Chairman			
Please Print name:	Name.			RYA Senior Instructor.				

Rye Harbour Sailability (RHS)
Risk Assessment 002 - Safety Boat

Risk assessment and risk management record							Number	002 RHS
Activity		Safety Boat Operations			Location/purpose		Rye Harbour SC	
Identifying the hazards - assessing the risk				Risk rating	Control measures - reducing the risk		Outcome	
Drowning				High	All safety boat helms and crew are required to wear an appropriately fitted buoyancy aid.		Low	
					All Safety Boat drivers are trained and hold RYA Level 2 Powerboat (min).			
Cold Water Shock				High	The effect on the body of entering water 15°C and below is often underestimated. This shock can be the precursor to		Low	
					in water.			
Hypothermia				Medium	All safety boat helms and crew wear appropriate clothing for the conditions and potential tasks which may include entering the water.		Low	
Collision with other craft				Medium	Safety boats are driven by a competent helm in a safe manner, appropriate to the conditions and other activity taking place on the water.		Low	
					Crews advised to keep a good look out at all times			
Falling overboard - hit by propeller				High	Helms wear engine kill cord before moving off		Low	
					Helms and crew remain seated whilst engine is in gear.			
Injury whilst transferring from dinghy to power boat or visa-versa				High	NOT TO BE ATTEMPTED		Low	
					EXCEPT IN AN EMERGENCY		Medium/High	
					Both boats to be tightly roped together			
Recovering personnel or equipment				Medium	All safety boat helms and crew are advised to follow Manual Handling guidance <i>HSE Getting to Grips with Manual Handling</i>		Low	
					http://www.hse.gov.uk/pubns/indg143.pdf			
Fire				High	Smoking or naked flames are not permitted in or near safety boats.		Low	
					Refuelling is not permitted during activity session.(swapping fuel tanks is permitted)			
Completed:	Date		14.4.23			Review date		April 24
Signature:						Seen/read by Chairman		
Please Print name:			RYA Senior Instructor					

Risk assessment and risk management record		Number 003 RHS
Activity	Launching/recovery of sailing craft.	Location/purpose Rye Harbour SC

Identifying the hazards - assessing the risk	Risk rating	Control measures - reducing the risk	Outcome
Personal injury - lifting	High	Members advised to follow HSE Publication <i>Getting to Grips with Manual Handling - A short guide</i> http://www.hse.gov.uk/pubns/indg143.pdf	Low
Trailer separating from towing vehicle	High	Driver of towing vehicle checks trailer hitch is secure or tow rope is correctly connected and with wire safety harness in correct position on tow hitch. A third party must not be relied on to carry out this check	Low
Tow ropes breaking and whiplashing	Medium	Nobody permitted to stand between boat and towing vehicle Towing using a rope must only be used to pull trailer far enough out of water to allow direct connection to tow hitch on vehicle. Tow rope checked for wear and tear by driver of vehicle.	Low
Loss of control of boat and trailer/trolley on slope	Medium	When moving a boat on a slope the boat and trailer/trolley must always be downhill of people manouvering the boat Person in charge of launching to ensure that other helpers or members or users of the slipway are not standing between boat and the waters edge. Trailers attached to a vehicle via a tow rope must not be towed up or down a slipway or along level surfaces. They will be out of control.	Low
Entrapment of fingers/hand in winch	High	Users of winch to be trained in use of the equipment before use. Hands never to be placed on winch strap	Low
Winch handle flying free	High	Handle to be gripped by launcher before releasing the the locking mechanism.	Low
Slippery surfaces - slipway	Medium	All members advised of any slippery surfaces. Members advised to remain in contact with dinghy if slipping (i.e. hold on)	Low
Drowning due to falling in water or from jetty or apron	Medium	All members advised of uneven underwater surface. All members are required to wear a buoyancy aid correctly fitted before launching/recovery if it requires the member to enter the water or step on a jetty/apron	Low
Craft slipping off dinghy trolley/trailer	Medium	Helms to check that dinghy is positioned correctly on trolley/trailer and secured to trolley with painter before moving the boat.	Low

Completed:	Date	<u>14.04.23</u>	Review date	<u>April 2024</u>
Signature:	Club Officer		Seen/read by Chair	
Please Print name:		RYA Senior Instructor		

A Rye Harbour Sailability Sessional Check List

Location: Rye Harbour Sailing Club.

Sessional checklist: To be carried out by OoD in liaison the Safety boat helm and dinghy helms prior to going afloat.

Date:.....

OoD:.....

Safety Boat: Helm.....Crew.....

Dinghies to be used:

Venture Helm.....Crew.....

Lugger Helm.....Crew.....

Sports 16 Helm.....Crew.....

Wind: Strength and direction forecast:.....Strength and direction observed.....

Will sailing take place? Y/N

Reefing required?

Venture Y/N

Lugger Y/N

Sport 16 Y/N

Tide: High tide time and height:

Impact on Launching and recovery? Ramp or jetty?

Time of session from.....to.....

Safety boat, Venture and Lugger tractor launch and recovery

Commercial shipping movements: Any planned? Y/N. Time:

Session operating area:.....

Radio operator ashore and call sign:.....

Participants: Names recorded in reception

Number per session:

Participants clothing and footwear checked for weather and temperature.

Water ability and confidence checked and recorded in reception

Appropriate buoyancy fitted and checked (Lifejackets not for Lugger)

Allocated dinghy according to needs, noted in reception.

A Rye Harbour Sailability Sessional Check List continued

Signed: OoD.....

Signed: Safety boat helm.....

Signed: Venture helm.....

Signed: Lugger helm.....

Signed: Sports 16 helm.....

End of session report:

Accidents/incidents: Nil report if appropriate:

Maintenance/ breakage issues:

Quality of session:

Any training issues for helms/crews:

Signed OoD:
.....

Date: