



SAFETY BOAT SQUAD DUTY GUIDELINES

Introduction

The role of Safety Boat Skipper requires that you hold a current

- RYA Power Boat 2 Certificate,
- RYA Safety Boat Certificate,
- First Aid Certificate and
- been assessed by an appointed club member as a competent skipper.

The club has qualified trainers and assessors for all these qualifications and will provide training. If you are interested in becoming a Safety Boat Skipper then please send an email to training@boughbeechsc.org.uk

Time of arrival at the Club

Unless otherwise requested or agreed;

Normal Saturday or Bank Holiday – 09.30am

Normal Sunday – 09.00am

Event days, Open meetings – 09.00am

This should allow sufficient time to carry out all the pre-launch Safety Boat (SB) checks, refueling, assessment of current weather conditions and liaising with Officer of the Day (OOD) and Race Officer (RO).

Clothing

Look at the weather forecast before you leave home to go to the lake and ensure you take appropriate clothing.

Liaise with OOD, RO, your crew & the Galley

It is important to let the other people that are on duty that you have arrived and what role you are carrying out.

You may be asked to give some guidance to the OOD if they are new to the role. Remind them they need to keep a hand held radio on them at all times and the Club House radio needs to be switched on.

If two safety boats have been rostered, discuss with other skipper what areas of the lake to cover, when lunch breaks might be taken, whether both crews need to be on the water at all times.

Agree with the RO what assistance in setting up a race course is required and when. Some ROs prefer to set up a race course earlier than others, may prefer to lay the marks themselves or leave it for you to do and may need changes made at the last moment, etc.

Check that your crew has appropriate clothing and give advice as necessary. Spare gear may be found and 'borrowed' from the lost property box in the shed. Club buoyancy aids are in the Training Sea Container.

Order your lunch at the Galley before you go on the water. You get a small allowance for being on duty.

A brief pre-launch Safety Boat procedure

1. Get keys to the Safety Boat Garage and Fuel Store. These are located in the key box on the wall behind the curtains to the left of the left hand french window in the Club Room.
2. Enter the Safety Boat Garage, accessed through the Men's Changing Room, the light switch on wall to the right, unlock appropriate garage doors and unlock the security cable on the Safety Boat(s) that are to be used.
3. Please choose and unlock a boat appropriate for the conditions on the day, not always the biggest/fastest. Be aware that a Safety Boat may be marked as "Out of Service" by the Bosun, so should not be used. Usually start with the boat nearest the changing room.
4. Pull the Safety Boat out of the garage.
5. Using a Safety Boat Check list sheet, which should be in a holder on the garage wall, complete the pre-launch checks. Check painter, breast line, tow line, spare line, sponson inflation, first aid grab kit, paddles, anchor & warp, propeller condition, kill cord condition, baler, fuel level and overall condition of



- the boat & equipment. Note any defects and if in doubt, use another boat. Check trailer tyres. Switch on radio.
6. It is good practice to start the day with a full fuel tank. You may be busier than you anticipate. The Fuel Store is in a small shed down the drive on the corner into the Car Park. Inside the shed is a metal cabinet containing jerrycans. Take sufficient jerrycans to the Safety Boat Garage. Remove the boat's plastic fuel tank and place on the concrete, away from the boat & building. Get your crew to stand by with a fire extinguisher from the garage while you refuel. There are funnels in the garage. Replace the full tank into the boat and reconnect the fuel line. Place the jerrycan(s) in the garage ready to refill boat tank during the day if necessary or at the end of the day, prior to returning them to the Fuel Store at the end of the day.
 7. If the RO wishes to use the orange sausage race marks, 3 concrete weights per mark will be required. Lift and store them very carefully in the boat. If you are unfamiliar with these marks ask the RO for guidance.
 8. Put sufficient mud weights in the boat for any race marks you are to lay.
 9. You should be ready to launch the boat.
 10. Get changed into your wet gear ready to go onto the water.
 11. When taking the boat down to the water, make sure you have enough people to help you, particularly in icy/slippery conditions. It is suggested that it is safer to take the boat down stern first. Stop the boat parallel to the waterside. Unhook the winch strap from the bow. Check that the 'elephants trunk' is up.
 12. Discuss with your crew who is going to hold the boat and who is looking after the trailer. Launch boat, letting the trailer go sufficiently deep into the water to allow the boat to float off. Don't let go of the trailer rope as the trailer may carry on down the slipway underwater.
 13. When parking the trailer on the shore, note which one it is as when there a number of powerboats on the water the trailers can look very similar and end up under the wrong boat at the end of the day.
 14. Before trying to start the engine, check the propeller is free of obstructions, fit the kill cord, check gear is in neutral and squeeze the fuel priming bulb. Start engine and check that cooling water is being pumped out on the right hand side of the engine. Allow the engine to warm up for a few minutes before leaving the jetty.
 15. Carry out a radio check with the OOD & RO as appropriate. Don't assume they have a radio. If they fail to respond, go and remind them. They should have a radio with them at all times.

BBSC is wholly run by volunteers, including its Safety Boat Squad (SBS). Members sailing at BBSC are expressly advised that the decision to go afloat is their own and they should have due regard for their own competence & experience, the weather conditions and the condition of their own craft.

The guidelines below should serve as an aide memoir to the training and follow up that members of the SBS receive.

Safety Boats at BBSC are powerful craft and use is restricted to members of the SBS or by exception, other Club members with suitable qualifications.

Normal crew for a Safety Boat will be one skipper and one crew.

SB's must keep clear of fishermen on the bank or in boats at all times unless effecting a rescue.

SB's must be driven slowly unless attending a capsize or engaged in rescue.

Safety Boat crew members may have to go into the water to carry out a rescue or recovery.

Duty Rosters

* All Members of the Club are rostered for two duties a year.

* SBS Skippers should normally expect about 6 duties per year to help retain their skill level.

* SBS Skippers must arrange their own duty swaps from amongst other Members of the Squad usually using DutyMan or email.



Work with the OOD

The OOD has guidelines for his role which include keeping a lookout on the lake & maintaining communication with the SB's. He may be able to see something that you cannot due to, for example, driving rain or sun low in sky. If requested he can guide you to an incident.

Major incident plan

The OOD has a Major Incident Plan for both onshore and afloat incidents. A Major Incident for the Club is where there is immediate threat to life or risk of serious injury. The Major Incident Plan (On the water) is also in these SBS Guidelines (see below).

The basic guidelines are:

1. Assess the situation IMMEDIATELY & recover casualties
2. Advise the OOD by radio
 - a. the nature of the incident
 - b. to call the emergency services (if required)
 - c. to bring the defibrillator equipment to the jetty (if appropriate)
3. Head for shore immediately at full speed with the casualties
4. Work with the OOD on First Aid until the emergency services arrive
5. Be aware that the emergency services may arrive by helicopter and their downdraft can scatter & capsize boats in the vicinity
6. Ensure that safety cover is maintained on the reservoir by returning to SB duty or getting another SB crew to take over

Observation and Communication

One of the key skills of SBS Skippers and crew is observation. All SBS Skippers are sailors and should be familiar with dinghies. Continual assessment should be made of the weather conditions, the abilities of those sailing and the types of dinghy being sailed.

Helmets

Orange helmets are available in the small locked cupboard in the boatshed, close to the entrance door from the changing rooms. These can (i) keep your head warm in winter and (ii) the visor can improve visibility in driving rain or sleet. However, please be aware that they can reduce hearing quite significantly.

Radio protocol

When using the radio, clearly state who you wish to communicate with and who you are before saying 'Over'. Everyone else with a radio will then know who is wanting to talk to who and is now expecting a response. Keep communications short and to the point (and polite) as all radio users will be listening. When no response is expected, end a call by saying 'Out'.

Setting and recovery of racing marks

Discuss with RO what he wishes you to get involved with. If you lay marks, ensure the boat is stationary, attach the ground tackle to the buoy, put the mud weight over the windward side of the boat, 'feel' the line to ensure weight is on the bottom, always pay out all the line (do not ever shorten it or tie knots in it), place the appropriate flag on the buoy. Before putting the engine into gear, make sure there are no lines near the propeller and don't drive over the line. Consider reversing away from the mark.

Positioning

While on duty the Safety Boat should be positioned appropriately in order see as much of the lake as possible and close to where there is a higher risk of having to attend to an incident. If there are two Safety Boats consider whether to position the SBs in different areas of the lake to maximise observation and reduce response time. While not proscriptive the following might be considered;

- Wind strength & direction
- Height & position of the Sun. Looking into bright sunshine is not always easy.



- Gybe marks on a windy race day.
- Type of boats being sailed & sailors' experience/age.
- On race days anticipate the course that boats are likely sail & stay out of their way.

Providing assistance

As a Safety Boat Skipper your training, sailing experience and commonsense is important. How best to provide assistance is likely to differ in each incident. However bear in mind;

- Wellbeing of the sailor is of primary importance. Priority should be given to get an injured sailor ashore & appropriate medical attention given. If necessary, get the sailor/s into the Safety Boat, fix a marker buoy to the dinghy and take sailor ashore.
- During a race, ask a sailor if they require assistance before trying to rescue them. External help will put them out of the race.
- Think carefully what assistance you are going to give & how you intend to do it. Brief the SB crew and the sailor to make clear what you are going to do and what action they need to take.
- Be mindful of sails, rigging, ropes etc. in the water. Keep the propeller away from them. Putting the Safety Boat out of action makes an incident much worse.

Post recovery checks

At the end of sailing, when all sailors are off the water, check with the OOD that it is in order to take the Safety Boat out of the water. Ask for help in pulling the boat up the slipway. Carry out the post recovery Safety Boat checks & complete the check list, noting the engine hours. The Bosun Power should be phoned immediately of any major defects in order that appropriate repairs can be organised. Consider refueling the Safety Boat. If there is little fuel left in the fuel store, ring the Bosun Power as soon as practical.



MAJOR INCIDENT PLAN – ON THE WATER

**A MAJOR INCIDENT IS WHERE THERE IS IMMEDIATE THREAT TO LIFE
OR RISK OF SERIOUS INJURY**

IN THE EVENT OF A MAJOR INCIDENT ON THE WATER:

1. **Assess the situation IMMEDIATELY**
 - a. What has happened & where
 - b. Numbers of casualties
 - c. Severity & nature of injuries
 - d. Any immediate support required on the water
2. **Call the emergency services on 999**
 - a. Be prepared to give
 - i. Description of the emergency
 - ii. The address of the Club
 - iii. Your name
 - iv. The Club telephone number
3. **Emergency equipment is located**

a. First Aid kit	Galley
b. Defibrillator	Club Room in white box to the right of galley
c. Stretcher	On ceiling rack in the Safety Boat shed
d. Fire extinguishers	Located around the Club House
4. **Summon other people to assist you.**
 - a. **Remember:**
 - i. That ALL Safety Boat Skippers should be qualified in First Aid & Defibrillator use
 - ii. Safety Boat Skippers will take charge of rescues on the water
 - iii. Radio traffic must be kept to a minimum necessary to deal with incident
 - iv. Repeat the call to the emergency services if necessary
 - v. Send someone to the front gate to direct the emergency services
5. **When the incident is over stand everyone down and reassess the situation**
 - a. Please complete the Club Accident Book which is kept with the First Aid kit

ADDRESS OF THE CLUB Bough Beech Sailing Club Winkhurst Green Road Bough Beech Edenbridge Kent TN8 7AN	CLUB TELEPHONE NUMBER 01892 870 538 OS GRID REFERENCE TQ 502 475 VHF RADIO FREQUENCY (IF REQUESTED) Channel M / 37
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