

STANDARD OPERATING PROCEDURE

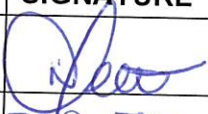


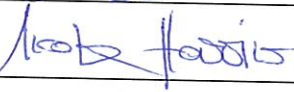

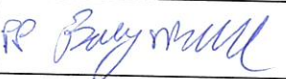
Waterford Harbour Sailing Club

SOP No: WHSC 003.02

SOP Title: Use and maintenance of Safety Boats

SOP Number WHSC 003.02

SOP Title Use and maintenance of Safety Boats

	NAME	TITLE	SIGNATURE	DATE
Author	D. Plant	Junior Organiser		1/5/23
	R. Deegan	Junior Organiser		1/5/2023
	S McNamara	Junior Organiser		1/5/23
	N. Harris	Junior Organiser		1/5/2023
Reviewer	S. Harris	Sailing Secretary		1/5/2023
Authoriser	Goeff Plant	Safety Officer		01/05/23

Effective Date: 01/05/23

Revision History
<p>Revision 01 New SOP</p>
<p>Revision 02 Updated due to change of Committee Members</p>
Reference Documentation
<p>SOP WHSC 001 "WHSC Documents list and control process" SOP WHSC 002 "Safety Statement and Operations Manual" SOP WHSC 004 "Concussion Procedure"</p>

1. PURPOSE

To describe the procedures to be followed for the use and maintenance of Safety Boats at WHSC. It specifies the driver qualifications needed, the procedure for refuelling, safe operation, and maintenance of WHSC rescue craft.

2. INTRODUCTION

This document will ensure a consistent method of safety boat use, operation and training is followed by all Safety Boat drivers. WHSC is a designated Recognised Teaching Establishment, certified by the Irish Sailing Association, and is able to provide powerboat courses up to Level 3.

3. SCOPE

Applies to all Safety Boat Drivers, the Outdoor Amenities Officer and all instructors employed by the Junior Organizer for the summer sailing courses.

4. RESPONSIBILITIES**4.1 Sailing Secretary**

- to ensure that this procedure is reviewed annually and updated (as appropriate)
- Ensure that all Safety boat drivers are trained to this procedure
- Approve drivers for Safety Boat duties at WHSC.

4.2 Outdoor Amenities Officer

- Ensure all safety boats are serviced annually and are in sea-worthy condition
- Ensure records are kept of the maintenance schedule and inspection reports.
- Ensure a sufficient supply of fuel is available and stored correctly
- Respond to issues / problems highlighted with the boats
- Launch ribs from land or ensure only experienced personnel launch club boats. Ensure hitch attachments are secure and have a safety lock or chain in place.

4.3 Safety Officer

- Approve drivers for Safety Boat duties at WHSC and maintain approval forms.

4.4 Safety Boat Drivers

- Responsible for the safety of all members on the water.

- Read, understand, and follow this procedure.
- Read, understand, and follow SOP **WHSC 002 “Safety Statement and Operations Manual”**.
- Read, understand and follow SOP **WHSC 004 “Concussion Procedure”**.

5. PROCEDURE

5.1 Qualifications Required

- To be approved as a Safety Boat driver at WHSC, the driver must
 - a) have a formal qualification (National Powerboat Certificate or equivalent),
 - b) experience and/or
 - c) have been trained on this procedure.
- Drivers are approved by either the Sailing Secretary, Safety Officer or Junior Organiser (for sailing courses) (**ref. Appendix 2 “Safety Boat Training Approval Form”**).

(Note: As all those operating as Safety Boat Drivers prior to 2020 are deemed to have qualification and experience, they will only be required to read this SOP to ensure a consistent method of operation. Training forms will be signed as such).

- Records of training and approval are maintained at WHSC.
- The drivers should also:
 - be certified in the use of VHF radio,
 - be certified in the use of first aid.

5.2 Safety Boat Use Rules:

- Personal Floatation devices (PFDs) must be worn at all times on the water.
- For all WHSC organised water-based activities, a minimum of two safety boats must be on the water at any one time in case of engine failure.
- A safety boat will be present at the slipway during launch and recovery. No dinghy will launch until a manned safety boat present.
- Passenger numbers are as follows (except in emergencies):
 - Pioneer, Little Grey, Exel Virago and Bombards = 6 passengers + 1 driver
- A watch to be kept on VHF channel 69 or 71 (if 69 unavailable).
- **SMOKING AND THE USE OF NAKED LIGHTS IS STRICTLY FORBIDDEN DURING RE-FUELLING, IN THE FUEL STORE CONTAINER AND IN THE SAFETY BOATS.**

5.3 Refuelling

- The container is always locked when not in use. Obtain a key from Outdoor Amenities Officer.

- Fuel must always be stored in the fuel bunker overnight.
- Ensure spill kit and fire extinguisher is to hand.
- The white fuel canisters are filled regularly by the Outdoor Amenities Officer.
- The red fuel canisters are used on the ribs.
- Check the fuel level on the gauge.
- If low, fill the red canisters from the white canisters as follows:
 - Refuel on the tarmac area outside the container.
 - Connect one end of the syphon (stored in the cabinet) to the red canister and the other to the white canister.
 - 'pump' the syphon to create a vacuum and subsequent flow.
 - when nearly full, break the vacuum. Carefully, drain remaining fuel from the syphon.
 - Clean any spills and dispose of in the fireproof, hazardous waste bin.

5.4 Checks before launch

The driver of each boat must:

- a) Ensure Base VHF unit in the bar is switched on while safety boats at sea to allow distress calls to be heard and any emergency requests actioned
- b) Complete **Appendix 4 "Rescue Boat Equipment sign out log"** in the race office.
- c) Ensure there is adequate fuel in the red fuel can
- d) Check engine oil level
- e) Check cooling water discharge after starting
- f) Check steering
- g) Ensure sponsons are fully inflated
- h) Complete a radio check
- i) A second person must be onboard to aid in rescuing sailors from the water.
- j) Check all safety equipment is present:
 - Fully stocked first aid kit (**ref. Appendix 1 "First Aid Kit Contents List"**)
 - Kill switch cord
 - Paddles
 - Painter
 - Towing ropes
 - Knife
 - Survival bag
 - Streamer (for signalling abandoned boat)
 - Anchor with sufficient warps

5.5 At Sea

- Minimise speed (max. 5 knots) in the moorings area and near other water users.
- Take care manoeuvring in the area between the slipway, Adventure Centre pontoon and Goose Rock.
- Watch for swimmers and other water users especially inside of the line between the harbour entrance and golf course.
- Standing up while moving is forbidden.
- In a rescue situation and if the decision to abandon a boat is taken,
 - account for all sailors and ensure safely aboard the rescue boat.
 - attach a streamer to the abandoned boat to signify to others that the sailors are safe, and boat is abandoned.
- When safe to do so, return and retrieve the abandoned boat.

5.6 Returning to land

Before leaving the boat, the driver must complete the following steps:

- a) Check the mooring and ensure the craft is secured with two ropes
- b) Close and secure the bailer
- c) Tilt and lock the engine
- d) Turn off isolator switch
- e) Remove the fuel tank
- f) Leave boat clean and tidy
- g) Return all equipment including the kill cord
- h) Complete **Appendix 4 Rescue Boat Equipment Sign In** section and record any damage or issues
- i) report any damage or faults to the Outdoor Amenities Officer, Safety Officer or Junior Organiser immediately. Complete an Accident / Incident Report (**ref. State 001 "Safety Statement and Operations Manual"**) as required.

5.7 Boat Maintenance

- All safety boats are fully serviced and cleaned before the sailing season begins as per the maintenance schedule (**ref. Appendix 3 "Maintenance Schedule"**).
- Service and maintenance reports are kept by the Outdoor Amenities Officer.
- Before club events, each safety boat should be inspected thoroughly.
- Throughout the sailing season, safety boats are taken out of the water, washed and checked for damage.

6. FORMS/TEMPLATES TO BE USED

Appendix 1 - First Aid Kit Contents list

Appendix 2 – Safety Boat Training Approval Form

Appendix 3 – Maintenance Schedule

Appendix 4 – Rescue Boat Equipment Sign Out & In Log

Appendix 1**Recommended First Aid Kit Contents List**

Tools	
First Aid Scissors	1
Bandages / Dressings	
No. 9 large dressing sterile unboxed	2
Crepe bandage BP 10cm x 4.5cm	1
Washproof plasters assorted box of 20	1
Calico Triangular bandage 90 x 127cm	6
Electrical Insulating tape	1
Pad non adherent dressing pads 10cm x 10 cm	1
Pad non adherent dressing pads 5cm x 5cm	1
Butterfly closures	10
"Sam-splint"	1
Hygiene / Personal Protection	
Wipe individual moist cleansing wipe	6
Gloves nitrile	2
Shield mouth to mouth resuscitation device with valve	2
Thermal Protection	
Survival bag	1
Foil Blanket adult size	2

**Appendix 3
Maintenance Schedule**

Boat Name / Number	Date	Damage	Repaired	Review
Bombard Rib1				
Bombard Rib2				
Bombard Rib3				
Exel Grey Rib 4				
Exel Blue Rib 5				
Exel Orange Rib 6				
Little Grey Rib 7				
Bombard Rib 8				
Bombard Rib 9				
Pioneer				
New Committee Boat				

Appendix 4

Rescue Boat Equipment Sign Out & In Log

Date	Rescue Boat ID / Number	VHF Number	Safety Bottle Number	Signed OUT by	Signed IN by	Record any issues / damage noted