



# Tideway Sailability Normal Operating Procedure

## Introduction

This document sets out all the procedures for safe operation in Greenland Dock- (operations away from Greenland Dock are covered in a separate procedure).

OODs must be familiar with all of this document and with the following specific policies, procedures and guidelines:

- Tideway Risk Assessment
- Major Incident Policy
- Safeguarding
- Briefing for new sailors
- Briefing for new volunteers
- Basic skills for volunteers
- Personnel hoisting
- Hawk sailing in the Dock
- Slipway winch
- Guidelines for OODs
- Attendance forecast
- Approvals procedure

## 1. Risk Assessment

This NOP has been prepared based on a thorough risk assessment which is reviewed at least annually by the Operations Committee and approved by TSEC. The points identified in that risk assessment have been incorporated into this NOP.

## 2. Responsibilities for implementing this NOP

The Tideway Sailability Executive Committee has delegated responsibility for implementing this NOP to the Operations Committee.

## 3. Communicating and briefing the NOP

This NOP and the supplementary policies and procedures should be communicated as follows:

- The Operations Committee should organise briefing sessions for core volunteers (OODs, safety boat drivers and other experienced volunteers) and have an annual update and refresher in Tideway procedures, including hoist and winch procedures
- Reception team should show new volunteers the new volunteer briefing (laminated copy in the clubhouse) as part of the arrival induction. Ideally new volunteers are sent a copy before their first visit.
- Reception team should talk New sailors and their helpers through the content of the New Sailors briefing
- Each year towards the start of the summer season each returning volunteer should affirm that they are familiar with the following key procedures: Basic Skills, Personnel Hoisting. OODs should draw returning volunteers' attention to the Basic Skills procedure (laminated copies in the club house).
- Laminated copies of the other appendices are also available in the clubhouse as a refresher
- All volunteers' attention should be drawn to the Major Incident Policy on the noticeboard in the clubhouse.

Compliance with this communication requirement should be recorded on the volunteer's skills log for the year.

## 4. Safeguarding policy

All volunteers are to be briefed on the club's safeguarding policy. The policy is set out in the Briefing for new volunteers, and repeated as part of Basic Skills for volunteers procedures



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### 5. Minimum requirements for sailing

The minimum requirements for sailing are as follows:

- A safety boat launched with an RYA-qualified safety boat driver (special arrangements will be made to assess any individuals with other eg overseas safety boat qualifications)
- An Officer of the Day (OOD) identified, who is briefed in the contents of this NOP

Ordinarily these are different individuals, although they may be combined.

Hawks must be helmed by an individual who has been assessed as competent to helm the Hawks. The competence requirements are summarised in Appendix 5.

### 6. OOD-specific responsibilities

The OOD is responsible for all of the activities of Tideway on the day to ensure all volunteers, sailors and supervisors/ carers have a safe and enjoyable experience with Tideway. Compliance with this NOP is designed to achieve this but the OOD should exercise their discretion.

The OOD is responsible for the safety of participants and volunteers on the day. The OOD is responsible for the following preparatory steps:

- Preparing an attendance forecast and ensuring there is an adequate balance between sailor numbers, and volunteer numbers and skills levels (see Attendance Forecasting Procedure)
- Reviewing the weather forecast and actual weather on the day
- Discussing with SDWC staff any Dock use hazards or potential conflicting activities eg water quality affecting the use of the Dock
- Documenting conclusions in the daily Operations sheet

At the end of the day the OOD is responsible for

- Documenting any relevant information in the Daily Operations sheet
- Compiling end of day attendance records (see Attendance Forecasting Procedure).

### Nominating volunteers for key roles

The OOD must appoint a safety lead (with small numbers/ single groups this may be the OOD themselves).

The OOD should consider appointing

- Key volunteers (safety lead, safety boat helms, Hawk etc helms, pontoon manager(s)) briefed on conditions and expected activities and safety mitigations eg reefing agreed
- Pontoon manager appointed if conditions/ activity levels warrant it, to supervise activities on the pontoon

The OOD should consider the adequacy of the numbers, skills and experience of the volunteers against the anticipated participants for the day. Ordinarily the OOD will require at least one experienced volunteer for participants to sail.

The OOD should curtail or cancel activities if the conditions worsen beyond the weakest member of a group.

### Guidance on organising the day

The OOD is the most significant element in delivering a day that is safe, welcoming and fun for all. This NOP sets out the key safety obligations. The additional guidance for OODs sets out suggestions for how OODs should meet all the various demands for the day.

### 7. Buoyancy Aids and lifejackets

Buoyancy aids (lifejackets for non-swimmers) must be worn at all times beyond the access gate to the pontoons and slipways.

All buoyancy aids and lifejackets are inspected under the supervision of the Operations committee for



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serviceability every 6 months, including damage to covers, straps, buckles. Any defective items should be removed from the main clubhouse racks and placed in the backroom for repair.

A sailor's own automatic self-inflating lifejackets can be used by Tideway members where the individual has good reasons for not being able to wear a normal lifejacket or buoyancy aid. The lifejacket must be provided by the individual concerned who is solely responsible for its condition and use. The OOD may suspend the permission if warranted by the conditions on the day (for example, weather, concerns over the condition or suitability of the proposed lifejacket).

### 8. Safety lead

The OOD must appoint a safety lead for the day. These two individuals are jointly responsible for safe operations on the day. Either one of them can and must curtail or suspend activities if sailing conditions are, or may, become unsuitable. Any discussions between the two should take place after activities have been suspended.

The safety lead, in consultation with the OOD, should determine how many safety boats are likely to be needed, and the individuals who should drive the boats. The safety lead may, but does not need to be, one of the safety boat drivers.

Acting as safety boat driver under a more experienced safety lead is a useful way to gain safety management experience- safety leads should always consider whether there are volunteers who would benefit from this experience.

The safety lead is the OOD's principal eyes on the water. Absences should be as brief as possible, and notified to the OOD.

The safety lead must also check that:

- Pontoon and slipway are safe to use
- Safety boat and hoists have been inspected and signed off as safe to use: right coloured tags in place and no visible damage.

### 9. Safety boat, driver and crew

A safety boat and RYA certified safety boat driver must be on the water before sailing commences. When conditions could make the safety boat driver's job more difficult, the safety lead should consider the need for nominating a second person in the safety boat.

The safety boat(s) must be checked before sailing using the safety boat checklist for condition of the boat and engine and equipment. The safety boat checklist must be completed each day before sailing.

The following equipment must be on board:

- First aid kit
- Safety knife
- Fire extinguisher
- Spare kill cord
- Anchor with line secured to the boat
- Paddles
- Towing line
- Throwing line.

Kill cords must be attached to the helm's body, around the leg. The kill cord should be left in the boat when not in use, in case the boat is needed urgently. Additional spare kill cords are kept in the wall box in the club house.



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### 10. Coverage

The maximum number of boats on the water per safety boat is usually 12. This limit can be exceeded if the OOD and safety lead are satisfied that the weather conditions, boats in use and sailor/volunteer experience are manageable.

The OOD or safety lead should reduce this ratio if any of the following apply:

- The helms on the water are relatively inexperienced or with reduced mobility or other impairment
- The weather conditions are adverse
- The boats in use are more liable to capsize.

### 11. Wind limits and safety while sailing

Maximum wind strengths for safe sailing depend on the type of boats being sailed and the experience of the sailors. As an indication for OODs and safety leads for the Hansa class boats, the class association suggests the following limits for their sponsored events:

Class	Wind speed average more than 30 secs (small waves)	Maximum gust
Hansa 2.3	20 kts (36 kph)	24 kts (43 kph)
Hansa 303	22 kts (40 kph)	24 kts- 28 kts (depending on crew weight) (43 kph – 50 kph)
Liberty	25 kts (45 kph)	28 kts (50 kph)

The Hawks, Larger double hander dinghies and the Drascombe Lugger should be sailed with masthead buoyancy bags or devices to reduce the risk of inversion.

### 12. First Aid

The OOD must nominate a First Aider. If no one has previously been nominated, the OOD is presumed to be the First Aider for the day. A valid RYA-approved First Aid certificate is a mandatory requirement for OODs.

The first aid box is kept in the clubhouse. Instructions on use are kept with the box. An additional first aid kit is carried in the safety boat. The box contents are checked regularly to ensure that the quantities and condition are adequate under the supervision of the Operations committee.

If assistance is needed, a qualified SDWC first aider is always on duty in the SDWC.

### 13. Personnel hoists for wheelchair users

The procedures for operating the hoist for wheelchair users are set out in the specific procedure: Personnel Hoisting. The hoist in use for personnel lifting (the larger of the two hoists) must always be supervised by an experienced volunteer who has been trained in its proper use.

The hoists must be inspected for cracks and damage before sailing commences. Hoists and associated slings are professionally (LOLER) inspected every six months, and marked with coloured tags corresponding to the inspection cycle.

### 14. Incident reporting

For major incidents, the major incident policy should be followed (see Major Incident procedure).

There is an incident book in the clubhouse (kept with the First Aid box) for recording any incidents, near misses or other events which could have implications for how Tideway operates. If in doubt all events that are a departure from our normal operating procedures should be recorded. The TSEC reviews incidents at each meeting to ensure that lessons are learned and systematic failures are identified and eliminated.



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### 15. Equipment maintenance

All Tideway members and volunteers should monitor equipment for damage or wear and tear. Any problems identified with equipment during normal use should be recorded on the maintenance whiteboard in the clubhouse. If the problem results in the equipment being unserviceable, it must also be tagged "do not use". If the problem also resulted in an incident, it needs to be reported in the incident book.

### 16. Slipway winch

The procedures for operating the slipway winch are set out in the slipway winch procedure. The use of the winch must always be supervised by an experienced volunteer who has been trained in its proper use.

### 17. Power Boating and Fuel Handling

The Rigiflex is primarily for providing safety boat cover. It can be used for other duties (towing of boats to moorings, transport of crew) so long as safety cover is not compromised. Helming the Rigiflex must be by, or under the supervision of a volunteer who has been approved to helm the Rigiflex.

Kill cords must be worn at all times including during engine starts. The kill cord is to be secured around the thigh of the driver. Driver should remain seated when under way.

The Rigiflex should only be used outside of Greenland Dock with the express authorisation of the TSEC.

Fuel transfers to be done in the fuel store by experienced volunteers- no young persons under 16 to enter the fuel store. Mixing of fuels or decanting of fuels only to be done in the fuel store by competent personnel, who should wear the personal protective equipment provided.

### 18. Electrical appliance testing and 12V electrics on boats

Electrical appliances are periodically tested. Any faults should be noted on the maintenance board and the item taken out of service (do not use label).

Some of our boats use 12V electrics for servos or keel lifting. The primary hazard is a short circuit causing overheating, melting of insulation and smoke. This is most likely to be caused by connecting two batteries with opposite polarities, or by a damaged or waterlogged cable or connectors. The batteries have a fuse as part of the battery pack. To avoid blowing the fuse:

- All visible cables should be inspected for wear
- Care must be taken when connecting batteries not to force fit the wrong way round.

There are dry powder fire extinguishers on the safety boat and on the inside of the boatshed door.

### 19. Latest versions of related operational procedures

- Major incident procedure: v0.2
- Approvals procedure v0.1
- Briefing for new sailors v0.4
- Volunteer induction v0.3
- Basic skills for volunteers v0.2
- Personnel Hoisting v0.2
- Slipway winch v0.2
- OOD responsibilities v0.1

*Version control*

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*V5.0 revised April 2023 to reflect new OOD responsibilities, and put detailed content in separate procedures*

*v5.1 amended to conform with amended subsidiary procedures.*

*V6.0 approved for use April 2024*