10 Point Safety Boat Check List
The following 10 point check list is to be found on the safety boat grey equipment cupboard in the black shed and on the safety boat consoles.

1. Competent, appropriately dressed Helm
2. Competent, appropriately dressed Crew
3. Safety Boat emergency Bag containing:
   a. First Aid Kit
   b. Wire cutters
   c. Throw rope
4. Paddles
5. Radio – carry out radio check before leaving, and MUST use waterproof bags.
6. Anchor
7. Adequate Fuel
8. Tow Line and Boat Line
9. Kill cord and spare kill cord
10. Briefed by Race Officer

The following additional checks are to be carried out before safety boats are taken out:
1. b. Engine is secure with water cooling working correctly
2. c. State of the propeller
3. e. Oil levels (as appropriate) are okay

GENERAL
- Check weather conditions and tides early on.
- Clothing – appropriate weather gear and buoyancy aids to be worn for helm & crew in the event of going in water (no wellies, hoods) towel, cover for casualty and keep ropes/bags tidy in boat.
- Kill cord ALWAYS to be attached to HELM – spare to remain in boat whilst on water
- Helm to have one hand on power and one on steering
- DO/RO direct safety crews – crew ensure instructions carried out
- Check radios functional Channel M2 for RO/DO
- Check number/types of boats competing & course before on water & with RO after start

ON THE WATER
- Assess at start competence of crews, location and risk thereafter regularly monitor situation especially novices and children whether or not in race.
- Assess where most risk – frequently on downwind run and at Gybe mark - tactical positioning required usually upwind: requirement to attend every incident or capsize within 3 mins. And keep RO informed of whereabouts.
- Attend and Assess all Incidents
  1. Immediate rescue needed
     Priorities in order – a safety of crews being rescued and safety boat crew
At Capsizes - No need to be too zealous - sufficient to stand off rather than intervene – reassure by presence.

- Keep active lookout for other incidents elsewhere whilst attending.
- Get crew out of water asap. To avoid breaking mast, pull out in line with mast by using shroud or thwart.
- Better to encourage to sail back under jib than tow, but if tow attach bow and stern to safety boat. If unmanned remove rudder and centreboard, furl or lower sail. Towing - boat alongside bow ahead of SB bow – stern well forward of SB stern – tied bow and stern.
- Other calls – marks, photos, taxiing – consult RO/D0 1st!

PERSONNEL RESCUE:
- Crew spot for incident and guide helm.
- Approach into wind (unless tide stronger) – better control do not overrun
- Final Approach and Recovery **WITH ENGINE SWITCHED OFF**
- Helm to advise pick up either side of boat – best view for helm – communicate intended action.
- Unconscious person – usually with dory, torso best facing boat – keep open airway, may be necessary for rescue boat crew to get in water to lift upwards
- With all unconscious or concussed casualties, LEAVE boat, report situation to DQ Base by Ch M2 give details of boat, position, emergency & get casualty back to shore ASAP. Rescue of people – bring in forward or roll into boat - careful with woman – ask first, if not unconscious! Best opp side to steering wheel. Only last resort put crew in water – on approach check wind/tide strength – always turn off engine. Radio P4 = M2 Harbour Conservancy only monitor weekdays.
- When on Safety Boat, injured person should be put in recovery position preferably with head towards stern – make sure airway clear and face not in water. Only if trained First Aider undertake resuscitation but do not delay return to nearest Emergency Vehicle Access Point on shore
- Radio procedure “Dell Quay Base, DQ Base, DQ Base this is Fred West- Fred West OVER” Finish conversation with “OUT”

DINGHY RESCUE
- Keep lookout for other incidents whilst recovering boats (people before property)
- Approach capsized craft – if inverted come alongside with bows facing same direction and can lever centreboard.
- Release halyards and drop sails - move dinghy into wind,
- Never shout instructions from a moving boat – get within earshot and put into neutral or stop.

FIRST AID
- **Hypothermia** - check life signs -symptoms – skin colour lips hands blue, confused, uncontrolled shivering, no speech, may not accept in trouble – unconscious. Forget boat – make for base – get out of chill in bottom of boat, cover up – hat reassure input warm fluids, cuddle up. At base put in warm shower with wet gear on and slowly remove clothing – two adult
people must stay – if adult suffering from hypothermia they should not drive. Children get cold more quickly but recover faster.

Important that SB returns to duty and DO takes over.

- **Heat Stroke** - take water/flask sun cream, hat in boat – symptoms nausea, dehydration, headaches, sunburn - caused by - wrong drinks, too much clothing, no hats – cool down by water on face hands, hat, fluids.

### Boating Safety on the course

The ‘L’ flag/radio call/ or whistle will be used as the signal for boats to come within hail or to ‘follow me’. Emergency Recall - If it is necessary for all boats to return to the Club, a series of short blasts will be made on the Club Finishing Line hooter. The sound signals are to be amplified afloat by Instructors blowing short blasts on their whistles. If there is a fire at the Club which requires the premises to be vacated, all groups on the water are to go to the closest beach and await further instructions.

Every effort will be made to ensure the safety of those attending courses, but the sea is a potentially hostile environment and by the very act of going afloat, they - and if under 18, their parents/guardians - must accept that there is an element of risk involved.

Adequate clothing for the prevailing (and forecast) conditions shall always be worn. Even in summer, a windproof top over a wet suit should be used. Wellingtons should not be worn.

### Water Quality

The water quality at Dell Quay is monitored by the environmental health department at Chichester District Council, and the results are available on their web site (http://www.chichester.gov.uk/media/excel/a/d/Harbour_Results). As the water quality may vary and will not always meet EU Bathing Water Quality Standards, we would always advise sailors that:

- Full immersion is not recommended.
- Cuts, open wounds and abrasions should be covered with a waterproof dressing.
- Maintain good personal hygiene – wash hands before eating and shower after sailing.
- Food or drink on small boats should be carried in a sealed container to prevent it being splashed.

If Southern Water has been discharging untreated sewerage from the Fishbourne Treatment Works all participants shall be so advised during and for three days following the last discharge.

### Lifejackets/Buoyancy Aids and Kill Cords

DQSC members can provide their own buoyancy aid if it is of an approved standard (BS EN 393:1994) and meets all requirements. Adults DQSC members will take responsibility for their own buoyancy aids. Kill Cords shall always be worn when helming club safety boats. See the RYA Kill cord policy at Appendix 4.

### Completion of duty

On completion of duty, the boats are to be put away and all equipment neatly stowed. Boats need to be washed down and engines flushed. All rubbish is to be disposed of, and any damage reported to the Principal. Outboard fuel tanks are to be locked up in the fuel store. **There is to be no smoking in boats, on club premises, including Black Shed, at any time.**
Any defects to the boats, anything not functioning correctly or any items of kit missing are to be reported to the Principle or duty officer and also recorded in the Maintenance/Fault reporting book attached to the sailing notice board inside the club building.

Fuelling
Fuelling must be carried out in the open air, outside of the Black Shed with a Fire Extinguisher to hand. (Found in the entrance to the club). Fuelling must only take place when safe to do so and not in the presence of children. A fuelling instruction notice is displayed to indicate the appropriate area for fuelling to take place with necessary safe guards. Bollards may be used to isolate the fuelling area.

Radios
Radios are stored in the sail loft. They are to be returned to the sail loft and placed on charge on completion of the day's activity. Additionally:

a. Except in an emergency when contact cannot be made to another DQSC call sign, Ch M2 is to be used. Radio discipline is to be maintained at all times.

b. Radios will be in a protective waterproof bag when issued. However, in the event of the waterproof bag getting punctured and water logged, remove the radio and store in a dry location. Wash and dry outside of bags at end of the duty and ensure radio is dry, especially across the terminals at the back.
   - A mobile phone should also be taken for an emergency if there is no-one operating Dell Quay Base.

Safe Guarding Children
The DQSC Safeguarding Chidren’s (Child Protection) policy can be found at Appendix 1. This is applicable to all juniors under 18 (including instructors) and those working with them and must be read before all training. The Principal will keep a record of those who have read the policy. Dell Quay Sailing Club is committed to providing a safe environment for children. As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document. Therefore, it is Club policy that:

a. the child’s welfare is paramount;

b. all children whatever their age, culture, social grouping, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse;

c. all suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.

The Club is required to vet all instructors who come into contact with "young persons"; to this end, by signing to confirm that these Operating Instructions have been read and understood, instructors are also confirming that they have never been involved in any police investigation against them into child abuse.

First Aid Equipment, Accidents and Accident Reporting
Each Safety Boat is equipped with a First Aid Kit and the main First Aid Kit on shore is found in the cupboard inside the club entrance on the left. The First Aid Kits need to be checked prior to each course.

When accidents occur afloat the person needs to be treated appropriately quickly with the aim of returning to base as soon as possible. If serious and an ambulance is required this information needs to be communicated to Dell Quay Base in order to contact 999. If there is no-one manning Dell Quay Base then the instructor will need to call 999 on the mobile phone from the safety boat and either return to Dell Quay Base or Chichester Marina which ever is nearest. See Emergency Plan and Major Incident Plan at Appendix 5.
Accident Reporting - All accidents, requiring first aid treatment should be reported in the Duty Officer’s log in the accident record section. If any items are used they need to be documented in the accident log and communicated to the club’s Health and Safety Officer for replacement.