

CBYC Operation Procedures

Updated January V1.1

Introduction

This document is a guide to training, coaching and other events at the club.

1. Safety

Safety is of paramount importance within the Club's operations.

2. Documentation

The Chief Instructor conducts risk assessments annually, reviewing near misses and accidents as they happen, keeping on top of updates from the RYA and MAIB and utilising this along with any other learning to update operation procedures and supporting policies accordingly.

3. Operation Procedures

Session leaders, Instructors, Assistant Instructors, Volunteers and Race Officials are required to read, understand and sign agreement to follow the appropriate sections of these operating procedures before commencement activities.

4. Session Lead

A session leader is required to be present during all water-based activities.

- **RYA Sail Training**, there must be a Senior Instructor. However, a suitably experienced Instructor can run a single session on site as an exception, this will only happen if authorised by the chief instructor.
- **Social Sailing**, see section B
- **Race Training**, see section C
- **Powerboat training**, there must be an experienced Powerboat instructor.
- **Racing events**, the role can held by the Principle Race Officer (PRO). Unless an Event Manager is required, then they will assume the role.

5. Safeguarding

If you or someone else has raised a safeguarding concern, please look at the safeguarding policy [here](#) for guidance on the process.

If you need guidance, please speak to our safeguarding officer Matt Sayer 07979 958 494.

If you feel our safeguarding officer is not the appropriate person to talk to please raise it with any of our senior team who will be able to advise.

6. Equality Policy

Equality is part of the core values of the club. For Full information please refer to our Equality policy [here](#).

7. Minor Accidents

In the event of a minor accident staff, members or visitors are to, immediately notify the Chief Instructor or Session Leader, followed by a detailed entry in the 'Accident Book', which can be found online via the QR Codes in the safety packs, radio wall, yard office, main office and available via this document 'appendix A'. This will help in planning to prevent accidents in the future.

A minor accident is defined by 'not needing emergency services'.

8. Receiving Casualties

The nearest shore there are the following receiving points:

Location	What 3 Words	Lat Long
Club Pontoon	squad.learns.crown	51°26'51"N, 3°10'28"W
Cardiff Sailing Centre Pontoon	weep.bossy.wedge	51°27'15"N, 3°09'48"W
Mermaid Quay	scary.grant.food	51°27'47"N, 3°09'49"W
Graving Dock	metals.foods.crush	51°27'41"N, 3°10'01"W
Barrage South (Penarth)	trades.dice.glory	51°26'44"N, 3°10'04"W
Cardiff Water Activity Center (Taff)	adopt.issue.leaves	51°27'44"N, 3°10'45"W
Penarth Slipway (Bristol Channel)	yappy.newly.fishery	51°25'56"N, 3°10'08"W

9. First Aid Kits

First aid kits are readily accessible at various clearly labelled points around the site and in the Powerboat Safety Packs.

10. Defibrillators

Defibrillators are available in the foyer of the club and on J pontoon, both are inspected annually and if used the AED Prep kit and Batteries are replaced. The club offer RYA First Aid Courses that cover the use of Defibrillators.

11. Incidents Requiring Emergency Services

In an accident that requires emergency services the emergency action plan must be followed. See Appendix.

A major accident is defined as an accident 'requiring emergency Services'

If the incident requires it the Chief Instructor will report the incident to RIDDOR, MIAB and the RYA.

Until authorised, do not comment to other instructors, including club members or members of the public who are not involved in the incident or attending to assist.

If asked, do not make a statement to the press, and avoid casual conversations about the accident. If you are asked, direct them to the general manager.

12. Accident book

In the event of a personal injury accident or near miss, a record must be made on the online accident form.

Other than minor cuts and abrasions, all injuries will be recorded by the attending first aider on the online accident/ near-miss form.

The 'Accident Book', which can be found online via the QR Codes in the safety packs, radio wall, yard office, main office and available [here](#)

13. Near Miss and Dangerous Occurrence

If a near-miss incident or dangerous occurrence happens, even if no one is injured or if you observe anything that might pose a potential hazard, you should report it to the Chief Instructor. In such cases, a report must also be entered in the 'Accident Book', which can be found online via the QR Codes in the safety packs, radio wall, yard office, main office and available [here](#). This will help in informing and preventing accidents in the future.

Incidents Involving Third Parties

Any Incidents involving third parties including abuse and violence must be reported to the Chief Instructor.

14. Thunder, Lightning and Adverse Weather

If a group is caught out due to unforeseen weather or unusual incidents, contact the Session leader to make them aware of the incident.

- If possible, return the whole group to the club safely with equipment.

or

- The Session leader or other groups will send additional safety craft to support

- The Session leader will direct you instead to take your group to the nearest emergency receiving point
 - The Session leader will advise collecting all participants and abandoning the craft by inverting them. All inverted craft are to be tagged with red and white tape to show the sailors have been collected. The Coast Guard and Harbour Master will be informed of the number and type of craft left at sea and whether they are tagged with tape.
 - If the Session leader decides none of these options is available, they will direct you to issue a Mayday on channel 16; in this situation, try to get all craft to invert marked with red and white tape and collect all participants.
- If lightning and/ or thunder, you must follow all the following rules.
 - 30 minutes after the last time you heard thunder
 - 1 hour after the last time you see lightning.

15. Powerboats

The club has a large fleet of powerboats. This section specifies the club's procedures for Instructors, Coaches, Visiting Coaches, General Staff, Volunteers, and Members who use powerboats.

a. Powerboat Use

To operate a powerboat, it is mandatory to hold a minimum of an RYA powerboat level 2 qualification.

All open powerboats (Ribs and Rigiflexes) must be equipped with kill cords that must be attached both to the driver and the kill switch.

***** There is no excuse for not using the kill cord correctly*****

Permission from the Principal, Chief Instructor or Session leader is required to operate any of the club powerboats. This can be delegated to certain members for events and racing.

Under 18 years old can only use powerboats with an engine power of 15hp unless skills have been checked and have been authorised to operate a higher engine power by the chief instructor or Training manager.

b. Mandatory User Checks

Before operating the powerboat, it is essential to conduct certain checks. These include:

- Checking the internal and external tanks (if fitted) to ensure adequate fuel for the job, and that the vent is open
- Inspecting fuel lines and hydraulic steering for leaks and damage
- Checking the propeller for security and damage
- Checking the hull and sponsons for damage and ensuring that the sponsons are inflated correctly.
- Checking the safety pack contents before taking the powerboat afloat
- Ensuring that the safety pack is taken afloat
- Checking that warps, anchor, paddle, bungs, and throw lines are present

c. Fuelling

We have two fuel stores (Red Boxes) on the pontoon.

If we need more fuel, we take empty cans by boat to Penarth Marina and use the yard key for the fuel pump. You can raise Penarth Marina on channel 80 to lock in.

d. Safety Packs

Each pack, must contain the following safety equipment:

knife, first aid kit, whistle, throw line, spare kill cord, fire extinguisher, survival blanket. There is a list of this equipment on the side of the yellow boxes.

Safety packs are to be stored on the boats as highlighted on the images below:



e. Flares

Flares must be carried when operating outside Cardiff Bay barrage and stored in all ribs locations shown in pictures below.



These are inshore flare packs with 2 smoke and 2 hand flares. Flares are dangerous and must only be used in an emergency. Good guideline for use is as follows:

- Read instructions carefully.

- While setting off and during the whole use hold flare over the water.
- If anything goes wrong drop the flare in the water.
- Make sure you are holding the flare on the downwind side of the boat.

best practice is to dispose at sea after use to reduce risk of fire and burning through your hull.

f. Engine Starting

Before starting the engine, ensure that the cavitation plate is below the water. It is essential to insert the kill cord and attach it to the upper thigh of the driver. Use the key to start the engine and adjust the choke and fast idle settings if fitted and necessary.

g. Seating Position

Unless stationary, a powerboat driver must be in one of two positions: sitting/standing with a leg on either side of the jockey seat or sitting side-saddle. No driver may stand next to the console when the boat is moving.

h. RIB Speed

When moving, remember to keep one hand on the wheel and the other on the throttle of the RIB. Maintain a slow and controlled speed when in proximity to sailors. Control your speed, follow local bylaws, with minimal wash, unless dealing with an incident.

For newly qualified RIB helms, it is recommended to be supervised on the water by an experienced qualified RIB helm while they build experience. This can be done from another boat.

i. Ribs at Sea

Only Rigid Inflatable Boats (RIBs) 1-5 are permitted to go out onto the Bristol Channel. Before heading out, flares and safety kits are to be checked, and a passage plan should be recorded with the session leader, including an estimated time of departure and return. If the boats do not return at the estimated time, the late-return action plan for RIBs must be followed and that can be found [here](#).

The Use of RYA Safetracks is recommended.

Cardiff Bay Barrage can be contacted on VHF 18.

Before venturing onto the channel, the instructor must get up-to-date weather and tide information and submit a passage plan to the session leader.

A 2nd VHF back up should be carried.

If late in returning, the session leader will follow the group's late returning procedure [here](#).

j. Night Use

None of our current safety boat fleet is equipped for night use, and they may not be on Cardiff Bay before sunrise or after sunset.

k. Communications

All powerboats must carry a VHF radio. Mobile phone may be carried.

16. Dinghies

This section lays out the procedures for using the club's sailing dinghies.

a. Dinghy Use

All Club Dinghies can be used for RYA Tuition, Race Training, Club Racing, Club Events, External Racing Events and Social Club Sailing.

When club dinghies are on the water, there must be a safety boat in attendance.

b. Mandatory Dinghy Checks

Before using any dinghies please familiarise yourself with the complete guides for the relevant boats available on the club boat hire page, which can be accessed [here](#) or searched through google "CBYC boat hire".

Some additional important considerations:

- Check that the bung is fitted.
- Check boom protectors are fitted if using Opti Bats.
- Check the hull and rigging for damage, and make sure the boat is drained.
- Make sure the painter is fitted and fit for use.
- With Picos make sure the mast retaining pin is fitted correctly.
- If sailing any boat as a double hander know that a mast head float is available if needed (Must be used for RYA Tuition).

c. Sailor Age, Qualification and Experience

All Dinghy helms must hold a minimum of RYA Dinghy Level 2 (unless under instruction). This can also be shown as prior experience and verbally or practically assessed by the senior instructor team. If taking a boat for club racing, the person using it will also be verbally or practically assessed on their understanding of the racing rules of sailing, starting procedure, and courses.

d. Night use

None of our current fleet is equipped for night use; they may not be on Cardiff Bay before sunrise or after sunset.

e. Entrapment

Safety boats are to be used at all times club dinghies are used.

When boats are used for RYA double handed training must have a mast head float.

If entrapment is suspected:

- 1) Send a VHF call to close groups or the Session leader for help. A Mayday Message on channel 16 should be considered.
- 2) Right the boat.
 - This is the quickest way to supply air to the participant.
 - Pulling on the centre board is usually the quickest way to achieve this!

f. Head Injuries

All instructors are to fully brief the students/ participants of the risks involved with the boom and how to prevent it.

2000's, 2.4m, Hansa, Fusions and Picos: high booms by design

Opti Bats: Boom protectors to be fitted.

Topper and Feva: Used by sailors post Stage 3/Level 2.

Our Full head injury policy is available [here](#).

17. Keelboats

a. Keelboat Use

All Club Keelboats can be used for RYA Tuition, Race Training, Club Racing, Club Events, External Racing Events and Social Club Sailing.

“Spruce Goose” is a 707 class association boat, along with our normal use policy the helm also has to be a class association member. When teaching, just the instructor has to be a member.

When club keelboats are being used for tuition or tasters, there must be a safety boat in attendance.

b. Mandatory User Checks

Please familiarise yourself with The complete Hunter 707 Guide available on the club boat hire page that can be accessed [here](#) or search CBYC Boat Hire on google.

Some additional essential considerations:

- Check the Fuel Tank to ensure adequate fuel for the job.
- Check gear selector and throttle work properly.
- Check the propeller for security and damage.
- Check hull and rigging for damage and make sure the bilge is drained.
- Check safety pack contents before going afloat.
- Check that the safety pack is taken afloat.
- Check that warps, anchors, and throwlines are present.
- Make sure a VHF is taken afloat.

Training for these checks is given on our Keelboat Course

c. Engine starting

Lower the engine into the water.

Make sure the fuel level and vent are open.

If fitted, apply the choke.

Insert the kill cord

Start engine pull cord with gear selector is in natural settings if appropriate.

d. Engine Running

Engines should only be run at full throttle in emergencies. In typical operations, full-throttle use is a waste of fuel.

Boats should always obey speed limits and be cautious during normal operations. Care must be taken to limit damage and disturbance by wash in controlled areas, i.e. River Areas.

Every helm is responsible for avoiding damage to propellers, engines, and boats wherever possible.

e. Helm Age, Qualification and Experience

All Keelboat helms must hold a minimum of RYA Keelboat Level 2 (unless under instruction). This skill can also be shown as prior experience and verbally or practically assessed by the senior instructor team. If taking a boat for club racing, the person using it will also be verbally or practically evaluated on their understanding of the racing rules of sailing, starting procedure, and courses.

For newly qualified keelboat helms, it is recommended that they are supervised on the water by a qualified, experienced dinghy helm or instructor while they build experience,

f. Night use

Our current fleet is not equipped for night use; they may not be on Cardiff Bay before sunrise or after sunset.

g. Communications

All Keelboats must carry VHF.

Section A: Club Racing

Club racing sessions shall be run by the Race Officer, who shall be appointed on a rota basis. Club racing shall be conducted to The Racing Rules of Sailing and is run in accordance with CBYC Club Racing – Sailing Instructions and the guidance and procedures.

Responsibility:

Each racing session shall be under the overall responsibility of the Race Officer.

Section B: Dinghy Social sailing

Dinghy Social sailing is an organised activity for experienced sailors to enjoy the sport and practice their skills.. This may also include organised dinghy cruises and fun events.

Responsibility:

Each social sailing session shall be under the overall responsibility of a **Session Leader** who must be an:

- RYA Race coach level 2
- An experienced dinghy instructor
- An RYA or approved club Race officer
- A suitably experienced club member approved by the Sailing Secretary, Training manager, Chief Instructor or RYA Principal.
- *Cardiff Sea cadets session leaders will be approved by the units commanding officer.*
- *Cardiff University Sailing club session leaders will be approved by CUSC committee.*

The Session leader and Lead Instructor will be responsible for undertaking this risk assessment prior to any activity and decide if the activity is safe to go ahead.

<https://www.cognitofrms.com/CardiffBayYachtClub1/DailyRiskAssessment>

Safety boat coverage:

There shall be a safety boats on the water for each session, each crewed by a Power Boat 2 qualified drivers Safety boat cover shall be on a minimum ratio of, 1 safety boat : 12 boats.

Section C: Dinghy Race Coaching

Dinghy Race Coaching is an organised activity for experienced sailors to be coached in racing techniques. Race training may also include organised dinghy cruises and fun events.

Responsibility:

Each social sailing session shall be under the overall responsibility of a **Session Leader** who must be an RYA Race coach level 2 or above.

Cardiff University Sailing club session leaders will be approved by CUSC committee.

The Session leader and Lead Instructor will be responsible for undertaking this risk assessment prior to any activity and decide if the activity is safe to go ahead.

<https://www.cognitofrms.com/CardiffBayYachtClub1/DailyRiskAssessment>

Safety boat coverage:

There shall be a safety boats on the water for each session, each crewed by a Power Boat 2 qualified drivers Safety boat cover shall be on a minimum ratio of, 1 safety boat : 12 boats.

Section D: RYA Tuition

The following guidelines are to be followed by Instructional staff, visiting coaches and volunteers on each training day to ensure the safety and efficiency of the training provided:

a. Team Briefing

At the start of activity, a team briefing by Chief Instructor or Session leader will allocate suitable members of the team to each group on water and assign daily tasks to the team, such as rigging powerboats, and signing students in. They will also liaise with the team to facilitate equipment allocation.

b. Training Rooms

The training rooms will be allocated to courses and coaching by the Chief Instructor or Session leader. The rooms will be set up and ready for briefings, and in case of adverse weather, facilities will be provided for classroom activity.

c. Operation Areas

The Chief Instructor or Session leader will communicate with the team to ensure that the operating areas are assigned to each group on each training day and agree return times.

d. Monitoring

The Chief Instructor and Session leaders hold responsibility for the safety and effective instruction of students as well as the development of the team day to day. They will regularly attend briefings and debriefings, join sessions and seek feedback on the training provided. They will use this to mentor and develop the team.

e. Feedback

The club has an online feedback form that is sent out to participants after courses and the Principal and the Chief Instructor will review feedback, pass on any learning, praise or deal with any issues.

f. Lead Instructors

When Busy operations may be divided further than a Session leader, in these cases the session leader may assign a Lead Instructor or Lead Coach for different areas of operation. Their roles and responsibilities are defined in the lead instructor job description.

- A Lead Sailing Instructor will be a suitably experienced RYA Senior Sailing Instructor or Trainer.
- A Lead Powerboat Instructor will be a suitably experienced RYA Powerboat Instructor or Trainer.
- A Lead Race Coach will be a suitably experienced RYA Race Coach Level 2, 3 or Trainer.

g. Register

For each day's activity, the Chief Instructor or Session leader will liaise with the admin team to ensure that there is a register of attendees with medical info and emergency contact information. The Session leader or if allocated the session Lead Instructor or Lead Coach will take the register of all students at the start of each session and sign under 16 year old students out at the end.

h. Teaching Ratios

The following are the student: instructor ratios:

Crewed dinghies 3:1 for beginners with instructor onboard, with a maximum of 9:1 but not more than 6 boats per instructor (e.g. 4 RS Fevas with 2 students in each)

Single-handed dinghies 6:1 (applies only while the boats are used as single-handers)

Powerboats Courses 3:1.

Safety boat– 6:1

Keelboats 4:1 (With Instructors onboard) 9:1 with Instructors on powerboats

* Assistant instructor counts as qualified in the ratios but will work under the direction or supervision of an experienced Instructor or Senior Instructor.

i. Staff Qualifications

The Chief Instructor is required to maintain a register of instructors, coaches, trainers and volunteers and their qualifications to meet the requirements of the Operating Procedures. This will be kept securely online.

j. Daily Risk Assessments

The Session leader will conduct a daily risk assessment

The Session leader and Lead Instructor will be responsible for undertaking this risk assessment prior to any activity and decide if the activity is safe to go ahead.

<https://www.cognitofrms.com/CardiffBayYachtClub1/DailyRiskAssessment>

The Session leader will also review this if worse conditions present themselves.

k. Safety Boat Ratios

Up to 6 craft:1 safety boat

7 to 15 craft:2 safety boats

More than 15 craft:3 or more safety boats

* The safety boat must be capable of carrying the full crew of one boat and be capable of towing the fleet it is providing cover for.

** Consider when selecting the amount of safety boats for adverse weather conditions and how you plan to get the group ashore in unexpected weather conditions.

I. Defect Reporting

Any defects must be recorded online via the Maintenance QR Code (attachment). These Codes are on the hulls of the boats, on the wall of the school portacabin, and on the powerboat boxes. Please list the defect, boat type, and boat number.

m. Session Planning and Delivery

The person in charge of each session (Designated Instructor or Coach) should ensure the following, if they have other instructors, coaches or volunteers in their session they will inform them of the plan.

n. Clothing

All staff Volunteers and participants are wearing adequate clothing for the conditions, including personal protective gear. Other items that may be required. On water Instructors must be prepared that they may have to get wet if needed and have suitable clothing for this.

- Sunscreen
- Sunglasses
- Hat
- Additional Layers
- Gloves

Once equipment is allocated during the start of the day briefing, if you need anything else, make a request to the Session leader and if possible they will try to fulfil. Examples could include but are not limited to:

- Safety boat
- Sailing boats
- Training Marks
- On-shore teaching area
- On-water teaching area
- Training room
- Whiteboard

The safety boat must be checked for fuel and working conditions before allowing sailors to launch, and it must be ready for use alongside.

o. Registration

The course registration documents will be held by the lead instructor, who will also inform any other instructors of any relevant medical information and group ability. The instructors will then meet the students in a designated area and sign the students in.

p. Start of Course Briefing

On the first session of a course the session leader will give a start of course briefing, a guide for this briefing is available (appendix).

q. Personal Buoyancy

Participants for on water activity must have adequate personal buoyancy. In cases where individuals supply their own buoyancy, instructors or race coaches must inspect it for serviceability before use.

r. Footwear

It is mandatory for instructors and participants to wear closed-toe shoes.

s. Cold Weather Operation

A wetsuit or drysuit must be worn by participants.

t. Changing Rooms

Given that adults and juniors share the changing facilities, it is crucial to be mindful of safeguarding risks. The best way to manage the situation is to close the facilities to adults when juniors are changing.

u. Training Marks

Training marks, racing marks, sinkers, anchors and warps should be stored neatly when not in use.

v. Rigging

Before setting sail, it is important for coaches or instructors to thoroughly check each dinghy to ensure that it is safely and suitably rigged. Beginners should be supervised and taught techniques to avoid personal injury. When hoisting sails ashore, make sure that the mainsheet is free for the sail to swing out and the kicker off. If masts need to be lifted, the instructor should provide a clear briefing and highlight the risk of it dropping. Students must be supervised when hoisting masts.

w. Waterfront / Slipway / Pontoons / Boat Park Areas

All students must wear a buoyancy aid or life jacket before going on the pontoons and slipway.

Children under 16 years old are not allowed onto the pontoons without supervision. Running on the pontoons is also prohibited due to the risk of tripping hazards.

The Slipway is a public slipway shared by many stakeholders, and boats should only be placed on it when they are about to launch. A buddy system is to be used to make sure all boat trollies should be returned to the boat park.

Powerboat Courses

1. Equipment

RYA Powerboat Instructors can use any of the club's 5 RIBs or O Boats for RYA Powerboat Level 1, 2, and Safety Boat.

2. General Principles

The Lead Instructor for each session is responsible for deciding upon a suitable location for an activity after liaising with the Session leader about any considerations

The decision to carry out an activity is the responsibility of the Session leader present. In case of any doubt, the Chief Instructor should be contacted.

3. Safety Kit

There are six lifejackets for student use; these are serviced annually by an approved service station.

All grab bags for the RIBs carry the safety equipment required to operate in the 3nm max area of the Bristol channel.

The Powerboat Instructor always carries a VHF. If operating as a single group, a second VHF is to be taken in the safety pack. Powerboat instructors should also bring their phones with them when at sea.

There are GPS Units and Compasses available when heading out to sea.

4. Operating Area

There is a 3nm operating area; powerboat level 1, level 2, or safety boat courses can not exceed this limit. The distance measures this limit travelled from the club pontoon, not as the crow flies. The Operating Area of the channel, bay and rivers are shown [here](#) and is also in all club safety packs. It is down to the lead instructor to decide on the operating area for the days activities that will be agreed with the Session leader.

5. Afloat

In addition to the briefing, the following items should be considered when supervising the participants afloat.

- The effectiveness of the communication system
- The weather and other users
- When concentrating on an individual, be aware of what is happening around you, especially what the rest of your group is doing in the boat.
- Set a logical session area for the prevailing weather. The evacuation of sailors to safety without compromising the safety of other participants must be thought through. Repeat head count continually.

6. End of Session

On coming ashore, the following items should be covered:

- Defects/breakages reported using QR code on the boat or safety pack.
- Boats secured - boats tied up and covers on.
- Access to be left clear, and instructors to make sure all equipment is stowed properly.
- Boats refuelled.
- Training aids are stored in a tidy fashion.
- Shed locked.
- Students to be signed out at the end of session

Dinghy, Keelboat Courses and Race Coaching

CBYC Sailing School delivers the following RYA Dinghy Sailing And RYA Keelboat Courses: Youth Stage 1 - 4, Adult 1 - 3, Seamanship, Start Racing and Sailing with Spinnakers, We also run our own race coaching and have RYA and Class Association Training at the club.

a. Equipment use

The Club has a large fleet of dinghies, keelboats and powerboats. These boats give us a great flexibility on what we can deliver. The Fleet is as follows:

b. Training boats:

Opti Bats, Picos, Fusions, Fevas, 2000's, Hansa 303's Keelboats.

Race training:

As above plus Optimists, Toppers and ILCAs.

c. Powerboats

4 Rigiflex 360 with 15hp, 4 Ribcraft 4.8m with 50hp/60hp, Tornado 5.2m with 60hp, Rigiflex 400 with 50hp

d. General Principles

The Lead Instructor for each session is responsible for deciding upon a suitable location for an activity after liaising with the Session leader about any considerations

The decision to carry out an activity is the responsibility of the Session leader present. In case of any doubt, the Chief Instructor should be contacted.

e. Safety Kit

There are buoyancy aids and lifejackets for student use; the centre management is to check them annually and discard them if damage is visible.

The club also has a large range of Wetsuits, Spray Tops and Boots, the instructors are responsible to make sure students are dressed correctly.

The group should always carry VHF, and the club office monitors channel 37/M1.

f. Operating Area

For most courses the operating area will be in the confines of Cardiff Bay. At the start of day briefing instructors will tell the session leader where they plan to operate, the Session leader will then work with instructors to make sure all areas are appropriate and not overcrowded.

The Operating Area of the bay and rivers are shown in (appendix) and are also in all club safety packs. If you are planning on operating in the channel please see 6.4 Channel Operation.

g. Afloat

In addition to the briefing, the following items should be considered when supervising the participants afloat.

- The effectiveness of the communication system
- The weather and other users
- When concentrating on an individual, be aware of what is happening around you, especially what the rest of your group is doing.
- Set a logical sailing area for the prevailing weather. The evacuation of sailors to safety without compromising the safety of other participants must be thought through. Repeat head count continually.
- Be aware of and prepared to respond to participants on the edge of the sailing area that you have set.
- Make the best use of time, keep participants from over-exerted, and be aware of the effects of cold or bad weather. A short, focused, positive session is far more effective than a long, arduous struggle.

h. Capsize Recovery.

Most dinghy and keelboat sailors should be able to right their boat without any help. However, it is crucial for staff to monitor all capsizes and broaches. If it is evident that the sailor or sailors need outside assistance, the Instructor is responsible for ensuring that a rescue is carried out efficiently. The safety of people always takes priority over the safety of boats. If a vessel needs to be abandoned, it should be marked by a streamer attached to the pintle or gudgeon. The Instructor must then notify the Harbour Authority and the Coast Guard.

i. Mast Head Floatation

Masthead floatation is kept in the containers outside the bosuns and must be used on double-handers dinghies when teaching RYA course, or sailors new to their boat.

The bay has only a 2 metre depth over a large part of it. To prevent damage to masts during a capsized, you should also consider using masthead floatation when capsized is likely.

j. Channel Operation

Only Power boat courses should use the area outside of Cardiff Bay. These courses are restricted to 3 miles from Cardiff Bay Yacht Club "as the crow flies".

k. End of Session

On coming ashore, the following items should be covered:

- Defects/breakages reported using the QR codes .
- Boat park secured - boats tied down when necessary.
- Keelboats tied to moorings as outlined in the keelboat guide available [here](#)
- Access to be left clear, and instructors to make sure all equipment is stowed properly.
- RIBs were refuelled and put back onto the pontoons.
- Training marks are stored in a tidy fashion.
- Shed Locked.
- Students to be signed out at the end of session

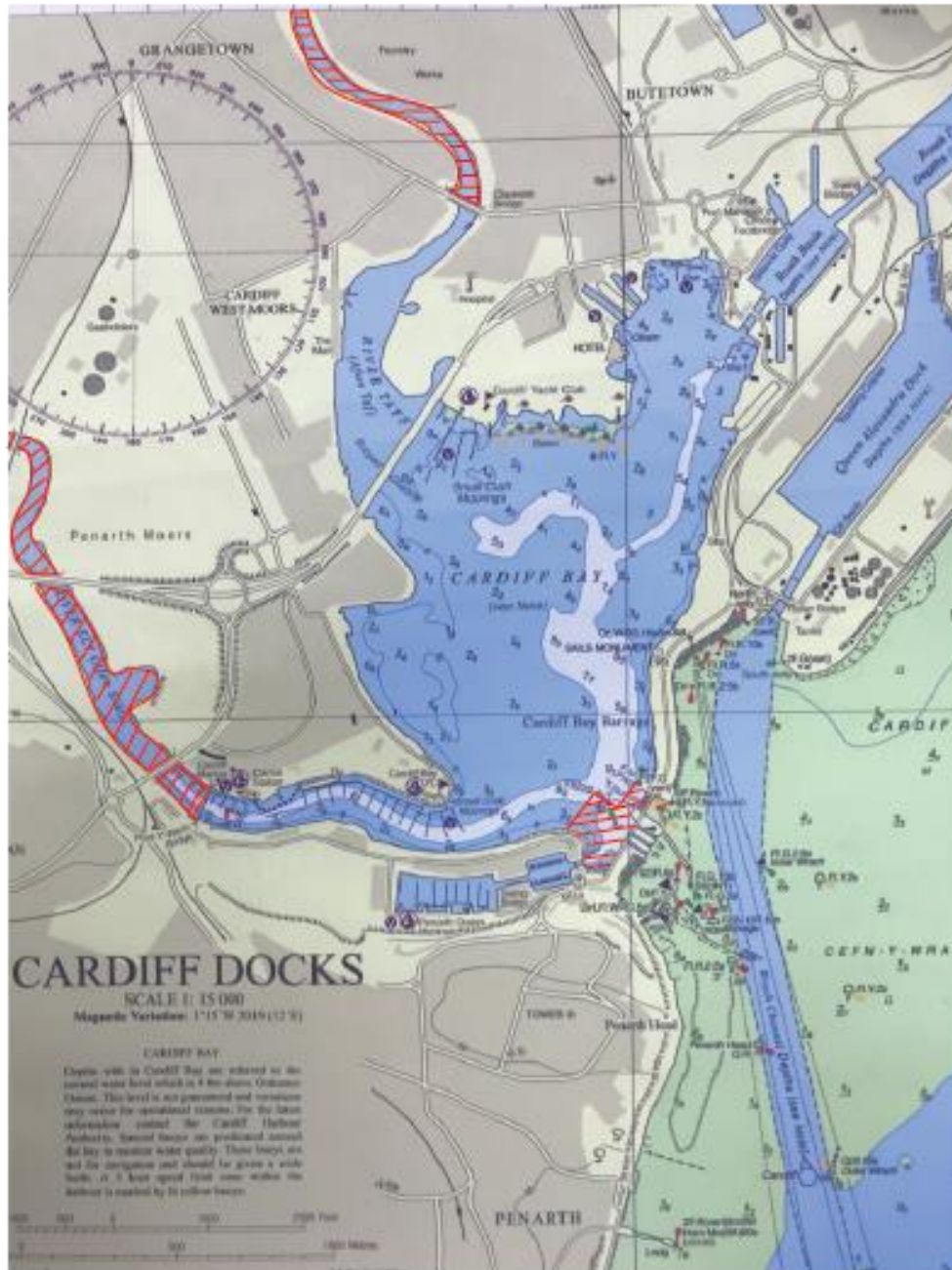
Daily Risk Assessment

The Session leader and Lead Instructor will be responsible for undertaking this risk assessment prior to any activity and decide if the activity is safe to go ahead.

<https://www.cognitofrms.com/CardiffBayYachtClub1/DailyRiskAssessment>

An alternative risk assessment may be completed by an external group so long as it is suitable for use and CBYC can request access to the completed assessment.

Cardiff Bay Operating Area

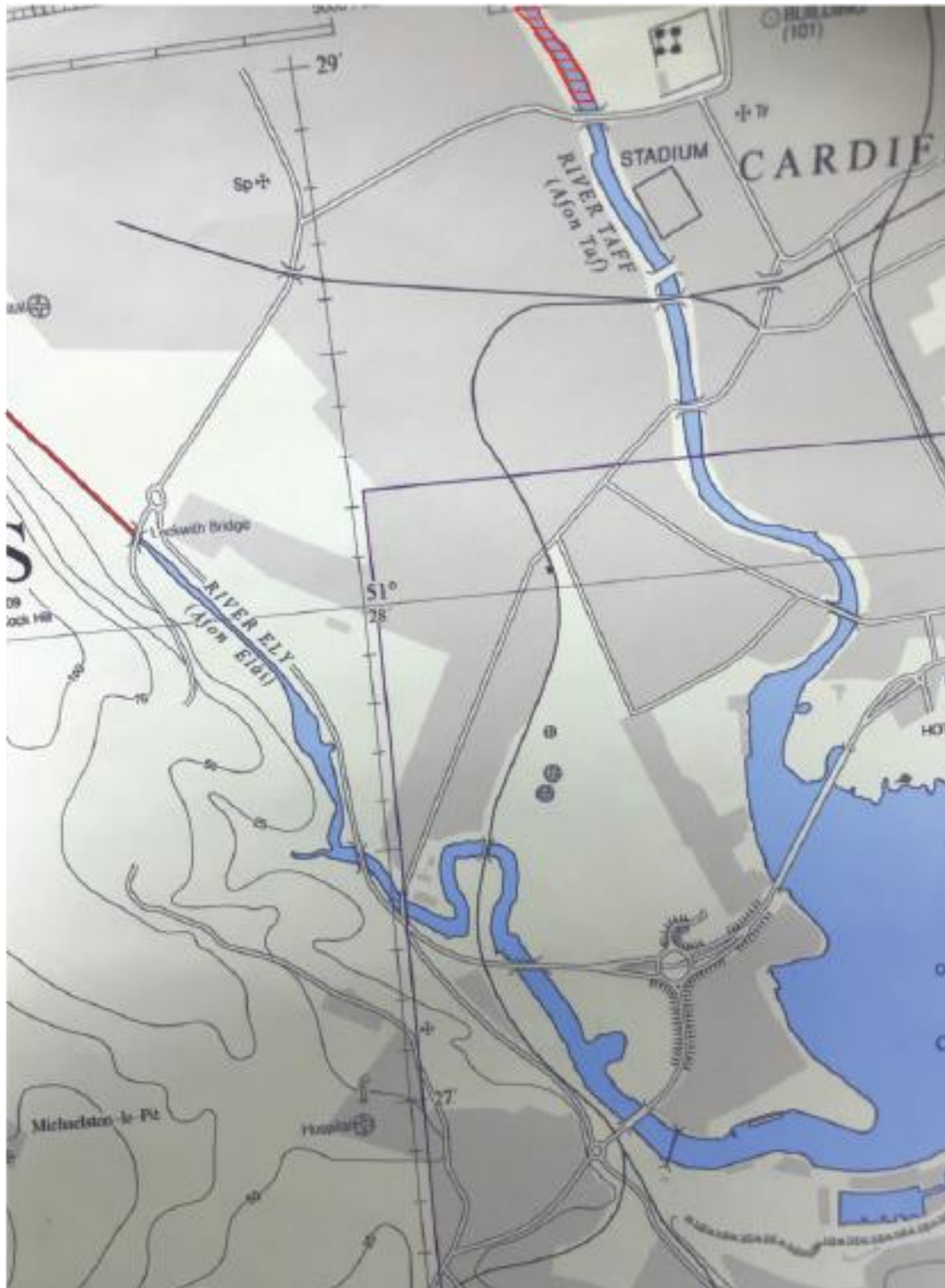


Cardiff Bay Operating Area is the whole of Cardiff Bay excluding the marked zone. It Includes up to Clarence Bridge on the River Taff and the Point-y-wien Bridge on the river Ely. Only powerboats may go further up these two rivers.



Only enter if transiting to Bristol Channel, Penarth Marina or engaged in Search and Rescue.

Rivers Powerboat Operating Area



The Rivers Operating Area for powerboats includes the River Taff and River Ely up to the red marked area. On the Taff this is the Aqua Bus stop just past Castle Bridge, on the Ely this is Leckwith Bridge.



Do Not Enter.

3Nm Bristol Channel Operating Area



Emergency Contacts

Chief Instructor (Sam Thomas) 0771 602 00620
Training Manager (Pete Muskett) 0795 801 2745
Club Manager (Mark Cheeseman) 0775 663 3202
Principle (Matt Sayer) 0797 995 8494

EMERGENCY ACTION FLOW CHART

