

Tideway Owners Association (TOA)

Safety Management Policy, System, & Risk Assessment

Issue: Issue 2, 30th April 2018.

Drafted by: Ross Molay, TOA Meeting Co-ordinator.

Peer reviewed: As at Annex 1.

Background:

The Tideway Owners Association (TOA), www.tidewaydinghy.org, has approximately 250 members and co-ordinates approximately seven meetings each year where members may visit and sail if they so choose. These are typically attended by approximately 10 to 25 boats and crew, and are typically held close to estuaries / harbours, lakes and the Norfolk broads. Once a year there is a racing meeting, which is organised by the respective host sailing club or centre. On the other occasions members are free to sail in company with the fleet, in separate groups or alone. Members attend as individuals sailing on public waterways.

For the avoidance of doubt, the TOA arranges suitable venues for these meetings; it does not organise or control any sailing and can accept no liability for the condition of attending members' boats, members' level of skill or their decision to launch and where to sail.

In collating this safety document, significant cross reference to Royal Yachting Association (RYA) (www.rya.org.uk) advice and guidance is used. TOA are affiliated to the RYA, who are the UK's leading sailing association and who have utilised significant resource to provide advice for small associations, such as TOA.

There is considerable experience amongst the membership from other, similar sailing clubs, and experience from safety / risk management at such clubs has been applied in the development of this document.

Aim:

This document sets out the TOA approach to safety management, and includes a meeting risk assessment. Meeting briefing material may also provide venue safety information.

The RYA note; 'the dominant root causes of most boating accidents are shortcomings in knowledge and human behaviour and these are therefore major factors in the control of risk. Initiatives to share information are invaluable for imparting knowledge and influencing behaviour.'

The aim of this document is to gather and share awareness of safety topics for TOA members.

This document will be available to members, via the TOA website. The Newsletter will notify members of availability of this document on the website, as will meeting briefing information.

Scope:

This document states how the TOA provides safety information for members at venues, including the following activities: Launch, sailing / cruising & recovery.

The age profile of the TOA is distributed with a senior bias. This has the benefit of including many members with extensive sailing experience. This age profile is considered in the assessment of risk.

Some associated safety and legal items are included as useful information for crew, refer to Annexes. TOA does not provide training; any children or vulnerable adults potentially attending meetings would do so with a parent/guardian, hence this document does not contain a specific 'safeguarding' policy, but does provide awareness of RYA safeguarding guidelines.

This document will be kept under review by the TOA, feedback is always welcome. Document reviews and updates are logged at Annex A.

TOA Safety Management Policy

The RYA approach to safety management is provided as follows:

- 'Identify who is accountable for and responsibility for safety.
- Record and publish policies and procedures.
- Analyse hazards and risks.
- Determine appropriate mitigation measures.
- Review when conditions and circumstances change.'

Identify who is accountable for and responsibility for safety &

Record and publish policies and procedures:

TOA members may attend meetings co-ordinated by TOA, but -members retain overall responsible for their own / crew safety at all times. The TOA provide safety information merely to assist members.

This TOA safety management document is collated and authorised by the TOA committee, at least 2 committee members peer review each follow-up issue of this document, as at Annex A

Members can view this document on the TOA website, or request a copy from the Hon Secretary.

Each meeting organiser aims to provide attendees with supplementary specific safety information relating to the venue.

The racing event is organised and run entirely by the host club or centre where the event takes place and members should take full account of the Notice of Race, all sailing instructions, briefings and other information provided by the host club. The crew's decision to participate in a race or to continue racing is the crew's responsibility (The Racing Rules of Sailing).

The decision as to whether to go afloat/sail in company or alone/ race is always that of the individual members.

Analyse hazards and risks & Determine appropriate mitigation measures:

A risk assessment is used to identify & assess hazards and risks, and to determine appropriate mitigation and control measures.

As with general risk management, the RYA recommends risk management to make meetings 'as safe as reasonably practicable', or as generically used, manage risk to As Low As Reasonably Practical ALARP. Please note the specific term, 'reasonable', and 'practical'.

Review when conditions and circumstances change:

This safety management document will be reviewed and updated periodically. Normally with a review by the meeting organiser, prior to the AGM. Reviews will normally be noted as part of the Meeting Co-ordinator's AGM Report.

Feedback from members, comments and discussion can take place throughout the year.

Meeting specific safety information will be provided by the organisers, on the scheduled meeting days, and weather forecasts will be obtained and provided daily, as available.

Members training and experience

Many TOA members have extensive sailing experience, whilst some members are new to sailing when purchasing a Tideway.

TOA recommends members have completed some form of sailing training. The RYA offer starter training, and a selection of literature for beginners, such as the 'RYA Start Sailing: Beginner's Handbook'.

Members should be familiar with collision avoidance regulations: RYA: 'If you go boating on or near the coast the International Regulations for Preventing Collisions at Sea (IRPCS or COLREGs) will apply to you, as the COLREGs, as defined in rule 1, apply to all vessels upon the high seas and waters connected to the high seas which are navigable by seagoing vessels.'

Members should be familiar with capsized recovery and Man Over Board (MOB) recovery. This is important due to risk to life associated with duration of time in the water, i.e. cold / hypothermia. Members should be familiar with MOB recovery to recover fellow members.

Members are encouraged to be aware of resuscitation techniques and complete associated first aid training.

The Dinghy fleet

The fleet consists of registered Tideway class boats, traditional clinker dinghies in both wooden (mahogany planks on oak ribs) and GRP with hardwood trim versions. The original dinghies were designed and built by L H Walker & Co from the early 1950s.

Other boats attending meetings - include Tideway 10s (T10 -10ft) and Tideway 14s (T14 -14ft) in both wood and GRP versions.

Since approximately 2005, dinghies have been built in accordance with the Recreational Craft Directive, and have CE marked plate data.

Tideway wood and GRP (12ft) plate data:

Category C, maximum 3 persons / 225 kg, maximum engine size 5 hp.

RCD Category C, is listed as: 'Inshore', waves up to 2 m, wind up to Force 6.

The current wood boat builder, Good Wood Boat Company, notes they have yet to build a T10 or T14, as such no plate data is yet available.

Owners of T10 dinghies should be aware they are less seaworthy and have less buoyancy capacity than the larger dinghies.

Older dinghies with no plate were built to almost identical dimensions as newer dinghies, which are built on TOA approved frames or moulds based on older boats. Tideway class rules require wooden boats to be fitted with buoyancy bags totalling 400 lbs or more distributed evenly about the boat, and a bow bag is recommended. The same rules require GRP boats to be fitted with 350 lbs buoyancy (including fixed tanks). A number of tests have been conducted by various manufacturers. Broadly, the older dinghies have the same safety and handling characteristics, dependent upon their respective sizes, when compared to more recent RCD plated dinghies.

Capsize: Tideway dinghies have significantly less propensity to capsize than the more sporting dinghies with relatively light, less stable hulls and greater sail area. Generally, TOA meetings incur less than 1 capsize per season.

Sail Area: Dinghies can reef down the main sail, and sail on either the jib (if there is one fitted) or main sail alone in severe conditions. All boats are capable of being rowed in suitable conditions.

Manual handling: The Tideway (12) weighs approximately 125 Kg (the class rules say the hull, including centre plate, must be not less than 260 lbs) and a T14 weighs approximately 215 Kg. Typically 8 members can carry a 12ft dinghy a short distance. The gunwale provides for reasonably ergonomic lifting points.

The weight on the front of a launch trolley should typically be circa 10 kg, static, on flat surface. This varies pending how members have setup the trolley to locate the dinghies, and the kit loading.

Safety related equipment

The TOA advises all members to carry appropriate safety equipment for the type of sailing they are undertaking (e.g. on inland or tidal waters) and suggests the following minimum safety related equipment be taken on board: (As outlined in the Tideway Class Information book.)

Personal buoyancy equipment.

Suitable protective clothing, including hat and gloves (and sun block).

Correct boat buoyancy.

Bailing equipment (bailer/pump).

Flares (smokes and hand-held).

First aid kit.

Spare warps and Bosuns bag (multi tool, knife, shackles etc.)

Emergency exposure bag.

Emergency rations (hot drink / food).

Chart and compass.

Powerful torch.

Sound signal (horn / whistle).

Adequate anchor and warps.

Oars and rowlocks.

Tow rope.

Great attention should be paid to:

- a) Stowing gear in properly waterproof containers.
- b) Tying all gear into the boat to prevent loss in the event of capsizing.
- c) Stowing gear in such a way that it is accessible when needed.

Emergencies are often due to failure of boat equipment. All sheets and halyards should be checked for fraying and replaced if necessary; all fastenings (shackles and knots and screws) should be checked to ensure secure; any signs of weakness or unusual movement in the fabric of the boat or spars should be investigated immediately and appropriate action taken; sails showing undue signs of wear or beginning to tear should be replaced; if launching off sand or gravel check that the centre plate moves freely.

Man Over Board (MOB) recovery:

Crew in the water, i.e. after capsizing, is one of the biggest risks of fatality for TOA members. Recovery of MOB onto another dinghy is difficult: Ready fixed mooring lines or warps to provide a step, recovery from the stern can be easier, or towing the MOB to another dinghy, or ashore is an alternative.

VHF Radios and Phones:

The RYA notes safety benefits are offered by the presence of a marine hand held VHF radios, albeit it is infrequent for small dinghies to have a VHF on board. On occasion, meeting venues will require a VHF radio, for which normally the meeting organiser will arrange for such. Mobile phones offer some safety benefit, albeit reception is not guaranteed at venues.

Lifejackets:

The RYA recommends that you wear a lifejacket or buoyancy aid unless you are sure you don't need to. You can base this decision on factors such as weather conditions, the type of activity you are doing and your level of experience. If you are a beginner or still relatively inexperienced, making these judgements is often not that easy, so if this is the case, wear one at all times.

The RYA strongly recommends that you should always wear personal buoyancy:

- If you are a non-swimmer and there is any possibility of entering the water
- When the skipper deems it necessary
- When abandoning ship
- When you feel you want to wear one or if you are not totally sure that you do not need to wear one'

It is compulsory to wear a personal flotation device at all times when racing (The Racing Rules of Sailing).

Knives:

Sailors often have a small knife to hand, in case of the need to release lines. Whilst the Tideway dinghies' rigging is relatively simple, an extract from RYA advice relating to knife legislation is annexed.

Alcohol:

It is not a specific offence to have consumed alcohol in small craft. Caution is recommended, similar to driving. 'The RYA does not condone the drinking of alcohol whilst in charge of a vessel and encourages all boaters to act responsibly in this regard.'

Environmental:

Some venues will require boats and trailers to have been cleaned prior to attending. Some venues may exclude the use of outboard engines, or 2 stroke outboards. Generally, as with other groups, the transition towards modern 4 stroke engines, combined with small size, and infrequent use, means the dinghies have relatively small impact on the environment.

Emergency contact – post event:

As per RYA guidance, in the event of a major safety incident, local Police and / or emergency services would contact associated members family.

Insurance:

The TOA does not accept liability for members' activities whilst sailing at the meetings or ashore.

Members should have adequate and sufficient third party insurance cover for activities in which they involve themselves at meetings and should review the level of such cover regularly. Typically such third party insurance is for £5 million.

Risk Assessment

In each risk, text does not attempt to duplicate boat details, safety equipment and standard meeting safety precautions, as outlined through this document.

Definitions:

Severity:

- Minor injury (i.e. broken finger)
- Major / long term injury (i.e. broken leg)
- Fatality (1 or more).

Frequency:

- Frequent (less than 5 years)
- Occasional (5 to 30 years)
- Incredible (30 years +)

These frequency figures relate to the probability of the hazard / incident occurring **and** such resulting in an injury / fatality.

Risk classification table:

	Fatality	Major	Minor
Frequent	A	B	C
Occasional	B	C	D
Incredible	C	D	D

Risk class definitions:

A - Highly undesirable.

B – Undesirable. Continue to investigate further mitigation / best practice.

C – Manageable. Continue to apply & review mitigation / best practice.

D – Managed / or no action required

1. Risk Title: Capsize / Man Over Board:

Description: Standard dinghy capsize / MOB situations, cold / hypothermia, exacerbated by the older age profile of TOA membership.

Mitigation: Dinghy design, understanding of dinghy performance, general level of crew experience, MOB awareness and equipment, meeting briefings (weather / tide – recommendation not to launch if persistent wind strength above Force 4 predicted). The priority is to recover crew from the water. Dinghies can be recovered in slower time. As practicable, members are requested to look out for stragglers, less experienced crews and those sailing single handed. Members should render whatever assistance they reasonably can whilst ensuring that they and their crew remain safe.

Risk: Fatality / Incredible, C.

2. Risk Title: Manual handling of dinghies.

Description: Injury during launching, recovery, landing, docking, etc.

Mitigation: Dinghies utilise launch trollies, T14s normally launch from the road trailer. Dinghy size and weight allows for manual handling. Meeting briefings note slipway facilities and topics relating to tidal zone. Normally, a number of members are available to assist in boat handling.

Risk: Major / Incredible, C.

3. Risk Title: Collision / general injury

Description: Injury during collision / sailing incident with other vessel.

Mitigation: Dinghies are displacement hull design, relatively slow, not planing hull, nominal speed 5 knots. Members are recommended to be familiar with COLREGS. General COLREGS, motor boats to avoid sailing vessels. Meetings predominantly conducted in areas with speed limits. 1st Aid kits recommended. Some venues, i.e. Portsmouth harbour, require VHF communication with Harbour Master to cross large boat channels, this is normally co-ordinated by the meeting organiser.

Risk: Major / Incredible, C.

4. Risk Title: Medical emergency

Description: General medical emergency, at sea or at camp site.

Mitigation: 1st aid kits recommended. Meeting briefing to note any 1st aid facilities / trained 1st aiders on site and location of camp site / sailing club 1st aid points. Contact emergency services. Contact details for harbour master.

Risk: Fatality / Incredible, C.

5. Risk Title: Deep mud / hazardous shore line

Description: Deep mud / sand bank, rocky terrain, encountered during ad-hoc landing / running aground.

Mitigation: Dinghy sailors generally aware of associated issues, use of oar / paddle to assess surface, await tide to re-float, call members / harbour master for assistance. Meeting briefing to note hazardous shorelines areas, as is practical.

Risk: Major / Incredible, D.

6. Risk Title: Injury from boom.

Description: Head injury from swinging boom.

Mitigation: Dinghy sailors generally aware of associated issues, Tideway boom / sail relatively light / small compared to many modern / sports sailing dinghies / yachts. Seat to boom height is greater than many dinghies. Boom can be rigged to various heights, to increase clearance. In strong winds, mainsail can be reefed, reducing the wind load / potential impact. Meeting briefing recommends no sailing if wind force / sea state considered higher risk.

Children: Often in modern dinghy sailing, children use helmets to provide a level of protection.

Risk: Major / Occasional, C.

7. Risk Title: Crew losing contact with fleet / lost in fog / poor weather

Description: Injury / fatigue / hypothermia, caused by loss on contact with the fleet / lost in fog.

Mitigation: Meeting weather forecast, inshore venues, local chart recommended, members to declare sailing intentions at briefing, inexperienced members should declare novice status at meetings, members requested to watch out for other members, compass and general safety related equipment on-board, contact phone numbers.

Risk: Major / Incredible, D.

8. Risk Title: Gear failure and damage to boat

Description: Injury / fatigue / hypothermia, caused by disablement, or loss of manoeuvrability.
Inability to return to shore.

Mitigation: Meeting weather forecast provide sailing conditions less stressful on rig, rig layout can tolerate a number of failures and still leave one sail functioning, members recommended to inspect / maintain dinghies, inshore venues reduce impact, oars, occasional members with outboards, contact phone numbers.

Risk: Major / Incredible, D.

9. Risk Title: Deterioration of weather or sea conditions.

Description: Injury / fatigue / hypothermia (capsize / MOB, as above)

Mitigation: Meeting weather forecast, inshore venues, members to assess conditions through the day and discuss with sailing group if practicable, contact phone numbers.

Risk: Major / Incredible, D.

10. Risk Title: Becalmed.

Description: Fatigue / hypothermia / Injury (MOB) if darkness falls & collision

Mitigation: Meeting weather forecast and tide times, inshore venues, dinghies have oars and can be rowed, normally (but not guaranteed) some members will have outboards, members to assess conditions through the day and discuss with sailing group if practicable, contact phone numbers.

Risk: Major / Incredible, D.

Annexes

Annex 1: Record of document development, review, & approval.

Original and each re-issue to be approved by 2 committee members, including the Chairman and - meeting co-ordinator.

Issue 1: 5th May 2016

Drafted by: Ross Molay.

Committee role: Meeting co-ordinator.

Suitably Qualified & Experienced Personnel (SQEP):

As initial author of this safety management and risk assessment document, Ross's SQEP contribution is drawn from his profession as Team Leader for a small team of safety engineers. Ross has undertaken a range of engineering safety management, risk assessment, safety audit and accident investigation training. He has completed risk assessments, written safety management plans, and worked in accordance with; UK Defence Standard 00-56, USA military safety standard 882. Ross has a 14 ft. Walker, and previously has powerboat, rowing boat and canoe experience. In constructing this document, guidance from the RYA website has been used.

Reviewed by: Bruce Bowler

Committee role: Accounts.

Suitably Qualified & Experienced Personnel (SQEP):

Bruce Bowler has sailed for over 50 years including international dinghy events and UK open meetings, has been on the committee of two sailing clubs for several years, been Rear Commodore of one, was the Hon Secretary of the ISO Association for 10 years and is currently on the sailing committee of another based on the estuary of the River Thames where risk assessments are required by the Harbour Master. He has been a member of the TOA for 10 years but first sailed in the boat in 1959.

Reviewed by: Arthur Davey

Committee role: TOA Chairman

Issue 2, 15th March 2018.

Update drafted by Ross Molay.

Circulated to; committee and a range of meeting organisers.

Feedback received from: Arthur Davey (Chairman), Dean Sephton (Editor), Bruce Bowler (Treasurer), Danny Lindsey (Secretary), and Peter Watson (Medway meeting organiser).

Annex 2: Meeting checklist – As practical:

1. New starters / novices to be identified, paired with an experienced member if practical, suggest stay with the fleet.
2. Members recommended have a local chart.
3. Members to have contact telephone numbers, meeting organiser, Harbour Master, venue reception.
4. Tides
5. Weather, wind.
6. If winds are forecast to be persistent above Force 4, the TOA recommends members do not sail.
7. Local hazards (shoreline, ferries, fast tide points, slippery slipways, mud flats, major submerged hazards, as is practical.)
8. 1st aid facilities and trained staff at campsite. (I.e. if the site has a defibrillator). Identity of any first aiders in the party.
9. Note any crew with young children, for fellow members to be aware, and prioritise in an emergency as appropriate and practical.
10. Slipway / launch / winch facilities.
11. Possible destinations and stopping off points on route.
12. Identity of members with VHF radio on board
13. Members to inform organiser where they are going and estimated time of return.

Also refer to Annex 6 for RYA 'key words'.

Annex 3: Reference legislation / standards:

COLREGs – Recommendation for all crew COLREGs:

RYA: 'If you go boating on or near the coast the International Regulations for Preventing Collisions at Sea (IRPCS or COLREGs) will apply to you, as the COLREGs, as defined in rule 1, apply to all vessels upon the high seas and waters connected to the high seas which are navigable by seagoing vessels.

It is essential that you know these rules well enough to be clear when you are the stand on vessel, when you are the give way vessel and what the of correct action to take is when in close quarters with other vessels and to avoid a collision.

As well as the steering and sailing rules, the COLREGs dictate what day shapes and navigation lights a vessel must display to indicate its status to other vessels and when and what sound and light signals it must make.'

'Many nautical publications include core information from the COLREGs. The full text of the regulations is available in MSN 1781. The RYA publication G2 - International Regulations for Preventing Collisions at Sea, available from the RYA shop, has been prepared with the pleasure craft skipper in mind and includes notes to help yachtsmen interpret and apply the rules.'

Equipment:

'For pleasure vessels of less than 13.7 metres in length, there are no statutory requirements for safety equipment other than those required under SOLAS V. That said, although safety equipment may not be required by law, it is essential that you properly equip your boat prior to putting to sea.'

SOLAS V Regulations:

<http://www.rya.org.uk/infoadvice/reggsafety/pleasurecraftregs/Pages/SOLASV.aspx>

Applies to recreational craft, but is more relevant to larger 'ships'.

Some salient extracts:

Regulation 33 - Distress Situations: Obligations and procedures. Provides the obligation to assist others in distress, if safe to do so.

RYA Note: 'This regulation applies to all craft including pleasure vessels and requires you to respond to any distress signal that you see or hear and you must help anyone or any boat in distress as best you can.'

Radar reflectors are recommended for all ships, and can be fitted to TOA dinghies. Normally for craft operating in shipping channels.

Planning: 'The RYA strongly recommends that you always have a plan. This needn't be complicated but an element of planning is required for even the simplest, and shortest of journeys.' i.e. meeting briefings.

Misuse of Distress signals: 'RYA Note: This regulation reinforces the fact that distress signals have a lifesaving role and should not be misused as this could put your own or someone else's life at risk.'

Maritime Radio:

'The Merchant Shipping (Radio Installations) Regulations 1998 do not apply to Pleasure Vessels, it is therefore not mandatory for a Pleasure Vessel to have a "radio installation" on board. It is however highly recommended that vessels are equipped with maritime radio equipment suitable for the area of operation. See Emergency Distress Alerting for further guidance on equipping your boat.

Where a VHF radio or other maritime radio equipment is carried, the equipment must be licensed. For equipment capable of voice transmissions a licence is usually also required for the operator. See Licensing Onboard Electronics for further guidance.

Byelaws and Local Regulations: Local Notices to Mariners (LNTM) are often available on-line and many harbour authorities allow you to subscribe for email updates as and when a new notice is published. A list of sources for LNTM is published under Local Notices to Mariners.'

Annex 4: Trailers

1. Towing of trailers is outside of the scope of this TOA risk assessment, however, some general guidance is provided.
2. Since approximately 2010, trailers are CE marked / plated, with basic weight capacity information, etc. www.dft.uk/vca
3. TOA dinghy trailers are normally categorised upto 750 kg, un-braked.
4. 750 kg being; trailer weight and max trailer payload.
5. Cars are also plated with maximum towing weights. Indicatively, total trailer load should not exceed 80% of tow vehicle weight.
6. When towing, cars are legally limited to 60 mph, and are not permitted in the outside lane of 3 lane motorways.
7. Trailer hitch weight on the car drawbar only needs to be 10 to 15 kg.
8. Generally, dinghies can be susceptible to potential hull damage if loaded, i.e. used as a trailer.
9. Check lights are functioning prior to each journey. LED light boards are likely to be more reliable.
10. Routine inspection of tyres and wheel bearings is recommended, as is carriage of a spare wheel / tyre and tools to change the wheel.

Annex 5: Knives:

<http://www.rya.org.uk/sitecollectiondocuments/legal/Web%20Documents/Legal%20Leaflets/Members%20Advice/Carrying%20Knives/CARRYING%20KNIVES.pdf>

‘RYA Advice

The view of the RYA is that having sailing knives ready to hand whilst on or around a boat is recommended as good safety practice, and that the best way of doing this is to have knives secured strategically on deck, as well as a personal knife in a suitable holder. Where open boats are concerned, obviously moveable equipment should be taken off when the boat is not in use.

Thus, in our view, if a person carrying a non-exempted knife is doing so while on board or travelling to or from their boat and the knife in question is genuinely "boating related", that person ought to be regarded as having good reason for carrying that knife. Knives that are used as part of a marine trade or profession, such as rigging knives, also should fall within the defence to the offence.

However, this does not mean that a yachtsman or sailor would be able to justify carrying a non-exempted knife at all times when ashore. For example, leaving a non-exempted knife in your car or in your pocket for when you next go sailing, forgetting that it is there or simply carrying it out of habit, might not of itself be regarded as "good reason" and might not therefore amount to a defence.

It must be borne in mind that what might constitute "good reason" will vary according to the particular circumstances and the type of knife involved in each particular case. Whether or not a person in fact had "good reason" is a matter for the Courts to determine.’

Knife background, further extracts from RYA info:

‘The current legal position is that by virtue of S.139 of the Criminal Justice Act 1988 it is an offence for a person to have in a public place a knife (other than a folding pocket knife with a blade of less than 3 inches) or other bladed or pointed article; however, it is a defence for that person to show that they had good reason or lawful authority to have the knife etc. with them; it is also a defence for a person to show that they had the article with them for use at work, as part of any national costume or for religious reasons.’

‘Flick’ knives, ‘locking’ knives:

‘It is also established that a folding knife having a pointed blade of less than three inches in length and capable of being secured in an open position by a locking device is not a folding pocket knife within the meaning of S.139 of the Criminal Justice Act 1988. As such, if a folding knife has a locking blade of any length then it will be an offence for a person to have it in a public place without good reason or lawful authority. This may apply to many popular branded multi-tools.’

Annex 6: RYA Safety Management key words

Some key safety management words from the RYA, for use as a checklist /prompt to contribute to TOA risk assessment and policy:

- Standing item on all agendas
- The Rules / Colregs
- Coding of vessels
- Equipment standards & advice
- RYA Publications & comms
- Class specific (e.g. Small sails)
- NOR / Race instructions
- Safety Briefing guidelines
- Risk Assessments – tailored!
- Training syllabus
- Emergency response protocol
- OOD experience & training (Officer of the Day often the Race Officer or onshore organiser)
- Competitor safety briefings
- On the water Safety team
- Decision to race / abandon
- Incident response & reporting
- PERSONAL RESPONSIBILITY
- Training and coaching

Members may also refer to the International Sailing federation's Racing Rules of Sailing

Annex 7: RYA Safeguarding and Child Protection Guidelines

This text is included to demonstrate TOA understands what is meant by safeguarding children and vulnerable adults.

RYA - PART 1 - POLICY Revised Jan 2016

1 Introduction

These guidelines have been produced by the RYA to help your organisation to enable children and vulnerable adults to enjoy the sports of sailing, windsurfing and power boating in all their forms, in a safe environment. Any section can be copied or adapted to meet the requirements of your organisation. This document can be downloaded from the RYA's website, www.rya.org.uk/go/safeguarding

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' and both used, recognising that older teenagers may prefer not to be referred to as 'children'. The safeguarding principles in these guidelines also apply to 'vulnerable adults', but if your organisation works specifically with adults who have learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care, we recommend that you refer to our separate guidance on Safeguarding Vulnerable Adults.

RYA Recognised Training Centres (TCs), including all OnBoard and Team15 clubs and centres, are required to have a formal safeguarding and child protection policy which is checked as part of their annual inspection. RYA Champion Clubs are also required to adopt and maintain a safeguarding and child protection policy.

If your club or class is not a TC but your membership includes children and families, and/or the organisation provides training or activities for young people, it is strongly recommended that you adopt a similar policy and some straightforward procedures to put the policy into practice.

There are several good reasons for doing this:

- to safeguard children from physical or emotional harm, both on and off the water
- to assure parents that their children are as safe at your organisation as they are when taking part in any other sport or leisure activity
- to raise awareness amongst all of your members, volunteers or employees so that they know what to do if they are concerned about a child, whether the concern relates to:
 - the child's welfare at your site or
 - something happening outside the sport that a child discloses to someone they trust at your club or centre
- to protect coaches, instructors, officials or volunteer helpers by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- to protect the organisation, by showing that you have taken 'all reasonable steps' to provide a safe environment.