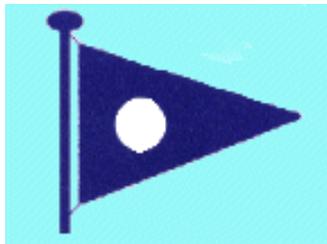


Deben Yacht Club



Safety Boat Handbook



Contents

Introduction	3
Safety Boat Team	3
SBT commitment.....	3
SBT member 'benefits'	3
SBT Objectives	4
The club's safety boat fleet.....	4
Safety boat crews	4
SBT training and competence	4
DYC Health and Safety Policy.....	5
Safety boat priorities	5
Buoyancy Aids, clothing and personal safety	5
Kill Cord	6
Speed, wash and position	6
Safety boat manning	7
Safety boat co-ordination on race days	7
Race Days 'On Water Time'	8
Safety boat equipment	8
VHF Radios.....	9
Deployment of safety boats.....	9
Observation of fleet	10
Safety Boat Rescue Techniques	11
Entrapment	11
Shallow water running.....	11
Propeller safety	11
Packing up, mooring, petrol etc.....	11
Safety Boat Log.....	12
Maintenance	12
Suggestions and ideas.....	13
Reference	13
Appendix 1 Safety Boat Check Lists	14
Appendix 2 Radios	15
Appendix 3 Safety Boat Deployment.....	16
Appendix 4 – Contact Information	17



Introduction

This handbook is for all club members who have volunteered to help helm or crew the club safety boats. The purpose of this handbook is to set out the key information about the safety boats, the Safety Boat Team, the Operating Rules & Procedures and to provide some practical guidance on rescue techniques.

Safety Boat Team

The Safety Boat Team (SBT) consists of club members who wish to train and become a safety boat helm and/or crew. The key benefits of the SBT are the provision of well found boats with competent crews able to assist with racing and other club activities. Each season, we need new helms and crews of all abilities to join the SBT who are prepared to give up some time to train and volunteer to help man the safety boats. There is a true team spirit and taking part is fun and enjoyable. Please do not hesitate to volunteer if you would like to get involved.

As a SBT member you can volunteer to be trained to helm both the RIBs and the displacement boat. Alternatively, you can volunteer just to helm the displacement boat if you prefer.

The DYC is a RYA Recognised Powerboat Training Centre, which enables the club to run its own RYA Level I and II courses and the RYA Safety Boat Certificate course.

SBT commitment

To qualify to be a SBT member you are asked to:

- (a) Undertake to take part in appropriate club safety boat and first aid training for helms and crews.
- (b) If you are a helm, within two years, seek to pass the RYA Level II Certificate (for all Slow Boat Helms) and/or RYA Safety Boat Course certificate.
- (c) Observe the DYC Safety Boat Rules and Operating Procedures.
- (d) Agree to volunteer as a helm or crew on a RIB for ideally a minimum of five duties in the season – although if you would like to do more this would be very welcome. Or alternatively, if you wish to helm or crew on the slower displacement boat, you are asked to volunteer for ideally a minimum of two duties each season, but more would be most welcome.

SBT member 'benefits'

We cannot afford to pay you, but hopefully you will agree that being a member of the SBT should be very rewarding in itself. It will give you the confidence to operate the safety boats safely in all conditions. Power boats skills are transferable and will also be of assistance to those people who have their own boat.



Deben Yacht Club

After any duty you will be entitled to a free meal from the galley. In addition the club through being a RYA Powerboat Training Centre is able to provide members with reduced training costs for obtaining the RYA Level I and II and Safety Boat Course certificates.

SBT Objectives

The objectives of the SBT are to:

- meet RYA safety boat guidelines for sailing clubs, and share the burden of the organisation and manning of the safety boats.
- provide good practical 'how to' training to significantly increase the number of helms and crews who are suitably trained and experienced to man our safety boats, particularly the fast safety boats. RYA Power Boat Level 2 and RYA Safety Boat certificates indicate a suitable competence and SBT members are encouraged to gain these qualifications
- maintain clear operating standards covering (a) training (b) attendance (c) equipment (d) management (e) operating rules and procedures.
- maintain good co-ordination and communication arrangements on a typical race or sail training day between the OOD and the safety boats.
- maintain racing and sail training conditions by ensuring the safety boats, for example, keep out of the way when not required, or are on hand when required to 'stand by' or to effect a competent rescue or recovery.
- maintain safety by minimising the risk of accidents (or in a worst case scenario a death) and to ensure the successful implementation of the DYC Safety/Emergency Policy.
- maintain the status of the safety boat work within the club including a true team spirit.

The club's safety boat fleet

The fleet consists of two RIBs and one displacement boat. On occasion where more boats are required they are borrowed from members or adjacent clubs. The RIBs are intended to provide fast support for club activities and the displacement boat is used variously as a committee boat or general support boat.

Safety boat crews

To assist with the crewing of the safety boats all active racing members of the club are asked to volunteer at least twice per season to act as a crew on a nominated day.

SBT training and competence

All SBT members (and indeed any club member who uses the safety boats) are required to attend as many of the training sessions as possible. Training and practice is the key to improving the skills level of both helms and crews to maintain a key objective that each member of the team is suitably trained in boat handling skills and safety boat techniques, including first aid.



Deben Yacht Club

Safety boat helms should follow training to enable them to gain:-

1. RYA Powerboat 2 Certificate
2. RYA Safety Boat Certificate
3. RYA recognised first aid certificate

One to one, hands on training and mentoring is also provided throughout the season by the more experienced helms and crews during actual duties.

DYC Health and Safety Policy

This document forms part of the *DYC health and safety policy* and arrangements. It is supplemented by series of risk assessments which address areas such as the use of pontoons and the use of safety boats.

Safety boat priorities

The prime purpose of the safety boats is to SAVE LIFE, so their priorities are:

1. Safety of crews being rescued
2. Safety of other crews
3. Prevention of damage to boats and equipment
4. Recovery of damaged or capsized boats back to the shore

A safety boat should aim to 'attend' every capsized within 2-3 minutes. In practice this means that the safety boat crew will need to travel to the capsized to '**count heads**' and to make sure the dinghy crew are safe and do not need any immediate help. Almost invariably the safety boat will then just '**stand by**' while the dinghy crew sorts themselves out. Often, no further action is wanted by the dinghy crew or required. It is important, however, that the safety boat asks if their help is required. It must not be assumed that help is not needed.

Safety boat crews must not unwittingly forget to observe the basic rule that LIFE ALWAYS COMES BEFORE PROPERTY. This can happen when a dinghy has capsized and the safety boat is either busy watching the crew sort themselves out or are pre-occupied recovering the dinghy after picking up the crew and the safety boat crew fail to keep an adequate look-out for the rest of the fleet in their area of operation.

The responsibilities of the safety boat crews end only when all dinghies are safely ashore or accounted for after a race, training or other event. The safety boats must not be put away onto their moorings until the crews are satisfied all sailing crews are accounted for. **If in doubt, please ask the OOD for permission to 'stand down'.**

Buoyancy Aids, clothing and personal safety

A buoyancy aid or a life jacket must be worn at all times when afloat by all safety boat helms and crews.



Deben Yacht Club

It is the responsibility of each helm and crew member to check the age and condition of their buoyancy aid or life jacket to ensure it is in serviceable condition.

Buoyancy aids are available for use by helms and crews and these are kept in the Crows Nest, Helms and crews can wear their own personal buoyancy aids or life jackets if they prefer.

Even on warm days, manning a safety boat can be a very cold occupation! Helms and crews must wear appropriate clothing and footwear, and have available for use their own water/wind proof jackets and trousers. The Club provides no clothing. Helms and crews are warned against wearing jeans or other unsuitable clothing. Crew members must be prepared to enter the water should it be necessary.

Safety boat crews are often first afloat and last into the clubhouse and for this reason crews are advised to take appropriate provisions (e.g. coffee and a snack) afloat with them.

Kill Cord

All helms of a planing safety boat (e.g. RIB or Dory) must, without exception, wear a KILL CORD at all times when the engine is running.

The length of the standard issue KILL CORD must not be extended.

The KILL CORD must be attached to the helm's body. It is recommended that the KILL CORD is worn around the helm's leg, thigh or ankle.

Speed, wash and position

All helms must be aware of their wash, even at slow speeds. As the club's safety boats can create substantial wash, all helms must exercise consideration for all other river users, particularly racing dinghies, those in yacht tenders and in rowing skiffs. **Excessive wash must be kept to a minimum at all times.**

Helms must only travel at speed when it is safe to do so and when it is necessary to reach a capsized or disabled boat quickly or when engaged in genuine race control activities e.g. mark laying or shortening course procedures.

When approaching the Club pontoons, helms are requested to approach head to tide and to follow channel course, especially up to two hours before high water.

All helms must avoid causing any wash when travelling past moorings, especially on the approach to the Club pontoons.

When approaching the pontoons, or a disabled or capsized boat, or a person in the water, or to moor, helms must ensure their boat speed is appropriate. Please avoid approaching too fast so that reverse gear has to be used!

Unless engaged in rescue operations, all safety boats must endeavour to keep well clear and out of the way of all racing (or sail training) dinghies both at the start line and during the course of the race or other event. In particular safety boat helms must avoid crossing or sitting on the 'lay line' between one or more racing marks of the course.



Deben Yacht Club

Safety boats can best observe the race or other sailing event from the opposite side of the river or channel to that of the racing dinghies.

Remember safety boat crews are there to observe – not join in the race! If you need to move through the racing fleet, PICK YOUR GAP with care and KEEP YOUR DISTANCE.

Safety boat manning

Normally, there should be two people manning a club safety boat. One crew member will be nominated as the helm and one as crew. Any exceptions must be authorised by the Safety Boat Team Captain.

No passengers or children are normally permitted to ride in any club safety boat at any time.

Safety boats may only be helmed by people who have been authorised to do so by the Safety Boat Team Captain.

The RIBs will not normally operate with a third crew member, but the slow boat may have a third crew on board at the helm's discretion. Children over the age of 14 may be allowed to crew in the safety boats with the prior permission of the Safety Boat Team Captain.

The allocation of duty dates for helms and crews is the responsibility of the Safety Boat Team Captain who will maintain and issue, from time to time, the **Safety Boat Roster**. The roster will be available via the internet in a programme called 'Dutyman'. All requests/notifications to change a duty date must be made by using 'Dutyman'.

Unless otherwise notified or agreed on the day, the nominated Twister helm will act as the SAFETY BOAT TEAM LEADER who will have responsibility for organising the safety boats for the race, including confirming the strategy for the placing of the safety boats to cover the race.

The nominated SAFETY BOAT TEAM LEADER at least one week prior to the duty date shall telephone other nominated helm and crews to check their availability and the On Water Time. If a problem arises this should be referred to Safety Boat Team Captain as soon as possible.

Safety boat co-ordination on race days

The OOD is ultimately responsible for the race, including any decision about cancellation or abandonment.

The SAFETY BOAT TEAM LEADER, if appropriate, must discuss with the OOD course options relevant to the weather, wind, tide, number of boats and availability of safety boats.

If any safety boat is not available for duty, the OOD must be informed immediately. If the normal provision of safety boats is not possible (e.g. because of mechanical fault) the OOD must meet with the senior flag officer present and the SAFETY BOAT TEAM LEADER and agree either to curtail the extent of the race, cancel the race or proceed on



Deben Yacht Club

some other agreed basis which they consider provides a safe environment for the participants.

If weather conditions are difficult the OOD must discuss the proposed courses with the SAFETY BOAT TEAM LEADER and the senior flag officer present and agree a course that they consider provides a safe environment for the competitors.

All safety boats must keep in radio contact with each other and the OOD (Deben Base) and pass on relevant information to him or her as appropriate (e.g. position of leading boats, change in wind strength, retirements etc.) as the race progresses.

Race Days 'On Water Time'

On race days both safety boats must be fully ready to go by the '**On Water Time**' which is normally at least 30 minutes before the Published Start Time of the first race.

Safety Boat crews must arrive at the club in good time to get ready their safety boat prior to the On Water Time. It is recommended that crews arrive at the club at least one hour BEFORE the **On Water Time** to ensure they have sufficient time to prepare the safety boats and to get organised.

Prior to the On Water Time, safety boat crews must have completed all checks including starting and running the engine in accordance with the **Sea Breeze and Twister Engine and Equipment Checklist or the Nimbus check list**. Please see Appendix 2 and copies are kept on each safety boat and in the Safety Boat Cupboard.

At the On Water Time, safety boat crews must start to keep a look out and regard themselves as on duty. If weather conditions allow, this look out can to begin with be done from the large club pontoon.

Safety boat equipment

Each safety boat must carry the equipment as specified on the **Sea Breeze and Twister Engine and Equipment Checklist or the Nimbus check list**. Please see Appendix 1 and copies are kept on each safety boat and in the Safety Boat Cupboard).

In advance of the **On Water Time** the helm of each safety boat is responsible for checking the equipment carried on their boat.

Keys for the RIBs are kept in a lock out box in each boat, those for Nimbus, spare keys for the RIBS and keys for the **Safety Boat Locker** are kept in the **Safety Boat Cupboard** in the Crow's Nest. The keys are kept on the **Key Board** inside the cupboard. The **Safety Boat Locker** is located on the large pontoon,

The **Safety Boat Cupboard** contains the following equipment or documentation:

- Safety Boat keys and kill cords
- Safety Boat Pontoon locker key
- Handheld VHF radios (with full instructions)
- Safety Boat Checklists
- Tool box (with list of contents)



Deben Yacht Club

- DYC Safety Boat Handbook
- DYC Safety Boat Log.
- Petrol, paddles/oars, buckets and boat hooks are normally stored in the **Safety Boat Locker**.

The key to the Crow's Nest is kept on the **key hooks** inside the clubhouse by the door to the veranda.

Damaged or broken equipment must be reported to the Safety Boat Team Captain or Bosun as soon as possible ON THE SAME DAY to maximise time for repairs or replacement equipment or boats to be organised.

VHF Radios

Each safety boat must have at all times at least one working VHF radio and whenever possible a spare hand held VHF should also be carried on board.

A mobile phone may be carried, if available, as a backup. Mobile phone numbers must be swapped with the OOD and the other safety boat crew.

READ AND FOLLOW the RADIO INSTRUCTIONS displayed in the Crow's Nest. All transmissions must be kept short and concise and comply with standard RYA procedures. Unnecessary chatter is not allowed. Please see APPENDIX 3 for a summary of radio usage.

A radio check with DEBEN BASE and the other safety boats on duty must be made before leaving the pontoon.

When afloat, the radio must be kept on and a listening watch maintained and periodic RADIO CHECKS should be made with DEBEN BASE and the other safety boat(s).

During a race, periodic updates about the position of the leading boats and any changes in the wind or weather can be made to the OOD for his or her information.

A damaged or broken radio must be reported immediately to the OOD, (who may have to change his planned course or depending on weather conditions cancel the racing).

The Radio Officer or his assistant must also be informed about a damaged or broken radio as soon as possible ON THE DAY the problem occurs.

After use, each radio must be returned to the Safety Boat Cupboard in the Crow's Nest and put onto charge. READ AND FOLLOW THE INSTRUCTIONS PRECISELY and TAKE GREAT CARE when putting the radios onto charge. Please take time to get it right.

Deployment of safety boats

In consultation with the other safety boat helms the SAFETY BOAT TEAM LEADER must confirm how the safety boats will be deployed for the race taking into account such variables as the wind, number of boats racing, length of course and capabilities of the safety boats.



Deben Yacht Club

Whilst it is not possible to provide fixed rules to cover the conditions or variables for any given day it is recommended that the guidelines set out at Appendix 3 should be followed as appropriate.

If one safety boat is unable to deal with a particular disabled boat or capsized boat, help should be summoned by radio from the other safety boat. This is particularly so for the Nimbus which may not have the speed or manoeuvrability required to deal with every situation.

Whenever possible Nimbus should be used to tow damaged or disabled boats back to the club. The RIBs should avoid towing operations, particularly when a long way down river. The helm of the RIB should liaise with the helm of Nimbus to discuss how best to deal with any particular tow.

Observation of fleet

During a race or other event, each safety boat crew must keep a continuous lookout in all directions for boats that may need assistance.

All capsizes must be 'attended' by a safety boat within 2 or 3 minutes and 'check for heads' (see above).



Boat over!

1. Calls for help

If a dinghy crew requires assistance they are instructed to call for help by waving their arms above their heads to attract the attention of a safety boat crew.

If a dinghy crew does not need help they are instructed to show a clear 'thumbs up' signal.

Normally, before proceeding physically to assist a disabled or capsized boat, the safety boat crew shall ask if help is required from the dinghy crew first. Only if there is 'a risk to personal safety' or imminent danger to property may a safety boat intervene without permission.



Deben Yacht Club

'A risk to personal safety' includes the need for the safety boat to return to its station to observe the rest of the fleet. A disabled or capsized boat does not therefore have the right to keep trying to sort themselves out, if after a reasonable amount of time, they have failed. The safety boat crew in such circumstances is entitled to insist on providing help so that safety cover is not unreasonably lost for the rest of the fleet.

Safety Boat Rescue Techniques

Helms and crews should endeavour to man the safety boats in a seamanship manner.

Helms and crews are required to attend the organised safety boat training sessions to keep up to date with best practice and to practice towing rescue and recovery techniques.

Entrapment

1. Stay calm.
2. Right the boat as quickly as possible.
3. Many entrapments result from crew being caught in ropes, control lines etc. so be prepared to cut the crew free.
4. Remove any casualties from the dinghy and provide treatment as required.
5. If necessary follow the emergency plan

Shallow water running

Whilst the RIBs have power tilt, keep shallow water running to a minimum. If possible, stop the engine and paddle to help avoid damage to the propeller.

On a lee shore, with a strong wind and when it is unsafe to motor in, the use of an anchor is recommended.

Propeller safety

If it is necessary to lift someone out of the water into a safety boat, SWITCH OFF the engine first, unless it is not safe to do so.

If the propeller is fouled the engine must be SWITCHED OFF before any attempt is made to clear the propeller.

In any event, at all times, keep the propeller as far away from the person in the water as possible. In essence the helm should be between anyone in the water and the propeller.

Packing up, mooring, petrol etc

At the end of each race (or other event) it is the responsibility of each helm to ensure their safety boat has been correctly packed away and all equipment returned to its



Deben Yacht Club

proper place. Each safety boat must be washed/hosed down and moored securely on the correct mooring

All safety boat petrol is stored in the **Safety Boat Locker** on the large pontoon. The displayed notices or instructions must always be followed.

Before refuelling a check must be made to ensure no one near by is smoking. Great care must be exercised when refuelling, particularly with petrol. The risk of explosion or fire is great.

When refuelling, the following rules must be observed:

- Switch off engine
- No smoking
- Clear by-standers away
- Use funnel to reduce spillage
- Moor boat to pontoon to improve stability
- Use 5 L fuel cans
- Have foam or dry powder fire extinguisher available for use on pontoon
- Clean away any spillage from decks or pontoons.

Safety Boat Log

At the end of each safety boat duty the SAFETY BOAT TEAM LEADER should ensure that the **Safety Boat Log** is completed. This records details such as weather, incidences and any notes of interest, including damage or broken equipment.

The log is kept in the Crow's Nest and must not be removed.

Maintenance

No repairs, alterations, adjustments or fitting of any new or replacement equipment for the safety boats or engines must be carried out on any of the club safety boats without the express prior permission of the Safety Boat Team Captain or Bosun.

When washing/cleaning the RIB great care must be taken not to damage or scratch the tube fabric. The soft deck brush (as provided) and water only must be used without exception.

When laying an ANCHOR or RACING MARKS etc, particularly from NIMBUS please place the black rubber matting over the fibreglass deck/gunwale to help avoid further wear/damage. (The matting is stored in the forward locker on the NIMBUS. In the RIBs care must be taken not to damage the tube fabric. A plastic mat should be used over the tubes to protect them).

All broken or damaged equipment must be recorded in the Safety Boat Log and reported to Safety Boat Team Captain or Bosun on the day the damage occurs.



Deben Yacht Club

Suggestions and ideas

These Operating Rules and Procedures shall be reviewed by the SAFETY BOAT TEAM CAPTAIN in consultation with members of the SBT at least annually and revised if appropriate. Suggestions and ideas relating to the safety boats and to the Safety Boat Team are welcome at any time and should be passed on to the Safety Boat Team Captain.

Reference

The *RYA Safety Boat Handbook (G16)* provides a comprehensive description of the range of rescue techniques, boat righting methods, towing methods, boat equipment, mark laying arrangements etc.

It is recommended that those persons who man safety boats should keep a copy for occasional reference.



Deben Yacht Club

Appendix 1 Safety Boat Check Lists

See

RYA Safety Boat Checklist

Start Up checks for RIBs and Nimbus



Appendix 2 Radios

CALL SIGNS

LEAD RIB	TWISTER
SECOND RIB	SEA BREEZE
SLOW	NIMBUS
CROWS NEST	DEBEN BASE

Radio Operating Rules

- **ALWAYS LISTEN BEFORE YOU CALL**
- **SPEAK SLOWLY AND CLEARLY** at normal conversation level.
- **When necessary, use the standard phonetic international alphabet/numerals to avoid ambiguity.**
- **Transmit on channel 37/M1 unless you need to make a Ch 16 Emergency Call**
- **Radio Checks: Always complete a radio check (transmit and receive) between all radio sets to be used, before the safety boats leave the pontoon.**
- **Radio Procedure:** Use the correct radio procedure at all times, ensuring you identify other users and yourself correctly and clearly. State the call sign of the radio you are calling before stating your own call sign. (e.g. 'Twister, Twister, this is Deben Base')
- Keep all messages as short and simple as is possible.
- 'Over' is used when a reply is required. 'Out' is used when the message is completed. 'Over and 'Out' should **never be used together.**
- Follow the Printed Radio Instructions very carefully.
- **RADIO FAULTS:** Please report any radio faults to the Radio Officer



Appendix 3 Safety Boat Deployment

General Guidelines

- Each safety boat must always seek to be in a position close enough to see any capsize or accident (in their area of operation) and be in a position to attend quickly any boat in trouble, but at the same time, keep out of the way of the other competitors.
- Capsizes are most likely on the down wind leg and around gybe marks.
- It is usually easier to look down wind, and you can travel faster down wind, so the best position to take is just upwind of likely trouble spots or by following the racing fleet down wind.
- With a triangle type course (e.g. C D 7) it may be sensible for the safety boat to pick up a mooring to sit and observe the fleets. It is of course essential to pick the right position to avoid sitting on a lay line or to only see some of your part of the course.
- Remember, safety boats are there to observe – not to join in the race! If you need to move through the racing fleet, PICK YOUR GAP with care and KEEP YOUR DISTANCE.
- North Line Start (e.g. first turning mark is 'A')
- Consider using the Fast/RIB to provide cover between clubhouse and 'A' (because on our narrow start line and confined water at the start, this boat is best able to nip in and out of the fleet and moorings to effect any rescue)
- Use the Slow boat to move down river as the fleet comes back from 'A'.
- As the fleets spread out, allow the Fast/Rib to overtake the Slow boat so that the Fast/Rib moves furthest down river with the fast handicap fleet.
- Use the Slow boat to cover the slow handicap fleet.
- Remember capsizes are most likely on the down wind leg and at the gybe marks, thus one safety boat should be tasked to cover the gybe mark.



Appendix 4 – Contact Information

Safety Boat Team Contact Numbers

Safety Boat Team Captain Dave Sutherland 07956 145721 or 01394 384870
safetyboatroster@btinternet.com

Bosun and Assistant

Safety Boat Team Captain John Adams 01359 230085

Radio Maintenance

DYC Clubhouse 01394 385400