



ROYAL
LYMINGTON
YACHT CLUB

HEALTH & SAFETY MANAGEMENT SYSTEM

APPROVED BY THE GENERAL COMMITTEE ON 30 JUNE 2026



ROYAL LYMINGTON YACHT CLUB

HEALTH & SAFETY MANAGEMENT SYSTEM

This section last reviewed	June 2026
This section last revised	June 2026

This document summarises all the Health & Safety policies, procedures and guidelines for the Royal Lyminster Yacht Club, both on shore and on the water (collectively, the Health and Safety Management System), that have been approved by the General Committee at their meeting in June 2026 or at a later date under the powers delegated as set out in this system.

The document begins with an overall Health & Safety policy statement which sets out the policy principles that have been adopted by the Club in pursuance of its Health & Safety responsibilities. This policy statement is signed by the Commodore and displayed on the notice board at the Club.

It also includes the club's formal Health & Safety policies, which are largely principle based.

There are also numerous other documents and Appendices which include operational procedures and or guidance established to help deliver the policies, supplementary safety documents, risk assessments, forms and such like. The policies, and the additional documents, guidance and appendices, along with persons or committees responsible for maintaining, reviewing and proposing changes to each document, are listed on the next page.

There are grouped in to three main areas:

General: General Matters relating to Health & Safety, including those relating to both onshore and on the water activities.

On water: Matters relating primarily to safety on the water, and

Ashore: Matters relating primarily to safety on shore.

All documents are reviewed before adoption, to ensure consistency, by the Health and Safety Committee. The terms of reference for the Health and Safety Subcommittee are also included in this manual for completeness.



(At this time, the 'on water' content is contained in this one electronic document, but there are other policies and documents relating to more general matters and activity ashore that, although form part of the overall Health & Safety Management System (or which will do once reviewed as part of a subsequent stage of this review of the documentation generally , are contained in separate electronic documents. It is anticipated that there will be further consolidation of the documentation as this review progresses.)



CONTENTS

This table sets out the list, maintained by the H&SC, of documents relating to Health and Safety and those responsible for reviewing, maintaining and implementing the policies and procedures. Note: not all documents listed in this Contents page appear in this electronic file – these will be added as and when they are revised and updated.

Key:

GC – General Committee

GM – General Manager

SC – Sailing Committee

RC – Racing Committee

TC – Training Committee

JC – Junior Committee

WFO – Welfare Officer

CoC – Captain of Cruising

H&SC – Health and Safety Committee

Section	Responsibility	Last reviewed	Last revised
Introduction	GM	June 2026	June 2026
Contents	H&SC	June 2026	June 2026
GENERAL			
Overall Health & Safety Policy Statement	GC	June 2026	June 2026
G0 Health & Safety Organisation	GC	June 2026	June 2026
G1 Summary Health & Safety Policy (for Members, Guests & Visitors)	GM		
G2 Safety Rules & Arrangements - General Safety Rules	GM		
G3 Emergency Action Plans:	GM	June 2026	June 2026
EAP Introduction to Emergency Action Plans	GM	June 2026	June 2026
EAP 0 – Role of the Club Duty Officer	GM	June 2026	June 2026
EAP 1 – Action in the Event of Fire	GM	June 2026	June 2026
EAP 2 – Action in the Event of Personal Injury	GM	June 2026	June 2026
EAP 3 – Incidents On The Water	GM	June 2026	June 2026
EAP 4 – Action to be taken on receipt of flood warning	GM	June 2026	June 2026
EAP 5 – Emergencies during VIP/Royal Visits	GM		
EAP 6 – Incidents Involving the Lift	GM		
G4 RIDDOR Rules & Reporting	GM		
G5 Other Documents Relevant to the H&S Policy	GM		
G6 The Management of Child Protection & Vulnerable Adults	WFO	June 2026	June 2026
G7 Social Media Policy	GM	June 2026	June 2026
G8 Staff Induction Checklist	GM		
G9 COSHH	GM		



	Covid Risk Assessments and Control Docs			
G10	Privacy Statement	GM		
	ON WATER			
W0	Safety Policy for Organised (on water) Events	GC	June 2026	June 2026
W1	General operating procedures in relation to Organised (on water) Events	SC	June 2026	June 2026
W2	Risk Assessments for Organised (on water) Events	SC	June 2026	June 2026
W3	Guidelines for Open Support Boat Drivers & Crew	SC	June 2026	June 2026
W4	Organisation & Management of RYA Training and Wednesday Junior Sailing (WJS)	TC then SC	June 2026	June 2026
W5	Organisation & Management of Youth and Junior Sailing	JC then SC	June 2026	June 2026
W6	On The Water Incident Report	GM	June 2026	June 2026
W7	Guidelines when transferring people to the Starting Platform	SC	June 2026	June 2026
W8	Further on water Risk Assessments	SC	June 2026	June 2026
W9	Operating Procedures specific to Dinghy Events	SC	June 2026	June 2026
W10	Safety Guidelines for Cruising Events	CoC	June 2026	June 2026
W10	Template Safety Plan	SC		
	ASHORE			
A1	Fire Safety File/Fire Risk Assessment			
A2	Fire Log Checklists Record /Fire Alarm Test Procedure (inc resetting procedure)			
A3	Fire Safety Policy/Fire Alarm and Automatic Door Release Record			
A4	Fire Evacuation Drill & Checklist Record			
A5	Guidelines for the use of changing rooms		June 2026	June 2026
A6	Safety Rules & Arrangements - VDU Work Area Checklist/Risk Assessment Ashore			
A7	Safety Rules & Arrangements - First Aid			
A8	Safety Rules & Arrangements - Ladders			
A9	Safety Rules & Arrangements -			



	Manual Handling			
A10	Safety Rules & Arrangements - Noise at Work			
A11	Safety Rules & Arrangements - Portable Electrical Equipment			
A12	Safety Rules & Arrangements - PPE Rules inc Issue Records			
A13	Safety Rules & Arrangements - Spillage & Substance Handling			
A14	Safety Rules & Arrangements - Vehicles & Mobile Phones			
A15	Safety Rules & Arrangements - Scaffolding Towers			
A16	Safety Rules & Arrangements - Waste Management Policy/Scaffolding Towers			
A17	VDU Work Area Checklist			
A18	Guidelines for the use of the Council grassed area for storage of dinghies at the RLymYC Junior Regatta		June 2026	June 2026
A19	Equality Statement		June 2026	June 2026
A20				
A21	Contractors Repair & Maintenance Form			
A22	No Significant Risk Form			
	MISCELLANEOUS			
M1	Terms of Reference for the Health and Safety Committee	GC	June 2026	June 2026

Note that the club also maintains briefing documents for those involved in running on the water events. These provide a guide to which parts of this manual are of particular relevance and additional information to assist those performing various roles. These currently include

- *B1: Briefing for RYA Dinghy and Powerboat Instructors*
- *B2: Briefing for JSOODs*
- *B3: Briefing for support boat helms and crews.*

and these documents are included in this electronic document for ease of reference.

It is expected that, once the 2026/27 review of documentation has taken place, these briefing documents shall be reviewed, and or replaced or supplemented, with a view that shorter summary documents shall be made available to those who need information more targeted to their role. The Staff undertaking this training shall ensure that the briefing documents shall reflect and be consistent with the content of this document.



Suggested reading

The following table provides a guide as to which parts of the Health & Safety Management System are likely to be more relevant to each role.

Role	Suggested reading
PRO, CRO	G0, G1, G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W3, W8, W9, A5, A19, B1,
ESO	G0, G1, G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W3, W8, W9, A5, A19, B1
SI, DI, PBI	G0, G1, G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W3, W4, W8, W9, A5, A19, B1
WJS Helper	G0, G1, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W3, W4, W8, W9, A5, A19, B3
Support boat helms and crews	G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W3, W9, A5, A19, B2
JSOOD	G0, G1, G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W3, W5, W8, W9, A5, A19, B2
Cruise Organiser	G0, G1, G3, EAP, EAP0, EAP3, G6, G7, W0, W1, W2, W8, W10, A19



OVERALL HEALTH & SAFETY POLICY STATEMENT

The principal objective of the Royal Lympington Yacht Club Limited (The Club) is to promote and encourage sailing and racing including training courses afloat and ashore. The Club also provides social activities for Members, guests and visitors.

The Club acknowledges its responsibilities under the Health & Safety at Work Act 1974 to safeguard, so far as is reasonably practicable, the health, safety and welfare of all those who may be affected by the Club's activities, both onshore and afloat, including Members, guests, employees, subcontractors, trainees and visitors.

The Club attaches the greatest importance to Health & Safety, considering this to be a management responsibility ranking equally with other management functions within the organisation.

To this end the Club will allocate the necessary resources and enlist the active support of all Members, guests, employees, subcontractors, trainees and visitors, upon whom the Health & Safety at Work Act also imposes duties.

The Club regards the standards set by the various relevant statutory provisions as the minimum standard, which must be achieved, and will endeavour to improve upon these standards where reasonably practicable.

This policy, and the organisation, arrangements and safety systems that help deliver it, will be reviewed regularly, modified and updated as necessary.

The objectives of this policy are:

1. To promote standards of health, safety and welfare within RLymYC and to ensure compliance with all the relevant statutory provisions.
2. To create and maintain safe and healthy places of work for all employees and to ensure that the safety and health of those not employed by the club are not adversely affected by our work activity.
3. To ensure that staff are provided with adequate instruction, training and supervision.
4. To develop safety awareness and responsible attitudes at all levels.
5. To promote a joint consultation approach on Health & Safety matters.
6. To provide a framework within which our safety performance may be monitored.
7. To ensure all subcontractors recognise their responsibilities under the Health & Safety at Work Act 1974, and to encourage adoption of RLymYC's Health & Safety Management arrangements where appropriate.



In order to promote these policy principles, the Club will:

1. Set up & maintain an organisational structure that identifies the roles and responsibilities of certain employees, and the roles of Flag Officers and others, in pursuance of the Club's Health & Safety Policy.
2. Set up & maintain a system of risk assessments, risk & hazard control, accident & incident investigation and any corrective action, record keeping and overall regular policy review.
3. Set up & maintain other arrangements, instructions, guidance, information and controls in pursuance of the policy. In particular, those arrangements will cover the Club's premises, equipment & boats, hazardous substances, supervision, training and instruction of employees and others, the management of sailing events and of social events.
4. Communicate with Members and others so that the key elements of this policy may be brought to the attention of all concerned.

This Policy Statement, together with the documentation relating to the overall Health & Safety Management System, will be formally reviewed by the General Committee of the Club once per annum. Interim reviews will take place when necessary, should circumstances dictate.

Signed: _____

Sally Kalis, Commodore

June 2026



G0 HEALTH & SAFETY MANAGEMENT

This section last reviewed	June 2026
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Roles and Responsibilities

General Committee

- G0.1 The General Committee (the GC) under the chairmanship of the Commodore (or Vice Commodore in absentia) has overall responsibility for all Health & Safety matters within the Club.
- G0.2 In particular, the General Committee shall exercise the following responsibilities and functions:
- To oversee and review adherence to the Policies.
 - To delegate to employees of the Club, or to other committees, roles and responsibilities for Health & Safety matters.
 - To ensure that the appropriate parties review, maintain and amend (where necessary) the documentation in relation to the policies and procedures adopted by the club.
 - To consider, and approve if thought fit, expenditure directed to the maintenance or improvement of the Club's Health & Safety practices.

Sailing Committee

- G0.3 The Sailing Committee (the SC) under the chairmanship of the Rear Commodore Sailing shall exercise Health & Safety responsibility for the water based activities of the Club and will be responsible for reviewing, and making (or recommending to the General Committee, as appropriate) updates to the sections of this document relating to water based activity in December each year, or at other times if necessary.

House Committee

- G0.4 The House Committee (the HC), under the chairmanship of the Rear Commodore House, shall exercise Health & Safety responsibility for all the shore based activities of the Club, and all Club operated sites including the Clubhouse, and will be responsible (except where delegated to the General Manager) for reviewing, and making (or recommending to the General Committee, as appropriate) updates to the sections of this document relating to shore based activity in December each year, or at other times if necessary.

The General Manager. Line Management, Club Safety Officer and Club Fire Officer

- G0.5 The General Manager (GM) appointed by the General Committee is line manager



for all the Club's operational employees. They are therefore also responsible for the provision to all operational employees, and also to contractors, of such information, instruction, training, provision of personal protective equipment and supervision as may be necessary to ensure their health and safety at work, including in relation to their water-based and shore-based activities.

- G0.6 In addition, the General Manager has the responsibility for the safe conduct of social events held on Club premises, whether organised by the Club or by a third party.
- G0.7 The General Manager (GM) also performs the roles of Club Safety Officer and Club Fire Officer and will, in particular, have the following duties:
- a. To ensure, generally, that the Policies are being implemented and adhered to, and to advise the Commodore or other Flag Officers of any breaches;
 - b. To carry out Risk Assessments;
 - c. To carry out investigations into reported accidents and near misses;
 - d. To report to the appropriate enforcing authority where the law requires;
 - e. To carry out inspections of the Club's premises and equipment;
 - f. To arrange the maintenance of the Club's premises and equipment;
 - g. To ensure that the first aid kits are checked and replenished as necessary
 - h. To arrange for the appropriate inspections and certification of equipment as required by law; and
 - i. To maintain the appropriate records.
- G0.8 The General Manager will be responsible for reviewing, and making (or recommending to the General Committee or House Committee, as appropriate) updates to the sections of this document relating to shore based activity, and other sections not relating to water based activity, usually in November each year, or at other times if necessary. Where they have delegated responsibility for maintenance of a section of this document not relating to on water activity, they will consult with the House Committee when considering any changes.

Club Duty Officer (CDO)

- G0.9 At all times when the Club premises are open, a Club employee will be designated as Club Duty Officer. The Club Duty Officer is the most senior member of staff on duty at the club at any time, taken in the order shown below:
- a. General Manager
 - b. Deputy General Manager
 - c. Bar and Restaurant Manager
 - d. Sailing Manager
 - e. Boatmen
 - f. Head Chef
 - g. Bar Supervisor
 - h. Any other trained staff member on site



- G0.10 The responsibilities of the Club Duty Officer shall be to:
- Take immediate action under the Club's Emergency Action Plans as dictated by event.
 - Respond to any request from a sailing event Responsible Person for support from the emergency services (police, fire, ambulance, coast guard).
 - Notify the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing) in any event where the emergency services are alerted.
 - Coordinate the supervision of evacuation in the event of a fire alarm.
- G0.11 Except where the Club Duty Officer is the General Manager the Club Duty Officer will not respond to enquiries from the Press, but shall refer such enquiries to the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing).
- G0.12 The Club Duty Officer's pack containing the Action in Event of Emergencies documents and contact details for the General Manager and Flag Officers is kept in Reception, with copies for all named Club Duty Officers. There will also be a copy in each race bag.
- G0.13 Following any incident which results in the emergency services being called, the Club Duty Officer is to provide a short-written report to the General Committee or, if relating to an on the water event, the Sailing Committee, with a copy provided to the Health and Safety Committee.

Health & Safety Committee (H&SC)

- G0.14 The role of the Health and Safety Committee is to assist the General Committee in meeting its Health and Safety obligations by making recommendations to the General Committee in relation to the club's Health & Safety Management System and its associated policies.
- G0.15 Further details of the H&SC's role are set out in its Terms of Reference (which is attached to this document for ease of reference).
- G0.16 These include maintaining a list of policies approved by the General Committee, and the parties responsible for updating and implementing them, validating the Club's compliance with Health & Safety Regulations on behalf of the General Committee, and reviewing incidents and making recommendations to the General Committee as to whether any changes should be made to the Club's policies as a result of those incidents.

Training Committee, RYA Principal and Chief Instructors

- G0.17 The RYA Principal, who is appointed by the General Committee, undertakes to maintain standards of RYA recognition. In particular the Principal is required by the RYA to give a personal undertaking to ensure compliance by the club (as an



RYA Recognised Training Centre) with the RYA's Recognition Guidance Notes, and the relevant vessel checklists, training scheme logbooks and handbooks, and holds overall responsibility for the club's compliance with those Recognition Guidance Notes when carrying out RYA Training and related activities.

- G0.18 A Chief Instructor is appointed by the General Committee for each discipline for which RYA Training is offered. Each Chief Instructor undertakes to maintain standards of RYA recognition and has responsibility for RYA training centre staff training, selection, mentoring and compliance with the Code of Conduct. They also have day-to-day responsibility for the standards of training, equipment maintenance and wellbeing of the students and instructors.
- G0.19 Both the RYA Principal and Chief Instructor are responsible for ensuring training activities are managed according to the "Organisation and Management of RYA Training and Wednesday Junior Sailing (WJS)" document.
- G0.20 The Training Committee, chaired by the RYA Principal and on which each Chief Instructor sits, is responsible for recommending to the Sailing Committee updates to that section of this document, in or around November in each year, or at other times if necessary.

Junior Committee

- G0.21 The Junior Committee, chaired by the Captain of Junior Sailing, is responsible to the Sailing Committee for all Club junior and youth dinghy sailing activities on the water except Wednesday Junior Sailing and RYA training activity and racing organised by the Racing Committee.
- G0.22 The Junior Committee is responsible for ensuring those Junior sailing activities are managed in accordance with the policies set out in the "Organisation and Management of Junior and Youth Sailing" document and for recommending to the Sailing Committee updates to that section of the document in or around November each year, or at other times if necessary.

Head of Wednesday Junior Sailing (WJS)

- G0.23 The Head of Wednesday Junior Sailing, who reports to the Sailing Committee, is responsible for the organisation of Wednesday Junior Sailing in accordance with the policies set out in the "Organisation and Management of RYA Training and Wednesday Junior Sailing" section and for recommending to the Sailing Committee updates to that section of the document in or around November each year, or at other times if necessary.

Welfare Officers

- G0.24 The club appoints two Welfare Officers to take the role described in the Safeguarding Policy.

Club Senior Race Officer

- G0.25 The Club Senior Race Officer appointed by the Rear Commodore Sailing



approves support boat crew who have not completed the 'standard' training but nevertheless have appropriate experience, and revalidates the ability of support crew who are over 75 years old.

Employees and contractors

- G0.26 All employees have a general duty under safety legislation to take reasonable care of themselves, and others who may be affected by their acts or omissions.
- G0.27 They also have a duty to cooperate with their employer in matters of Health & Safety. This duty includes the using or wearing of any safety or protective equipment provided for them by the Club.
- G0.28 The Club will, as a matter of policy, require employees to comply with their safety duties and enforce this where necessary.
- G0.29 The Club also recognises the need to brief and supervise its seasonal or casual employees and contractors.

The Boatmen

- G0.30 In the summer months, the Boatmen are on site during daylight hours generally from around 0900 Monday to Friday or 0800 on weekends, bank holidays and during youth week to approximately half an hour before sunset. The boatmen provide a point of contact on the shore to coordinate actions and/or assist on the water in the event of an emergency or other unforeseen incident.

Club Members

- G0.31 All Club Members have a general duty under safety legislation, and within the terms of their Club Membership, to take reasonable care for themselves, their families and guests, visitors and club employees and contractors.
- G0.32 The Club will require Members to adhere to their duties and will take enforcement action where necessary, up to and including expulsion from the Club in extreme cases.

Arrangements for implementing the policy

Risk Assessment – Principles

- G0.33 The Club will carry out, and keep under review, risk assessments covering all its activities both on shore and afloat. Each assessment will have the following content:
 - a. Description of activity and / or location;
 - b. Identification of those at risk;
 - c. Identification of hazards present;
 - d. Assessment (before and after allowing for control measures) of risk arising, effect of hazards, and likelihood of harm; and
 - e. Control measures expected to be followed.



- G0.34 The Club will keep records of risk assessments and will review them at least every year. The Club will take steps to draw to the attention of those involved in managing the relevant risk the control measures to be observed.
- G0.35 The Club will require its employees to observe any control measures put in place for their safety and will provide the necessary supervision to achieve this.

Risk Assessment – Scope

- G0.36 The Club will maintain a programme of risk assessments which would normally cover the following:
- a. Shore-based arrangements.
 - I. Clubhouse and other onshore Club Premises (general club premises safety);
 - II. Fire protection and control (including fire risk assessment);
 - III. Safety of guests and visitors;
 - IV. Control of Substances hazardous to health (COSHH);
 - V. Electrical and mechanical equipment and systems;
 - VI. Catering equipment and operation;
 - VII. Bar equipment and operation (including gas cylinders);
 - VIII. Event management and marquee erection;
 - IX. Manual handling operations;
 - X. Pregnant employees when required; and
 - XI. Fuel storage and onshore cross loading/refuelling of Club Craft.
 - b. Water-based arrangements.
 - I. Refuelling of Club craft; *
 - II. General sailing activities and race management;
 - III. Club owned sailing craft; *
 - IV. Club owned powerboats;
 - V. Club owned tenders;
 - VI. Sailing training for adults;
 - VII. Sailing training and other activities for juniors & youth.
 - VIII. Use of Pontoons
 - IX. Setley Cup
 - X. Club owned paddleboards
 - XI. Platform Access
 - XII. Controlling EMF from Ships Radios

*These are expected to be developed over 2026

Emergency and Rescue Arrangements

- G0.37 The Club will operate, and keep under review, emergency procedures intended to provide timely and adequate response to an accident or emergency either onshore or afloat.

Emergency Communications

- G0.38 The Club will ensure that, at all times, the Responsible Person ("RP", see below)



and the Club Duty Officer (see above), has available an operational means of contacting the emergency services and, in the case of activities afloat, the Club's safety boats.

- G0.39 It is the Club's policy that no sailing event should start, or continue, in the absence of a fully operational emergency communications system.

Club Premises Events

- G0.40 In addition to the designated Club Duty Officer, the Club will require the provision of an adequate number of emergency stewards, all properly and fully briefed, who will assist the Club Duty Officer in the event of an emergency. The Event Organisers will also be required to nominate a lead organiser.

Organised Sailing Events

- G0.41 The club's Health and Safety Policy for organised on water events is set out in document W0.

Routine Safety Inspections

- G0.42 The Club will arrange for safety inspections to be carried out at the following intervals:
- a. The Deputy General Manager shall carry out a brief inspection of the Club Premises weekly and a detailed inspection monthly.
 - b. Club Owned Power Craft shall be maintained and serviced in accordance with the manufacturer's recommendations but, in any event, shall be inspected by the Training Manager and serviced at least annually at the end of each season. They shall also be visually inspected by the boatmen on a weekly basis during the season. The Club policy is to withdraw from use any sailing or power craft that is considered defective with regard to seaworthiness or emergency and safety equipment.
 - c. Club owned Sailing craft should be inspected annually by the Training Manager and also by the helm/crew prior to going on the water. Instructors and Coaches (for RYA Training and Wednesday Junior Sailing) should ensure the sailing boats are rigged properly prior to launch.
 - d. Private sailing craft are the responsibility of the helm/crew (and their parents if the helm or crew are under 18).

Accident and near miss reporting and investigation

- G0.43 It is Club policy that every accident that causes damage or injury, other than minor injury, and every near miss (defined as an event that had the potential to cause significant damage or injury) shall be investigated with a view to determining:
- a. the cause of the accident or incident;
 - b. the cause of the injury (if any);
 - c. remedial action required (and timescale); and



- d. whether it would be appropriate to make changes to policy, procedure or equipment.

A specimen Incident Report Form is set out later in this document (W6).

- G0.44 The Club Safety Officer will take the necessary steps should any accident or incident become reportable under R.I.D.D.O.R (Reporting of Injuries, Diseases, and Damage Occurrences Regulations).
- G0.45 Investigations of sailing accidents, or other racing incidents, are undertaken within the RYA and Lymington Harbour Commissioners framework. The Sailing Committee and Health & Safety Committee will review the outcomes of all such investigations to determine whether further action is necessary.

Keeping of records

- G0.46 The Club's current policy in relation to the retention periods for keeping records relating to Health & Safety matters is as set out in the table below. These are expected to be reviewed over 2026.

Subject	Retention Period
Routine inspections (premises)	2 years
Maintenance records (sailing & power craft)	2 years
Induction training of staff	Employment + 7 years
Power Boat Operators	2 years
Rescue Boat Crew	2 years
Race Officers	2 years
Officers of the Day	2 years
Junior Sailing Officers of the Day	2 years
RYA Qualified Instructors	2 years
Training Records	7 years*
Sailing Instructions	2 years
Petrol Storage and Handling	2 years
Food Hygiene	All current employees
Manual Handling	All current employees
Display Screen Assessments	All current employees
Accident Investigations (minor)	2 years
Accident Investigations (major)	10 years
Electrical wiring safety Inspections	10 years
Portable Electrical Equipment (PAT testing)	5 years
Portable Electrical Equipment (visual)	5 years
Boiler Inspection and Servicing Records	5 years
Gas Safety Certificate	5 years



Fire Safety Equipment	2 years
COSHH Data	2 years
Member Declarations	2 years

**In line with RYA expectations*

First Aid Cover

G0.47 There is a list of members of staff who are qualified First-Aiders in Reception (underneath the defibrillator by the pigeon holes), in the Race Office (the room where the sails are kept, accessed from the rear forecourt) and near the trauma first aid kit in the Results Office (the small room accessed from the Sail Loft). The General Manager shall keep this list up to date.

G0.48 All the Boatmen and Office Staff are first aid trained, as are all RYA Instructors and Qualified Coaches. For larger events, the Event Safety Officer can arrange for a trained medic at the event who is willing (and insured) to be used for an initial response in a medical emergency.

G0.49 First Aid kits are available from

Ground Floor

- outside the office (near the defibrillator by the pigeon holes in Reception),
- in the Results Office (the small room accessed from the Sail Loft),
- in the Workshop,

First Floor

- in the Bar Office (behind the bar),
- by the evac chair in the room behind the Solent Room,
- in the Kitchen,

Afloat

- aboard vessels "We're Here" and "Valiant",
- in the tub taken on each of the Club's other main power boats, and
- in Race Bags.

The trauma first aid kit is the one in the Results Office. The kits in the Workshop and Kitchen include a burns kit and that in the Workshop, an eye wash.

G0.50 The General Manager is responsible for ensuring that the first aid kits are checked and replenished as necessary.

G0.51 The defibrillator is positioned outside of the main Reception on the ground floor by the pigeon holes. There are also defibrillators outside the RNLI station, at the Lymington Harbour Office and at Lymington Town Sailing Club.

Alcohol & drug misuse

G0.52 The Club recognises that, alcohol and drug misuse can be a contributory factor to a reduction in safety standards, both on shore and afloat. The Club's employees have instructions to refuse to serve alcohol to any Member, guest or



charterer who appears to be inebriated.

- G0.53 The Club will also use its best endeavours to prevent anyone using the Club's sailing or power craft whilst under the influence of drug and alcohol misuse. In the case of an employee, summary dismissal is the likely outcome of being at work whilst under the influence of drug or alcohol misuse.

Protective/safety clothing and equipment

Employees

- G0.54 The Club will provide the appropriate protective / safety clothing and equipment for its employees (ashore or afloat) and will require those employees to make proper use of the same at all times.

Members / Guests / Visitors

- G0.55 A summary of the Health & Safety Policy for Members, Guests and Visitors is set out later (in document G1).
- G0.56 Members and Guests are responsible for providing their own equipment.
- G0.57 The club promotes a culture whereby members, guests and visitors are strongly encouraged to wear an appropriate personal flotation device (PFD) when afloat, including when on pontoons and on the slipways, especially when participating in Youth and Junior events and/or operating in open boats (including when ferrying or being ferried to larger craft or the platform, including in rowing boat tenders and Valiant).
- G0.58 Further provisions in relation to PFDs are set out in the Safety Policy for Organised on water Events (W0).

Environmental Policy

- G0.59 The Club recognises its responsibilities for the environment and will ensure compliance with all relevant current and future legislation, and, where appropriate, endeavour to adopt all applicable codes of practice.
- G0.60 The Club is committed to minimising the environmental impact of its operations and continue to work alongside its neighbours and associated organisations through our commitment to:
- Regularly review the environmental impact of our activities;
 - Involve all employees in our environmental programme and provide necessary training to enable them to discharge their responsibilities;
 - Sustain a programme of continual improvement in environmental performance, incorporating suitable measurement and monitoring mechanisms;
 - Improve resource efficiency, including the use of gas, electricity, water and other raw materials.
 - Reduce all waste and monitor effluent; and



- f. Work with key suppliers and sub-contractors to develop environmental best practice.

Improvement will be continuous, and the Club will report to its Members on its progress relative to its goals and objectives.

Adventure Activities Licence

G0.61 The Club acknowledges the legal requirements in relation to activities falling in scope of the Adventure Activities Licencing legislation. In summary, the approach taken in relation to compliance can be summarised as follows (with reference to the relevant regulations shown in *blue*):

- a. Coaching and other 'club' activity provided for youth and juniors who are members of the RLymYC (an RYA affiliated club) are exempt due to being members of a private members' club. *[See definition of voluntary association and the exemption in Regulation 3 (2)(a)(i)]*
- b. Racing events do not usually involve a leadership or instructional element and so are deemed not to fall within scope of the relevant regulations. *[See definition of facilities for adventure activities and Regulation 3 (1).]* The exception to this may be, for example, Bronze Fleet at the annual Youth Regatta and, where an instructional element of activity is included for such a fleet, that part of the event will be run under the provisions of the section of this document relating to RYA training (W4) and the Responsible Person and ESO for that 'course' shall be a qualified RYA Senior Instructor.
- c. Fleet coaching for youth and juniors not accompanied by their parent *[See the exemption in Regulation 3 (2)(c)(i)]* or who are not members of the RLymYC *[See the exemption in Regulation 3 (2)(a)(i)]*, and for which a charge is made *[See Regulation 3 (1)(a)]*, is limited to 3 days in any period of 12 months *[See the exemption in Regulation 3 (2)(a)(iii)]*. (This is offered for the purpose only of encouraging interest in the Club's activities or attracting new members and shall not be provided, in respect of any one person, on more than three days in any period of twelve months.)
- d. No charge is made for WJS activity (WJS provides only doughnuts in respect of a voluntary payment – there is no charge for the water based activity.) *[See Regulation 3 (1)(a)]*
- e. RYA training activity should be regarded as small boat training activity delivered commercially by an RYA Recognised Training Centre in accordance with the RYA's Conditions of Recognition and so is not considered to be "watersports" for the purpose of the Adventure Activities Licencing Regulations 2004. Such activity thus falls outside the scope of those 2004 Regulations and the club should not be required to hold an adventure activities licence for its training and leadership activities. *[See paragraph (c) in the definition of "watersports" and the RYA guidance*



note.]

- f. The club does not currently offer paddleboarding sessions for non-member youth and juniors but recognises that, before it does, it will need to consider the implications of Adventure Activities Licencing legislation.

(Note: The club intends to obtain an Adventure Activities Licence and once it does, the above paragraph is expected to be replaced with text similar to the following:

“The Club acknowledges the legal requirements in relation to activities falling in scope of the Adventure Activities Licencing legislation. It currently holds and intends to maintain the necessary licence in respect of the following activities:

- *[Sailing]*
- *[Paddleboarding]*

The [RYA Principal] is the named licence holder. ”)

Policy for the use of social media

G0.62 The use of social media has become common in most walks of life and, when used correctly, can be a useful way to communicate with groups of individuals. However, it can also cause damage and offence if misused and the Club has adopted a social media policy to mitigate the risks to the Club and its members of any misuse. This is set out in document G7.

Ports and Marine Facilities Safety Code

- G0.63 The club recognises its responsibilities in relation to the facilities, namely the pontoon and the crane, that are in use within Lymington Harbour and commits to comply in a proportionate manner with the voluntary standards laid down in the code.
- G0.64 The Duty Holder, who is accountable for compliance with the Code and in ensuring safe marine operations, is the General Committee. The General Committee shall prepare a report at least every three years on the club's compliance with the Code, and the areas of the Code that are not applicable, for publication on the relevant Government website.
- G0.65 The Designated Person, who provides independent assurance about the operation of the club's marine safety management system, is as appointed by the General Committee from time to time.
- G0.66 Risk assessments are prepared in relation to the use of pontoons and the crane.
- G0.67 The General Committee shall liaise as appropriate with Lymington Town Sailing Club, Wightlink and Lymington Harbour Master in reviewing the risk assessments and safety management relating to the pontoons and the crane.
- G0.68 The Club will aim to confirm compliance with the Code over the coming months.



G3 Emergency Action Plans

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

G3.1 This guidance sets out the procedures to be followed in the event of a 'major incident' at or around the Royal Lymington Yacht Club, or at an event run by the Club.

What is a major incident?

G3.2 A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.

G3.3 The following would be examples of a major incident:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Major damage to vessels afloat or property ashore
- Loss of contact with group or individual, overdue groups or individuals
- Other circumstances in which a group or individual might be at serious risk of harm
- Serious illness of an individual or group
- Any situation in which the press or media are or may be involved with reference to the above
- Any situation that represents a serious risk to the Royal Lymington Yacht Club's reputation.

G3.4 In the event of any major incident, the first priority is the safety of the participants, volunteers and instructors, but once ashore it can be expected that there will be interaction with the authorities and potentially the media. The emergency services should be contacted as appropriate.

G3.5 Incidents affecting the Club, its Members, visitors and staff could occur on land or water. These instructions should also be taken to cover an incident not directly related to the Club, but adjacent to it or its operations, where common humanity dictates a response pending the arrival of emergency or other services. There are related instructions for dealing with on-the water incidents during organised Club sailing.

G3.6 This section G3 sets out the actions to be taken by each party in the event that a major incident occurs. There are separate 'cards' depending on the type of incident. The instructions are reproduced in loose-leaf format for ease of amendment and to facilitate the use of a particular sheet as a checklist.



- G3.7 The initial response will be under the direction of the Club Duty Officer (CDO), as set out in Section EAP0, but with the Responsible Person addressing the incident whilst on the water and the Boatmen acting as immediate initial shore contact for on the water incidents until the Club Duty Officer is available.

Instructions/Incident Cards:

- G3.8 The cards for use in particular circumstances are:
- EAP 0: Actions to be taken by the Club Duty Officer (including guidance in relation to dealing with the media)
 - EAP 1: Action in the Event of Fire
 - EAP 2: Action in the Event of Personal Injury
 - EAP 3: Incidents on the Water
 - EAP 4: Action to be Taken on Receipt of a Flood Warning
 - EAP 5: Emergencies During VIP/Royal Visits (Not generally issued)
 - EAP 6: Incidents Involving the Lift

Information

- G3.9 The Club should always have the following information available in the event of a serious incident or accident:
- Up-to-date training registers, members' register or entry lists for events
 - Details of the event, training course, sailing/operating area and timings
 - Details of the key contacts, senior staff, race officers, volunteers etc
 - Medical consent forms (where appropriate)
 - Details of staff, equipment, safety boats, committee boats being used etc
 - Communications plan including radios, call signs, signals, emails and mobile phone numbers

Reporting

- G3.10 On-the-water incidents should be reported via an on the water incident form, an example of which is included in Section W6 below (and which can be accessed via the Club's website, and the QR codes posted around the Club, including in the Sail Loft), and passed to the General Manager in paper form or submitted online.
- G3.11 The General Manager shall be responsible for reporting the incident to other agencies.
- G3.12 In the UK, if it is a water-based incident on a coded vessel, it is a legal requirement to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement.
- G3.13 If the incident involved a work-related fatal or major injury, the Health and Safety Executive must be informed.



Communications & Handling the media

- G3.14 An accident or incident, or even the way such an occurrence has been handled, may become the subject of an insurance claim or for some other reason become the subject of litigation. Public discussion and speculation should be avoided.
- G3.15 The Club Duty Officer will arrange for one person to be appointed to deal with the media; this person, which should be either the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing), will be designated as the only person to make any public statements to the media.
- G3.16 **Statements to the press or other media should be made only by (or once authorised by) the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing).**
- G3.17 Those individuals, or the Club Duty Officer on their instruction, should contact the RYA Communications Team for assistance and guidance with handling the media in sensitive situations. (If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference.)
- G3.18 The Club Duty Officer should appoint someone to manage any media that are onsite – if relevant provide a room or area away from the witnesses, victim's relatives and other participants.
- G3.19 If there is a fatality, or when a criminal offence or traffic collision occurs, the prime responsibility for notification of next of kin lies with the Police.
- G3.20 Only reveal names of any victims/casualties once advised by the Police that it is alright to do so. Families do not want to hear of an incident through the press or social media.
- G3.21 Do not get drawn into speculating about causes, blame or possible outcomes.
- G3.22 In view of the possibility of an insurance claim, public discussion of the circumstances should be avoided.
- G3.23 The following paragraphs provide guidance to those dealing with questions from the media.

How to answer questions regarding an ongoing Incident

- G3.24 The phone will start ringing and the press will start asking questions almost immediately that an incident is known to have happened or be ongoing, and perhaps even before we know anything.



What can I say?

- G3.25 If a written statement from the Club has been prepared use that: do not speculate. If the person you are dealing with starts to speculate or press for further information please stick to the statement and inform them that we will endeavour to publish regular updates on the Club's website.

If nothing has been prepared?

- G3.26 Stick to the bare minimum and only give facts. Do not pass on details of the boats / people that haven't already been released publicly, even if there has been speculation of the boats / people involved.
- G3.27 Tell them that until a time that the names have been published/released you are not allowed to speculate. The General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing) will endeavour to keep the team up to date and update statements regularly. A possible script for this might be as follows:

"An incident is in progress and the are attending but at present we have no further information, we are awaiting details, once we have this we will make a formal statement. For updates please look at the Club website which will be updated regularly."

Always offer information in a positive way!

- G3.28 If you are not sure of the overall situation of the race or what to say to a caller please ask or pass the question on to a more experienced member of the team:

"Sorry I am not aware of exactly what the situation with the race is at present as I have only just arrived on watch/I have just returned from doing Let me ask/find out for you from someone with a better understanding of the present situation."

What should we say in the event of more serious incidents?

- G3.29 The following might form the basis of a communication in the event of a more serious incident:

*"The Royal Lyngby Yacht Club regrets to announce the death of a member
Who.....When.....Where....."*

We extend our deepest sympathy to the relatives. A full statement is expected to be issued at around 2pm tomorrow."

[Give yourself time to collate the information.]

- G3.30 Remember – declining an interview or saying "no comment" will almost certainly look like you have something to hide. It is far better to give a factual response such as "It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to this incident."
- G3.31 Never lie to the media about something you know to be true.



- G3.32 “Pity, Praise and Promise” is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery – they may be your staff or the emergency services; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the risk of it happening again.



EAP 0 – The Club Duty Officer

Actions for the Club Duty Officer

- EAP0.1 The Club has established procedures for the management of any on the water incident during an organised sailing event, which will have been briefed to the support fleet. These are set out in Section W9.
- EAP0.2 In the event of an incident during a sailing event that requires shore support, or an incident not connected with an organised sailing event, the instructions in the plan set out below should be followed by the Club Duty Officer.
- EAP0.3 It is probable that the first notification of an incident on the water will be a casualty brought to the pontoon or a call on VHF to the Boatmen. In the former case appropriate action should be taken in accordance with G3 – EAP 2.

Actions for the Club Duty Officer for incidents on the water with casualty implications

If an incident on the water with casualty implications is reported by radio or by mobile the following action is to be taken by the Club Duty Officer:

1. The Club Duty Officer (CDO) should take control of the shore based activity required for the incident. (The Responsible Person continues to manage the situation whilst the casualty is on the water.)
2. The CDO should appoint a competent radio operator to monitor a mobile telephone, the Race Office or Office radio, or an ICOM hand-held unit.
3. All radio communication is to be conducted initially on Channel M2, using the call sign RIVER CLUB. The Club is to remain the controlling station until the incident is closed or taken over by HM Coastguard.
4. Club resources should only be directed to an incident within the River, unless support to do otherwise is requested by the Coastguard or other emergency service.
5. If a doctor or qualified paramedic is present in the Clubhouse they are to be invited to go to one of the ground floor rooms or Boatman's Workshop and assume medical control. If no doctor or qualified paramedic is available an ambulance may be called. The RNLI or Coastguard should also be called if necessary.
6. Where the casualty can't be returned to shore, any Boatman ashore (or in their absence a qualified safety boat helm) may be instructed to make ready the most appropriate Club boat (launch or RIB) with first aid kit, blankets, spare fuel and a portable radio and inform the Club Duty Officer or Radio operator of its call sign / boat name.
7. The Radio Officer should ask the Responsible Person to land casualties on the Club pontoon.
8. The Club Duty Officer should contact the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing).
9. Maintain a log of events using the standardised event log sheet. Copies of this are kept in the JSATR box by the race office



Emergency Contact Details

Name		Office Telephone	Mobile Telephone	Designation
Boatmen				
RLymYC General Manager	Kirsty Husband	01590 672677	07791 471837	
RLymYC Deputy General Manager	Richard Mills	01590 672677	075160 29747	
RLymYC Rear Commodore Sailing	Peter Saxton		07860 959666	
RLymYC Vice Commodore	Mike Hobby		07809 209106	
Harbour Master	Matthew Wright	01590 672014		
RYA Training Dept		023 8060 4181		Training Manager, National Coach, Chief Instructors
RYA Press Office		02380 604215		RYA Press Officer
RYA Racing Office		02380 604174 / 604160		Racing Department
RYA Comm. Manager		02380 604209	07789556080	
RYA CEO		02380 604102		
H&S Executive Duty Officer	24/7	0151 922 9235		DO (RIDOR)
H&S Incident Contact Centre	Working hours 0830-1700	0345 300 9923		Deaths and Major Injuries
MAIB		02380 232527		



Checklist for Club Duty Officer for Emergency Incidents

Approach
• When advised of an emergency situation, act as quickly, calmly and as effectively as possible. • Secure the scene of the accident and ensure the safety and well being of those involved. • If necessary restrict entrance or exit to and from the site by closing gates and either locking them or positioning a member of staff to act as gate keeper. • Take immediate charge of the situation and inform the appropriate emergency services to the extent not already done so. • Designate as senior incident officer to co-ordinate actions. • Identify an incident control centre and rooms for rest, reception and interviews. Where possible ensure that an incident control room is set up on a suitable part of the site where there are telephones, radio communications and mobile telephones available. Access to the internet and email is also desirable. . • Identify separate gathering areas for relatives or those involved and do not allow children to travel home without parent's knowledge or permission. • Keep media away from gathering area for relatives. • If possible, have a separate briefing area for the media where they can be addressed by the press officer, senior staff or club representative. • Maintain a record of key information and actions using an incident log sheet • Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place • Protect and ensure the welfare of all those involved and any witnesses
Following contact from the responsible person
• Upon being contacted they should record the following information, which will constitute the Incident Log: • What has happened • Who was involved • Where the incident took place • When it occurred – time and date • When the emergency services were contacted • Anything that may have happened since the incident • The Club Duty Officer should inform other senior members of staff or flag officers who may be drafted in to assist with the incident – ie the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing). • Obtain from the Boatmen or the Senior Instructor or the JSATR forms all the relevant group details, lists, itinerary and mobile or radio details of the group. • The Club Duty Officer should also contact the emergency services if that hasn't already been done by the Responsible Person or the Boatmen. They will need the following information: • The nature of the emergency • Your name, address, location and phone number • Location of the incident and when it happened • Nature of the incident • Names/numbers of individuals involved • Condition of those involved and their location • Assistance required
Communications
• Identify telephones available only for communication with emergency services. • Ensure that parents and relatives of any injured persons are contacted quickly in order to precede the media. • If there is a fatality, or when a criminal offence or traffic collision occurs, the prime responsibility for notification of next of kin lies with the Police.



- Communicate positively with the media and if possible have a separate briefing area where they can be addressed by a designated representative of the establishment.
- Keep media away from waiting relatives or those involved in the incident.
- Do not make statements to the press or media or allow anyone else to make statements. Give yourself or the organisation time to collate and prepare a statement and tell them when you will release it.
- Prepare a written statement for the press such as: *"The Royal Lymington Yacht Club regrets to announce the death of a crew member who fell overboard at night from a training yacht in the approximate position Our deepest sympathy to the relatives etc. A more detailed statement will be issued at tomorrow."*
- Do not release the name of the casualty until the relatives have been contacted.
- Keep media away from gathering area for relatives.
- If possible, have a separate briefing area for the media where they can be addressed by the press officer, senior staff or club representative.

Follow on activities

- Arrange for a supply of hot/cold drinks and or food.
- Maintain the incident log, including times, source written reports, action taken, people informed
- Arrange for initial interviews with witnesses and those involved in the incident with the investigating authorities.
- Calm and comfort the group and arrange for their evacuation

Inform Agencies

- Make sure you have the following information:
 - what the problem is,
 - your location,
 - how many are involved,
 - when it happened
- Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media
- Notify the relevant RYA Senior Manager and Communications Team
- Does the General Manager need to contact other agencies? Police, Local Authority, Harbour Master, environment agency; electricity, water or gas suppliers?
- In the UK, if it is a water-based incident on a coded vessel, the Club (via the General Manager) are legally required to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement.
- If the incident involved a work-related fatal or major injury, the General Manager must inform the Health and Safety Executive

After the Incident

- Pass your Incident Log Sheet to the General Manager and RYA Principal
- Complete the Accident or Near Miss form accordingly
- Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards
- The Club (via the H&S Committee) shall use the information gained from the debrief to review and update the Emergency Action Plan.

Emergency Incident Log

Incident Description:

Date:

Time:

Details:.....

.....

.....

.....

[illegible]



EAP 1: Action in the Event of Fire

EAP1.1 Any person discovering a fire in the Club should sound the alarm by activating the nearest fire alarm call point.

Areas of oversight for each department:

Office Staff:

- Ground Floor Offices
- Sail Loft
- Ground Floor Ladies Toilets
- Slipway Lounge
- Ground Floor Ladies Changing Room
- Alarm Panel

EAP1.2 In the event that the alarm is raised, a member of Office Staff should check the fire alarm panel located in the Reception corridor to establish which area/zone the fire is; so as to notify the Emergency Services.

EAP1.3 A member of Office Staff should attend outside the Main Door and another at the Black Gate to restrict access into the Club. Another member of staff should be made aware who is attending these doors so that they can be accounted for at the Bandstand. The Staff What's App Group should also be used to communicate these employees' locations.

EAP1.4 Office staff should close internal office doors on their way out and make sure that the latches of the doors with code locks are set to open. This is to ensure that the Fire Officers attending can gain access to these rooms should the need arise. Any Members present should be escorted from the building.

Boatmen:

- Workshop
- Ground Floor Men's Toilet
- Forecourt/Pontoon
- Ground Floor Disabled Toilet
- Chart Room
- Check Cellar for staff

EAP1.5 One boatman should attend outside the East Door (door to forecourt) to restrict access into the Club. Again, another member of staff should be notified of this person so that staff assembled at the Bandstand can account for them. The Staff What's App Group should also be used to communicate this employee's location.

EAP1.6 Equipment should be turned off and Workshop doors closed on the way out.

EAP1.7 If the crane is being used at the time of the fire alarm being raised, the Boatmen are to secure the boat either in the cradle or in the water, whichever is most appropriate.

Kitchen Staff

- Kitchen



- Kitchen Stores
- Salad Bar
- Kitchen Staff Changing Room / Toilets

EAP1.8 When the fire alarm is raised, the gas should automatically shut off. A member of Kitchen Staff should check this has happened and that all equipment is turned off before leaving. If it is safe to do so, the kitchen roller shutter should be closed. However, the red swing door should not be locked so that the Fire Officers may gain access if required.

Front of House Staff

- Solent Room
- Island Room
- Toilets located on the landing
- Needles Room
- River Room
- Top Balcony
- Bar
- Bar Office
- Terrace

EAP1.9 Front of House Staff should ensure that no Member attempts to use the lift to leave the building (see notes on wheelchair users etc, later).

EAP1.10 All Members should be escorted out of the building by the most appropriate fire exit and assemble at the Bandstand. Members should be encouraged to leave their meals and/or drinks.

EAP1.11 Please make sure you are aware of your fellow employees and, where necessary, assist with areas not directly in your department if needed.

Authority during evacuation

EAP1.12 Current Fire Trained Staff (Fire Marshall) include:

- Kirsty Husband
- Gillian Poole
- Phil Baker
- Barrie Smith
- Iain Marshall
- Maria Shannon
- Tom Brown

The most senior Fire Trained member of staff will oversee their department during an evacuation procedure and is responsible for getting their team safely out of the building and accounting for them at the Bandstand, making sure they are aware which member of their staff may be attending at one of the Club's entrances to restrict access. They will also ensure that appropriate staff are instructed of procedures in their absence.



EAP1.13 In the event that the fire alarm is raised in the evening, or outside of office hours, the Front of House Fire Marshals should carry out checks for departments 1 and 2 as noted above, where it is safe to do so.

Tackling a fire

EAP1.14 Fire Marshals may only attempt to tackle a fire if it is safe to do so and they feel comfortable. The fire should be no larger than what would be contained in a wastepaper bin sized container. Upon leaving a room where a fire has been discovered, all doors must be closed securely. Windows can be closed, again, only if it is safe to do so.

EAP1.15 Do not put yourself at risk by placing yourself the wrong side of a fire that could block your means of escape.

Wheelchair users

EAP1.16 This group of people is considered most at risk in terms of escape. However, in some instances, a person who frequently uses a wheelchair may be able to walk slightly and therefore be able to assist with their own escape or even facilitate independent escape. It is essential that the disabled person is asked the relevant questions tactfully and in a way that produces the best escape plan.

EAP1.17 The preferred method of escape for wheelchair users is to assist them outside onto the first-floor balcony where they can await the arrival of the Fire Officers who can safely carry them down the fire escape stairs. If access to the balcony is obstructed, then they should assemble outside at the top of the River Room fire escape stairs.

Mobility impaired people

EAP1.18 There is a vast range of people who fit into this category. Issues relating to this group of people may also be relevant for people who have heart disease, asthma or heart conditions.

EAP1.19 The preferred options for escape for people with mobility impairments are the same as for wheelchair users, as their escape from the building within two to three minutes may not be possible.

DO NOT RE ENTER THE BUILDING UNLESS ADVISED IT IS SAFE TO DO SO



EAP 2: Action in the Event of Personal Injury

EAP2.1 On discovering an injured person, you are to:

- a. Establish whether any immediate assistance is necessary or practicable. The Club's First Aid policy is to call the Ambulance Service in any circumstances calling for more than the most rudimentary of treatment. The Club Duty Officer is to manage the incident until emergency services arrive.
- b. Notify the General Manager, Food and Beverage Manager or Boatman and ask for a doctor, if available in the Club to be called.
- c. If a doctor is available, invite them to take medical charge and render assistance as requested.
- d. If no doctor is available:
 - i. arrange for an ambulance to be called
 - ii. render assistance, limited to:
 1. keeping patient warm and immobile. Do not give drink or food
 2. checking for and maintaining airway and breathing.
 3. attempting to stem copious bleeding with a clean pad.
- e. Arrange for the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing) to be notified of the incident. If out of hours, notify the General Manager by mobile (07791471837)

First Aid Kits

EAP2.2 First Aid kits are available from

Ground Floor

- a. outside the office (near the defibrillator by the pigeon holes in Reception),
- b. in the Results Office (the small room accessed from the Sail Loft),
- c. in the Workshop,

First Floor

- d. in the Bar Office (behind the bar),
- e. by the evac chair in the room behind the Solent Room,
- f. in the Kitchen,

Afloat

- g. aboard vessels "We're Here" and "Valiant",
- h. in the tub taken on each of the Club's other main power boats, and
- i. in Race Bags.

The trauma first aid kit is the one in the Results Office. The kits in the Workshop and Kitchen include a burns kit and that in the Workshop, an eye wash.

EAP2.3 First aid kits do not contain sprays, painkillers, antiseptics, aspirin, tablets, or other medication.



Accident Notification and Recording

EAP2.4 The General Manager is responsible for ensuring that the incident is recorded in the Accident Book (operated online – see the QR codes in the Training Centre Office, Kitchen and Bar Office) and, where necessary, reporting to the relevant enforcing authority under health and safety legislation. On-the water incidents can be reported via an on the water incident form, an example of which is included in Section W6 below, and passed to the General Manager in paper form or submitted online (see the Club's website, and the QR codes posted around the Club, including in the Sail Loft).

Electric Shock

EAP2.5 In the event of an electric shock, power must be turned off. If power cannot be turned off, then push the casualty clear using either a wooden chair or a piece of wood.

EAP2.6 Do not touch the casualty until you are sure they are clear of the electricity.

Note

EAP2.7 It is always possible that an injury sustained on Club premises may lead to an insurance claim and possible litigation. Consequently, discussion of the circumstances should be avoided. Comment to the Press should be made only by or on the authority of the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing).

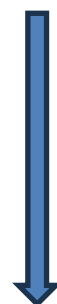


EAP 3 – Incidents On The Water

This section last reviewed	June 2026
This section last revised	June 2026

On water incidents – Actions for the ‘Responsible Person’ / ESO

1. Protect Lives		
- Assess the situation - Provide emergency first aid if necessary - Protect individuals from further harm - If lives are at risk, contact emergency services via phone 999 or VHF channel 16 - Isolate the cause of the incident (e.g. turn off electricity, isolate gas)		
2. Take control		
- Contact the Shore in the order shown in the table below via phone or VHF radio and appraise them of the situation - Clear the water of boats, or muster fleet in agreed location as necessary, while you deal with the incident - Casualties should be landed on the Club pontoon. (What 3 Words: ///housework.foot.locker) - Secure the scene of the incident and ensure the safety and physical/ emotional wellbeing of those involved.		
3. On shore and following the incident		
- It is probable that all involved will be in a state of shock. Remove them to a safe location and place them in the care of a member of staff able to protect them from the attention of the press or media. - Calm and comfort the group and arrange for evacuation. - Do not make statements to the press or media or allow anyone else to make statements other than as authorised by the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing). Give yourself or the organisation time to collate; the Club Duty Officer will arrange for a statement to be prepared and will inform the media when it shall be released. - Maintain a record of key information and actions using an incident log sheet - Retain all equipment such as boats, lifejackets, safety equipment etc involved in the incident in an unaltered condition until after an investigation has taken place. - Do not allow anyone to see those involved without an independent witness being present. - No one, unless in a relevant official capacity, has the right to see anyone who does not want to be seen. - On-the-water incidents should be recorded in the book kept in the Race Office and the book then passed to the Club's Senior Manager.		
Information to provide to emergency services:	Shore contact for Responsible Person	Mobile number
- Your name and or vessel name - Radio call sign or mobile phone number - Location of the incident - Nature of the incident and when it happened - Names/numbers of individuals involved - Condition of those involved and their location - Assistance required	Club Duty Officer Mobile	TBC
	Boatmen	07579004021/22
	General Manager	07791 471837
	Deputy General Manager	07921 818325
	Food and Beverage Manager	07821 162144
	Sailing Manager	07824 339374
	Head Chef	07498 465944



The Boatmen, or the next contact that is available, shall contact the Club Duty Officer, who shall manage the situation once on shore.



EAP 3 – Incidents On The Water (continued)

On water incidents – actions for the Boatmen

EAP3.1 All on the water incidents should have been reported in the first instance to the Boatmen. They should take the following actions, depending on the casualty implications:

Incidents with casualty implications
• Alert the RNLI or other agencies by 999 call (on land) or via Channel 16 (on the water) • Ask the Club Duty Manager to follow their procedures. • Assist the Club Duty Manager: • Alert the Office Manager. • Open a radio net on Channel M2 (Call sign RIVER CLUB). • Issue portable radios to all boats dispatched on the water.
Incidents without immediate casualty implications
If the Boatmen decide that rescue is within the Club's resources, they are to: • Notify the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing). • Open a radio net on Channel M2 (Call sign RIVER CLUB). • Issue portable radios to all boats dispatched on the water. If rescue is beyond the Club's resources, or is outside the River, the Boatmen will alert the RNLI or other agencies by 999 call (on land) or via Channel 16 (on the water) and should ask the Club Duty Manager to follow their procedures.



EAP 4: Action to be taken on receipt of a flood warning

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

EAP4.1 Following incidents of flooding in 1989 the Police and District Council jointly introduced a flood warning scheme for Lymington and Keyhaven. Measures taken since by Environment Agency have done much to reduce the risk of flooding in the future. Nevertheless, the Club must have plans and procedures to meet the possibility of flooding.

Warning

EAP4.2 Warnings will be given by either the District Council or the Emergency Services by personal visit or by loudspeaker van. In the silent hours the warning may be passed by telephone to one of the nominated keyholders. There is likely to be several hours' notice, based on predictions of tidal height and forecast weather conditions. The conditions most likely to lead to flooding are equinoctial Spring tides, coupled with low atmospheric pressure and strong Westerly winds.

Action on receipt of a warning

EAP4.3 Any member of staff becoming aware of a flood warning, either during working hours or by telephone call in the silent hours is to notify the Club's Senior Manager (07791471837) or, in their absence, the Clubhouse Events Manager. The Club Duty Manager (CDO) is to establish a Control point, initially in the Main Office. The CDO will establish from the local authority, or the emergency services the nature of the warning, including the predicted time at which the sea defences might be breached. In the silent hours the CDO will decide on which staff should be asked to report to the Club in advance of normal working hours.

Priorities

EAP4.4 Following receipt of a flood warning the CDO's priorities are to:

- Ensure that lives are not put at risk.
- Protect so far as possible the property of the Club.
- Offer assistance to the Emergency Services. Such support may include provision of emergency shelter and feeding and the provision of small boats and crews for rescue purposes. (NB. Several members of staff are either members of the lifeboat crew or are committed to support of the RNLI effort. These individuals should be excluded from plans for the Club's response to expected flooding.)

Protection of Life

EAP4.5 It is obvious that no lives should be put at risk in seeking to protect Club property. Similarly, if people in adjacent property or others are seen to be at risk, all



reasonable effort should be made to afford assistance.

Protection of Club Property

EAP4.6 Under the instructions of the Controller and senior staff, Club staff are to move as much Club property as possible onto desks or to the first floor. The Island Room is to be kept clear for occupation by the Controller if the ground floor offices become flooded. Similarly, the River Room is to be kept clear for emergency accommodation and feeding. The First Floor Manager and Clubhouse Events Manager are to arrange for all dining room furniture to be stacked at the southern end of the dining room. Property from downstairs then to be stacked in the remaining space.

EAP4.7 Priorities for removal from the ground to the first floor are:

- Computer equipment (ensuring that backup has been taken and is removed for safe storage off-site)
- Radios and chargers
- Any available mobile lights and heating appliances
- Food and cellar stocks
- Files and records
- Loose furniture and equipment
- Stocks of stationery, regalia and other consumables

Flood Protection

EAP4.8 The Club Duty Officer is to organise staff to use whatever sandbags are made available to block doorways, window openings, etc.

Action in the Event of Flooding of the Building

EAP4.9 The Club Duty Officer on duty is the executive authority for deciding if mains electricity or gas supplies are to be turned off. The utility companies may turn off supplies at the meter.

EAP4.10 It is likely that telephone services will be lost if flood water rises to any appreciable depth in the ground floor. Personal mobile telephones are to be used once phone lines are lost. A mobile telephone number is to be made available to the emergency services.

EAP4.11 Any supplies of food or drink which are contaminated by flood water are to be isolated, not used and listed. Once the insurance company have given their approval such items are to be destroyed. Similarly, other items contaminated by flood water are to be listed and destroyed or disposed of once approval has been given by the insurers.

EAP4.12 The General Manager is responsible for liaison with the insurers, loss adjusters, etc regarding any insurance claims post flood. They are also responsible for obtaining payment from the local authority for any meals provided to evacuees, emergency services personnel, etc.



EAP4.13 The General Manager is, within one week of the end of the emergency, to provide to the Vice Commodore a report on the response to the emergency, the lessons learned and necessary amendment action to emergency plans and the likely loss to the Club and response of the insurers to the notification of a claim.



EAP 4 (continued): Flood Watch

Actions by Royal Lyminster Yacht Club:

Alert	Meaning	Action
Flood Watch	Flooding Possible	Ring Floodline for information on local area, which is – Lyminster, Keyhaven & Beaulieu Call FLOODLINE on 0845 988 1188, select Option 1 and dial QUICKDIAL No. 012211 (Prepare for escalation of flood warnings) Watch water levels on slipway. (General Manager's home phone also on list for automatic warning calls from the Environment Agency)
Flood Warning	Flooding Expected	Council will close local floodgates. Boatmen to close forecourt floodgate Watch water levels on slipway. Consider sand bagging external doors
Severe Flood Warning	Severe Flooding Expected	Water flowing or about to flow over slipway. With loss of electricity supply, security alarm system and telephones will be inoperative! Prepare to evacuate building (Non-essential personnel – after they have helped move equipment) – If necessary remove computers etc desk level – empty lower drawers/shelves of filing cabinets/cupboards. All floor mounted electrical equipment and other items onto tables in Sail Loft. If staff on duty, inform General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing) (Tel Nos are in the Hand book and Staff List). Prepare to turn off electricity and possibly gas supplies. Co-operate with emergency services – make RIBs available if required. Start operating, on reduced manning, from Island Room.
	As flood waters start to subside	Contact Southern Electric to check out electricity supply. (Do we need to borrow a 220/240v generator (plus voltage stabiliser) to run computers + lights (Committee Room))? Contact BT to install sockets (Office – 01590 72677. Fax/PDQ/Internet – 01590 671642) in Committee Room. General Manager – Finance & Admin to contact insurers. Prepare inventory of lost/damaged property



G6 The Management of Child Protection & Vulnerable Adults

This section last reviewed	June 2026
This section last revised	June 2026

This section is currently stored in a separate electronic file but which forms part of the overall Health & Safety Policy.

The following text is provided here as a helpful addition to the main policy.

Good Practice Guide – Instructors, Coaches & Volunteers

This guide only covers the essential points of good practice when working with vulnerable people. You should also read the full safeguarding policy that can be found on the club's website and a hard copy can be requested at any time.

- Avoid spending any significant time working with vulnerable people in isolation.
- Avoid taking any vulnerable people alone in a car, however short the journey.
- Avoid taking vulnerable people to your home as part of your organisation's activity.
- Where any of these are unavoidable ensure that they only occur with the full knowledge and consent of someone in charge of the organisation or the guardian.
- Design training programmes that are within the ability of the vulnerable people.

You should aim never to:

- engage in rough, physical or sexually provocative games.
- allow or in engage in inappropriate touching of any form.
- allow anyone to use inappropriate language unchallenged, or use such language yourself.
- make sexually suggestive comments to a participant.
- fail to respond to an allegation made by a vulnerable person; always act.
- do things of a personal nature that the vulnerable person can do for themselves or their guardian can do for them.

It may sometimes be necessary to do things of a personal nature for vulnerable people including children, particularly if they are young or disabilities. These tasks should only be carried out with the full understanding and consent of the vulnerable person (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such



a situation it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion. Where possible and safe to do so make sure another member of staff is present.



G7 Social Media Policy

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

- G7.1 The Royal Lymington Yacht Club is committed to making the best use of all available technology and innovation to improve the way we operate. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.
- G7.2 'Social Media' is the term commonly given to web-based tools which allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.
- G7.3 These platforms open up many new and exciting opportunities. However, the practical application of such technology by the Club is continually developing and there are many potential issues to consider.
- G7.4 To avoid major mistakes which could result in reputational, legal and ethical issues, and misuse/abuse of a well-functioning social media relationship, it is important that we manage any potential risks through a common-sense approach and framework as well as proactively monitoring the development of such applications.
- G7.5 For the purpose of these guidelines, the term "User" is made up of Club Members & Employees who actively use the Club's social media profiles.

Aim

- G7.6 The guidelines set out in this policy aim to provide the users with information concerning the use of our main social media applications, and to help them get the best out of the tools available whilst maintaining a safe professional environment and protecting themselves, as well as the Club.

Definition of Social Media

- G7.7 For the purposes of these guidelines, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes email, online social forums, blogs, video- and image-sharing websites and similar facilities.
- G7.8 The main social media platforms which the Club has active accounts for are as follows:
- a. Facebook: Royal Lymington Yacht Club



- b. Twitter: RLymYC
- c. Instagram: @rlymyc
- d. YouTube: Royal Lymington Yacht Club
- e. LinkedIn: Royal Lymington Yacht Club

- G7.9 No other account than those listed above mentioning the "Royal Lymington Yacht Club" or abbreviated "RLymYC" is monitored by the Club's staff, therefore all opinions and views stated on that account are its own. Where possible the Club will take steps to remove these rogue accounts.
- G7.10 Users should be aware that there are many more examples of social media applications than can be listed here and that this is a constantly changing area. Users should follow these guidelines in relation to any social media that they use on behalf of the Club.

Use of Social Media

- G7.11 The Club encourages Users to make reasonable and appropriate use of social media websites as part of their Club activities for example promoting forthcoming events and uploading training videos. Users who have this remit will be advised at their induction and/or by the General Manager.
- G7.12 Users may contribute to the Club's social media activities, for example by writing for our blogs, managing a social media account and running an official social communications account for the Club in accordance with the standards defined by these guidelines.
- G7.13 The Club understands that users may wish to use their own computers or devices, such as laptops, tablets and mobile telephones, to access social media websites. Such use should nonetheless be in accordance with these guidelines.
- G7.14 However, in order to control the use of social media sites that reference the Club, the administration of such sites will normally be conducted by a Club representative. Any member who wishes to post information on any Club social media site should submit the text and any attachments to the Club representative. Once reviewed for consistency with this policy the information will be posted by the Club.
- G7.15 Users must be aware at all times that, while contributing to the Club's social media activities, they are representing the Club. Users who use social media as part of their job / role within the Club must adhere to the following safeguards. Users should use the same safeguards as they would with any other form of communication about the Club in the public. These safeguards include:
- a. Making sure that the communication has a purpose and a benefit for the Club;
 - b. obtaining permission from the General Manager before embarking on a public campaign using social media; and
 - c. getting another User to check the content before it is published.



Guiding principles

G7.16 Any post to social media should:

- a. be based on fact only
- b. respect the rights of individuals to their privacy and be consistent with the responsibilities of the Club in relation to data protection
- c. protect the rights of minors and be consistent with the Club's responsibilities in relation to child protection
- d. be inclusive and reflect the diversity of experience and interests amongst the Club's members
- e. be relevant to the Club and its activities and of interest to the majority of its members To this end, posts should not include:
 - i. opinions on sailors' performance, aspects of the Club's arrangements, Club members or Club employees
 - ii. information on individuals that is personal and not public
 - iii. specific references to individual youth or junior sailors, without the prior agreement of these sailors and their parents/guardians
 - iv. excessive focus on the performance of individual sailors
 - v. irrelevant or marginally relevant information on sailing in general

G7.17 Any communications that users make in a professional or personal capacity through social media must not:

- a. breach confidentiality, for example by:
 - i. revealing confidential intellectual property or information owned by the Club or;
 - ii. giving away confidential information about an individual or organisation, or
 - iii. discussing the Club's internal workings
- b. do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by:
 - i. making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age or;
 - ii. using social media to bully another individual (such as an employee or Member of the Club); or
 - iii. posting images that are discriminatory or offensive or links to such content.
- c. bring the Club into disrepute, for example by:
 - i. criticising or arguing with Members, customers, colleagues, partners or competitors or;
 - ii. making defamatory comments about individuals or other organisations or groups; or
 - iii. posting images that are inappropriate or links to inappropriate content



- d. breach copyright, for example by:
 - i. using someone else's images or written content without permission.
 - ii. failing to give acknowledgement where permission has been given to reproduce something.

Social Media in your personal life

- G7.18 The Club recognises that many users make use of social media in a personal capacity. While they are not acting on behalf of the Yacht club, Members & employees must be aware that they can damage the reputation of the Club if they are recognised as being one of our employees or Members.
- G7.19 Users are allowed to say that they belong to the Club, as it is natural for its Members and Staff to want to discuss their connection to the Club on social media. The user's online profile (for example, the name of a blog or a Twitter name) should not contain the Club's name but should be focussed to the area in which the user works. For example "Lymington Dinghies" rather than "RLYMC Dinghies".
- G7.20 If users do discuss their work / activities on social media (for example, giving opinions on their training or feedback on a social event), they should include on their profile a statement along the following lines: "The views I express here are mine alone and do not necessarily reflect the views of the Royal Lymington Yacht Club."
- G7.21 Where possible Members are encouraged to post their blogs / images / content concerning the Club on the authorised & 24 hour monitored Club page.

Disciplinary action over Social Media use

- G7.22 All employees are required to adhere to these guidelines. Employees should be aware that use of Social Media in a way that may be deemed as deliberate or inadvertent misuse which could be a breach of these guidelines, may lead to disciplinary action under the Employee Handbook. Serious breaches of these guidelines, for example incidents of bullying of colleagues or social media activity causing serious damage to the Club, may constitute gross misconduct and may lead to action under the disciplinary procedure up to and including dismissal.
- G7.23 Members should be aware that use of Social Media in a way that may be deemed as deliberate or inadvertent misuse of these guidelines, may lead to expulsion or suspension of Membership as stated in Article 8 of the Club's Articles of Association.

Review

- G7.24 The fast-changing nature of information technology, particularly in relation to electronic communication incorporating aspects such as Social Media, means that these guidelines will be reviewed on an annual basis or sooner if necessary.



RLymYC Junior Social Media Policy:

G7.25 The world of the internet, social media and apps is constantly and rapidly evolving and it is hard to keep up to date, but it is important for parents and for anyone working with young people to develop some understanding of how they use technology, the risks involved and how to keep them safe. The RYA suggests the following sources of information, which are mainly intended for parents but useful for anyone:

- a. www.nspcc.org.uk/shareaware
- b. www.internetmatters.org
- c. www.getsafeonline.org



G10 Privacy Statement

This section last reviewed	June 2026
This section last revised	June 2026

- G10.1 This Privacy Statement (the 'Statement') explains the personal information we collect from you, either directly or indirectly, and how we will use it. The Statement also covers the choices you can make about the data we collect, and how you can control these decisions.
- G10.2 Please read this Statement carefully to understand when you may provide personal information to us and how we intend to use the personal information provided.
- G10.3 In accordance with the Regulations of the Club, by being a Member of the Club you agree to the collection, processing and use of your personal information as described in this Statement. The terms 'we' and 'the Club' are both intended as reference to the Royal Lympington Yacht Club Limited.
- G10.4 The Club respects privacy and your rights to control your personal data. Our principal guidelines are simple. We will be clear, honest and open about the data we collect, what we propose to do with it and why. Your data is carefully protected by us.
- G10.5 The primary purpose of collecting your data is to be able to manage your membership of the Club and to improve the membership experience of yourself and your fellow Club Members.
- G10.6 To make the information in this Statement easy to understand, it is structured to highlight different occasions when a member would potentially share information with the Club. It is broken down into the following four segments:
1. Being a member of the Club;
 2. Participating in events whether as a participant or a volunteer;
 3. Spending money at the Club;
 4. The Club official website.
- G10.7 Other sections give more detail about:
- How We Use Your Personal Information;
 - Sharing and Disclosure;
 - How to Access and Control Your Personal Information;
 - Other Important Privacy Information; and
 - How to Contact Us regarding your information.

Being a Member of the Club

- G10.8 In order for us to provide you, the members, with the best possible service we are required to capture and hold accurate data about you. This data is held both electronically in the Club's systems and in paper form where appropriate.



- G10.9 Certain elements of your personal information will be accessed by designated persons including Club Employees and elected Officers of the Club e.g. members of the General Committee, including Flag Officers and Trustees.
- G10.10 Being a member of the Club you will also interact with the Club. This may be by telephone, browsing the website; corresponding by email or using social media (e.g. Twitter, Facebook etc.) Whilst you interact with these services, you may voluntarily provide personal information, such as your name and email address during these interactions.
- G10.11 In addition members pay a subscription based on age, location and duration of membership; in order for the Club to levy the correct membership rate certain data is required: including age derived from date of birth, address and date of joining.
- G10.12 We collect: name and contact information as well as information about yachts and craft that you may own, date of birth and date of joining.
- G10.13 **Why:** We use this information to enable us to contact you about the Club and to offer news and events information which we believe will be of interest to you. It also enables us to keep a record of members and their yachts which is produced as a year book and is provided to members annually.

Participating in Events

- G10.14 In order to participate in events (on or off the water) you will need to submit information to enable you to register for the event, and in order to improve the member's experience we also capture information about the member for use at the event.
- G10.15 Once you have decided to participate in or attend an event, we offer a way for members to buy directly from us on the website or at the Club. When you purchase event tickets or register for an event, you may be asked to provide information so that we can complete your purchase. It may also include dietary requirements including allergies and, where it may be relevant to your well-being whilst participating in the event, certain information about your current state of health.
- G10.16 The Club relies heavily on volunteers. The Club keeps a log of volunteers and their activity so that they can be called upon to volunteer again and so that they can be rewarded for volunteering by invitation to the relevant party.
- G10.17 **We collect:** In addition to the data collected through being a Member of the Club we also collect certain information about whether you are a registrant or a volunteer. If appropriate we also collect delivery/shipping address, payment information, dietary requirements and health information.
- G10.18 **Why:** We use this information to manage the event, help with any attendance issues, complete your transaction, follow up with you about your purchase, handle purchase returns, and ticket cancellations, and other issues related to



your attendance. Please note, we do not store any payment or credit card information. We only use payment information in connection with the purchase of goods and services.

Spending Money at the Club

- G10.19 When you spend money at the Club you will most often use your Club card. This card identifies you as a member of the Club and secures you a discount on goods and services as well as acting as a key for the Club external security system. The card is used as a debit card; in order for this to work the Club needs to keep a balance on each members account so that your purchases can be made against the card and when the card balance is depleted it can be topped up.
- G10.20 The Membership card contains a unique membership identification number which we use to help identify your membership account.
- G10.21 You may also decide to pay cash or use a credit card to pay for goods and services including, for example, regalia.
- G10.22 **We collect:** In addition to the data collected through being a Member of the Club we also hold your password and passwords hints. (Please note, your password is stored so that it cannot be recovered (or disclosed) by anyone, including employees of the Club and our IT suppliers.
- G10.23 **Why:** We collect this information to help make sure your attendance at events goes smoothly, and so that we can plan for the events, and to make sure that we are offering you the right service options based on your dietary requirements. We will also use your email address to send you notifications about events such as postponements due to bad weather, special offers, and last minute changes.

The Club Official Website

- G10.24 The website is hosted in North America by the vendor of our Membership software, Jonas. Your data is held securely on IT Servers in either Canada or in the United States of America. The website holds your membership data including your account balance and details of what you have spent at the Club. This personal website information is only available to you and you alone using your log in.
- G10.25 The website also holds a list of members and, unless you have asked us not to publish this, certain elements of your details will be available to any member using their Club website login. This information is not available to non-members.
- G10.26 The website also holds lists of members' activity in sailing events via the results tables. It also enables "Groups" to communicate with each other securely about private activities e.g. "The Wheelies" about cycle rides.
- G10.27 **We collect:** Boat owner's name; crew names; boat name, type sail number; participation in Groups e.g. Golf or Wheelies. We also capture meta data about



which areas of the site are accessed in order to determine areas that can be improved or removed.

G10.28 The Club may also provide information online via internet cookies or similar technologies when you visit our website.

G10.29 **We collect:** IP address, and information provided by cookies or similar technology.

G10.30 **Why:** We use this information to share news about events and products offered by the Royal Lympington Yacht Club. Additionally, the IP address helps us to understand geographic information about our website visitors better so that we can improve our website for everyone.

How We Use Personal Information

G10.31 The Club uses the data we collect to deliver the Products and Services that the Club offers, which includes using data to improve and personalise your experiences. We also use the data to communicate with you, for example, informing you about your account, new events or services available, security and other types of updates.

G10.32 The Club uses the data for the following purposes:

- Enabling the membership service;
- Member support;
- Communication and advertising forthcoming events;
- Business operations.

Enabling the membership service

G10.33 We use data to provide and improve the membership experience. It enables us to secure the premises against access by unauthorised non-members; to deliver discounted food and beverage to members (and only members); to update members by email and / or by letter about social, legal and compliance issues; to manage the subscription rates accurately and automatically change membership bands based on age etc.

Membership Support

G10.34 We use data to help resolve member's problems by dialogue using the phone or by email.

Communication and advertising forthcoming events

G10.35 We use anonymised membership data to improve our membership services and to offer members new services and events. This includes ePotter News and notifications of the AGM.

Business Operations

G10.36 The Club uses anonymised data to develop aggregate analysis and business intelligence that enable us to operate, protect, make informed decisions, and report on the performance of our business.



Sharing and Disclosure

G10.37 The Royal Lyngby Yacht Club does not and will not sell or pass personal information about our members to ANY external party other than those we inform you about in advance. We only disclose your data as authorised in this Statement. We may share information with the following types of third parties.

Who We May Disclose your Personal Information to and Why

- Third Party Vendors. The Club uses a variety of third party vendors to carry out services like website management and hosting, online Product purchases and shipping, credit card processing and email communications. We only share your personal data as necessary to complete a transaction, provide a Product or Service you have requested or authorised and only with vendors or agents working on our behalf for the purposes described in this Statement.

In this case, your personal information will be shared with these agents or contractors but only for the purpose of performing services on behalf of the Club and in accordance with this Statement.

The up-to-date list of these parties may be requested from the Club at any time.

- Parties with whom it might be necessary for the following reasons:-
 - i. when we reasonably believe it to be required by law or in connection with legal proceedings;
 - ii. to prevent harm to the Club or its customers;
 - iii. for the prevention and detection of crime or the apprehension or prosecution of offenders;
 - iv. to maintain the security of our Products or to protect the rights or property of the Club.
- Parties with whom it might be necessary in order to complete a financial or corporate transaction by the Club such as a merger or sale of assets.
- Participants in events to which you are attending as a member e.g. regattas, dinners. We will only disclose that information which is required for the event.

G10.38 We may also share non-personal information such as aggregated data with our partners or publicly. We may, for example, inform a yachting magazine that the Club has a certain number of members, or that a certain number of member's yachts participated in a regatta.

How to Access and Control Your Personal Information

G10.39 You can review, edit or delete your personal data by contacting the Club directly to privacy@RLymYC.co.uk. NOTE – there are certain minimum amounts of



personal information which cannot be deleted whilst you are still a Member of the Club. These fields are your name and one method of contact information.

G10.40 You can always opt out of receiving promotional emails and other types of marketing communication from us.

Royal Lyminster Yacht Club Account

G10.41 If you wish to access, edit or remove your personal information (where permitted), change your password, close your membership account or request deletion of your personal data you can do it by

G10.42 sending us an email to privacy@RLymYC.co.uk, or by registered letter to the Club. We will respond to any request to access or delete your personal data as soon as possible, but certainly within 30 days. In accordance with the Articles of Association the Club requires a member to supply a minimum amount of data to facilitate membership; a request to delete all membership data would therefore be a de facto request to resign membership.

Data Security

G10.43 The Club is committed to protecting the security of your personal data. We use a variety of IT industry approved security technologies and comprehensive procedures to help protect your personal data from unauthorised access, use or disclosure.

G10.44 For example, we store the personal data you provide on computer systems that have are in controlled facilities and can only be accessed through provision of the correct authentication credentials which are regularly updated.

G10.45 When we transmit data over the Internet, we protect it using strong levels of encryption.

G10.46 While no service is completely secure, the Club takes precautionary measures to help prevent the loss, theft, misuse and unauthorised access, disclosure, alteration and destruction of your personal information. Additionally, your data is protected with encryption, such as Transport Layer Security (TLS), during transition over the Internet. Additionally, your password is stored using one-way hash, which means that it cannot be recovered (or disclosed) by anyone, including the Club's employees and our IT suppliers (it can only be reset).

G10.47 Your personal information is stored on servers that are kept in a controlled environment with limited access. While we take reasonable precautions to guard personal information we collect from you, no security system is impenetrable.

G10.48 You can only access your Club account information through the use of an individual user login and password. To protect the confidentiality of personal information, you must keep your password confidential and not disclose it to any other person. Please alert us immediately if you believe your password has been misused. Additionally, always logout and close your browser when you finish your session.



G10.49 **Please note, we will never ask you to disclose your password in an unsolicited phone call or email.**

G10.50 If you have any questions about the security of your personal information, you can contact us at privacy@RLymYC.co.uk.

Other Important Privacy Information

Our Policy towards Children

G10.51 The Club will hold personalised data about young members of the Club, participants in Wednesday Junior Sailing and Youth week etc. only with permission from the child's guardian or parents.

Where We Store and Process Personal Data

G10.52 Personal data collected by the Club will be stored and processed in the UK and in North America where Jonas, the Club's Membership System suppliers, are based.

Our Retention of Personal Data

G10.53 The Club retains personal data for as long as necessary to provide membership services, and complete the transactions members have requested, and for other essential purposes such as complying with our legal obligations, and resolving disputes and enforcing our agreements. Because these needs can vary for different data types in the context of different products or services, actual retention periods can vary significantly.

Changes to Our Privacy Statement

G10.54 The Club may modify or update this Statement when necessary to reflect customer feedback and changes in our products and service.

G10.55 When we update this Statement, we will revise the 'Last Update' date at the top of the Statement. If there are material changes to the Statement or in how we use your personal data, we will notify you either by sending you a notice of such changes before they take effect or by directly sending you a notification.

How to Contact Us

G10.56 If you have any questions about the use of your personal information, please send us an email to privacy@RLymYC.co.uk.

G10.57 The Royal Lyminster Yacht Club is a data controller for personal data we collect and process through the Products and Services subject to this Statement. Our address is Royal Lyminster Yacht Club, Bath Road, Lyminster SO41 3SE.

G10.58 Kirsty Husband, the General Manager is our data protection officer and can be contacted at the following address: Royal Lyminster Yacht Club, Bath Road, Lyminster SO41 3SE or via email at privacy@RLymYC.co.uk.

G10.59 Members are entitled to contact the Information Commissioner's Office if they



have any concerns about the way in which the Club collects, processes and uses their personal information. The ICO can be contacted on 0303 123 1113.





A5 Guidelines on the use of the changing rooms

This section last reviewed	June 2026
This section last revised	June 2026

- A5.1 The Royal Lymington Yacht Club has a duty of care to all those who use the changing rooms in the Club and especially children.
- A5.2 Members should be aware that the normal procedure is for mixed use of the changing rooms by adults and children. If any parent or child is uncomfortable with that, they can either accompany their child in to the changing room, if they are the same gender, or get their child to use the middle changing room.
- A5.3 People who have transitioned or who are transitioning from their birth gender to another gender shall use the middle changing room.
- A5.4 When groups of children for whom the Club is acting “in loco parentis”, such as Wednesday Junior Sailing or RYA courses for those under 18 years, are using the Changing rooms, the Responsible Person should ensure that a notice is placed on the door of each changing room directing club members over 18 to use alternative facilities (either the middle changing room or the first floor facilities). Instructors should supervise the areas outside the changing areas, entering only in an official supervisory role (and, where possible, with an additional adult) or if there is an emergency.



A18 Using the Council grassed area for storage of dinghies

Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
30 th January 2025	RLymYC Junior Regatta – Using the Council grassed area for storage of dinghies. Date of the Event – August 2025	S.Crates/G.Poole RLymYC Health & Safety	Nov 2025

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

More general information and advice can be found at www.hse.gov.uk, and specific guidance on doing risk assessments is at: <http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf (**and insert more lines if needed**), summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A “Safe System of Work” for higher risk activities (which may even require a specific “Permit To Work” where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements e.g., Young Persons, new or expectant mothers, volunteers, or persons with disabilities. Also include others who may need to be involved e.g., other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).



Summary Of Significant Findings:

This Risk Assessment has been prepared to cover Members and Visitors moving dinghies and equipment on the council land adjacent to the Bath Road Car Park.

Area to be used closest to the Bath Road Car park width 50 metres x 20 metres

Adequate control of movable equipment is required to prevent personal injury.

Adequate Monitoring of children whilst using the area and the movement of boats to and from the Slipway

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
Storing Dinghies and Dinghy trailers on the grassed area. • Tripping hazards • Drowning hazard • Injuring members of the public	Members Visitors Staff Public	2	2	4	• Area to be marked out with cones and hazard tape (Red and White). • Signage and communication to competitors prior to the event. • Controlled single point of access to the area. • No vehicles allowed into the field • All dinghies and trailer to be positioned within the marked-out areas. • All ancillary equipment to be stored within the marked areas. • Walkways to be marked out by cones and tape. • Walkways to always be clear of all materials. • All equipment left overnight in the area is the responsibility of the equipment owner. • Area to be monitored regularly throughout the day and after sailing is finished to ensure RA compliance. • Area of usage not near the duck pond	2	1	1



Injury moving boats to and from the grassed area to the slipway	Members Visitors Staff Public	3	2	6	- Moving boats to and from the slipway to be monitored by slipway marshals wearing identifying tabards. - Adults to help children who are not strong enough to manage moving the boats safely.	3	1	3
Power cables	Members Visitors Staff	3	2	6	- It is not planned to have any power cables in the area. - No additional lighting is required	1	1	1
Unauthorised persons entering the area at night and getting hurt	Public Members Visitors	3	2	6	If there is evidence of unauthorised persons entering the area where the boats are stored, the Club will ask to install CCTV cameras to monitor the area.	3	1	3

<u>Severity</u>	<u>Possibility</u>	<u>Risk Interpretation</u>
1. No injury 2. Minor injury 3. Major injury to 1 person 4. Major injury to more than 1 person 5. Death of 1 person 6. Multiple Deaths	1. Improbable 2. Possible 3. Occasional Frequent 4. Regular 5. Common	4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority



A19 Equality Statement

This section last reviewed	June 2026
This section last revised	June 2026

- A19.1 The Royal Lymington Yacht Club whilst working alongside the RYA is committed to the principle of equality of opportunity.
- A19.2 The Royal Lymington Yacht Club aims to ensure boating is accessible and attractive to the widest audience by making sure that all present and potential participants, members, instructors, coaches, competitors, officials, volunteers and employees are treated fairly and on an equal basis, irrespective of sex, age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage and civil partnership, gender reassignment or social status.
- A19.3 If you have specific questions, please contact the Royal Lymington Yacht Club's General Manager on 01590 672677



W0 Safety policy for organised on water events

This section last reviewed	June 2026
This section last revised	June 2026

Introduction and purpose

- W0.1 This section outlines the high level safety policy governing all of the club's organised on-water events, including sailing, wing surfing & foiling, motor boating, racing, cruising, coaching and training (including RYA training), rowing and paddleboarding that involve Members and non-Members (the latter becoming temporary members for the duration of the event), juniors, youths and adults, and whether programmed or unprogrammed.
- W0.2 Ad hoc activity such as the use of the rowing boats/tenders, or the use of chartered dinghies or ribs is not classed as an organised event and Members are responsible for their own safety when engaging in such activities.
- W0.3 The provisions of this section are also intended to demonstrate how the club shall comply with the Code of Practice for Organised Events on the Lymington River as published by Lymington Harbour Authority dated March 2024 ("LHC Code of Practice").

Event Organisation

- W0.4 Royal Lymington Yacht Club's objective is to achieve a high standard of safety without unduly constraining the event. Where these aims conflict, the needs of safety will take precedence.

Planning

- W0.5 No individual may participate in an event unless a consent form in the form determined by the Club has been completed.

Supervision

- W0.6 The club shall ensure that a suitably experienced, trained, and approved official is appointed for each organised on water event. That official, generally referred to as the Responsible Person, is responsible for running the event in accordance with the club's policies guidelines and risk assessments for organised sailing events.

Note: Lymington Harbour Commissioners Code of Practice for Organised Events Risk Control 1.6 requires suitably experienced, trained and approved Race Officers to apply clubs' Policies and Guidelines.

- W0.7 For all dinghy and, where required by the Responsible Person, open keelboat



events, the club shall appoint a suitably experienced, trained and approved person to act as an Event Safety Officer (ESO) who shall manage the support boat fleet and liaise with and advise the Responsible Person as to safety matters. They report to the Responsible Person responsible for the event.

- W0.8 The Rear Commodore Sailing shall be responsible for approving a person to be a 'Responsible Person', ie a Principal Race Officer (PRO), Course Race Officer (CRO), Officer of the Day (OOD), Junior Sailing Officer of the Day (JSOOD) and Event Safety Officer (ESO). The General Manager shall maintain a list of people so approved. The RYA Principal shall maintain a list of those qualified as Senior Instructors (Sis).

The role of the Responsible Person

- W0.9 The Responsible Person is responsible for ensuring the event is run in accordance with the club's policies, guidelines and risk assessments for organised sailing events. In discharging this responsibility, they will have absolute authority to employ all the resources available to them as they think fit, and to direct the work of all those assisting unless responsibility is removed from them as laid down in the Club Instructions for dealing with Accidents and Emergencies.

- W0.10 The decision on whether an event takes place or is ended prematurely rests with the Responsible Person and is to be made in the light of all the relevant factors including

- i. the nature and duration of the event and the nature of any racing/training planned
- ii. the present weather, forecast weather, the wind direction and force, sea state, tide, air temperature, water temperature, wind chill.
- iii. the number, age, experience and competence of the group, and the ability to supervise others in the group should an individual require assistance.
- iv. the number and type of boats sailing and the risk of entrapment.
- v. the number and competence of the support boat crews, the race/event team and other assistants available for the session.
- vi. the area in which the session will take place and other water users in that area, the areas passed through to reach it and applicable local byelaws.
- vii. the effectiveness of the communication system.
- viii. the ability to evacuate sailors to safety without compromising the safety of other participants.
- ix. the impact on participants from over-exertion, or from the effects of cold or bad weather
- x. individual participants that may need close supervision and monitoring.

It may be that the Responsible Person decides to run the event, but doesn't allow certain participants to join in. That is their decision, which is final.



Daily Risk Assessment

W0.11 The Responsible Person should complete a daily risk assessment before the event commences. Samples of the sort of risk assessment envisaged are shown at the end of this section. This should be dynamic and may be reviewed and adjusted during the event. The Responsible Person is encouraged to confer with other suitably experienced event assistants who are participating in the event and, in any case, the Event Safety Officer (if a different person) when completing this document. The risk assessment should be communicated with the boatmen before going afloat. In completing the daily checklist, the matters set out in paragraph W0.10 above should be taken in to consideration

Briefing

W0.12 Arrangements should be made for the Responsible Person to brief all assistants and participants on safety. If the event is a race, the Notice of Race and Sailing Instructions should include standard safety clauses which have been approved by the RCS or their delegate.

Record of participants

W0.13 The Responsible Person shall arrange that a record is kept that is easily accessible at the Club of participants out on the water in keelboats, dinghies or open support boats. The Event Safety Officer can stand down the support boat fleet only once all sailors have been accounted for.

Launching, and recovery

W0.14 If craft are to be launched from the slipway, then formal arrangements should be made to manage slipway and car park congestion at the discretion of the General Manager.

Personal Equipment

W0.15 All participants should be suitably dressed for the conditions and for the activity they intend to take part in.

W0.16 The club promotes a culture whereby members, guests and visitors are strongly encouraged to wear an appropriate personal flotation device when afloat, including when on pontoons and on the slipways, especially when participating in Youth and Junior events and/or operating in open boats (including when ferrying or being ferried to larger craft or the platform, including in rowing boat tenders and Valiant).

W0.17 Requirements as to the compulsory wearing of personal flotation devices are laid down in the relevant Class Racing Instructions and in the Club Notice of Race or Sailing Instructions, or in the joining instructions for RYA courses. Notwithstanding the above, a Responsible Person or an Event Safety Officer may also require participants in any particular activity to wear a personal flotation device.

W0.18 All on-water participants shall, at all times when afloat in dinghies or open



support boats, wear suitable non-inflating personal flotation devices (PFDs) for the activity as a minimum manufactured to and conforming with ISO 12402-5 (Level 50) and has been manufactured after 2006. It shall be of the appropriate size range and weight capacity for the crew member as marked on the PFD.

- W0.19 With the prior permission of the Responsible Person, participants may be permitted to wear a personal floatation device (PFD) manufactured to and conforming with ISO 12402-3, Level 150. Such a PFD should be of a gas cylinder inflatable type, should be fitted with an automatic inflation system, must have been manufactured after 2006, and shall be of the appropriate size range and weight capacity for the crew member as marked on the PFD.
- W0.20 Event assistants based on We're Here or other similar craft should ensure that suitable PFDs are available on board and are encouraged to wear a suitable PFD whilst assisting with events, particularly those including Youth and Juniors.
- W0.21 PFDs should be donned and correctly fastened in accordance with the manufacturer's instructions.
- W0.22 In cases where individuals supply their own buoyancy to be used in formal RYA training or Wednesday Junior Sailing, instructors or race coaches must inspect it for serviceability before use. (For other events PFDs individuals take responsibility for the equipment supplied, but the Responsible Person or the Event Safety Officer has the authority to prevent participants from going afloat if not appropriately dressed.)
- W0.23 Wet/dry suits may be made mandatory for some or all participants at the discretion of the Responsible Person, particularly if the session is taking place in the months of October to April.
- W0.24 Instructors and participants should be encouraged to wear closed-toe shoes suitable for on-water activities in a wet environment, with long hair tied back, and this should be stated in RYA course joining instructions and junior consent forms.
- W0.25 Wingsurfing leashes should be worn, and attached separately (not in the same place, and with the board leash attached at the waist) for each of the wing and the board. Two coiled leashes are not to be used together.

Restrictions in sailing areas

- W0.26 The Responsible Person is expected to finish racing events outside zones that are known or expected to be congested, especially if the boats racing will be unable to sail outside the main channel.
- W0.27 If events start or finish in the river, the Responsible Person should contact the ferry Master(s) by telephone to discuss plans and confirm the ferry schedules.
- W0.28 Wingsurfing should take place in Oxey Lake and participants should travel there by rib, with kit towed in a rigiflex or similar.



Support boats

- W0.29 The Event Safety Officer will advise the Responsible Person of the number of operational support boats on duty and the expected competence of the crew. No event shall start, or continue, in the absence of support boat cover that is considered by the Responsible Person appropriate for the event, having regard to weather conditions, numbers racing or sailing and the experience / skills of those racing or sailing and those providing support.
- W0.30 In considering the quantity and quality of the support boat fleet, the Responsible Person shall have regard to the more detailed guidance set out in document W3 (Guidelines for Open Support Boat Drivers & Crew).

Mark Laying

- W0.31 Mark Laying should use suitably experienced and trained personnel who have read the Mark Laying Operating Procedures.
- W0.32 Mark Laying coxswains using 5 ft diameter marks should have attended a Club Mark laying course.

Accidents, incidents and near misses

- W0.33 In the event of any emergency, action should be taken in accordance with the Club's Instructions for dealing with Accidents and Emergencies contained in the Emergency Action Plans.
- W0.34 Further reports should be rendered where required by law or the Club's instructions.

- W0.35 First Aid kits are available from

Ground Floor

- a. outside the office (near the defibrillator by the pigeon holes in Reception),
- b. in the Results Office (the small room accessed from the Sail Loft),
- c. in the Workshop,

First Floor

- d. in the Bar Office (behind the bar),
- e. by the evac chair in the room behind the Solent Room,
- f. in the Kitchen,

Afloat

- g. aboard vessels "We're Here" and "Valiant",
- h. in the tub taken on each of the Club's other main power boats, and
- i. in Race Bags.

The trauma first aid kit is the one in the Results Office. The kits in the Workshop and Kitchen include a burns kit and that in the Workshop, an eye wash. The Club's defibrillator is located at the front of the Clubhouse by Reception.

- W0.36 There is a list of members of staff who are qualified First-Aiders in the Race Office/Reception. The General Manager shall keep this list up to date. The



Responsible Person should note any participants who are known to be qualified First Aiders before going afloat. For larger dinghy events, the Event Safety Officer can arrange for a trained medic at the event who is willing (and insured) to be used for an initial response in a medical emergency.

W0.37 In the event of any incidents or near misses or in the event of any Reportable Incidents as detailed on the notice in the Race Office, the Responsible Person of the session is to be informed and he/she should complete a Club incident report form (these can be found in the bottom right pigeon hole in the Club Entrance Hall or on the club's website) and, if appropriate they should also report the event to the General Manager (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, and in any case, if it is sailing event related, the Rear Commodore Sailing) by telephone. If someone is injured he/she should ensure that any injury is properly examined by a qualified person and, if necessary, the injured person taken to A&E or the Minor Injuries Unit as appropriate.

Sailing Areas

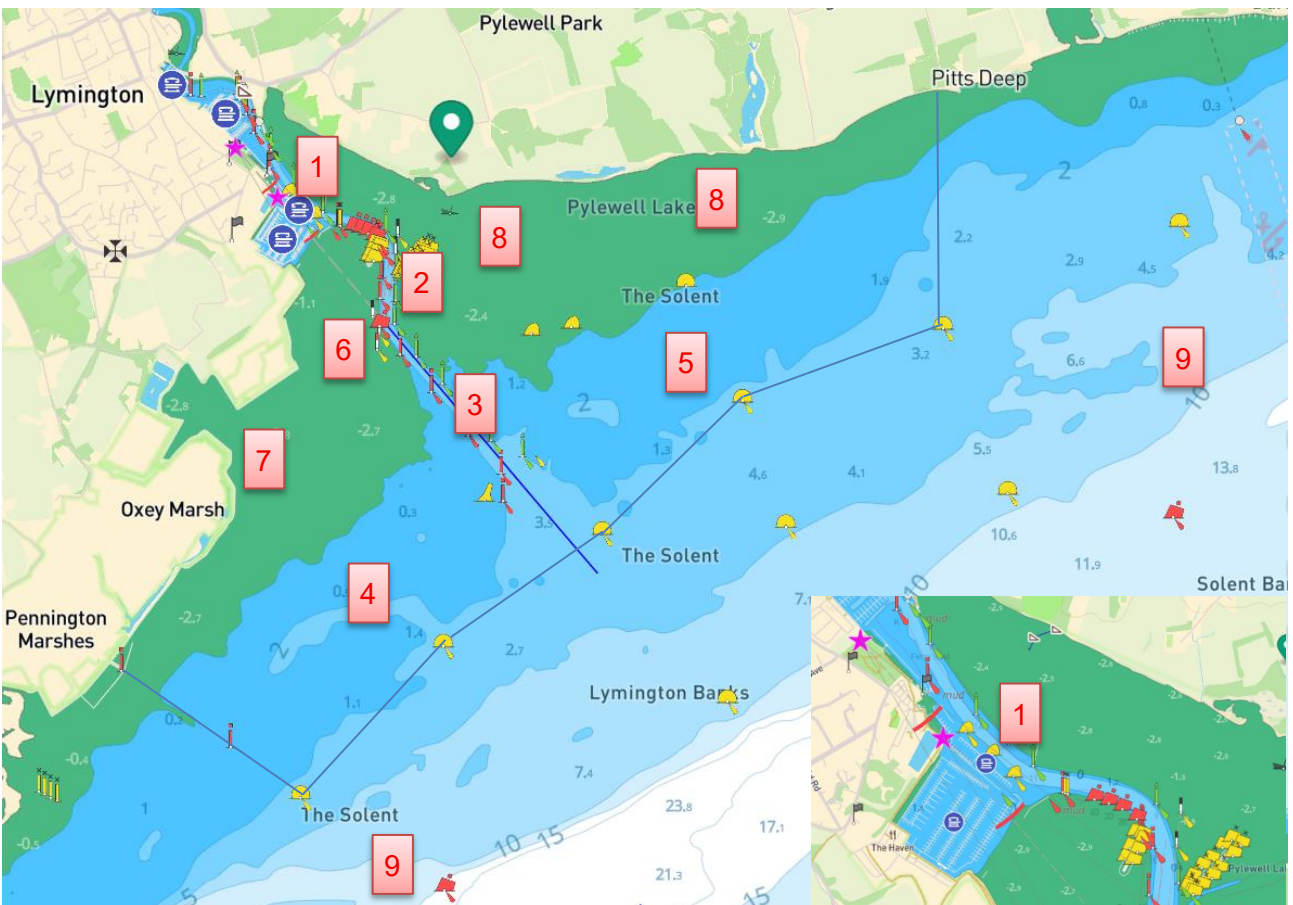
W0.38 The Lymington River, Western Solent and Christchurch Bay shall be divided into ten main sailing areas. These are:

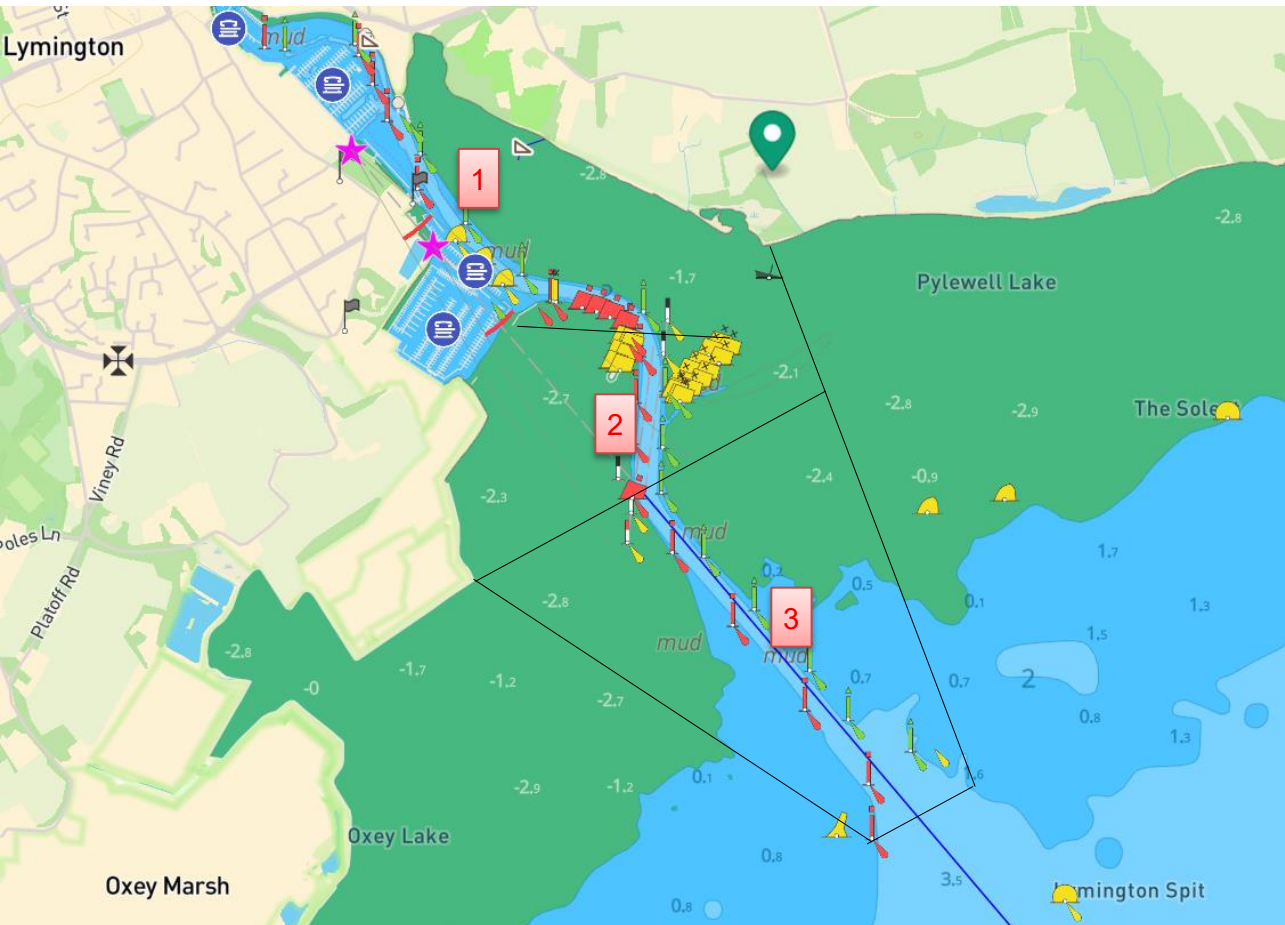
1. Sailing area 1 - North Zone (Above the wave barrier).
2. Sailing area 2 - Middle Zone (from the wave barrier to the Red Buoy just South of Tar Barrel).
3. Sailing area 3 - South Zone (from the Red Buoy just South of Tar Barrel to Jack in the Basket).
4. Sailing area 4 - West of River (Jack in the Basket to Pennington Buoy) and North of the line of buoys D, C, B, A.
5. Sailing area 5 - East of River (Platform to Tanners) and north of the line of Buoys G, E, D.
6. Sailing area 6 - Crooked Lake
7. Sailing area 7 - Oxey Lake
8. Sailing area 8 - Pylewell lake

The outer limits of these areas 1- 8 are unless otherwise stated, a line drawn from the shoreward end of Pennington sewer outfall through Club racing marks B, C, D, E and G and thence due North to the shore.

9. Sailing area 9 - Western Solent - Hurst Narrows to Beaulieu / Newtown
10. Sailing area 10 - Christchurch Bay

W0.39 The Responsible Person of each session shall decide which areas to use, taking into account such things as the present weather, the weather forecast and the tide and brief all support boat helms and support staff on these sailing areas accordingly. The Responsible Person may also name a muster point for boats to converge on if needs be.





Abandonment

W0.40 The decision to call an abandonment will be made by the Responsible Person.

W0.41 The following are abandon signals which may be used and when any of the signals are displayed or heard all boats must proceed in a safe manner (with dinghies towed by support boats where appropriate) to the Club and inform the organisers that they are safe:

- Multiple short blasts on a whistle or horn,
- A VHF call to all boats informing them that the organised activity has been abandoned.



- W0.42 The Responsible Person alone is responsible for accepting the tally, and will issue the appropriate instructions when abandonment is over.

Defects

- W0.43 Any defects must be recorded online via the Maintenance QR Code. These Codes are on the boats' hulls and the Training Centre's office wall. Please list the defect, boat type, and boat number.

Insurance

- W0.44 The RLYMJC holds and will continue to maintain in full force and effect, a valid insurance policy (or policies) which will provide appropriate third-party liability cover in respect of liabilities arising from its RYA activities, afloat and ashore.
- W0.45 The Club secures insurance cover for all those assisting in activities covered within this document against claims of negligence by anyone who is injured or whose property is damaged provided they are a member, or are a temporary member for the activity.
- W0.46 The Club secures insurance cover for all Club owned boats against third party claims.
- W0.47 Owners (or their parents if they are under 18) of all privately owned boats (including parent support ribs or dinghies) must ensure that their boat is comprehensively insured for use in any Club activity in which the boat participates (and also for storage on Club premises where applicable), and that such insurance includes valid third-party liability insurance with a minimum cover of £3 million per event or the equivalent. This insurance shall be maintained whilst the boat is in use for Club activities.



RLymYC Daily risk assessment

Event		Event location		Date	
Responsible Person i.e PRO, RO, JSOOD, SI		Number of support boats		Number of participants	
ESO		Number of additional RIBs		Shore contact & tel	
Number of craft		Start Time		Sunset Time	
Tide Time HW		Finish time		VHF channel	
		Forecast obtained			

Description	1 – Low risk	2 – Medium risk	3 – High risk	4 – Very high risk	Score
Wind strength	0 – 10 knots	10 – 15 knots	15 – 20 knots	20+ knots	
Wind direction	Wind with Tide	Wind Cross tide	Wind against tide	Strong Wind against tide	
Dist. to sailing area	½ mile from Platform	½ – 1 mile from platform	1 – 2 miles from platform	2+ miles from platform	
Air temp (inc. wind chill)	15+°C	10 – 15°C	5 – 10°C	<5°C	
Sailing standard (lowest)	Good sailor (adult)	Good sailor (under 18)	Intermediate sailor	Beginner sailor	
Total sailing time	1 – 2 hours	2 – 3 hours	3 – 5 hours	5+ hours	
Safety boat : dinghy (ratio)	<1:6	1:12	N/A	N/A	
Subtotal					



Are there any other factors not previously identified that are:

- medium risk (2)
- high risk (3)
- very high risk (4)

(E.g., tide strength, water hazards, visibility, sea state, medical conditions)

- If so please state and score.

Do any of these factors make it unsafe to go on the water?

If a HIGH or VERY HIGH risk is identified, please state what precautions have been taken to reduce the overall risk.

(Redo assessment to amend TOTAL Score):

Description			Score
Sub total			
Total			
Low risk (<11)	Medium risk (12 – 18)	High risk (19 – 25)	Very high risk (>26)

Completed by (Responsible Person)	Signed		Print name		Role	
Prepared in consultation with:						



	ROYAL LYMINGTON YACHT CLUB Club On Water Event Risk Assessment 2026	Signed RP:.....
		Signed ESO:.....

Event: MED/WJS/TEK/FJS/ODK/Junior Coaching/Scow Pottering/Other.....Date.....					High: Mitigate or Don't Race Medium: Consider 8, 9 & 10 Low: Acceptable				
Responsible Person.....Mobile #.....									
# of Boats.....# of Safety Boats.....Initial Wind Direction/Strength.....becoming.....									
					ODK	MED	WJS	TEK	FJS
Risk	LOW (1)	LOW/MEDIUM (2)	MEDIUM (3)	HIGH (4)	30+	30+	30+	30+	30+
1. Wind Strength - Mean	5 ⇒ 8 Knots	9 ⇒ 14 Knots	15 ⇒ 20 Knots	21 ⇒ 30 Knots	30	30	30	30	30
					29	29	29	29	29
2. Wind Strength - Gust	Mean + 0 to 3	Mean + 4 to 6	Mean + 7 to 10	Mean + 11 or more	28	28	28	28	28
					27	27	27	27	27
3. Wind Versus Tide	Neaps with Tide	Springs with Tide	Neaps vs Tide	Springs vs Tide	26	26	26	26	26
					25	25	25	25	25
4. Sea Temperature (°C)	18+	13 ⇒ 18	8 ⇒ 12	< 8	24	24	24	24	24
					23	23	23	23	23
5. Wind Chill (°C) – feels like	15 ⇒ 20	10 ⇒ 14	5 ⇒ 9	4 ⇒ -5	22	22	22	22	22
					21	21	21	21	21
6. Visibility	Clear & > 2NM	Rain & > 2NM	Poor = 1000m ⇒ 2NM	V Poor = < 2000m	20	20	20	20	20
					19	19	19	19	19
7. Sea State	Smooth	Slight	Slight/Moderate	Rough	18	18	18	18	18
					17	17	17	17	17
8. Safety Cover (ODK N/A)	1 Rib to 6 Boats	1 Rib to 12 Boats	1 Rib to 15 Boats	1 Rib to 20+ Boats	16	16	16	16	16
					15	15	15	15	15
9. Race Time Length	< 45 mins	45 – 90 mins	1.5 – 2.5 Hours	> 2.5 Hours	14	14	14	14	14
					13	13	13	13	13
10. Race Area	River to Jack in the Basket	Platform + 0.5 miles	Platform + 1.5 miles	Platform = > 2 miles	12	12	12	12	12
					11	11	11	11	11
RISK VALUE TOTALS					10	10	10	10	10

Consider Cancelling Event if wind is expected to be < 4 knots for racing duration; or wind is > 25 knots with gusts exceeding 30 knots for any duration

Consider Abandoning Racing if wind is < 4 knots for > 5 minutes; or wind is > 20 knots with gusts exceeding 25 knots for more than 30 seconds or 30 knots for any duration



W1 General operating procedures in relation to Organised (on water) Events

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

- W1.1 This section outlines the procedures that the club has established to assist in delivering the policy set out in section W0 above.

Event Organisation

Informing other agencies

- W1.2 The General Manager shall ensure that the Harbour Master is informed of the programmed events, and also any events in the river that are in addition to the regular scheduled events. The General Manager shall also inform other agencies, such as the Coast Guard, Wightlink ferries, New Forest District Council, the RNLI or Lymington Town Sailing Club where appropriate, especially for larger events and regattas or for events that may affect the practical use of the slipway, car park and river channels.

Consent forms

- W1.3 The General Manager is responsible for ensuring that consent forms are completed and for bringing any identified risks to the attention of the Responsible Person who will brief the Event Safety Officer as required.
- W1.4 The Responsible Person should ensure that the club's office has provided confirmation that there is a completed Adult Helpers Details Form/Medical Declaration Form or Junior Consent/Medical Declaration Form for each person – including any non member – going on the water.
- W1.5 The consents shall be substantially in the form set out in the appendices to this document, but the information may be collated digitally via the club's website or app or via third party software.
- W1.6 For RYA training, the Club secures participant consent and gathers relevant medical and emergency contact information through its various booking systems in accordance with RYA safeguarding, safety management, and data protection guidance. This information is exported in a secure format and shared by the Club office staff, on a need-to-know basis, with designated safety personnel, including the Responsible Person and Event Safety Officer, prior to each main activity. A copy of the relevant safety information is also included within the race/event bag, which is shared by the Club's office with the Responsible Person, to ensure accessibility during on-water activities. Where tally



systems are in operation, participants who have declared medical conditions are issued with an alternative-coloured tally (usually red). This enables safety teams to quickly identify individuals who may require additional awareness or support during an incident, whilst maintaining appropriate confidentiality. Medical declarations and emergency contact details are also stored securely against individual Member's records within the Club's Membership Database system. This allows authorised users to access full medical and emergency contact information if required in the event of an incident, in line with the Club's duty of care, RYA best practice guidance, and UK data protection requirements.

- W1.7 A summary of the method adopted for each activity is summarised in the table below.

Event	Method of booking, obtaining crew lists/registers and consents
Dinghy event (including regattas, Monday Evening Dinghies, Friday evening Youth and Junior racing Lymington Dinghy Regatta, and the annual Youth Regatta)	RRS (https://www.racingrulesofsailing.org/)
Other events organised for youth and juniors under the Youth and Junior section of this document , (including fleet coaching, Mariners cruising, adventure cruising (including events including junior sailors from other clubs) and informal racing practice)	Sailia
Other events , including Scow Pottering and cruises.	RRS (https://www.racingrulesofsailing.org/)
Wednesday Junior Sailing ("WJS")	(Cognito for 2026) Saila – (to be confirmed) from 2027
RYA Sail and Wingsurf Training (including delivery of any on water RYA National and Youth Sailing Scheme dinghy sailing courses, RYA Keelboat courses, RYA Wingsurfing courses, Fleets involving an element of instruction at the annual Youth Regatta, and Saturday Youth Sailing Sessions)	Sailia
Private Lessons	Sailia
Power boat courses , including delivery of all on water RYA PB2	Sailia



courses, Safety boat courses, Rib Club and own boat tuition	
Keelboat event (including Thursday evening keelboat racing)	RRS (https://www.racingrulesofsailing.org/)
Keelboat and powerboat cruising	RRS (https://www.racingrulesofsailing.org/)

Supervision

Responsible Person

W1.8 The following table sets out the 'Responsible Person' to be appointed by the club for each type of organised on water event typically run by the club.

Event	Responsible Person	
Large sail race event involving multiple race courses (including larger regattas, e.g Lymington Dinghy Regatta and the non-instructional fleets within the annual Youth Regatta)	Principal Race Officer	PRO
Sail race event with a single start line (including Monday Evening Dinghies and Thursday evening keelboat racing)	Course Race Officer	CRO
Sail race event with a single start line for youth and juniors (including Friday evening Youth and Junior racing)	Course Race Officer	CRO
Wednesday Junior Sailing ("WJS")	Senior Instructor	SI
RYA Sail Training (including delivery of any on water RYA National and Youth Sailing Scheme dinghy sailing courses, and such as fleets involving an element of instruction at the annual Youth Regatta, and Saturday Youth Sailing Sessions)	Senior Instructor (or Dinghy Instructor in the circumstances described in paragraph W4.52 b.)	SI (or DI)
RYA Keelboat Training	Senior Instructor (or Wingsurf Instructor in the circumstances described in	SI



paragraph W4.52 b.)		
RYA Wingsurf Training	Senior Instructor	SI
Private Lessons	Senior Instructor or Race Coach Level 2+	SI
Other events organised for youth and juniors under the Youth and Junior section of this document, (including fleet coaching, Mariners cruising, adventure cruising (including events including junior sailors from other clubs) and informal racing practice)	Junior Safety Officer of the Day	JSOOD
Other events, including Scow Pottering and cruises.	Responsible Person	RP
Keelboat cruising	Cruise Coordinator or Deputy Cruise Coordinator	CC or DCC
Power boat courses, including delivery of all on water RYA PB2 courses, Safety boat courses, Rib Club and own boat tuition	Powerboat Instructor	PBI

- W1.9 The PRO or CRO role may be carried out from ashore. The SI role must be undertaken either on the water or from the RLymYC or adjacent pontoons, within sight of the activity being conducted by Dinghy Instructors, with the facility to assist on the water if needed. (Where DIs delivering RYA training are operating beyond the wave barrier, the SI should be afloat in the vicinity.) For other events, the Responsible Person shall be an on-water role.

Event Safety Officer

- W1.10 For Keel Boat racing it is possible that the role of ESO may be combined with the PRO or CRO role. For RYA Training, including Wednesday Junior Sailing and instructional fleets at the annual Youth Week Regatta, the Senior Instructor shall perform the role of the ESO, and for other youth and junior events the JSOOD shall perform the role of ESO. It is also possible for the Responsible Person to also take on the ESO role for adult coaching or for other adult non-competitive events,.
- W1.11 The ESO Role shall, for events involving open boats, always be an on the water role except for Wednesday Junior Sailing when the ESO may prefer to oversee events from the pontoon or balconies.

Briefing

- W1.12 The briefing should include the sailing area(s) to be used, and should take into account such things as the present weather, the weather forecast, the tide and the level of other river users, (including, but not limited to, the Wightlink ferry), the



launching procedure, the type of session, and the abandon procedure,.

Record of participants

- W1.13 The Responsible Person shall arrange that a record is kept that is easily accessible at the Club of participants out on the water in keelboats, dinghies or open support boats. The way in which the record of participants on the water may be kept may depend on the nature of the event, but, typically, the following methods may be adopted (and any departure from these typical approaches should be notified to the boatmen).

Event	Method or recording participation and safe return
Club dinghy racing	A sign in and sign out list held at the club.
Junior sailing	The deposit of a list of participants recorded on a JSATR form in the box outside the sail loft. Or a register obtained electronically from Sailia and which can be accessed by the JSOOD, the Boatmen and the beachmaster.
Regattas, including Youth Week and open events, and Wednesday Junior Sailing	A tally system shall be operated from the slipway, pontoon or clubhouse.
Keelboat racing (including RS 21 and similar)	A crew list is submitted for each boat at the start of the season, and skippers are responsible for advising the race officer of any variations to this for each race via an suitable website or app, as advised in each notice of race (likely to be the Racing Rules of Sailing tools (https://www.racingrulesofsailing.org/)). Skippers will be mandated in the notice of race to declare, via a suitable app or website, their intention to race, and their return to shore within 60 minutes of the finishing or retirement from their race.
Keelboat cruising	A crew list is submitted for each boat at the start of the season, and skippers are responsible for advising the Cruise Coordinator of any variations to this for each cruise via an suitable website or app, as advised by the General Manager (likely to be the Racing Rules of Sailing tools (https://www.racingrulesofsailing.org/)). Skippers will be required when consenting to the conditions of participation to declare, via the app or website, their intention to cruise, and their arrival at a



	safe port or anchorage within 60 minutes.
RYA Training	The Senior Dinghy Instructor or the Powerboat Instructor shall maintain a copy of a register of participants, a copy of which shall be left in the box outside the sail loft if the Senior Instructor goes on the water.

Where a tally system is used for sailors generally, any participants not covered by the tally system, for example on water Event Assistants (EA), should be recorded in an appropriate manner that meets the principle of ease of access by those on shore (likely to be the Racing Rules of Sailing tools (<https://www.racingrulesofsailing.org/>)).

Juniors and Youths

W1.14 The safety of Juniors and/or Youths participating in open boats is the responsibility of the Responsible Person

- For Youth and Junior Events and general club racing in which Juniors and Youths participate:** from the time the Junior/Youth sailors enter the water on the slipway to launch (or from the time they go afloat from the pontoon) until the time that they have been accounted for at the end of the session (via a return of the tally, signing in at the end of a race or otherwise) at or after the point they step ashore on the slipway or pontoon.
- For Wednesday Junior Sailing:** From the time that the registered sailor goes on to the pontoon and until they have been accounted for via the return of their tally..
- For RYA training, including Rib Club:** From the time the sailor registers until the end of the session.

For keelboat cruising and keelboat racing: The juniors and youths are the responsibility of the skipper whilst on board, the youths and juniors parents having signed an appropriate disclaimer.

Outside of those periods (and, for those not on RYA courses, including the time that the Juniors are using the changing rooms), the Juniors and Youths are the responsibility of their parents, in accordance with the club's regulation 12.3. It is the parents' responsibility to ensure that they are available to supervise their children either side of the sailing session notwithstanding any informal communications that may be issued by the Responsible Person.

Changing Rooms

W1.15 When delivering RYA courses including Youths or Juniors, Instructors should supervise areas outside the changing rooms to ensure the safety of both students and staff. Further details of the guidelines for changing room use is set out in section A5.



- W1.16 Wet floors and abandoned clothing can create risks for users of changing rooms. Participants are encouraged to keep changing rooms clean and tidy.

Temporary Membership for Event Assistants

- W1.17 In accordance with Club Regulation 9.4, any non-member who assists with a Junior or Youth event or with any race organised by or on behalf of the club (including parents providing on shore support or supervision, or crewing or supplying their own ribs) shall be admitted as a Temporary Member for the duration of the event.

Launching, and recovery

- W1.18 The Event Safety Officer should ensure that there is a person associated with the event to act as beachmaster. (For Junior and Youth sailing, this may, for example, be an on shore parent and, for RYA training, the Senior Instructor or boatmen could perform that role.)
- W1.19 The launching and recovery from the slipway should be controlled, with a proportionate method of communication (e.g. VHF or hailing where appropriate) employed between the beachmaster on the slipway/pontoon and the ESO to achieve this.
- W1.20 Launching should be paused for both adult events and Youth and Junior events while the ferry passes the slipway area.
- W1.21 The beachmaster should confirm to the Event Safety Officer the number of on water participants in the event. If a participant who has not been accounted for afloat and not informed the Responsible Person or Event Safety Officer of their intention to not take part, then all steps shall be taken to confirm they are not afloat (including: announcements, checking boats / trolleys / phone calls).
- W1.22 The beachmaster shall note the time of launch.
- W1.23 Sailors shall be accounted for as they return ashore (e.g. if a tally system is used, tallies should be checked in) and the beachmaster shall inform the Event Safety Officer when all sailors have been accounted for.

Boat Equipment and Rigging:

- W1.24 Before RYA course participants set sail, coaches or instructors should ensure that each dinghy to be used is checked to make sure that it is safely and suitably rigged. Beginners should be supervised and taught techniques to avoid personal injury. When hoisting sails ashore, there should be sufficient slack in the mainsheet and kicker so that the boom is free to swing and will be able to spill wind. If masts need to be lifted, the instructor should provide a clear briefing and highlight the risk of them dropping. Students must be supervised when hoisting masts.
- W1.25 For other dinghy events, sailors (or their parents) are responsible for ensuring that the dinghy is suitably rigged.



- W1.26 The Responsible Person or the Event Safety Officer may require masthead floats or other alterations such as reefing to be used by some or all boats.

DRAFT



W2 Risk Assessments for Organised Sailing Events

This section last reviewed	June 2026
This section last revised	June 2026

W2.1 These are identical to those set out in Section 4 of the Lymington Harbour Commissioners Code of Practice for Organised Events.

W2.2 This document can be found at this link:

[CODE OF PRACTICE FOR ORGANISED EVENTS](#)



W3 Guidelines for open support boat drivers and crew

This section last reviewed	June 2026
This section last revised	June 2026

Crew Eligibility

- W3.1 Subject to paragraphs W3.32 and W3.33 below, support Boats providing safety cover should have a minimum crew of two; a single crewed coach boat is not a Support Boat.

Note: Lyngby Harbour Commissioners Code of Practice for Organised Events Risk Control 1.7 requires a minimum crew of two, one of whom should be suitably experienced, trained qualified and well briefed and who should fully understand their responsibilities. It is proposed that LHC be approached to agree a variation to this for formal RYA training, with a view of retaining paragraph W3.32. (The club recognises that, as suggested could be appropriate by the RYA in its Safety Boat Handbook (G16), RYA training for each small group of single-handed dinghies could be supported and/or instructed by a solo qualified RYA instructor, particularly if other boats are available and on the water to support that single boat if needed.)

- W3.2 Support boats should always be able to accommodate a minimum of 3 additional sailors. A Support Boat should not have more than three crew, except with the permission of the Event Safety Officer after taking account of:
- Capacity to recover multiple sailors if needed
 - Forecast and conditions
 - equal consideration of all such requests.
- W3.3 The Club requires all support boat helms, whether in Club boats or their own boats to have been trained to a minimum level of RYA Powerboat Level 2 (PB2). (Those that are not so trained and/or who are undertaking such training should only be helming the boat whilst under instruction from a qualified RYA Power Boat Instructor, and that boat shall not be counted as a support boat for any on the water activity.)
- W3.4 In addition, when supporting RYA training (including WJS) sufficient support boats must have at least one member of the crew capable of rendering First Aid and at least one trained to operate a VHF radio.
- W3.5 A working VHF radio should be carried on each support boat and a radio check should be carried out before the support boat becomes operational.
- W3.6 Subject to paragraph W3.32 below, at least one member of the crew of a support boat providing safety cover should have had appropriate Safety Boat training



within the last five years, ideally the RYA Safety Boat Course, or, if that qualification is already held, a Club Support Boat Course or a Safety Boat Refresher Course. (It is the club's policy to encourage support boat helms and crews who are not qualified Dinghy Instructors to hold a Safety Boat Certificate and will offer appropriate training in order to facilitate this.) Alternatively, Members can present relevant examples from within the last five years of their safety/support boat experience to the Club Senior Race Officer in place of this expectation.

- W3.7 A support boat helm and crew should normally be a minimum of 18 years old. A crew aged between 12 and 18 may crew a support boat if, in the opinion of the Event Safety Officer, they are expected to be able to carry out the tasks required of them in such a role. Subject to paragraph W3.32 below, a helm aged between 16 and 18 who has been trained to a minimum level of RYA Safety Boat and is a qualified RYA DI may helm a support boat whilst providing cover for RYA tuition with the permission of the SI, if accompanied by either an adult crew who is eligible to helm or a second qualified RYA DI who is also aged 16 or over. A helm aged between 16 and 18 who has been trained to a minimum level of RYA Powerboat Level 2 (PB2) but who is not a qualified Dinghy Instructor may helm a support boat with the permission of the Event Safety Officer if accompanied by an adult crew who is eligible to helm and if the condition in paragraph W3.6 remains satisfied. A helm aged between 12 and 16 who has been trained to a minimum level of RYA Powerboat Level 2 (PB2) may temporarily helm a support boat with the permission of the Event Safety Officer if accompanied by an adult crew who is also eligible to helm and if the support boat is not at the time likely to be actively involved in providing support cover or emergency assistance (e.g. manoeuvring from/to the vessel's berth prior to launching/after recovery of the fleet, or heading to or from the race area separately from the fleet).
- W3.8 There is no upper age limit to be eligible to helm or crew a support boat, but the Event Safety Officer should take in to account the skills, ability and experience of the support boat crews when advising the Responsible Person of the risks of the event and the level of support boat cover needed. In addition, helms over age 75 should undertake a revalidation of their ability triennially (ie within each third season from and including the calendar year in which they reach age 75). This shall be achieved by attendance at a RYA Safety Boat course, a Club Support Boat Course, a Safety Boat Refresher Course or an assessment by the Club Senior Race Officer.
- W3.9 The Event Safety Officer has the authority to prevent the helm or crew of a support boat from going afloat if there is any question as to the competence or capability of the combined crew.

Personal Flotation Devices and clothing

- W3.10 All support boat helms and crews should wear a PFD minimum conforming to shall comply with ISO 12402-5 (Level 50) and has been manufactured after 2006. It shall be of the appropriate size range for the crew member as marked on the



PFD at all times when afloat. Self-Inflating Lifejackets should not be worn without the Event Safety Officer's permission and then only if they have a hydrostatic pressure trigger. PFDs and life jackets should be correctly fastened.

- W3.11 If the Event Safety Officer requires it at least one person in each safety boat (which shall be the crew unless that crew is also eligible to helm the boat) should be prepared to go in the water immediately if necessary (wearing a 50 Newton Personal Floatation Device (PFD) and not a self-inflating life-jacket). (Entering the water is generally viewed as a last resort, and safety crew should not put themselves at risk.)
- W3.12 Safety crew and race teams should have personal clothing to protect against the elements. The Event Safety Officer has the authority to prevent the helm or crew of a support boat from going afloat if not appropriately dressed.

Equipment

- W3.13 A physical "Kill cord" or suitable alternative shall be worn by helms at all times.
- W3.14 All helms should sign for the support boat, the canister and the radio (if issued) which have been allocated to them.
- W3.15 All helms should check that the boat allocated to them is in working order and that it has all the necessary equipment for the planned task.
- W3.16 All helms should sign back in at the Race Office when they have finished and return the canister and radio if issued.
- W3.17 All helms should report any defects in the boat, its equipment or radio on the defect forms, and inform the Event Safety Officer. Defects may be recorded online via the Maintenance QR Code. These Codes are on the boats' hulls and the Training Centre's office wall. Please list the defect, boat type, and boat number.
- W3.18 All club vessels are to be equipped with the following:
- Adequate fuel for approx. 9 hours on the water use.
 - Fully functional VHF radio which should operate for 9 hours (this may require spare batteries).
 - A sound generator (whistle or fog horn).
 - Compass
 - Anchor and warp suitable for the race area.
 - Sharp knife, preferably serrated and easily accessible.
 - Kill cord and spare, which must be used by the driver at all times when underway.
 - Personal buoyancy for the crew, to be worn at all times
 - Safety Tape to identify abandoned boats
 - Bucket or bailer or pump.
 - Paddles or oars (or alternative means of propulsion)
 - Drinking Water.
 - Tow rope (preferably made of floating line) capable of also being used



- as a throwline (if separate throwline not carried)
- n. Waterproof first aid kit.
- o. Wet notes book and writing implement.
- p. Survival bag or thermal protective aid.
- q. Fire extinguisher 5A/34B.
- r. Boat Hook
- s. Suitable charts or map of operating area and tide times and heights for period of operation (to be included as part of event instructions provided by Race Committee).
- t. Flares – 2 orange smoke and 2 pinpoint red or 2 day / night flares (for coastal events).

W3.19 Non club vessels that form part of the safety fleet should have equivalent levels of equipment.

W3.20 Desirable Equipment, which should be carried by at least one support boat on each RYA course, includes:

- a. Wire Cutters, to cut away rigging and trapeze wires
- b. Tool kit
- c. GPS location equipment
- d. Torch
- e. Spare radios

Event plan

W3.21 The helm should contact the Event Safety Officer before the session starts and the Event Safety Officer should provide all helms with a briefing that is appropriate to their experience so that he/she knows what is planned and knows the sailing areas to be used.

Numbers of boats

W3.22 For a Keelboat Event the Responsible Person should consider whether Support Boat(s) are required following a risk assessment.

W3.23 At least one support boat must be available on the water at all times when organised dinghy sailing is in progress. The appropriate number of support boats should be ready for use *before* any dinghy leaves the pontoon or slip way.

W3.24 There should be sufficient support boats available to ensure that one of them can reach a capsized boat within 3 minutes.

W3.25 There should be sufficient support boats to provide adequate cover in the river in circumstances where sailing dinghies may, inadvertently, exceed the speed limit applicable to support craft operating in the river.

W3.26 In any case, the number of support boats (with a first aider and trained VHF operator aboard) for RYA training activity, including WJS, should comply with RYA recognition guidance note C2.2 (currently this requires a minimum for dinghies,



multihulls and keelboats* of

- a. Up to 6 craft: 1 safety boat
- b. 7 to 15 craft: 2 safety boats
- c. More than 15 craft: 3 or more safety boats.

*The safety boat must be capable of carrying the full crew of one keelboat and be capable of towing the fleet it is providing cover for. A dedicated safety boat must be provided which is capable of carrying the entire crew of any keelboat that is susceptible to swamping.))

This requirement also applies to any RYA training where DIs or AIs are instructing from a crewed dinghy.

The number of support boats for recreational dinghy sailing (including that which does not include any tuition, and thus including junior and youth activity and dinghy racing), should comply with RYA recognition guidance note C4.1 (which currently requires that each safety boat should provide cover for a maximum of 12 dinghies).

- W3.27 This 12:1 ratio should also be the maximum for RLymYC dinghy events.
- W3.28 There should be enough room in the accompanying support boats to accommodate all the sailors from the abandoned boats without excessive overloading in the case of multiple capsize and a session being abandoned.
- W3.29 The loading of Club boats should not exceed the safe load displayed on each, except in emergency.
- W3.30 During a session, if for any reason one of the support boats has to return to the Club leaving insufficient support for the number of remaining sailors in the prevailing conditions, the session shall be abandoned.
- W3.31 If the intended sailing area is outside the areas numbered 1-8 on the map* (see paragraphs W0.38/W0.39 above), or if the number of sailors is greater than six, or if a coach is acting as a JSOOD, a minimum of two Support Boats should be available. The number of support boats required for increased fleet sizes will vary depending on a number of factors – see paragraphs W3.24, “3 minutes”, W3.28 “room in boats”, and W0.10 “prevailing conditions”.

*This reflects the increased likelihood of the need to supervise fast performance boats that may spread over a greater area, the lack of enclosure of the areas of the Solent outside the Lyngby River and the increased difficulty in anchoring in the deeper water.

Special provisions for RYA Training and Youth and Junior Coaching

- W3.32 *Note that the following paragraph provisionally applies whilst further discussions between the club and LHC take place:*

Where RYA training is being provided under the supervision of a qualified RYA Senior Dinghy Instructor approved by the Chief Instructor, then the minimum 2 crew rules and the Safety Boat training within the last 5 years rule (see paragraphs W3.1 and W3.6 above) may, at the discretion of the Chief Instructor and subject to agreement of the Senior Instructor in charge and compliance with



all other provisions of the section, including numbers of support boats for larger groups, be relaxed to allow boats to be crewed by a single experienced Dinghy Instructor as long as all dinghies are fitted with effective masthead floats and the group stays north of Tar Barrel.

- W3.33 Where coaching is provided to youths and juniors under the supervision of a qualified RYA Race Coach Level 2 or qualified RYA Senior Instructor, then the minimum 2 crew rule and the Safety Boat training within the last 5 years rule (see paragraphs W3.1 and W3.6 above) may, at the discretion of the Chief Instructor and JSOOD (again taking in to account the circumstances in paragraph W3.34 below and paragraph W3.39 below) and compliance with all other provisions of the section, including numbers of support boats for larger groups, be relaxed for the boat which that Race Coach Level 2 or qualified RYA Senior Instructor helms.
- W3.34 In exercising the discretions referred to in paragraphs W3.32 and W3.33, the Chief Instructor, or Chief Instructor and JSOOD respectively, would be expected to take account of the circumstances of the event, including, but not limited to, the following:
- the experience and skill of the sailors and of (for RYA training) both the Senior Instructor and the helming Dinghy Instructor or (for youth and junior coaching) the Race Coach/Senior Instructor (with particular focus on the rescue boat handling skills of the instructors/coaches).
 - the sailing area (noting that (subject to the exception described in paragraph 3.32) the requirement for the Senior Instructor in charge to be on the water in the vicinity of the sailors undergoing RYA training if they are sailing beyond the wave barrier remains).
 - the timescales for and availability of the Senior Instructor and/or Chief Instructor (for RYA training) and or boatmen (and other shore support) and a reserve rib, if further assistance is required e.g. in the event of engine failure.
 - the prevailing weather and tide conditions.
 - the likely traffic in the river, and ferry movements in or around the proposed sailing area during the event.
 - the depth of the water in the sailing area, the type of boat, the effectiveness of any mast floats fitted and the likelihood of total inversion and entrapment.
 - the skill and experience of any qualified Dinghy Instructor sailing in the same dinghy as the sailors.

The availability of other ribs supporting other RYA training groups shall not normally be taken in to account.

In the event of marginal decisions in this respect, the Chief Instructor (and, where relevant, the JSOOD) should err on the side of caution.



Miscellaneous

- W3.35 The Event Safety Officer should manage the support boats so that sailing craft can be escorted while in the river, managing their safety and removing any conflict with vessels restricted by draft (including the Wightlink ferry).
- W3.36 When in the river. open support boats should, except in an emergency situation, be driven within the speed limit of 6 knots. They should always be driven at speeds that do not endanger the safety of others.
- W3.37 Videoing in a moving support boat should not be carried out by the person helming the support boat.
- W3.38 Support Boats must not be operated by crew whilst under the influence of alcohol or drug misuse.
- W3.39 When taking out groups of inexperienced sailors, it may be preferable for the Responsible Person to be in a separate boat from the coach running the session in order that the coach can concentrate on coaching, and the Responsible Person can concentrate on the safety aspects of the session.
- W3.40 Support boats that are not Club owned boats should be equipped to a similar level to Club operated craft and crewed with the same roles, and with the same minimum level of competency.
- W3.41 If a vessel needs to be abandoned, it should be marked by a (red and white) streamer attached to the pintle or gudgeon. The Event Safety Officer should be informed who will then notify the Harbour Authority and the Coast Guard where appropriate.

Fuel storage and workshops

- W3.42 Fuel is stored outside of the Club in a secure unit. The boatmen will deal with all fuelling of the boats. Instructors and volunteers should never have to be involved in this process, except at Youth Week.
- W3.43 If an instructor or volunteer is asked to fuel a boat it would be carried out at the fuel berth in Yacht haven, where the Club have an account.
- W3.44 The Workshop is controlled by the Boatmen, with a keypad on the door. The Chief Instructors have access to the workshop, but instructors and volunteers should never be in the workshop without the presence of a Boatman or a Chief Instructor.
- W3.45 This area is to be kept as clean and tidy as is practical for a busy workshop.

Expectations of rib helms/crews:

- W3.46 The club encourages good practice for support boat crews, including:
 - a. Wear the kill cord around your leg at all times.
 - b. One hand to steer, one hand on the gear.
 - c. Look astern when traveling astern.



- d. Help sailors out of the water before dealing with boats.
- e. When recovering people from the water, turn the engine off via the kill cord.
- f. When swapping helm and crew switch engine off before taking kill cord off.
- g. Where possible support boat crews for events involving youths and juniors are advised to arrive wearing their in kit or, if they need to use the changing rooms, to arrive earlier than the sailors to facilitate changing before the under 18s use the changing rooms..
- h. Jeans and Flip Flops are not considered to be appropriate clothing when crewing the ribs.
- i. Keeping a good lookout
- j. Anticipating problems, communicating with the Event Safety Officer and taking action to prevent escalation of incidents or potential incidents.
- k. When recovering people from the water, engine off via the killcord.
- l. When swapping helm and crew switch engine off before taking kill cord off.
- m. Engaging with sailors where appropriate, and be supportive and encouraging. In WJS, Orange card sailors need a support boat to help them to sign off certain tasks and sailors often need to practice coming alongside, etc.
- n. At the end of the session, return the boat to its berth, tie up with bow and stern lines, wash down, trim engine up, turn batteries off and replace cover. Return safety pack, keys, killcord, and if you had a radio, return it to the office/WJS office and sign it back in. Log and inform the Event Safety Officer of any defects.

W3.47 Support boat crew should, before going afloat, make themselves familiar with:

- a. The support boat they are allocated, its handling characteristics and any operational limits.
- b. Techniques for recovering people from the water, including entrapment situations.
- c. The boats competing – particularly how to de-power, de-rig and recover them.

Feedback, to improve future safety

W3.48 Support boats are encouraged to offer feedback to the Event Safety Officer/Course Safety Lead on how safety was managed during the day, any concerns and issues that need to be addressed and what went well.

W3.49 If any safety crew observes or is involved in practice that they are not comfortable with, or are unsure about, they should raise it with the Event Safety Officer/Course Safety Lead or the Responsible Person.



W4 Organisation & Management of RYA Training and Wednesday Junior Sailing (WJS)

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

- W4.1 Royal Lymington Yacht Club wishes to promote active participation on the water and ashore for its membership. To secure the long term wellbeing of the Club it is recognised that there is a need for training and tuition to encourage sailing at all ages.
- W4.2 The club may provide RYA training in two environments, both of which fall within the scope of this section of the document. They are:
- The RYA Training Centre, running RYA courses, and Private Tuition, and
 - Wednesday Junior Sailing, which provides a structured learning environment for Junior and Youth Sailors. Whilst operating to the same organisational standards to that required for RYA training, and whilst RYA certificates may be awarded where the relevant requirements have been met, the club would not normally award such qualifications and the sailors will be encouraged to attend the formal RYA courses provided by the Training centre.

All sailing activities covered by this section – ie both RYA Training and Wednesday Junior Sailing – will be supervised by a RYA qualified Senior Dinghy Instructor (SI) appointed by the Chief Instructor Sail.

- W4.3 The following documents should be read in conjunction with this section:
- Risk Assessment for Organised Sailing Events with Control Measures
 - Safety Guidelines for Organised Sailing Events
 - RLymYC Dinghy Event Operating Procedures .
 - [Safeguarding]
 - Emergency action plan

The RYA Training Centre

Courses offered

- W4.4 RLymYC delivers the following RYA Dinghy or, (subject to inspection) Keelboat Sailing: Youth Stages 1 – 4, Adult Levels 1 – 3, Seamanship Skills, Start Racing Performance Sailing and Sailing with Spinnakers.



- W4.5 In addition, the Club intends to offer (subject to inspection) Learn to Wingsurf (taster session) and Improve your Wingsurfing. Courses.
- W4.6 It also offers RYA Power Boat Level 2 and RYA Safety Boat courses.

Training Centre Organisation

- W4.7 The Club is a recognised RYA Onboard Training Centre and regularly provides RYA Sailing and Powerboating courses. It is also recognised for shore-based training and teaching first aid.
- W4.8 The Club will appoint a Principal for the RYA Training Centre, who will also chair the Training Committee.
- W4.9 A Chief Instructor for Power and another for Sail will be appointed by and report to the RYA Club Principal (this can be the same person).
- W4.10 The Chief Instructors will staff courses with appropriately qualified and experienced instructors or Race Coaches.
- W4.11 These courses will be run in accordance with the RYA Recognition Guidance Notes and the provisions of this document.
- W4.12 If the organised session / event is not run through the RYA Training Centre (ie is not an RYA Course set up by the Chief Instructors) it must adhere to other Club procedures and protocols that are set out in other sections of this H&S document.

Eligibility and use of RLymYC Training Centre

- W4.13 Non-members who sign up for a course, or are registered with Wednesday Junior Sailing shall be admitted as Temporary Members whilst they are involved in the activity.

Disabilities and special needs

- W4.14 RLymYC believes that everyone should have access to boating to the best of their ability. At the time of booking, it is asked if there are any disabilities or special needs requirements that we need to be made aware of, so reasonable adjustments to training can be made to ensure as many people as possible can get afloat.
- W4.15 In the event that we cannot accommodate someone, for example a wheelchair user that needs the aid of a hoist, we will work with local partners and, where possible, refer them to someone who can get them afloat. In this example Lymington Sailability use the same public slipway as the Club and would be their first port of call.
- W4.16 Prospective sailors may be invited to contact the RYA or use the “find my nearest” sailability/powerability centre for more information, if the Club is unable to accommodate them.



Wednesday Junior Sailing (WJS)

Aims and broad structure

- W4.17 The aim of Wednesday Junior Sailing is to provide facilities and encouragement to enable young people between the ages of 8 and 18 to learn sailing, racing, rowing and powerboating.
- W4.18 The club is in the unique position of being able to run child led session in an organised and supervised environment. Participants are encouraged to gain RYA qualifications and take part in formal racing.
- W4.19 A card scheme is operated to manage the child led approach, but follows the RYA Youth Sailing Scheme, and certificates may, at the discretion of the Rear Commodore Sailing and where advertised in the joining instructions as being intended, be awarded at WJS as part of the recognised RYA recognised Training Centre.
- W4.20 WJS runs two sessions when conditions allow on a Wednesday afternoon between approximately 1400 to 1800 from the middle of April until the end of September each year.

WJS Organisation

- W4.21 The RYA Principal and Sailing Committee, with the approval of the General Committee, shall appoint a member to be the Head of Wednesday Junior Sailing.
- W4.22 The Head of WJS will have a seat on the Training Committee reporting to the RYA Club Principal.
- W4.23 The Principal of the RYA Training Centre will review this section of the Health and Safety document and the Risk Assessments annually and make his/her recommendations for any changes to the Sailing Committee usually in or around November.
- W4.24 The Head of WJS works closely with and is advised by the Chief Instructor Sail to ensure all training and activities are run to the required RYA standard.
- W4.25 The Head of WJS will be responsible, with support from the Chief Instructors, for organising and managing activities, including those relating to training and safety, for WJS.
- W4.26 The Chief Instructor Power should liaise with the Head of WJS to arrange training for new and existing support boat crews.
- W4.27 The Head of Wednesday Junior Sailing will appoint volunteers to key support roles, to manage the various sections as he/she sees fit.

Who can attend WJS?

- W4.28 Any child between the ages of 8 and 18 who lives or is at boarding school in the Lymington area may apply to join by completing the relevant paperwork.



- W4.29 Once this is processed ,they will appear on the under 18 WJS Register.
- W4.30 Attendees of WJS are required to comply with accepted Club standards of behaviour and to comply with instructions issued by instructors or helpers. Failure to comply may result in exclusion from the programme.
- W4.31 The Head of WJS may refuse entry or ask students to leave at his / her discretion.

WJS registration

- W4.32 All participants age 8-18 shall register at the Wednesday Junior Sailing office prior to joining in with the session. They will be issued with a tally, which must be worn for the duration of the session and handed back in at the end of the session.
- W4.33 Qualified RYA Assistant Instructors and Dinghy Instructors under 18 need to register and tally. They will be issued with a green tally. They count as instructors in the ratios, not students.
- W4.34 For example, numbers for the session would be recorded as 65 + 5 Green. Making the total number of under 18s 70, but only 65 count as students.
- W4.35 The Senior Instructor will use a standard briefing sheet to ensure all briefings are standardised and act as a record for the session. Any problems or damage will be recorded on the briefing sheet.
- W4.36 Once all tallies have been returned the SI will complete the necessary paperwork to be filed by the WJS office.
- W4.37 A headcount check is made at the end of each session afloat. The SI may not leave the Club until all tallies have been accounted for.

WJS Finance

- W4.38 The club shall operate a separate notional account for Wednesday Junior Sailing within the Club accounts. All donations to and payments by Wednesday Junior Sailing shall go via the Club accounts.
- W4.39 The RYA Principal and Head of WJS will liaise with the Rear-Commodore (Finance) to ensure that the finances of Wednesday Junior Sailing are managed responsibly and are kept within the budgets which are set annually by the Training Subcommittee and approved by the Sailing Committee.
- W4.40 All payments by the Club in relation to Wednesday Junior Sailing will be authorised by any two of the Rear Commodore Sailing , Chief Instructor Sail and the RYA Principal (and must include the Rear Commodore Sailing if over £500). Once authorised the Accounts Manager may be asked to organise payment.

Training Centre and WJS Support and Resources

General Support

- W4.41 The Club will provide the resources necessary for its Training Centre and Wednesday Junior Sailing activities. The Club staff provide the training centre



and Head of Wednesday Junior Sailing with the necessary administration, accountancy, and maintenance support.

- W4.42 The General Manager should ensure that all correspondence and advice affecting RYA Training is passed to the RYA Principal who should pass the information to the Head of Wednesday Junior Sailing and Chief Instructors that are affected.

Teaching rooms

- W4.43 The Club office shall allocate the training rooms for training and coaching. The rooms will be set up and ready for briefings, and, in the event of case of adverse weather, facilities will be provided for classroom activity.
- W4.44 Windsurfing preparation sessions may take place in Bath Road Recreation Ground where the procedures identified in the risk assessment are followed.

Training Centre Support

- W4.45 The Chief Instructors will liaise with the Sailing Manager to set dates, ratios, and staffing and monitor the number of bookings and cancellations.
- W4.46 The Sailing Manager will then be responsible for setting up the course so as to enable it to run. This would include:
- a. allocating resources
 - b. advertising
 - c. dealing with enquiries.
 - d. taking bookings and informing candidates of the cancellation policy
 - e. collecting consent forms
 - f. sending out joining instructions.
 - g. creating registers.
- W4.47 In addition, the appropriate publications, certificates and teaching resources need to be made available. After the course, completion paperwork will need to be filed and stored appropriately as per RLYMJC's Privacy Statement.
- W4.48 The Sailing Manager shall record the certificate numbers at least to the extent required by the RYA; the club will hold records of certificates issued for at least 7 years . In addition, certificate numbers will be registered with the RYA for those qualifications where this is required.

Training Centre and WJS resources

- W4.49 The Club will provide the resources necessary for its members to qualify as RYA Coaches, Senior Instructors, Instructors and Assistant Instructors and to maintain the status of an RYA Training Centre.
- W4.50 The Club will also make available the following:
- a. Appropriate dinghies to use as training boats (currently as set out in W4.51 below).
 - b. Appropriate windsurfing/foiling equipment to use for windsurfing/foiling



courses.

- c. For WJS, Pontoons from 14.00 to 18.00hrs on Wednesdays (except the 15 minute Berth).
- d. The use of Club support boats and facilities to enable members to qualify to RYA standards in their operation.
- e. The time of the Boatmen, including time and support on Wednesday afternoons.
- f. Winter maintenance time and facilities.
- g. Club rowing boats, as agreed with the Boatmen.
- h. On shore facilities for participants, including (for RYA training) class rooms and changing facilities.
- i. For WJS, social facilities to support the needs of the programme.
- j. Secretarial facilities to support the needs of the programme.

W4.51 The Sailing Committee will support the following classes of boats for the purposes of WJS:

- a. Optimist
- b. Lyminster River Scow
- c. Topper Argo
- d. RS Tera
- e. RS Zest
- f. RS Feva
- g. H10s

In addition, for wingsurfing, a large volume board with central fin or dagger board and a 2m-6m wing (depending on the conditions) are to be made available.

This list may from time to time be reviewed and amended by the Training Committee, with the approval of the Sailing Committee.

Instructors, helpers and ratios

Instructors

W4.52 The Chief Instructor will ensure that:

- a. all Senior Instructors, Dinghy Instructors Race Coaches Assistant Instructors, and Wingsurfing Instructors are adequately trained to provide, and are suitably briefed on, the course they are to give;
- b. except when the circumstances below are met, any sail or wing training course has a nominated and appropriately qualified Senior Instructor at the Club, responsible for coordinating an emergency response if required. The circumstances referred to in this sub paragraph are:
 - (i) the conditions set out in the easement described in the RYA Recognition Guidance Notes, permitting an experienced Dinghy Instructor to operate with a single group of sailors where the Chief Instructor is satisfied that the standards of safety are



maintained, is met,

- (ii) the Dinghy Instructor is over 18,
 - (iii) the Dinghy Instructor has been assessed in advance by the Chief Instructor to be sufficiently experienced, has been trained as to the procedures to follow, including in the event of an incident occurring, and is approved by the RYA Principal (who shall maintain a list of such Dinghy Instructors for periodic inspection by the Training Committee)
 - (iv) there must be separate support boat cover if the Dinghy Instructor is to be sailing in the same dinghy as participants,
 - (v) the participants must all be over 18
 - (vi) the Dinghy Instructor must have agreed an outline plan of how the session is to be run in the light of the nature of the course and the prevailing conditions with the Chief Instructor ahead of the commencement of the course,
 - (vii) the Dinghy Instructor must confer with the Chief Instructor, the RYA Principal or another SI appointed by the Chief Instructor or RYA Principal when completing the required daily risk assessment, and
 - (viii) the Dinghy Instructor will have acknowledged in writing when accepting their invitation to instruct that they will be performing the Role of the Responsible Person as described in this document;
- c. all wingsurfing training activities should be supervised by an appropriately qualified RYA Senior Instructor (SI), Windsurfing or Dinghy sailing, who must also hold an RYA Wingsurfing Instructor certificate.
 - d. an adequate number of support boats are available;
 - e. all Instructors, trainees / juniors are sufficiently supervised having regard to numbers involved and skill levels.

W4.53 A Qualifications database will be managed and maintained by the Club, as is required by the RYA as a condition of recognition.

W4.54 This database should include the following as a minimum:

- a. Name
- b. RYA membership number, where available
- c. Qualifications held and expiry dates.

W4.55 Instructors (excluding AI) must hold at least RYA Powerboat Level 2 (no expiry on this certificate) a valid First Aid Certificate that meets the minimum requirements stipulated by the RYA and must be trained in the use of a VHF Radio.

W4.56 Instructors shall be asked to confirm that they have read the relevant parts of the Health and Safety documentation and will be asked to complete an Adult Helpers Form and a Child Protection Declaration (or, if under 18, provide parental consent) before instructing.



Student to instructor ratios

W4.57 If, when providing RYA instruction (including WJS), a DI is operating beyond the wave barrier (whether acting singly or as part of a larger group or with multiple groups), the SI should, except where permitted by the Chief Instructor (taking into account the circumstances in paragraph W3.34 and the additional circumstances below), be afloat in the vicinity. The additional circumstances are:

- a. The DI is over 18.
- b. The DI has over 2 years' experience.
- c. The Chief Instructor and RYA Principal would be willing to recommend the DI for attendance at an RYA SI course.
- d. The sailing area is restricted to be north of, or in the vicinity of, the River Gate.
- e. All dinghies are fitted with effective masthead floats.
- f. The Chief Instructor and DI are satisfied that the standards of safety can be maintained.

W4.58 Ratios of students to instructors for dinghy training:

- a. 3:1 for beginners with instructor on board. Maximum 9:1 (but not more than six boats per instructor)
- b. Single handed dinghies: 6:1 (applies only whilst the boats are used as single handers)

W4.59 Ratios of students to instructors for keelboat training:

- a. 4:1 for beginners with instructor on board. Maximum 9:1 (e.g. three boats with three students in each)

W4.60 Ratios of students to instructors for wingsurfing training:

- a. 4:1

W4.61 An assistant instructor counts as qualified in the ratios up to Level 2/ Stage 3 but must work under the direction and direct supervision of an instructor or Senior Instructor.

W4.62 Instructors may be assisted by unqualified helpers who are competent and experienced. They should be supervised by an instructor or Senior Instructor and be deployed in roles appropriate to their skills and awareness, but will not count towards the teaching ratios.

Additional WJS ratios and participation limits

W4.63 As well as complying with the minimum ratios required by the RYA for RYA training (see paragraph W4.58 above), the maximum number of children under instruction within each WJS session will be further limited where necessary to six times the number of qualified instructors. The number of children taking part in Free Sailing shall be limited to the number of places in boats that are not being used for training and further limited where determined by the Senior Instructor in charge having regard to the conditions on the day.



WJS helpers

- W4.64 All helpers shall complete an Adult Helpers Form and a Child Protection Declaration.
- W4.65 Everyone with completed paperwork, including relevant instructors, will be added to the WJS Helpers Register and should sign the register on arrival.
- W4.66 If instructors and helpers can arrive early for WJS, not only are they able to help with setup, but the Senior Instructor in charge can work out the maximum ratios for the session.
- W4.67 All WJS helpers should attend the Safety Updates at both the beginning of the season and each training session. A briefing led by the Senior Instructor will be held on the pontoon at 2pm, and 4pm. Helpers should ensure they are at the briefing in good time.
- W4.68 Helpers should ensure they carry out the pre start checks described in section W3, and support boat crews should be afloat before any sailing dinghies or rowing boats leave the pontoons.
- W4.69 The SI will let WJS helpers know when the session has ended. They will need to communicate this with the sailors and rowers and then help clear the river and await to be stood down by the Senior Instructor.
- W4.70 Unqualified helpers should be encouraged on to the RYA instructor pathway.

Abandonment

- W0.48 For WJS sessions,
- all sailors including Red and Green disk instructors (regardless of RYA qualifications) to make their way to the forecourt and to remain seated in pairs until abandonment is finished.
 - Helpers are to make the dinghies safe, drop/ unclip mains, and lift centreboards/daggerboards.
 - WJS Office Staff to check changing rooms, ask all sailors to sit on the forecourt in pairs, count heads, and report numbers to the Senior Instructor.

Feedback

- W4.71 The club has an online feedback form that is sent to participants after courses. The Principal and the Chief Instructor will review the feedback, pass on any learning, praise, and/or address any issues.

Complaints Procedure

- W4.72 RLymYC strives to ensure that members are happy with the training centre services, however in the event that a volunteer or instructor receives a complaint we must ensure that we have a system in place for effectively dealing with it.
- W4.73 Verbal complaints – The SI for Sail or Lead instructor for Power should dynamically



deal with the situation at the time, then report to the Chief Instructor. Notes should be made in the notes section of the register or for WJS on the SI Briefing Form.

- W4.74 In the event it cannot be dealt with at the time, or a satisfactory outcome cannot be achieved the person with the complaint should complete a complaints form, provided by the office.
- W4.75 This can then be investigated by the Chief Instructor / Principal and appropriate action can be taken. It should be reported to the Training Committee.
- W4.76 In the event that a complaint is made directly to the RYA they will inform the Training Centre and ask the Principal to comment on the points raised. The Training Centre will respond promptly to the RYA's Request.



W5 Organisation & Management of Youth and Junior Sailing

This section last reviewed	June 2026
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Introduction

- W5.1 The objects of the Club, as defined by its rules and Articles of Association, are to encourage and promote yachting in all its aspects, and to maintain a Clubhouse for the use of its members. From the first of these arises the need to encourage young sailors, and by doing so the Club is also securing its own long-term wellbeing.
- W5.2 The following documents should be read in conjunction with this section:
- Risk Assessment for Organised Sailing Events with Control Measures
 - Safety Guidelines for Organised Sailing Events
 - RLymYC Dinghy Event Operating Procedures .
 - [Safeguarding]
 - Emergency action plan

Aim and Eligibility

- W5.3 The aim of Junior Sailing is to provide facilities and encouragement to young people
- aged between age 8 and 15 ("juniors")
 - aged 16 to 17 ("youths"), or
 - aged 18- 25 (young adults)
- to learn how to sail in a properly organised and supervised environment.

Organisation

Fleets

- W5.4 Junior Sailing is currently divided into the following fleets, each of which has a Captain when it is active:
- Optimist
 - Mariners
 - RS Tera
 - RS Feva
 - Laser 4.7 and Radial
 - RS Aero
 - 420



- h. 29er
- i. 18 to 25s

- W5.5 Junior Sailing is carried out under the direction of the Junior Committee, chaired by the Captain of Juniors who is appointed by the Sailing Committee with the approval of the General Committee. The captain of Juniors sits on the Sailing Committee and reports monthly to the Rear Commodore Sailing (RCS).
- W5.6 The Junior Committee is established under the Sailing Committee. The Junior Committee coordinates the activities of the Junior Fleets under the direction of the COJ with membership of the Fleet Captains and additional members as co-opted by the COJ. Meetings will be convened and chaired by the COJ, normally monthly.
- W5.7 The COJ will appoint one or more Club member(s) to be the Captain of each of the fleets, to organise the coaching, racing and/or cruising for their fleet.
- W5.8 The Club Sailing Manager should ensure that all correspondence and advice affecting Junior Sailing is passed to the COJ who should pass the information to the Fleet Captain who is affected.

The Junior Fleets

- W5.9 Each Junior Fleet will be organised to provide sail and race Coaching and social events as appropriate for that fleet. Events may be organised at other venues in order to give Juniors experience of sailing elsewhere. Racing for Juniors (or that includes Juniors) is coordinated through the auspices of the Racing Sub-Committee.
- W5.10 Each Fleet Captain will draft a programme prior to each winter and summer to be approved by the COJ. This may be amended subject to COJ approval.

Coaches

- W5.11 If the Club has in place a Head Coach (HC), he/she shall report to the COJ, support the Fleet Captains and Coaches with an aim to deliver a structured coaching programme.
- W5.12 Club policy is to encourage Members who wish to coach the Junior Fleets to achieve the RYA Race Coach Level 2 qualification.
- W5.13 Fleet Captains, in consultation with HC as appropriate, are responsible for engaging Coaches whose qualifications, skills and fees are appropriate to the type of session planned. In so far as possible, fees paid to Coaches are to be kept in line with RYA rates.
- W5.14 Coaches are required to complete and sign a Club Coaching Agreement. Fleet Captains should agree with them an appropriate fee (which is normally set by reference to a scale agreed by the Junior Subcommittee) and the arrangements, activities and costs for coaching sessions. The Club Coaching Agreement has to be signed by the Vice Commodore.



- W5.15 The Club will not normally meet expenses to Coaches and will only do so on an exceptional basis with the prior written agreement of the COJ.

Resources

- W5.16 Fleet Captains are responsible for liaising with the Sailing Manager to ensure there are adequate support boats available to allow their programme to go ahead. If there are not enough support boats available then, with the agreement of the Sailing Manager, private ribs may be used where these and their helm and crew meet the criteria for support boats as set out in the Guidelines for open support boats set out earlier in this document.

Support Boat Crew's Experience

- W5.17 The Training Sub-Committee coordinates courses, usually in the winter and spring, to ensure that there is an adequate pool of trained support boat helms.
- W5.18 The helm and crew of a support boat, including those for any private ribs used, should meet the criteria set out in the Guidelines for open support boats as set out earlier in this document.

Junior Sailing Officer of the Day (JSOOD)

- W5.19 A JSOOD must be over 18 and either a Full Club Member, or, *subject to a change to Regulation 9.6 and the approval of both the Chief Instructor and the Rear Commodore Sailing*, a qualified RYA Senior Instructor or qualified RYA Race Coach at level 2 or higher or must be admitted as a Temporary Member by the General Committee, on the recommendation of the Captain of Juniors and supported by the relevant Head of Class/Fleet Captain in accordance with club regulation 9.6. The JSOOD is responsible for running the event in accordance with the club's policies and guidelines, in particular (but not limited to) the standard operating procedures set out in this section below.
- W5.20 New JSOODs (including those with an RYA Senior Instructor or RYA Race Coach qualification) should be nominated by a Fleet Captain and attend land based training and an on water assessment by a person who has been appointed by the Captain of Juniors in agreement with the Health and Safety Committee and Rear Commodore of Sailing. Subject to satisfactory completion of this training and assessment process, the Captain of Juniors may make a recommendation for approval by the Rear Commodore of Sailing (and the Chief Instructor where the JSOOD is not a Full Member or Temporary Member admitted under regulation 9.6) for the nominated person to become a JSOOD.
- W5.21 JSOODs should attend a refresher course every two years.
- W5.22 The General Manager shall maintain a list of people approved by the Rear Commodore of Sailing to act as JSOODs.

Sailing Sessions – Programmed and Unprogrammed



- W5.23 Programmed' Sailing Sessions are those listed on the Fleet Captain's published programme. Other ad-hoc sessions for Junior sailors are termed 'Unprogrammed' and may use Club resources as long as the following is adhered to:
- The COJ gives written permission (by email) and copies this to the Sailing Manager with a request for Club resources
 - A JSOOD agrees to be responsible for the sailing session and a Junior Sailing Attendance and Training Record (JSATR) is completed
 - The Sailing Manager agrees that the requested resources are available
 - The completed JSATR is completed and placed in the box on the forecourt.
- W5.24 Only in special circumstances and with the permissions of the Fleet Captain and Captain of Juniors can a coaching session go ahead unless there are two or more Junior members involved and including a minimum of two families.
- W5.25 The Captain of Juniors shall regularly review JSATRs to ensure that Club resources are being used appropriately for the benefit of members and shall bring to the attention of the RCS any perceived misuse.

Safeguarding

- W5.26 Participants should adhere to the Club's Safeguarding Policy which is published on the Club's website.

Financial Control

- W5.27 All donations and payments must go via the Club accounts. The will keep records of the income and expenditure of each fleet. Club operates a separate Junior Sailing account with each Fleet having its own sub-account.
- W5.28 All payments made in respect of a Junior Sailing fleet must be authorised by the Fleet Captain **and** the Captain of Juniors. Once authorised the Accounts Manager may be asked to organise payment.
- W5.29 The Captain of Juniors and each Fleet Captain are required to act responsibly and keep within the budgets which are set annually by the Junior Subcommittee and approved by the Sailing Committee.

Use of Club Facilities by Non-Members

- W5.30 Non-member juniors may be invited to participate in organised Junior Sailing activities and shall be admitted as Temporary Members for the period of the organised Junior activity.
- W5.31 As stated on Section G0 above, participation in youth and junior events run under this section, including fleet coaching, for youth and juniors who are not members of the RLymYC, and for which a charge is made, is limited to 3 days in any period of 12 months.

Note: This aims to reflect the provisions of the Adventure Activities Licencing



legislation.

- W5.32 Non-members who are involved in supporting organised Junior Sailing activities, including the parent or guardian of visiting juniors whether or not they volunteer on the water or slipway, shall be admitted as guests by the COJ, Fleet Captain or JSOOD and shall be admitted as Temporary Members for the period of the organised Junior or Youth activity. They are required to sign the Visitors Book.

Review of this Section of this document

- W5.33 This document will be kept under review and formally reviewed by around November each year by the Captain of Juniors, the Junior Committee, the Principal of the RYA Training Centre, the Health & Safety Committee and the General Manager, with the revised document being submitted to the Sailing Committee for approval before 1st January of the following year.

Disciplinary Procedures

- W5.34 The following disciplinary procedure is to be followed in the case of behaviour by any participant associated with an organised Junior Sailing Event which, in the opinion of the JSOOD in charge, either did not follow the relevant policies and or guidelines applicable to the event or was unbecoming of a member or was injurious to the character or interests of the Club or might bring the Club into disrepute.
- W5.35 The JSOOD is to complete a written report including the names of any witnesses to the incident(s) and submit it to their Fleet Captain and the COJ.
- W5.36 The COJ and the Fleet Captain shall, after consulting the General Manager - Operations, decide what action to take in accordance with this Procedure and annotate the Incident Report, which shall then be held by the General Manager - Operations.
- W5.37 If they consider that it is not necessary to resort to the formal warning procedure they will discuss the matter with the person(s) concerned. The discussion will in so far as is possible be in private and the person(s) concerned will be informed that no formal disciplinary action is being taken.
- W5.38 If they consider that it is necessary to invoke the formal warning procedure they will inform the person(s) concerned that they will pass all the details to RCS who may then authorise the following procedures and in the meantime JSOODs may suspend their right to take part in Organised Junior Sailing Activities:
- W5.39 In the case of minor incidents the person(s) involved shall be given a formal oral warning. He/she will be advised that the warning constitutes the first formal stage of the disciplinary procedure and that a note will be placed on his/her personal file for two years. The nature of the incident and the likely consequences of further incidents will be explained to him/her.
- W5.40 In the case of serious incidents or a repetition of earlier minor incidents the



person(s) concerned will be given a written warning setting out the precise nature of the incident the likely consequences of further incidents and specifying the behaviour required.

- W5.41 In the case of a further repetition of earlier incidents the person(s) concerned will be given a final written warning setting out the precise nature of the incident containing a statement that any recurrence may lead to suspension and specifying if appropriate the behaviour required and over what period. At that time the file will be passed to the Vice-Commodore.
- W5.42 In the case of gross misconduct or if all previous stages of the warning procedure have been exhausted the person(s) concerned will normally be referred to the Vice-Commodore with a recommendation for suspension.
- W5.43 In all cases before any disciplinary action including warnings is taken the person(s) concerned will be interviewed by the COJ and the Fleet Captain and will be informed of the allegations made against him/her. The person(s) concerned will be given the opportunity to state his/her case and at the interview may be accompanied by a person of his/her choice. If the complaint is upheld the person(s) concerned will be informed of the disciplinary action to be taken, the stage in the disciplinary procedure to be adopted depending on the seriousness of the incident; and the right to appeal.
- W5.44 If the person(s) concerned is dissatisfied with the outcome of any stage of the above procedure he/she may appeal either orally or in writing within five days to the Vice-Commodore or RCS as appropriate.
- W5.45 The following are non-exhaustive examples of the sort of incidents which, if committed, will normally lead to formal disciplinary action being taken.
- W5.46 Minor Incidents (oral warning); negligence resulting in minor damage to or loss of other people's property; failure to comply with the instructions of the JSOOD.
- W5.47 Serious Incidents (written warning) negligence resulting in minor loss, damage or injury; failure to comply with a specific instruction; failure to follow the laid down guidelines and Child Protection Policy; irresponsibility in relation to others involved in organised Junior Sailing Sessions; being under the influence of drink or drugs during organised sailing sessions.
- W5.48 Gross Misconduct; negligence resulting in serious loss, damage or injury; assault or attempted assault; theft; malicious damage to property; wilful disregard of duties or instructions given by the JSOOD; deliberate and serious breach of the Data Protection Act; the use for personal ends of confidential information obtained in the course of Junior Sailing Activities; falsification of records or conduct violating common decency. In serious cases suspension from participation in all Junior Sailing activities will be without notice.



W6 On The Water Incident Report Form

This form is for completion by Responsible Persons to record details of any on-the-water incidents witnessed immediately before, during or after Organised Club Events. Completed forms should be handed in to the General Manager or left at Reception. (If Reception is closed, please use the post box)								
Date:				Time of Incident:				
Location:			River or Solent?			Event:		
Incident Description – Tick Relevant Boxes								
Collision	Near Miss	Grounding	Capsize	Swamping	Boat Damage	Personal Injury	Man Overboard	Impede Ferry/Other
Weather (general description)				Tide (general description)				
Wind (force – speed and direction)				Sea State (wave height m)				
Visibility				Emergency Services Activated Yes / No (delete as applicable)				
Brief Description of Incident (or any other useful information including collision avoidance measures taken)								
(provide diagram separately if relevant)								
Actions taken:								
Witness details:								
Any lessons to be learnt (How the situation could be avoided in future) :								
Reported by:				Date:				
Tel:				E-mail:				
FOR OFFICE USE ONLY: Copies to: Club/Organiser (RCS/GM – Operations) Harbour Master (with weekly incident summary – Form F3)				Club/Organiser – Incident No (sequential) LHC Incident ref:				



W7 Guidelines for Transferring People to/from the Platform

This section last reviewed	June 2026
This section last revised	June 2026

- W7.1 The objective is to achieve a high standard of safety without unduly constraining the activity. Where these aims conflict, the needs of safety will take precedence.
- W7.2 The General Manager shall maintain a list of people approved by the Senior Boatmen to be Competent Coxswains (CC).
- W7.3 There shall be an approved CC on any boat used to transfer passengers to the platform and at least one trained crew.
- W7.4 The CC is responsible for ensuring the activity is run in a safe manner in accordance with these guidelines. In discharging this responsibility the CC will have absolute authority to employ all the resources available to them as they think fit, and to direct the work of all those assisting unless responsibility is removed from the CC as laid down in the Club Instructions for dealing with Accidents and Emergencies.
- W7.5 The decision on whether to put a boat alongside the platform or to transfer people to or from the platform lies with the CC and is to be made in the light of all the relevant factors including the present weather and sea-state, the forecast weather and sea-state, the experience of the crew of the boat, the number of passengers and their physical fitness and the height of the tide. It may be that the CC decides to transfer some passengers but doesn't allow certain passengers to be transferred to the platform. That is their decision, which is final.
- W7.6 The CC must give a safety briefing to all passengers and crew on the boat before attempting to come alongside the platform, making everyone aware of the hazards.
- W7.7 The securing procedure adopted must not require the crew to put their hand or arm inside the horizontal bar on the platform. Metal clips with extension poles can be used or ropes attached to the rings or the vertical risers. Crew attaching the boat to the platform should wear head protection if required by the coxswain.
- W7.8 Passengers being transferred to and from the platform must wear personal flotation devices suitable for manual support and suitable non-slip footwear and should be supported/assisted by the crew. The passengers must follow the direction of the crew at all times.
- W7.9 When use of the vertical ladder is required to transfer people from the platform to the boat, the boat must be tightly secured to the platform to minimize gap and surge.



- W7.10 The boat crew shall ensure that the transfer deck area is clear of people and objects before allowing transfers.
- W7.11 Any incidents during coming alongside or transfers should be reported to the Sailing Manager and, if relevant, to the H&SC so that these guidelines can be amended if necessary.



W8 Risk Assessments on the water

This section last reviewed	June 2026
This section last revised	June 2026

Note: A significant review of the Health and Safety Management System has taken place over the winter of 2025/26. The review of risk assessments has been deferred whilst that review has taken place. The Risk Assessments, and risk mitigation actions shown here shall be reviewed in the coming months to reflect the new Health & Safety documentation, with a view to reflecting that newly revised documentation where appropriate. Any conflicting material should be viewed in that context.



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
March 2026	On the water activities. Use of Club powerboats	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

More general information and advice can be found at www.hse.gov.uk, and specific guidance on doing risk assessments is at:

<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf (**and insert more lines if needed**), summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.



Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

Club RIBs should be driven by suitably qualified drivers wearing a suitable personal floatation device for the activity being undertaken who shall always wear a "kill cord" when the engine is on.

If the driver has no crew and/or there is no other support boat with the group, they shall follow the guidelines in the RA on lone working in RIBs.

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
					•			
1. Risk of Drowning	Staff Members Visitors	3	2	6	• All in the RIB shall wear a personal flotation device suitable for the activity you are doing.	3	1	3



					• Drivers of Club RIBs shall be a minimum of RYA Level 2 qualified unless under training. • Boats shall always stay within safe loads limits unless it is an emergency. • Club RIBs should only go out into the Solent in suitable conditions.			
2. Risk of injury from moving craft	Staff Members Visitors	3	2	6	▪ Drivers of Club RIBs shall be a minimum of RYA Level 2 qualified unless under training. ▪ The driver should always wear a physical or electronic kill cord. ▪ If wearing a physical kill cord then this must remain attached to the person at all times when the engine is running. If movement outside of the extension of the kill cord is required then the engine must be stopped.	3	1	3
3. Risk of being thrown out of the RIB	Staff Members Visitors	4	2	8	• Drivers of Club RIBs shall be a minimum of RYA Level 2 qualified unless under training. • A support boat safety pack including flares should be carried if appropriate but must be carried	4	1	4



					if going South of the Outer Wave Barrier. • See also 1. Risk of Drowning above • Crew should be sitting down when boat planing. • Club RIBs should only go out into the Solent in suitable conditions.			
4. Risk of Collision	Staff Members Visitors	4	2	8	• Drivers of Club RIBs shall be a minimum of RYA Level 2 qualified unless under training. • Driver and crew should always keep a good lookout. • Driver should not video whilst helming.	4	1	4
5. Risk of Capsize	Staff Members Visitors	4	2	8	• Drivers of Club RIBs shall be a minimum of RYA Level 2 qualified unless under training. • RIBs should not be overloaded except in an emergency when all on board should be seated. • Club RIBs should only go out into the Solent in suitable conditions.	4	1	4
Severity 1. No injury 2. Minor injury 3. Major injury to 1 person		Possibility 1. Improbable 2. Possible 3. Occasional Frequent			Risk Interpretation 4 & below = Low Risk / Priority			



4. Major injury to more than 1 person 5. Death of 1 person 6. Multiple Deaths	4. Regular 5. Common	5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority
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Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
Mar 2026	Club Tenders	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

More general information and advice can be found at www.hse.gov.uk, and specific guidance on doing risk assessments is at:

<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons



with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

Club Tenders need checking regularly to make sure fit for purpose

Adults should be advised to wear personal flotation devices when in Club tenders

Children are required to wear personal flotation devices when in Club tenders

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R



Capsize	Members Visitors Staff	2	2	4	▪ Club tenders are stable if correctly used. ▪ Pontoon to be the right height to get into the tender easily with support posts to assist boarding where required. ▪ Enough space is available to get into the tender from the side. ▪ Tenders must not be taken beyond outer wave barrier. ▪ Tenders should only be used during suitable weather conditions.	2	1	2
Drowning	Members, Visitors Staff	6	2	12	• Adults to be advised to wear personal flotation devices on Club tenders • Child must wear personal flotation devices on Club tenders • Tenders not to be overloaded	2	1	2



Sinking	Members, Visitors Staff	2	2	4	- Club tenders have built in buoyancy to preventsinking. - All Club Tenders to be checked annually to make sure the buoyancy is in place and that they do not leak.	2	1	2
Loss of Oars	Members, Visitors, Staff	2	2	4	- Oars to be regularly checked to make sure they have not been damaged and are fit for purpose. - Rowlocks to be tied together so that they can not be lost overboard.	2	1	2
<u>Severity</u> 7. No injury 8. Minor injury 9. Major injury to 1 person 10. Major injury to more than 1 person 11. Death of 1 person 12. Multiple Deaths		<u>Possibility</u> 6. Improbable 7. Possible 8. Occasional Frequent 9. Regular 10. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
March 2026	Setley Cup 2025	Luke McEwen, Event Organiser, Updated by Andrew Richards	March 2027

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A “Safe System of Work” for higher risk activities (which may even require a specific “Permit To Work” where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary of Significant findings:



- Highest risk is drowning, mitigated by volunteers afloat wearing personal floatation devices.
- Safeguarding and Missing Persons procedures are in place.



Hazards	Who might be at Risk?	Assessment S x P = R			Comments / Control Measures	Residual S x P = R		
		S	P	R		S	P	R
Safeguarding	Children and vulnerable adults	3	2	6	For a short, public event in open countryside, mid-winter, with parents in attendance, safeguarding risks are low. All children or vulnerable adults remain in the care of their parents/guardians before, during and after the event. However we have a Safeguarding procedure which will be communicated to volunteers: - Safeguarding risks include bullying, pushy parenting, kidnapping, physical, psychological, emotional, mental or physical abuse, and neglect. - If you have any concerns about safeguarding of a child or vulnerable adult: - Contact the Event Organiser or, in an emergency, the Police. - Take reasonable steps to ensure the individual at risk is safeguarded. - Do not take actions that would put your own safety at risk.	3	1	3
Missing person	Anyone	2	2	4	Setley Pond is an easy landmark to find even in poor visibility and the surrounding landscape not thickly wooded; the roads provide natural barriers on two sides of the site. Risk of accidentally getting lost is low, however we have a Missing Person procedure (see separate document). - Missing Person procedure to be communicated to volunteers before event. - Event organiser to wear High Viz vest	2	1	2



Adverse weather	Anyone	2	3	6	Weather forecasts to be reviewed in detail from 48 hours before the event. If adverse weather that may directly lead to injury is forecast (e.g. ice, thick fog or extreme strong winds) then the Event Organiser should use their judgement as to the cancellation or postponement of the event.	2	2	4
Hypothermia	Anyone	3	2	6	Participants only present for 2-3 hours, in daylight. Warmth and shelter available in cars. Encourage participants to dress warmly. Children to remain in the care of their parent/guardian.	3	1	3
Injury	Anyone	2	3	6	A first aider to be nominated and available with a basic first aid kit to treat minor injuries. Any serious injuries will require outside support.	2	2	4
Drowning	Anyone	5	2	10	Any Volunteer going afloat should wear an approved Personal Flotation Device of 50N or above.	5	1	5
Fire	Anyone	2	1	2	Low fire risk due to time of year. Open space for evacuation from any impacted area.	2	1	2
Terrorist attack	Anyone	4	1	4	The open areas allow a crowd to disperse rapidly. Event an unlikely target.	4	1	4
Motor related incident in the parking area	Anyone	3	2	6	Individuals are responsible for their own arrival and parking at the event. Car park and approach road are rough gravel, so drivers naturally proceed at a low speed. Car sharing to be encouraged (via Setley Cup Facebook page) to reduce number of vehicles.	3	1	3
<u>Severity</u> 13. No injury 14. Minor injury 15. Major injury to 1 person 16. Major injury to more than 1 person					<u>Possibility</u> 11. Improbable 12. Possible 13. Occasional Frequent 14. Regular		<u>Risk Interpretation</u> 1 to 4 = Low Risk / Priority 5 to 8 = Medium Risk / Priority	



17. Death of 1 person 18. Multiple Deaths	15. Common	9 & above = High Risk / Priority
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Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
Mar 2026	Pontoon & On the water activities. Lone working	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

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<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.



Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

To be instigated when loan working afloat, or when outside visual contact on the pontoons.

A Lone Worker is defined as an employee who performs an activity that is carried out when there are no other waterside staff on duty. Also RLymYC staff that perform duties outside office hours, are considered to be at heightened risk due to the nature of their task, the environment in which they are working and their absence of immediate support.

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
					•			



Risk of Drowning	Staff	3	2	6	• Wear a self-inflating life jacket, with whistle when on the pontoon or afloat • Carry a portable Marine Radio with Ch.16 in a suitable waterproof bag attached to the person, with knowledge of its use and how to clear it after it has become submerged. Also carry a mobile phone in a waterproof case. • Carry a PLB, and be familiar with its activation process in an emergency situation. • First call to Harbour Master by radio – Office – Channel 66 (Monday to Friday Winter Only), or Channel 16 when on the water • Do not carry out any activities that may lead to entering the water unconscious. • No activities during hours of darkness. • No activities south of the outer wave barriers unless in radio contact with someone monitoring their activity.	3	1	3
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					• Ensure that they are familiar with the location of recovery ladders on the pontoons. • Review weather conditions in order to ensure lone is suitable.			
Risk of injury from moving craft	Staff	3	2	6	▪ Always wear a physical or electronic kill cord. ▪ If wearing a physical kill cord then this must remain attached to the person at all times and if movement outside of the extension of the kill cord is required then the engine must be stopped.	3	1	3
Risk of injury and not being found	Staff	3	2	6	• When lone working and before going afloat, you must inform another individual of your plans and anticipated return time, so that an alarm can be raised if overdue. • A support boat safety pack including flares may be carried if appropriate but must be carried if going South of the the Outer Wave Barrier.	3	1	3



					See also Risk of Drowning above			
Cold Shock	Staff	5	2	10	- Wear suitable clothing, especially head covering, when the water temperature is below 15 degree Celsius. - Follow all requirements above, especially	5	1	5
<u>Severity</u> 19. No injury 20. Minor injury 21. Major injury to 1 person 22. Major injury to more than 1 person 23. Death of 1 person 24. Multiple Deaths		<u>Possibility</u> 16. Improbable 17. Possible 18. Occasional Frequent 19. Regular 20. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
Mar 2026	Club Pontoons	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

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(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons



with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

Staff who work on the pontoons should be provided with suitable footwear.

A suitable stepladder should be available for use on the pontoons

Members should be warned of the risks of injury on the pontoon.

A notice re personal flotation devices should be provided.

Risks adequately controlled.

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R



Slips and Trips	Members Visitors Staff	2	3	6	▪ Good housekeeping – pontoon areas kept, etc. ▪ Pontoons well maintained to prevent trip hazards. ▪ Equipment faults leading to leaks reported promptly to manager. ▪ Staff clean up spillages (including dry spills) immediately using suitable methods and leave the pontoon not slippery or isolate areas. ▪ Suitable cleaning materials available in boatmen's' store.. ▪ Good lighting in all areas. Failed lights replaced asap. ▪ No trailing cables or obstructions in walkways. ▪ Steps and changes in level highlighted. ▪ Advise members and visitors to wear suitable footwear with good grips worn. Staff to be provided with suitable footwear. ▪ Running and playing on the pontoons should be avoided.	2	2	4
Drowning if you fall off the pontoon	Members, Visitors and Staff may drown if fall off pontoon, especially if swept under the pontoon.	5	2	10	• Staff trained in risks of working on the pontoon. • Members advised of risks to themselves and guests, especially at night. • Children under Instruction shall wear personal flotation devices.	5	1	5



					- Members are advised that children on the pontoons should wear personal flotation devices and be supervised at all times. - Ladders to help people who fall in the water to get back on the pontoon are provided at suitable positions.			
Electrical	Members, Visitors and Staff could suffer serious/fatal injuries as a result of electric shock.	5	2	5	- All Club owned plug in appliances PAT tested as per the agreed schedule. - Electrical System inspected and tested by an electrician every five years. - Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. - Staff know where fuse box is and how to safely switch off electricity in an emergency. - Plugs, and sockets are suitable for marine environment. - Access to fuse box kept clear. - Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.	3	1	3
Lifting Equipment	Staff	6	2	6	Lifting equipment should be inspected under LOLER Regulation	3	1	3
Head Injury	Staff	6	2	6	Safety Helmets to be worn during derrick operations	3	1	3



Fire	Members, Visitors, Staff	6	1	6	- Up to date Fire Risk Assessment done. - Fire control measures fully implemented.	3	1	3
Falls from height	Members, visitors and Staff risk serious injury (eg fractures) from a fall from any height.	3	2	6	- Suitable stepladder provided for retrieving or replacing items on boats. - Staff trained in safe use of stepladder on the pontoons.	3	1	3
<u>Severity</u> 25. No injury 26. Minor injury 27. Major injury to 1 person 28. Major injury to more than 1 person 29. Death of 1 person 30. Multiple Deaths		<u>Possibility</u> 21. Improbable 22. Possible 23. Occasional Frequent 24. Regular 25. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
MAR 2026	Paddleboard use	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

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(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

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- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.



Also include others who may need to be involved eg other Functional Areas or others at a venue/location. The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

Most Risks are already covered in other Club RAs and Policies. This RA identifies suitable clothing and experience as key factors that will be controlled through the booking forms and Checklist for Paddleboard (SUP) Equipment.

Phase: Introduction

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
Drowning Hypothermia Sunstroke	Members Staff	5	2	10	- All users must wear a suitable personal flotation device. - All users should wear suitable clothing to prevent hypothermia and sunstroke in view of the likely conditions. This will often include a wetsuit and hat. - Paddle Boards to only be used during suitable weather conditions	5	1	5
Personal Injury Ashore	Members, Visitors Staff	2	2	4	- Suitable footwear should be worn ashore. - Boards should be carried with the fin visible to the carrier when walking forwards.	2	1	2



Personal Injury Afloat	Members, Staff Other River Users	5	2	10	- Unless users are under instruction, the Club will require users to sign to say they are comfortable to paddle forwards, backwards, change direction and get back on their board if they fall off. - Users should ensure that they are aware of the likely weather conditions and the tide and have the ability to manage the paddleboat in the likely conditions. - Users should keep out of the main channel other than when crossing it at right angles when there are no other river users in the vicinity. - Users should keep at least 2 meters away from any other river user, pontoons or boats. - Users should keep out of the channel when the ferry is moving and ensure that any wash will not cause them to fall off their board. - Users shall not take their board more than 150m from land unless they are accompanied by a manned craft.	5	1	5
<u>Severity</u> 31. No injury 32. Minor injury 33. Major injury to 1 person 34. Major injury to more than 1 person 35. Death of 1 person 36. Multiple Deaths		<u>Possibility</u> 26. Improbable 27. Possible 28. Occasional Frequent 29. Regular 30. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
Mar 2026	Platform Access	Andrew Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

More general information and advice can be found at www.hse.gov.uk, and specific guidance on doing risk assessments is at:
<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.



Also include others who may need to be involved eg other Functional Areas or others at a venue/location.
The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

Approved Competent Coxswains only to access platform

All to be briefed by Coxswain before taking part

Phase:



Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
Boat, coming alongside Platform – boat to be connected to platform fore and aft by Crew. Riser bars are inboard of lateral members. Potential for hand or limb injury.	Boat Crew members	3	3	9	Competent Coxswains only to carry out this manoeuvre. Crew to be trained in attaching boat to platform in a safe manner. Safety briefing to be given to all passengers and crew by coxswain. Make everyone aware of the hazard. There must be at least 2 persons on the boat for the manoeuvre to be attempted. Securing procedure must not require crew to put hand or arm inside horizontal bar. Head protection should be worn if required by Competent Coxswain. Coxswain to have authority to refuse to put boat alongside Platform if they consider conditions unsafe List of competent Coxswains to be held by Sailing Manager. Assess wind strength/direction and tides to be undertaken before starting.	2	2	4
Fall into boat or water when transferring Race	Race team members (Age up to 80+, some with	2	2	4	Safety briefing to be given to race team members and crew by coxswain. Make everyone aware of the hazard.	2	1	2



Team members_ from boat to Platform access steps / ladder.	movement difficulties) Boatmen Boat crew				Crew to support/assist with transfer process by physical support if necessary. Suitable Personal Flotation Devices to be worn during transfer. Suitable footwear with non-slip soles should be worn by crew and race team members. Coxswain to dynamically assess the weather, sea conditions and physical capabilities of race team members and have the authority to abort the operation if they think it is unsafe. <u>Forward facing step</u> allows better appreciation of gap and judgement of movement			
Boat rising up on a wave and hitting person on vertical ladder	Race team members (Age up to 80+, some with movement difficulties) Boatmen Boat crew	3	3	9	Safety briefing to be given to race team members and crew by coxswain. Make everyone aware of the hazard. Crew to support/assist with transfer process by physical support if necessary. Suitable Personal Flotation Devices to be worn during transfer. . Suitable footwear with non-slip soles should be worn by crew and race team members. Coxswain to dynamically assess the weather, sea conditions and physical capabilities of race team members and have the authority to require the race team to leave the platform immediately or abort the operation if they think it is unsafe. Boat to be tightly secured to platform to minimise gap and	3	1	3



					surge Positive control of transfer deck area to clear extraneous people Consider not using platform when vertical ladder will need to be used especially in adverse weather and wave conditions.			
<u>Severity</u> 37. No injury 38. Minor injury 39. Major injury to 1 person 40. Major injury to more than 1 person 41. Death of 1 person 42. Multiple Deaths		<u>Possibility</u> 31. Improbable 32. Possible 33. Occasional Frequent 34. Regular 35. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			



Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
Mar 2026	Controlling EMF from Ships Radios	S. Crates / R. Wilson/A Richards	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

Remember: The most important part of the process is **NOT** completing the form, but **HOW** you actually manage the remaining risks.

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(Summary Of Significant Findings)

When you have completed the risk assessment overleaf **(and insert more lines if needed)**, summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.
- A "Safe System of Work" for higher risk activities (which may even require a specific "Permit To Work" where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.



Also include others who may need to be involved eg other Functional Areas or others at a venue/location. The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary Of Significant Findings:

All Ships Radios should be recorded with the minimum distance that the General Public can get to the aerial.

All radio operators should receive training to use radios on low power as much as possible, to keep transmissions as short as possible and keep the general public at least 0.46m from the radio when it is being used on high power unless in an emergency.

Distance calculated using max power of 25 watts ERP (41Watts EIRP as x1.64), duty cycle of 10% from MSIS 14 Chapter 12, average usage over 6 minutes: 5%

Phase: Ofcom is varying the licence conditions for radios that can produce more than 10 Watts output to require that the General Public are protected from the effects of excessive Electromagnetic radiation.

Calculations using the Ofcom tool show that for the Club radios transmitting on the frequencies we use at 25 Watts, the public need to be outside a distance of 0.3m from the aerial. If they can not be kept outside this distance then other mitigations must be used.

Hazards	Who might be at Risk?	Assessment $S \times P = R$	Control Measures	Residual $S \times P = R$
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		S	P	R		S	P	R
Medical Effects of excessive EMF waves from Shore Based Ship Radios	Members Visitors Staff General Public	2	3	6	▪ Ensure that the general public is unable to access areas within 0.5m of the Aerial. If possible ▪ Radios to be used on low power whenever possible ▪ Transmissions to be kept to a minimum	2	1	2
Medical Effects of excessive EMF waves from Club Ship Based Ships Radios	Members, Visitors General Public Staff	2	3	6	• Ensure that the general public is unable to access areas within 0.5m of the Aerial if possible. • Radios to be used on low power whenever possible • Transmissions to be kept to a minimum • Ensure crew are over 0.5m from aerial when having to transmit at high power.	2	1	2
<u>Severity</u> 43. No injury 44. Minor injury 45. Major injury to 1 person 46. Major injury to more than 1 person 47. Death of 1 person 48. Multiple Deaths		<u>Possibility</u> 36. Improbable 37. Possible 38. Occasional Frequent 39. Regular 40. Common			<u>Risk Interpretation</u> 4 & below = Low Risk / Priority 5 to 8 = Medium Risk / Priority 9 & above = High Risk / Priority			





Royal Lymington Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
March 2026	Wing Walking – Bath Road Recreational Ground	Richard Mills	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

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<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf (**and insert more lines if needed**), summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.



- A “Safe System of Work” for higher risk activities (which may even require a specific “Permit To Work” where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don't forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary of Findings

Wing walking is a low-risk, short-duration land-based activity. Risks relate to public interaction, wind effects, and minor injury. These are mitigated through controlled area management, supervision, and environmental limits. Residual risk is low and acceptable.

Phase:

Hazards	Who might be at Risk?	Assessment S x P = R			Control Measures	Residual S x P = R		
		S	P	R		S	P	R
Public interaction	Public, participants	3	3	9	Defined area, supervision, pause if congested	2	2	4



Wing handling in wind	Participants, public	4	3	12	Wind limits, instructor control, spacing	2	2	4
Trips / uneven ground	Participants	3	3	6	Area check, briefing	1	2	2
Loose equipment	Participants, public	3	2	6	Secure equipment, controlled setup	1	2	2
Weather exposure	Participants	2	3	6	Short sessions, clothing guidance	1	2	2
Manual handling	Participants	2	2	4	Demonstration, assistance	1	2	2
Safeguarding	Participants	4	2	8	Ratios, no isolation, policy adherence	2	2	4
Uncontrolled wing movement	Participants, public	4	2	8	Controlled handling, instructor intervention	2	2	4
Governance (public land use)	Club, instructors	2	2	4	Town CEO and Mayor have confirmed over email that permission is not needed in line with their policies.	1	1	1
Anti-social behaviour (public interference, verbal or physical)	Participants, instructors	3	2	6	Instructors maintain control of group, avoid confrontation, relocate/stop session if required, contact authorities if necessary	2	1	2
Foreign objects (glass, sharps, debris)	Participants, instructors	4	2	8	Area inspected prior to session, avoid contaminated areas, footwear required, first aid	2	1	2



					available			
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Royal Lyminster Yacht Club Risk Assessment

Date:	Event/Venue/Location:	Completed by: (Name & Functional Area/Location)	Review date:
March 2026	Risk Assessment: Windsurfing (Oxey Lake – Tidal Lake)	Richard Mills	Mar 2027

Guidance:

A risk assessment is simply a formal way of thinking about and recording the things that could go wrong that may affect the health or safety of people. This form enables you to note what you have done about it already, what you still need to do and how you will ensure that any health and safety risks related to the task, location (or both) are either eliminated, reduced, or managed.

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<http://www.hse.gov.uk/pubns/indg163.pdf>

(Summary Of Significant Findings)

When you have completed the risk assessment overleaf (**and insert more lines if needed**), summarise in the box below the practical ways that any remaining risks relating to the task or activity can be managed. These should be proportionate to the level of risk, and could include items such as:

- Reference to a Standard Operating Health and Safety Management Policies and Procedures.



- A “Safe System of Work” for higher risk activities (which may even require a specific “Permit To Work” where additional control measures are required).
- Training needs, or supervision requirements.
- Any PPE that may need to be provided, etc.

Don’t forget to consider those who may have particular requirements eg Young Persons, new or expectant mothers, volunteers, or persons with disabilities.

Also include others who may need to be involved eg other Functional Areas or others at a venue/location.

The information here should be reviewed within the Functional Area to assist with identifying specific health and safety requirements for Functional Area or venues specific planning. The significant findings must also be communicated to the workforce (possibly summarised in an on-site safety briefing, induction, or during training).

Summary of Findings

Wingsurfing within Oxe Lake presents a moderate inherent risk due to tidal flow, environmental conditions, and participant inexperience. Key risks include drowning, entanglement, drift, propeller interaction, and equipment transfer. These are mitigated through shallow water instruction, flood tide-only operation (to second high water), close supervision, safety boat cover, and controlled logistics. Residual risk is acceptable for a supervised RYA training environment.

Phase:

Hazards	Who might be at Risk?	Assessment $S \times P = R$	Control Measures	Residual $S \times P = R$



		S	P	R		S	P	R
Equipment transfer and towing (river transit)	Instructors, crew, other river users	3	3	9	Qualified PB2s only, compliance with harbour rules, secure tow setup, controlled speed, safe loading/unloading, clear comms	2	2	4
Tidal flow / drift out of area	Participants, instructors	4	3	12	Operate on flood tide only to 2nd HW , defined area, briefing, supervision	2	2	4
Offshore / cross-shore winds	Participants	4	3	12	Limits controlled by daily risk assessment. Operating location selected for cross shore wind, rescue boat on standby	2	2	4
Leash entanglement (incl. marks / flow)	Participants	5	2	10	Waist leashes only, avoid marks, briefing, knife on instructor + safety boat	2	2	4
Drowning / immersion	Participants	5	3	15	Buoyancy aids, shallow water instruction , close supervision, safety boat ready, waist leashes worn	2	2	4
Propeller strike during rescue	Participants, crew	5	2	10	Boat held off group, engine neutral/off near casualty, kill cord, controlled approach	2	2	4
Equipment failure	Participants, crew	3	3	9	Pre-use checks, supervision, safety boat backup	2	2	4
Collision (boats / users / objects)	Participants, others	4	2	8	Controlled area, spacing, briefing, supervision	2	2	4
Cold water exposure	Participants	4	2	8	Suitable clothing, session	2	2	4



					duration control, recovery available			
Fatigue / inexperience	Participants	3	3	9	Progressive sessions, rest, instructor monitoring	2	2	4
Lone working beyond wave barrier	Instructors, Participants	4	2	8	Senior/approved staff only, radio, PLB, first aid, shore backup, passage plan, Salterns entrance evacuation point	2	2	4
Medical emergency	All	5	2	10	First aid trained staff, Advanced kit onboard, comms, EAP3	2	2	4



DINGHY CAPSIZE/ENTRAPMENT

1. Hazard

Capsize of dinghy resulting in an inversion with the crew becoming trapped under the boat or in the rigging.

2. Risk Groups

Junior Sailors

Adult Sailors

Helpers

Instructors

3. Control Measures

- 3.1. All participants, whether junior or adult, are required to wear a personal floatation device (PFD) complying with the CE 50 Newton standard at all times when in the dinghy.
- 3.2. Long hair should be tied up
- 3.3. Event Safety officers should be aware of dinghy classes and types of rigging associated with any specific dinghy, including use of trapeze harnesses.
- 3.4. Support boat crews should be suitably trained and able to perform the role they are given.
- 3.5. Tactical positioning of support boats should be considered to ensure an incident can be reached in a reasonable time.
- 3.6. Support boat ratio numbers are such that provide sufficient support cover with due consideration of dinghy classes racing.
- 3.7. The support boats are suitably equipped to enable the port boat crew to be able to carry out their role.
- 3.8. Adequate masthead flotation should be used on dinghies where considered appropriate by the ESO.

4. Further Action Planned

- 4.1. Safety briefing for all involved.
- 4.2. Event safety briefing to highlight dinghy classes on the water.

5. Risk Quantification

- 5.1. Severity of Hazard: HIGH



- 5.2. Assessment of Likelihood of occurrence LOW
- 5.3. Resultant Risk Category: LOW



DROWNING (Wednesday Junior Sailing)

1. Hazard

Instructors and Sailors may drown if trapped under a capsized dinghy or the pontoon, especially if they are unconscious when they enter the water.

2. Risk Groups

Instructors

Helpers

Sailors

3. Control Measures

- 3.1 All participants, whether junior or adult are required to wear personal floatation devices (PFDs) complying to the CE 50 newton standard at all times when on the pontoons or afloat. Self-inflating lifejackets should not be worn unless they have a hydrostatic pressure trigger and may only be worn by those crewing support boats.
- 3.2 A support boat should assess any capsize within three minutes.
- 3.3 All juniors must book in to Wednesday Junior Sailing and be issued a numbered tally before being allowed on the pontoon.
- 3.4 No running or pushing allowed on the pontoon at any time.
- 3.5 All participants with long hair should have it tied up before going on the pontoon and on the water.
- 3.6 All key personnel are adequately trained for the role that they perform.
- 3.7 Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.8 No boat should sail outside the designated sailing areas.
- 3.9 Certain specified special needs children should not go on the water without the prior approval of the SI in charge of the session.
- 3.10 Flotation Devices should be attached to the masts of boats under the instructions of the Chief Instructor of Sail when deemed necessary.

4. Further Action Planned

- 4.1 Annual review of Risk Assessment and Safety Policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Annual training courses to maintain and improve Instructors & Helpers



competence.

5. Risk Quantification

- | | | |
|-----|--|------|
| 5.1 | Severity of Hazard: | HIGH |
| 5.2 | Assessment of Likelihood of occurrence | LOW |
| 5.3 | Resultant Risk Category: | LOW |



CLINICAL HYPOTHERMIA (Wednesday Junior Sailing)

1. Hazard

Participants may get clinical hypothermia from wind chill especially if they have got wet first, particularly if inadequately dressed or if in the water for an extended period following a capsize.

2. Risk Groups

Instructors

Junior Sailors

3. Control Measures

- 3.1. All participants, whether junior or adult, must wear suitable clothing at all times when on the pontoons or afloat. All participants advised by notice in the Slipway lounge of suitable clothing. Parents/Guardians sign to confirm that Juniors will attend suitably dressed.
- 3.2. No boats should go outside the designated sailing areas.
- 3.3. All boats are instructed to return to the pontoon if students are getting cold.
- 3.4. Support boat personnel are trained to watch participants for signs of hypothermia.
- 3.5. All juniors must book in to Wednesday Junior Sailing and be issued a tally before being allowed on the pontoon. All must be accounted for before the Senior Instructor can leave.
- 3.6. Suspected sufferers are taken to the Wednesday Junior Sailing office where they are passively rewarmed and monitored. The parent or guardian is informed if there is a serious problem.
- 3.7. All key personnel are adequately trained for the role that they perform.
- 3.8. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



INJURIES (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured embarking or disembarking, by a boom: eg when gybing, or by equipment breakage or by being hit by another boat.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1. All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2. No children are allowed on the Club pontoons unless part of WJS.
- 3.3. Spectators are required to watch from the Club Forecourt.
- 3.4. A support boat should assess any capsize within three minutes.
- 3.5. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.6. No running or pushing allowed on the pontoon at any time.
- 3.7. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their ability.
- 3.8. All key personnel are adequately trained for the role that they perform.
- 3.9. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10. No boat should sail outside the designated sailing areas.
- 3.11. All instructors are to be familiar with the Club's Instructions for Dealing With Accidents and Emergencies. Copies are held in the Club Office and the Race Office.
- 3.12. Instructors, Helpers and children are warned of the hazards of embarking/disembarking, gybing, etc.

4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Club's Instructions for Dealing with Accidents and Emergencies reviewed annually (General Manager (Operations)).
- 4.3. Annual review of Risk Assessment and Safety Policies.
- 4.4. Annual safety briefing for all involved.



- 4.5. Accident record of head injuries from booms to be kept under review and if necessary action will be taken by padding booms or providing crash hats.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



TRIPPING UP (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured by or after tripping up on the pontoon or walk-ways.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1. All pontoons are properly designed, maintained and regularly inspected to reduce the chance of accidents.
- 3.2. Pontoons are to be kept tidy during sessions. Covers and trollies are to be stacked away and not in the route of thoroughfares.
- 3.3. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.4. No running or pushing allowed on the pontoon at any time.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: LOW
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



FIRE (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured by fire either on the pontoons or on a boat.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1. Club fire precautions and extinguishers provided to fire officer's requirements.
- 3.2. No solvents may be used or kept on the pontoon during Wednesday Junior Sailing.
- 3.3. No children are allowed on the Club pontoons unless part of WJS.
- 3.4. No smoking is allowed on the pontoons or in the boats.
- 3.5. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.6. No more fuel for support boats is carried than is necessary.
- 3.7. Support boats are not to be refuelled at the pontoon during Wednesday Junior Sailing.
- 3.8. All key personnel are adequately trained for the role that they perform.
- 3.9. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10. No boat should sail outside the designated sailing areas.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



UNDERWATER OBSTRUCTIONS (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured by hitting an underwater obstruction either when in a boat or when jumping off the pontoon.

2. Risk Groups

Instructors

Junior Sailors

3. Control Measures

- 3.1. The sailing areas must be carefully designated so as to reduce the number of underwater obstructions to a minimum.
- 3.2. All participants must be briefed as to the designated sailing areas.
- 3.3. Any obstruction should be noted and participants briefed.
- 3.4. No jumping off the pontoons without supervision is allowed.
- 3.5. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.6. No running or pushing allowed on the pontoon at any time.
- 3.7. All participants are carefully monitored to ensure they don't take unnecessary risks.
- 3.8. All key personnel are adequately trained for the role that they perform.
- 3.9. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10. No boat should sail outside the designated sailing areas.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



OPERATION OF SAFETY CRAFT (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured either by the boat itself or by its propeller. The boat may suffer mechanical breakdown or an accident resulting in the crew or those supported by the boat being put at risk.

2. Risk Groups

Instructors

Helpers

Junior Sailors

Safety Craft Crews

3. Control Measures

- 3.1. All equipment must be properly designed, maintained and regularly inspected to reduce the chance of unforeseen breakages and injury by damaged equipment.
- 3.2. All support boat drivers shall have been adequately trained.
- 3.3. Support boat engines should be stopped when a person is in the water beside the support boat, especially if abaft the console.
- 3.4. All planing craft must have a kill cord which must be used at all times.
- 3.5. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.6. All support boats should have a minimum crew of two at all times.
- 3.7. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks that they should be capable of achieving.
- 3.8. All key personnel are adequately trained for the role that they perform.
- 3.9. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.10. No boat should sail outside the designated sailing areas.
- 3.11. All Safety Boats should be equipped with a VHF radio.
- 3.12. All Safety Boats should carry the following equipment: paddles or oars, bucket or bailer, bridle secured with towing eyes, towline, minimal tool kit, spare kill cord, survival bag or thermal protective aid, waterproof first aid kit containing 2 large wound dressing and triangular bandages, 2 large wound dressings, 2 medium wound dressings, anchor, chain and warp, 2 orange smoke and 2 pinpoint red or 2 day/night distress flares and a sharp knife, preferably serrated, throw line, fire extinguisher serviced annually in line with manufacture's recommendations, radio emergency procedure card, efficient fog sounding signal, laminated charts and timetables.

4. Further Action Planned



- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: HIGH
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



MEDICAL AILMENTS (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured because of a previous medical problem in a participant.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1 Parents are advised in the programme literature to inform the Head of all relevant medical problems in a junior. Helpers are advised to notify the Head of any medical or physical conditions which may have an effect on the safety of participants in the programme.
- 3.2 Medical advice should be sought as to the suitability of suffers of unknown or uncommon medical problems being involved in the scheme.
- 3.3 An accident book is maintained by the Wednesday Junior Sailing office.
- 3.4 All parents/guardians must sign a disclaimer annually certifying that they have disclosed any medical problem that might affect the junior.
- 3.5 Medical conditions are noted on the top of students' card.
 - A – Asthma
 - AL- Allergy
 - C – Cardiac problem
 - D – Diabetes
 - E – Epilepsy
 - S – Asperger's Syndrome
- 3.6 Participants with known conditions are carefully monitored to ensure that any problems are quickly recognised and the appropriate action taken.
- 3.7 All key personnel are adequately trained for the role that they perform.
- 3.8 Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.



3.9 No boat should sail outside the designated sailing areas.

4. Further Action Planned

4.1. Annual review of Risk Assessment and Safety Policies.

4.2. Annual safety briefing for all involved.

4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

5.1. Severity of Hazard: MEDIUM

5.2. Assessment of Likelihood of occurrence: LOW

5.3. Resultant Risk Category: LOW



THE FERRY (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured by their boat being hit by the ferry or its wash.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1. All participants are warned to keep well clear of the ferry.
- 3.2. The ferry is monitored and when it starts moving the support boats inform all participants and then sweep in front of it removing any boat stuck in its path.
- 3.3. There must always be support boats available.
- 3.4. All key personnel are adequately trained for the role that they perform.
- 3.5. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.6. No boat should sail outside the designated sailing areas.
- 3.7. Liaison is maintained with Wightlink.

4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Annual review of Risk Assessment, including liaison with Wightlink, and Safety Policies.
- 4.3. Annual safety briefing for all involved.

5. Risk Quantification

- 5.1. Severity of Hazard: HIGH
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



X.O.D. RACING (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured either by being hit by an XOD boat or by being capsized.

2. Risk Groups

Instructors

Junior Sailors

3. Control Measures

- 3.1. The X.O.D. race officers' guidance notes lay down that in Northerly winds with the finish at low tide when the X boats would have to beat through Wednesday Junior Sailing, they should be finished to seaward of the wave barrier.
- 3.2. The support boat at the wave barrier warns the Support Boats and pontoon by radio when the X boats are coming up the river.
- 3.3. Participants are shepherded away from the part of the river used by the X boats as they come up to the Club finishing line.
- 3.4. A support boat must assess any capsize within three minutes.
- 3.5. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.6. All key personnel are adequately trained for the role that they perform.
- 3.7. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.8. No boat should sail outside the designated sailing areas.

4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Annual review of Risk Assessment and Safety Policies.
- 4.3. Annual safety briefing for all involved.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



PASSING VESSELS (Wednesday Junior Sailing)

1. Hazard

Instructors, Helpers and Juniors may be injured by their boat being hit by the passing vessel or its wash.

2. Risk Groups

Instructors

Helpers

Junior Sailors

3. Control Measures

- 3.1. Support boats must be aware of other river users and try to shepherd Wednesday Junior Sailing boats away from their path, having regard to the implications of the Right of Way rules.
- 3.2. A support boat must assess any capsized within three minutes.
- 3.3. An accident book is maintained by the Wednesday Junior Sailing office.
- 3.4. Helpers should report to the Senior Instructor the identity of any craft apparently being handled dangerously.
- 3.5. All participants are carefully monitored to ensure they don't take unnecessary risks and are attempting tasks within their capability.
- 3.6. All key personnel are adequately trained for the role that they perform.
- 3.7. Wednesday Junior Sailing always operates inside the guidelines laid down by the Club in its Junior Sailing Policy Document.
- 3.8. No boat should sail outside the designated sailing areas.

4. Further Action Planned

- 4.1. Annual training courses to maintain and improve Instructors and Helpers competence.
- 4.2. Annual review of Risk Assessment and Safety Policies.
- 4.3. Annual safety briefing for all involved.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



MULTIPLE CAPSIZE SITUATIONS (Wednesday Junior Sailing)

1. Hazard

Due to wind, action of another river user or inexperience a number of boats engaged on Junior Sailing might capsize at the same time.

2. Risk Groups

Instructors

Junior Sailors

3. Control Measures

- 3.1. A support boat should assess each capsize within 3 minutes to ensure that no one is trapped under an upturned boat.
- 3.2. If conditions are such that the support boat personnel or the Senior Instructor feel that there is a risk of injury to people in the water, the personnel will be recovered and the boats abandoned. If conditions permit, the abandoned boats should be marked by tying a piece of spinnaker tape to the pintles.
- 3.3. If the Senior instructor in charge decides that support boats resources are inadequate he should consider signalling "Abandon" and calling for assistance from the boatmen and external agencies such as the RNLI.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual safety briefing for all involved.
- 4.3. Annual training courses to maintain and improve Instructors and Helpers competence.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



SAFEGUARDING (Wednesday Junior Sailing)

1. Hazard

A child is considered to be abused if he or she is treated in a way that is unacceptable in a given culture at a given time. Adults may be incorrectly accused of abuse by a child.

2. Risk Groups

Children

Coaches

Helpers

3. Control Measures

- 3.1. The Senior Instructor in charge should not appoint anyone to act "in loco parentis" for a child.
- 3.2. The Head of WJS should take up 2 references for any adult helper who will have more than very occasional contact with the children.
- 3.3. The Senior Instructor in charge should endeavour to ensure that no adult helper spends excessive time alone with a child they are not related to or acting "in loco parentis" for.
- 3.4. The Head of WJS should ensure that there is someone trained in child protection available during sessions involving children.
- 3.5. The Senior Instructor in charge should endeavour to ensure that adult helpers do not engage in inappropriate behaviour with the children.
- 3.6. All key personnel should be adequately trained for the role that they perform.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual Child Protection briefing for all involved.
- 4.3. Ask Parents of Children for permission to publish photos with the name of their child.

5. Risk Quantification

- 5.1. Severity of Hazard: HIGH
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



JUNIOR POWERBOAT INSTRUCTION (Wednesday Junior Sailing)

1. Hazard

A child or adult may be injured or fall overboard.

2. Risk Groups

Juniors

Instructors

Other River Users

3. Control Measures

- 3.1. Training must take place within close proximity of another support boat or the Club.
- 3.2. The instructor must sit on the correct position when teaching so they are easily able to reach the control lever. The instructor must also wear a second kill cord when a junior is at the helm.
- 3.3. No more than 3 juniors shall be in a powerboat with an Instructor.
- 3.4. All key personnel should be adequately trained for the role that they perform.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual review of powerboat training.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



USE OF PUBLIC SLIPWAY (Wednesday Junior Sailing)

1. Hazard

- 1.1. Injury by boat and/or trailer, particularly when towed by a car and especially when connected to the car by a rope.
- 1.2. Injury by a dinghy, especially if a person has slipped on the wet surface.
- 1.3. Injury from a boom, sail or mast of a boat caught by a gust of wind.

2. Risk Groups

Children

Helpers

Bystanders

Other River Users

3. Control Measures

- 3.1. All persons using the slipway and their parents should be briefed on the risks involved.
- 3.2. A Slipway Marshall shall be appointed if necessary.
- 3.3. All key personnel should be adequately trained for the role that they perform.

4. Further Action Planned

- 4.1. Annual review of Risk Assessment and Safety Policies.
- 4.2. Annual review of powerboat training.

5. Risk Quantification

- 5.1. Severity of Hazard: MEDIUM
- 5.2. Assessment of Likelihood of occurrence: LOW
- 5.3. Resultant Risk Category: LOW



TOPAZ ARGO – DINGHY (Wednesday Junior Sailing)

1. Hazard

Entrapment in rigging during a capsize or inversion.

2. Risk Groups

All Sailors.

Helpers.

Instructors.

3. Control Measures

- 3.1 Adequate masthead floatation should be used.
- 3.2 Students to learn about the procedures for inversion, and what to do in the event of entrapment.
- 3.3 Trapeze harnesses are fitted with quick release hooks, and those wearing them are familiar with how to operate and when to use them.
- 3.4 All involved with the session must wear a buoyancy aid complying with the CE 50 Newton standard at all times when on the pontoons or afloat.
- 3.5 Support boat crews should be suitably trained and qualified and all key personnel should be able to perform the role they are given.
- 3.6 Tactical positioning of support boats should be considered, to ensure incident can be reached in a reasonable time.

4. Further Action Planned

- 4.1 Annual review of the risk assessment and safety policies.
- 4.2 Annual safety briefing for all involved.
- 4.3 Event safety briefing to highlight dinghy classes on the water.
- 4.4 Annual training courses so all instructors and helpers are familiar with the rigging and procedures for entrapment.

5. Risk Quantification

- 5.1 Severity of hazards: HIGH
- 5.2 Assessment of likelihood of occurrence: LOW
- 5.3 Resultant risk category: LOW



Risk Assessments on the water

June 2026



CONTROL MEASURES – (Wednesday Junior Sailing)

1. Planning

	Measures	General Comments	Specific comments, measures and assets where necessary
1.1	Limit competitor / participant numbers.	Club to limit entry numbers that car park and slipway can safely accommodate. Club to limit race entry numbers to safety boat availability.	Need to require pre-entry with cap on entries. When there are large numbers entered slipway and river channel congestion should be avoided by batched launching and escorting down or up the river. Dinghies should be kept out of the channel as much as possible. Good Marshalling ashore required to minimise interference to other slipway users and manage safety on the slipway. Need co-operation to manage launching, recovery and berthing of large numbers of safety boats. Maintain a RIB off the slipway at busy periods and ferry passing times.
1.2	Tidal prediction.	Assessment to be made regarding strength of current, height of tide and other associated conditions.	Congestion is much greater at low water. The racing/event programme should be arranged to manage congestion.
1.3	Identify danger points on course – river zones	River Zones have been designed where different control measures will apply depending on the risk.	Marks and Gates should be specified in Sailing Instructions where races can be shortened. Shallow draft sailboats can be required to keep out of the channel. River is zoned according to risks in each area. Sailboats without engines can be required to be towed. Sailing Instructions can require that spinnakers may not be flown in certain zones. Safety Boats can be stationed at identified danger points.
1.4	Vessel traffic information.	Some or all zones of the river are extremely congested on certain days in the summer, especially weekends in the summer and over Bank Holidays.	Racing programmes should be organised to avoid racing in specified Zones during agreed high-risk periods where congestion can be expected. If for any reason congestion is higher than anticipated, Events should be finished outside of the known congested zones.
1.5	Weather	Use of weather forecast information	Sailboats without engines have difficulty manoeuvring in light winds and many



	monitoring.	and monitoring of the present weather to vary race management to control risk.	are prone to broaching and capsize in high winds, especially if flying spinnakers. Races can be postponed, abandoned or shortened to suit the conditions.
1.6	Briefing of race management personnel.	Club to agree Policies and Guidelines and provide suitable training of key personnel.	Suitably experienced, trained and approved Race Officers must apply Club's Policies and Guidelines.
1.7	Safety Boats - Manning.	<u>Safety boats shall be manned by a minimum of 2 people, one of whom should be suitably trained and qualified.</u>	<u>The safety boat helm should be suitably experienced, trained, qualified, well briefed and fully understand their responsibilities.</u>
1.8	Emergency and contingency procedures.	Establish and maintain an action plan.	Race management personnel should be trained in how to deal with an emergency.

2. Communications

	Measures	General Comments	Specific comments, measures and assets
2.1	Signing on/off for race	Agreed procedure for accounting for all personnel involved laid down in the Club's Policies and Guidelines.	The procedure will vary depending on the type of craft, where based, and the age and experience of the people involved.
2.2	Safety Briefing.	Safety briefing to competitors and safety boat crews as per organiser's Policies and Guidelines.	Briefings need to take into account variations between events, types of boats, the age and experience of competitors and their familiarity with the river.
2.3	Landside Management to include records of membership and other	Policies and Guidelines need to ensure that the Club requires a declaration that all craft are suitably equipped, seaworthy, and insured.	Wording of Notice of Race, Entry Form and Sailing Instructions to comply with current RYA Best Practice Guidelines concerning Safety and Insurance. Records should be available to Race Officer if required.



	competitors' details.		
2.4	Communications with other River users.	Vessel movements. Identified special risks.	Communication on VHF channel M1 and M2 with Clubs, Race Teams and Safety Boats. Communication on mobile telephone with Ferries and Race Officers. Communication on VHF channel 16 with other river users.
2.5	Right of way between racing and none racing traffic.	IRPCS. Vessels confined by their draft and manoeuvrability.	Sailing Instructions also refer to IRPCS although they are built into the Racing Rules of Sailing. Race Committee should protest offending boats.



2.6	Right of way between racing boats	Racing Rules of Sailing (RRS) apply	Race Committee should protest offending boats if no other protests. Clubs to consider refusing race entry of boats that are persistent offenders.
2.7	Limiting Spinnaker use.	Some classes of sailboat are in some conditions much easier to control when sailing without a spinnaker. Sailboats without spinnakers need less "river room" and are less likely to collide with other boats or static objects.	Spinnaker use can be limited by sailing instructions either for all races or when signalled. Limits can be easily zoned.
2.8	Wavescreen Gap	Boats can be permitted to use the wavescreen gap to keep them out of the channel.	Use of the wavescreen gap should be controlled by Sailing Instructions
2.9	Racing mark west of No. 10 mark.	Delimits the Northern end of the crossover zone of the river.	This can be used as a finishing mark or a mark at which a change of course or the use of spinnakers could be signalled.
2.10	Racing Checklist, Post Race Report & weekly Declaration.	Compiled by Club. Club to provide weekly Declaration Summary of all races and incidents to Harbour Master.	Provides detailed audit trail including information on occurrence of incidents. This information will be used to review LHC Risk Assessments and Code of Practice.

3. Control Measures During Race

	Measures	General Comments	Specific comments, measures and assets
3.1	Abandonment.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the Organiser's Policies and Guidelines.
3.2	Shortening course.	In the event of adverse weather or other factors.	Decision made by Race Officer to comply with RRS or the Organiser's Policies and Guidelines.



3.3	Monitoring of weather and sea conditions.	By observation and communications with safety vessels, competitors and Organiser.	In light winds sailboats without engines have difficulty manoeuvring and in high winds many are prone to broaching and capsize especially if flying spinnakers. Races should be postponed, abandoned or shortened to suit the conditions.
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W9 Dinghy Event Operating Procedures

This section last reviewed	June 2026
This section last revised	June 2026

The organisation

- W9.1 The club is a membership organisation that is a company limited by guarantee, and not for profit making.
- W9.2 The club organises a varied programme of open events, regattas and championships for people of ages and abilities. You do not have to be a member to participate in many of the events.
- W9.3 The events take place in the Lymington River, the surrounding lakes and marshes, the Western Solent and occasionally Christchurch Bay.
- W9.4 The club is affiliated to the RYA, is an RYA recognised training centre and a British Youth Racing Recognised Club.
- W9.5 The club works closely with the Lymington Town Sailing Club on a number of events.
- W9.6 The club is situated within Lymington Harbour, a trust port, run for the benefit of stakeholders and the local community.

Statement of intent

- W9.7 The club aims to a high standard of safety for everyone involved in delivering the event, without unduly constraining the sailing. Where these aims conflict, the needs of safety will take precedence.
- W9.8 The club will identify hazards, assess risks to those involved and put in place controls to reduce the risk as far as practicable.
- W9.9 The club will consult members, volunteers and participants on event safety management, will monitor safety performance, learn lessons and make changes to how we do things based on lessons learned.

Roles and responsibilities

- W9.10 Safety management at an event is the responsibility of the organising authority and may be delegated to a number of roles.

Role	Responsibility	Resources available
Event Management Team	Controls the event and racing. Formed by the Responsible Person, the Events Safety Officer and, if there is one, the Event Co-	



Role	Responsibility	Resources available
	ordinator.	
Responsible Person (or Principal Race Officer (PRO), CRO, JSOOD, SI or OOD)	In charge of all racing activity and participants' safety on the water from the time the sailors enter the water on the slipway to launch (or from the time they go afloat from the pontoon) until the time that they have been accounted for at the end of the session (via a return of the tally, signing in at the end of a race, reporting back on an app or website or otherwise) at or after the point they step ashore on the slipway or pontoon. If the event is a racing event that takes place on a single course, this will also be the Course Race Officer.	All teams and resources allocated to the event.
Event Safety Officer (ESO)	Delegated responsibility for managing the safety fleet from launch until recovery. If the event is a racing event on a single course this may also be Course Safety Officer. Preparation of a Safety Plan and chair of the daily Event/Race Management meeting that contributes to a sail / no sail decision.	All safety teams and vessels allocated to event.
Event Co-ordinator	In overall charge of the shore side of the event.	All teams and resources allocated to shore side of event.
Course Race Officer (CRO)	Delegated responsibility for all racing activity and competitors safety on their course from the time the sailors enter the water on the slipway to launch (or from the time they go afloat from the pontoon) until the time that they have been accounted for at the end of the session (via a return of the tally, signing in at the end of a race or otherwise) at or after the point they step ashore on the slipway or pontoon. Reports to the Principal Race Officer	All teams and vessels allocated to the course



Role	Responsibility	Resources available
Course Safety Lead (CSL)	Delegated responsibility for managing the safety fleet on their course from launch until recovery.	Vessels and crew allocated to their course
Beachmaster (BM)	Delegated responsibility for managing safety issues during launching and recovery. May be an additional point of contact on the shore for race and safety teams in addition to the Club Duty Manager.	
Bridge	Logging and noting all communications. Acting as a (VHF or phone) point of contact between afloat and shore teams.	
Welfare contact(s)	Point of contact for any concerns about inappropriate behaviour (excluding behaviour covered by RRS)	Safeguarding policy and procedures

- W9.11 All those with any lead or delegated responsibility for safety have the authority to deploy all the resources available to them and direct the work of those assisting. They need to be familiar with the fleet - age, competency and limitations of likely entrants / participants.
- W9.12 The safety fleet will consist of dedicated support boats. At the request of the Event Safety Officer to the Principal Race Officer, or Course Safety Officer to Course Race Officer any race management boats, jury boats and other boats supporting the fleet may be brought into the support boat fleet.

Risk Assessment

- W9.13 Risk management will take place on the following levels:

Pre-event risk assessment

- W9.14 The club has prepared a risk assessment for organised sailing events that has been agreed with Lyngby Harbour Commissioners.
- W9.15 The assessment identifies a number of controls available to the Event Management Team that will be implemented in:
- The Notice of Race
 - Sailing instructions
 - These operating procedures
 - The Safety Plan



- W9.16 The controls identified in the club sailing event risk assessment also make use of
- The Racing Rules of Sailing
 - Class rules for those vessels taking part
 - International Regulations for the Prevention of Collisions at Sea

Individual Participant's needs

- W9.17 Some people may have health conditions or other support needs that mean the risks involved need to be individually assessed.
- W9.18 It is always difficult to navigate situations where a person's health or fitness is fluctuating or deteriorating. It can be the case that the different parties involved will have different perspectives on the person's health and capabilities.
- W9.19 The club has to balance an individuals' decision to participate, even if others deem this to be unwise, with the duty of care they owe to keep others participating and delivering the event as safely as reasonably practicable.
- W9.20 An individual risk assessment allows you to:
- Consider the context
 - Undertake a fact find
 - Identify the hazards and assess the risks
 - List all the available controls
 - Jointly (with the participant) decide on the controls to be used (the support needed)
 - Regularly review the controls – race by race, day by day if needed

Daily Risk Assessment

- W9.21 The Event Safety Officer, working with the Event Management Team, will prepare a daily risk assessment to enable the event management team to make a sail / no sail decision, taking into account all those elements that are unknown in advance, and confirm the level of resource, support and supervision needed.
- W9.22 The daily risk assessment should be recorded, either on a form or as a minute to an event management meeting.

Dynamic Risk Assessment

- W9.23 All those with responsibility for safety on the water, from launch to recovery, should:
- Continually monitor the conditions and activity on and around the race course
 - Communicate with the safety and race teams about their observations
- W9.24 As a result of the process, the Principal Race Officer / Event Safety Officer or Course Race Officer / Course Safety Officer may abandon or shorten races, or request additional support.
- W9.25 Dynamic risk assessments are not usually written, though if a Bridge is in place, key decisions and communications will be logged.



Pre event resource and safety planning

W9.26 The event management team should plan resources so that:

- a. Key safety roles are appointed
- b. Situations on the water can be attended promptly, multiple incidents can be managed and the whole fleet recovered in case of deterioration of conditions
- c. The safety team have the capability to deal with incidents (ability, training, experience, qualifications and adequately crewed)
- d. All sailors, coaches, race and safety teams can be accounted for
- e. An emergency evacuation point(s) is identified
- f. Participant numbers do not exceed the resources available
- g. A meeting schedule is established to make key safety decisions

W9.27 The event management team should monitor:

- a. Tidal predictions (if relevant)
- b. Weather forecasts and observations

Safety Plan

W9.28 The Event Safety Officer should prepare a Safety Plan and brief the safety team on the plan. A Safety Plan may be verbal or written. The club maintains a sample generic safety plan for use at Dinghy Events.

W9.29 The plan ensures that safety crew know about:

- a. Getting to and from the sailing area, including towing arrangements
- b. Safety fleet positioning, numbering, call signs and specified roles
- c. Safety equipment required by safety fleet and competitors / participants
- d. Boats returning to shore while the event/racing is continuing
- e. Abandoning boats
- f. Briefing schedule for safety crews
- g. Emergency action plan
- h. Emergency drop off points
- i. Communication methods to be used and channels allocated
- j. Any tallying requirements
- k. Medical or first aid cover for both on the water and on the shore
- l. Event specific guidelines for deteriorating conditions, including loss of visibility
- m. Participant / competitor list and any specific individual needs
- n. Implementing controls from the Club event risk assessment and carrying out daily risk assessments.

Operating areas

W9.30 Events may take place:

- a. In the lakes surrounding Lympington River



- b. In the river (only with the Harbour Master's permission)
- c. In the Western Solent
- d. Christchurch Bay

W9.31 The following local hazards and Byelaws need to be considered:

- a. The ferry
- b. Congestion in and around the river – particularly the slipway, Yacht Haven and rock groyne to the West of the river
- c. Shallow water outside of the river channel – particularly the East bank past the rock barrier (seaward side)
- d. Any Crossing point of the river for fleets

W9.32 The emergency access and evacuation point for a person needing first aid treatment ashore or emergency services is the RLymYC club pontoon.

Participants

W9.33 *Pre Entry*: Participants will have a Notice of Race made available on the official notice board.

W9.34 *Post Entry*: Participants will have the Sailing Instructions made available on the official notice board and any additional joining instructions, as needed

Race and Safety teams

W9.35 The club shall maintain a list of people approved by the Rear Commodore Sailing to be Race Officers and Event Safety Officers or Course Safety Officers.

W9.36 The guidelines for support boats, as set out in section W3 of this document, should be followed.

W9.37 The Responsible Person should consider whether support boat(s) are required for a keelboat event and if considered necessary organise and brief them.

W9.38 At least one person in a club boat used for mark laying the 5m marks should have attended a club mark laying course.

Communication

W9.39 An event will have a briefing schedule that may consist of any of the following:

What	Content	Who
Competitor / Participant briefing	Essential safety information	Responsible Person (PRO, JSOOD, Senior Instructor, Officer of the Day), Event Safety Officer, CRO, CSL
Event management	Decisions on: sail or no sail, organisational plan	Responsible Person (PRO, JSOOD, Senior Instructor, Officer



	and safety plans	of the Day), Event Safety Officer, CRO, CSL, ED, Organising Authority representatives
Further Event/Race Management	Consideration of weather, local shipping etc, Safety Plan Decision on sailing area, resources etc	Responsible Person (PRO, JSOOD, Senior Instructor, Officer of the Day), Event Safety Officer, CRO, CSL, Race management teams
Safety cover	Safety plan for the day Safety team positioning, call signs Information about the conditions and sail area	Event Safety Officer, Support Boat Crews

Co-ordinating activity

- W9.40 There should always be a primary and secondary communication system for race, coach, safety and shore teams (including Boatmen, Beachmaster, Senior Instructor) and Instructors, for example VHF and mobile phone.
- W9.41 If there are a number of radio channels to monitor the Event Safety Officer could set up a VHF radio control base (Bridge).
- W9.42 Safety boats coming into the launching areas should be able communicate directly with the beachmaster, for example by VHF/mobile or, for smaller groups, by hailing.

Accounting for participants and staff / volunteers

- W9.43 The Responsible Person (ie the person with lead responsibility for safety) should always be able to account for all participants, safety and race management personnel on the water. Options of systems to account for all include:
- Sailor tallies
 - Coach, safety and event/race teams tally with Bridge or Event Safety Officer/CSL.
 - A schedule of the crews afloat is recorded on a daily basis either on paper or via the Sailia or Racing Rules of Sailing website/app.
- W9.44 The Beachmaster should confirm with the Event Safety Officer or CSL the number of competitors launched for each event / fleet / course.
- W9.45 **Boats are not to return to shore without the permission of the Event Safety Officer.**



Managing the fleets

W9.46 The following table sets out an example of how fleets and situations can be managed during the event. In all situations:

- a. Attend the situation quickly but carefully
- b. Conduct a head count
- c. Assess whether intervention is needed and the level of support required
- d. Communicate the plan to sailors and to the support boat and safety teams.

Situation	Management
Launching and recovery	1. Event Safety Officer/CSL assesses whether sufficient safety cover is afloat. 2. Either a. Designated launch flag is displayed b. Event Safety Officer/CSL gives signal to Beachmaster. 3. If a tally system is being used sailors may leave the shore after the Beachmaster has tallied them out. 4. Event Safety Officer or Course Safety Lead, Responsible Person and / or Bridge are informed of the number of sailors afloat. 5. If a competitor or participant who has not been accounted for afloat and not informed the event/race management team or coaches of their intention to not take part, then all steps shall be taken to confirm they are not afloat (including: announcements, checking boats / trolleys / phone calls). 6. Time of launch is noted. 7. Fleets are managed afloat according to the safety plan. 8. Beachmaster is informed of returning fleets by the Event Safety Officer or CSL. 9. Sailors are accounted for as they return ashore (e.g. tally system if being used). 10. Beachmaster informs Event Safety Officer/Course Safety Lead when all sailors accounted for. 11. Safety lead stands down safety fleet.
Escort sailors to and from race or training area	A number of methods could be used and the safety fleet should be informed which is preferred on the day: 1. Holding the boats in separate fleets or manageable groups with safety boats spread throughout the fleet or groups. 2. Provide a corridor for the boats to sail to the sailing area. 3. Spread safety cover out over the route the boats use.



Boat retiring from racing or training	1. Retiring boat informs support or coach boat of intention to retire. 2. Assess whether to remove the sailor(s) from the boat 3. If sailors are removed, leave boat attached to mothership (if available), or a buoy, with plastic tape tied to the pintles. 4. Support boat or mothership informs the Event Safety Officer/Course Safety Lead (via bridge if needed) that the boat is retiring (confirm location, identify crew by sail number or tally number) 5. Event Safety Officer/Course Safety Lead informs Responsible Person 6. Event Safety Officer/Course Safety Lead assesses conditions and capacity and decides whether retiree(s) can be escorted ashore. 7. If the sailor returns safely, the Beachmaster confirms to Event Safety Officer/Course Safety Lead that returning boat is accounted for. 8. If the retiring / returning boat is not accounted for, Event Safety Officer/ Course Safety Lead to be informed and boats deployed to commence a search.
Crew in the water	1. Recover sailor if personal safety is at risk 2. Assess risk of hypothermia. If that is suspected, take steps to warm sailor up, protect them from the elements and return them to the shore or mothership as quickly as possible
Entrapment	1. Right the boat as quickly as possible. Either a. Put safety crew on centre board and right boat, or b. Use safety vessel to right the boat
Injury	2. Inform safety lead 3. If first aider, provide first aid 4. If not first aider, ask nearest first aider to attend 5. Assess whether further first aid or medical support is required ashore 6. If head injury, follow head injury protocol: a. Recognise the symptoms of concussion b. Remove the sailor from the water to a safe place for observation c. Refer to a medical professional diagnosis and guidance on a return to play 7. Record details of injury and treatment (time, location, who involved, nature of injury) as soon as possible 8. In the event of a sailor suffering an injury that is not an emergency and does not require their immediate



		evacuation then the Event Safety Officer/Course Safety Lead and Responsible Person should be informed.
	9.	The sailor's condition should be monitored to ensure it does not deteriorate as the day progresses.
	10.	The Event Safety Officer is responsible for ensuring that: - Adults: if permission is granted, the sailor's parent/next of kin is informed and made aware of the condition of the sailor - Children and Young people: the parent is informed and made aware of the condition of the sailor - Upon coming ashore, the Event Safety Officer / Course Safety Lead should confirm the condition of the sailor and that, if required, the information has been passed on to the sailor's parent/next of kin.
Other vessels	1.	Keep a look out for other vessels that are in or around the sailing area
	2.	Talk to the skipper to a) ascertain their intention b) explain what the fleet are doing and where they are likely to be next
	3.	Position yourself between the vessel and the fleet / sailors
Gear failure / loss of manoeuvrability	1.	Inform the safety lead
	2.	Either anchor or moor up to a buoy if possible
	3.	Event Safety Officer / Course Safety Lead to free up another vessel to offer support when and if possible.
Fog or poor visibility	1.	Always have a bearing from a known position to a position of safety
	2.	Event Safety Officer/Course Safety Lead to agree with Responsible Person/CRO plan of action
	3.	Event Safety Officer/Course Safety Lead to inform fleet to implement fog protocol - Ask the sailors to stop, stay close together near a known reference point (for example - committee boat, racing mark, navigation mark, safety boat) - Support boats count the boats near them and report the number to the Event Safety Officer/Course Safety Lead - Event Safety Officer/Course Safety Lead calculates total number of boats accounted for and tallies against number that went afloat (with Bridge support if in use)
	4.	If the total number of boats not accounted for the Event Safety Officer/Course Safety Lead commences a search
	5.	Event Safety Officer/Course Safety Lead decides whether to tow home or not.
	6.	If not towing, send boats ashore in small groups that can stay in sight of accompanying support boats.



7. Support boats to note and report the sail numbers / bow numbers / tallies of the boats they are escorting or towing.
8. If towing, only start tow when all boats have been accounted for.
9. If capsize occurs – all the group stops and stays in sight of each other.

Alternatives:

- Prior to start of event/racing: Responsible Person/CRO and Event Safety Officer/Course Safety Lead agree to postpone racing
- During event/racing: Event Safety Officer/Course Safety Lead and Responsible Person / CRO agree to shorten or abandon event/racing; it is preferable to have the fleet sail to a known visible point to avoid the risk of starburst.

Strong winds

1. If during event/whilst racing, Event Safety Officer/Course Safety Lead to agree with CRO plan of action
2. Event Safety Officer/Course Safety Lead to inform safety fleet to implement the following strong wind protocol.
 - a. Either at the finish, or on each leg of the course, Safety boats to inform sailors to stop, stay close together and either:
 - i. Proceed slowly ashore
 - ii. Stay close to the rib
 - iii. Lie to with sails flapping
 - b. Event Safety Officer/Course Safety Lead informs safety fleet of return to shore plan
 - c. If capsize occurs – a safety boat is to standby or all the group stops and stays in sight of each other.

Alternatives

- Prior to start of event the Responsible Person and Event Safety Officer/Course Safety Lead agree to postpone racing
- During the event: Responsible Person/Course Race Officer and Event Safety Officer/Course Safety Lead agree to shorten or abandon racing/the event; it is preferable to have the fleet sail to a known point that can be reached safely to avoid the risk of starburst.

Thunder,
lightning and
other adverse
weather or
Unusual
Incidents

The Event Safety Officer/Course Safety Lead will agree with the Responsible Person/Course Race Officer a plan of action.
If it's possible to safely return the whole group to the club with equipment, then do so.



If it's impossible to return the group with equipment safely and promptly, then one or more of the following options may be considered.

- The Event Safety Officer/Course Safety Lead could request additional safety craft to support the fleet, if available.
- The Event Safety Officer/Course Safety Lead could direct the group to a suitable emergency receiving point. On shore assistance would also be requested.
- The Event Safety Officer/Course Safety Lead could direct that participants are returned to shore in the rib, with the dinghy left abandoned and inverted. All inverted craft are to be tagged with red and white tape to show that the sailors have been collected. The Coast Guard and Harbour Master will be informed of the number and type of craft left at sea tagged with tape

If the Responsible Person decides none of these options is appropriate, they should issue a Mayday on channel 16.

Activity on the water should not recommence until at least the later of 60 minutes after last seeing lightning or 30 minutes after last hearing thunder

Person
unaccounted
for

At tally or beach:

- a. Competitor or participant who has not been accounted for on launching and not informed the event/race management or coaches of their intention to not take part, then all steps shall be taken to confirm they are not afloat (including: announcements, checking boats / trolleys / phone calls)
- b. If not accounted for within a time period respective of the conditions at the time, declare an emergency situation

On the water

- a. Notify Event Safety Officer/Course Safety Lead and Responsible Person/CRO if racing
- b. Note last known position
- c. Assess tide and wind drift
- d. Agree search area and safety team positioning
- e. Commence search
- f. If not accounted for within a time period respective of the conditions at the time, declare an emergency situation

On return to launch area



- a. Inform Event Safety Officer/Course Safety Lead and Responsible Person
- b. Direct safety boats back to race area and start search
- c. Investigate missing individuals ashore
- d. If not accounted for within a time period respective of the conditions at the time, declare an emergency situation

Emergency

An emergency situation requires additional resources and may be a significant injury to a sailor or volunteer, or structural damage endangering the safety of a vessel involved in the event.

- a. The first boat on the scene broadcasts to all stations 'CODE RED', giving location.
- b. The next nearest support or race management boat immediately proceeds to help
- c. All other stations minimise radio traffic
- d. The Responsible Person or Event Safety Officer/Course Safety Lead assesses the situation and may:
 - i. Call additional support to the scene
 - ii. Assist in stabilising the situation
 - iii. Request the emergency services to attend
- e. Only the minimum numbers of boats are to remain involved with the situation, all other safety boats to continue to provide cover to other sailors
- f. If necessary the casualty should be taken ashore to the emergency drop off point (normally the club pontoon) to meet the emergency services
- g. Keep Event Safety Officer/Course Safety Lead (if there is one) and Beachmaster informed of progress
- h. The Code Red is closed when the situation has been resolved and the danger removed, or the casualty evacuated.
- i. The Event Safety Officer/Course Safety Lead informs all stations that 'Code Red is cleared'

Options

- Race Officers may shorten or abandon races still in progress, and other participants instructed to make their way ashore. Care should be taken to avoid starburst.

Private Support and Coach Boats at events

W9.47 It is best practice to strongly encourage private support and coach boats to comply with the Sailing Instructions for the given event.



- W9.48 Operators of private support and coach boats should be effectively briefed on any emergency safety plans, agree a communication system and general good practice for the event by the ESO.
- W9.49 It is important to manage these boats so that they are compliant with good practice for the event and can be brought into the tactical reserve to provide additional safety support in case of emergencies, which may allow racing to be run when otherwise it would not be possible.
- W9.50 Private support boats can then be registered, supplied with these instructions and asked to display flags and allowed within a reasonable distance of the racing. Private support boats that do not display flags should be briefed to keep clear of the event activity.

Post racing

- W9.51 Competitors who wish to raise concerns directly related to racing should be referred to the race office.
- W9.52 If competitors raise concerns about safety on the water, collect the basic details and inform the CSL who will inform the ESO.
- W9.53 Event Safety Officer/Course Safety Lead should invite feedback from the safety and beach teams on how safety was managed during the day, any concerns and issues that need to be addressed and what went well.
- W9.54 If any safety crew observes or is involved in practice that they are not comfortable with, or are unsure about, they should raise it with the Event Safety Officer/Course Safety Lead.

Key Tasks

- W9.55 A summary of the key tasks for an event, along with those responsible for carrying them out, is set out below.

Task	Who
Event risk assessment and development of safety plan	ESO
Appoint safety roles needed – Race Officer, Event Safety Officer, coaches	ED
Appoint beachmaster or shore contact	
Set up event meeting and briefing schedule	ED / ESO
Allocate call signs to each support boat, race management boat, jury and private support boats	ESO/RP
Produce comprehensive list of boats, crew, call signs, identification flags (if used) and mobile phone numbers	ESO
Identify first aiders afloat	ESO
Agree VHF radio channels to be used, including a reserve channel	ESO



Task	Who
Allocate safety fleet positions on the course	ESO
Sail or no sail decision	RP/ET
Hold safety briefing for all the safety fleet crew at the beginning of the event	ESO
Communicate weather conditions / forecast, daily organisational plans, shipping movements and any amendments to the safety plan	ESO
Hold event/race management briefing attended by event/race management teams and ESO	RP
Tally all safety boats and other official boats	ESO
Radio check all safety boats	ESO /Bridge
Decide when sufficient safety cover afloat, liaise with beachmaster and ask RP permission to launch	ESO
Tally sailors afloat for the day and inform ESO and RP the number of boats afloat, and time of first and last boat launched	Beachmaster
Note time fleet sent afloat and monitor time on the water	RP/CRO/ESO
Account for all retirements and sailors who return to shore	RP/CRO
Tally competitors ashore at the end of the day, inform ESO and RP	Beachmaster
Tally safety fleet ashore at the end of the day, inform RP.	ESO/Bridge
ESO to stand down safety fleet	ESO
Tally event/race management fleet ashore at the end of the day, inform ED	RP
Identify waypoints and bearings to launch area/river entrance in case of low visibility	Support boats

Head injury protocol

- W9.56 Never ignore concussion, and if in doubt sit it out. Even with the suspicion of possible concussion, it is essential the sailor leaves the water and does not return until rested and medical advice sought.
- W9.57 Concussion is difficult to identify, particularly in the midst of a sailing event. It can be progressive and you are relying on the honesty of the sailor to tell you if they think something is wrong.
- It's critical for a sailor who thinks something is wrong to tell the safety team or coach. They should not carry on regardless.
 - A coach or member of the safety team should report concussions or suspected concussions that occur during an event to the Event Safety Officer /Course Safety Lead.
 - Parents who recognise suspected concussion, even after the sailor has left the water, should be encouraged to support their child and keep them



under observation.

Head Injuries: Recognise the symptoms	
Physical signs • Headaches • Dizziness • Light sensitivity • Insomnia and sleep problems • Slow to respond, unsteady, lack of co-ordination • Slow to move • Balance problems • Fatigue	Cognitive signs • Poor concentration • Forgetfulness • Difficulty with processing information • Not aware of surroundings • Slow to respond
Emotional signs • Irritability • Low mood • Anxiety • Feeling more emotional than usual	Common signs • Failure to answer a few simple questions correctly, such as these for example, may also suggest a concussion: ○ What venue are we at today? ○ Who is your crew? ○ Who won the last race? ○ What is your sail number? ○ What was the last but one training exercise we did? ○ Where did you finish in the last race?
RED FLAGS If ANY of the following are reported then the sailor should be safely and immediately removed from the water. If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment: • Complaints of neck pain • Deteriorating conscious state • Increasing confusion or irritability • Severe or increasing headache • Repeated vomiting • Unusual behaviour change • Seizure or convulsion • Double vision • Weakness or tingling / burning in arms or legs	



Actions for the Responsible Person/Event Safety Officer/Safety Team/Parents/ Next of Kin

(Source: RYA website)

1. Remove the sailor to a safe place for observation
 - The sailor should not return to activity until they have been assessed as fit to do so.
 - A person with suspected concussion should be kept under observation, and not left alone for at least 48 hours (and they should not drive a vehicle until cleared to do so)
2. Refer to a medical professional
 - It is recommended that the sailor is referred to a medical professional for diagnosis and guidance on when a 'return to play' is possible, even if the symptoms disappear. This information should be given to the sailor and a parent/and, with permission, the next of kin.

The British Journal of Sports Medicine Pocket [CONCUSSION RECOGNITION TOOL™](#) may also be useful to help identify concussion in children, teenagers and adults if you are not a health care professional.

DOs and DON'Ts

The following DOs and DON'Ts, provided by Headway, are worth heeding if you have concussion or are caring for someone else who has:

- DO stay within reach of a telephone and have medical numbers at hand if you need them
- DO have plenty of rest and avoid stressful situations
- DO share this information with a friend or a family member who can keep an eye on your condition
- DO take painkillers such as paracetamol for headaches;
- DON'T stay at home alone for 48 hours after the injury has taken place
- DON'T drink alcohol until you feel better
- DON'T take sleeping tablets without consulting a doctor;
- DON'T do anything active (play or train) for at least three weeks without consulting your doctor
- DON'T return to driving until you have recovered; if in doubt, consult your doctor
- DON'T isolate yourself, but avoid meeting too many friends all at once, and avoid loud, busy, over-stimulating social situations.



W10 Safety Guidelines for Cruising Events

This section last reviewed	June 2026
This section last revised	June 2026

Responsibilities of the Organisers and of Skippers

- W10.1 Each cruising event organised and publicised by the RLymYC Cruising Committee will have an Organiser and a Deputy Organiser, one of whom must attend the event.
- W10.2 The Organiser is responsible for ensuring the event can be run safely. They would be expected, for example, to make an assessment of the impact of strong tides, shipping movements, cross currents when berthing, and (noting that the very few incidents which have occurred over recent years have almost all been persons falling into the water whilst climbing in or out of tenders or on/off pontoons) arrangements to ferry crew from anchored boats or mid-river pontoons.
- W10.3 The Organiser should be aware of the Club's Safety Policy for Organised on Water Events and its Risk Assessments for organised Sailing events, as well as these Guidelines.
- W10.4 Cruising events usually comprise two elements, a social gathering on land and journeys to and from that gathering. Establishing the suitability of the shore venue and suggested berthing is the responsibility of the Organiser.
- W10.5 The Organiser will decide, prior to planned departure and in consultation with the Captain of Cruising, whether to postpone or cancel an event, taking account of the weather forecast and other relevant factors. The last moment for this decision will vary with the venue location, berthing and caterers' requirements and venue deposit deadlines. It is preferable to postpone rather than cancel.
- W10.6 On the water, the sole responsibility for the safety of boats and crews lies with the skipper. Skippers are not only responsible for ensuring their boat is seaworthy and fit for the event, but that they and their crew have sufficient capabilities and experience for the conditions they are likely to experience. Given the age profile of most participants, physical and medical limitations are particular factors to consider.
- W10.7 Skippers should also consider (particularly for longer passages outside the Solent) recording the passage on suitable tracking software.
- W10.8 No skipper may participate in an Event, without submitting to the Captain of Cruising the annual Cruising Skippers Consent Form. The Captain of Cruising, assisted by the General Manager, will arrange for the Office to hold these and at the beginning of each season request skippers to renew them.
- W10.9 In the event of any emergency on the water, it is expected that skippers/crew will request Coastguard, Seastart or nearby skippers' assistance as appropriate.



Skippers must as soon as possible inform the Organiser, who should complete and return a Club On-the-water Incident Form where appropriate (see the example in W6 which can be accessed via the Club's website, and the QR codes posted around the Club, including in the Sail Loft); as well as the report of the event generally that the Cruising Sub-Committee may require.

Communications with Participants

- W10.10 The Organiser will publicise the event at least a month in advance via the Club website, the Club Noticeboard and the available electronic noticeboards (currently the Connected Cruisers and Motorboats WhatsApp groups). Skippers intending to participate will be required to provide details of boats, numbers aboard, contact mobile etc, often by a sign-in link. An event-specific WhatsApp will be the primary channel of communication between Organiser and participants, from first expression of interest to arrival at home berth after the event.
- W10.11 On the eve of the event, the Organiser will publish on the event WhatsApp an up-to-date list of participating skippers, boats, numbers aboard and mobile numbers. In the event of a no-show at the venue, enquiries can be made by phone and of other skippers. (This list is needed anyway, for final catering and berthing details).
- W10.12 If a skipper is keen to participate, but is short of crew, the Organiser should endeavour to assist by canvassing skippers of other participating boats for spare crew or to act as a buddy. Crews can be encouraged to use the WhatsApp groups to find skippers.

Cruises involving Juniors and Youths

- W10.13 When including under 18 year olds in the Crew, the skipper should familiarise themselves with the club's safeguarding policy and ensure that the parental agreement/disclaimer has been provided to the club before the cruise.



W11 Generic Safety Plan

This section last reviewed	June 2026
This section last revised	June 2026

The Club maintains a generic safety plan for use at Dinghy Events. This is contained in a separate electronic document.



Royal Lymington Yacht Club:

Terms of Reference for the Health & Safety Committee

This section last reviewed	June 2026
This section last revised	June 2026

Purpose

- M1.1 The purpose of this document is to set out the terms of reference for the Health and Safety Committee ("H&SC"), including its composition and the responsibilities of its members.

Background and governance structure

- M1.2 The Club's Articles of Association set out how the Club is to be run. (They are reproduced in the List of Members and Yachts for ease of reference.) Article 27 states that "The General Committee shall.... manage the affairs of the Club...[and] be supported by the Sailing and House Committees and the Finance Committee and such other committees as the General Committee shall determine from time to time. The responsibilities and membership of such committees shall be determined by the General Committee."
- M1.3 Under Article 27.1.2, these committees shall conduct their business and carry out their responsibilities in accordance with the directions of the General Committee. The General Committee has approved the establishment of the Health and Safety Committee. This document, which has been approved by the General Committee, sets out the Terms of Reference for the Health and Safety Committee and its Members.

Composition of the H&SC

- M1.4 The General Committee has determined that the Health and Safety Committee shall comprise of
- The Vice Commodore.
 - No less than 3 and no more than 6 Full or Family Members, who shall, subject to the approval of the General Committee, be appointed by the Vice Commodore.
- M1.5 The Committee shall be chaired by the Vice Commodore. The Vice Commodore and three further members of the Committee shall comprise a quorum.
- M1.6 The General Manager shall be invited to all meetings of the Committee.

General Responsibilities



- M1.7 Overall responsibility for Health and Safety in respect of the Club's activities rests with the General Committee.
- M1.8 The role of the Health and Safety Committee is to assist the General Committee in meeting this obligation by making recommendations to the General Committee in relations to its Health and Safety Management System and its associated policies.

Specific Responsibilities

Health & Safety Committee

- M1.9 The responsibilities of the Health and Safety Committee include:
- Maintaining a list of policies approved by the General Committee, and the parties responsible for updating and implementing them.
 - Liaising, with the assistance of the General Manager with those parties in relation to health and safety matters.
 - Reviewing incidents and making recommendations to the General Committee as to whether any changes should be made to the Club's policies as a result of those incidents.
 - Liaising with the catering providers to ensure that their health and safety policies complement those of the club, to identify any areas where changes to the policies of either entity may be desirable, and to ensure change is effected, working through the appropriate channels.
 - Validating the Club's compliance with Health & Safety Regulations, which it may do by reviewing reports of audits commissioned on behalf of the General Committee.
 - Monitor all reports by staff and Members of Health and Safety Concerns as well as records of accidents and near misses and if necessary to instigate changes in policy and local rules to reduce Health and Safety Risks as much as reasonably possible.
 - Provide input to the annual review by the Sailing Committee (and relevant sub committees) of the Organisation and Management documents and make recommendations to those Committees with regards to its content, paying particular attention to consistency of approach, where desirable, across the club policies.
 - Carrying out an annual review of the content of these Terms of Reference and, in the light of that review (or at any other time), providing recommendations to the General Committee as to its content.
 - Carrying out an annual review of the club's Health and Safety Management System and associated policies and documents and, in the light of that review (or at any other time), providing recommendations to the General Committee as to their content.



- M1.10 In carrying out its duties, the Committee and its members will seek to ensure that it works within the budgets allocated to it by the General Committee.

Committee Chair

- M1.11 As Chairman of the Health and Safety Committee, the Vice Commodore is responsible for:
- Chairing the meetings of the H&SC.
 - Encouraging the H&SC and its members to discharge its responsibilities as described above and below.
 - Reporting to the General Committee relevant matters arising from the H&SC.

General Manager

- M1.12 The role of the General Manager insofar as the H&SC is concerned includes:
- Advising the H&SC of information relevant to the work of the H&SC, and reporting to the H&SC of any developments with regards the implementation of the General Committee's policies.
 - Taking the function of Club Safety Officer, and Club Fire Officer, and carrying out such duties as are specified in the Health & Safety Organisation Management System.

Working with other sections of the Club:

- M1.13 The responsibilities of the Committee and its Members as described above already facilitate a high degree of collaboration with the other sections of the Club. However, for the avoidance of doubt, this section records where responsibilities fall outside of the H&SC's Terms of Reference:
- Governance risks associated with the management of the Limited Company.
 - Insurance
 - Data Protection
 - Management of the Slipway and/or car park (except to the extent required in relation to club activities).



Cruising Skippers' Consent Form

Boat Details:

Boat Name: _____ MMSI No: _____

Boat Type: _____ LOA: _____ Draft: _____

Personal Details:

Name: _____ Date of Birth: _____

Mobile Number: _____ Home Telephone: _____

Address: _____

_____ Post Code: _____

Email Address: _____

Are you a Member of the Royal Lympington Yacht Club? **YES / NO**

Emergency Contact Details:

Name of Next of Kin: Relationship: _____

Mobile Number: _____ Home Telephone: _____

Risk Statement:

It must be recognised that sailing and powerboating are by nature unpredictable sports and therefore inherently involves an element of risk. By taking part in these sessions, you agree and acknowledge that:

- (i) You are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of yourself, your crew and your boat to such inherent risk whilst taking part in the event;
- (ii) You are responsible for the safety of yourself, your crew, your boat and your other property whether afloat or ashore;
- (iii) You accept responsibility for any injury, damage or loss to the extent caused by your own actions or omissions;
- (iv) Your boat is in good order, equipped to sail in the event and you and your crew are fit to participate;
- (v) Your boat carries insurance which includes comprehensive third party cover;
- (vi) It is your responsibility to familiarise yourself with any risks specific to this venue or this event drawn to your attention in any information produced for the venue or event and to attend any safety briefing held for the event.
- (vii) No boat may participate in a club cruising boating event unless the owner(s) or their representative has/have agreed the following which they do so automatically by entering any or all the listed events attached.

Health / Medical Declaration:

Please make sure there are details on board of known health problems of the crew and any significant medication that the medical authorities might need if anyone becomes unresponsive.

Cancellation:

You understand that the Club may cancel or postpone the session at any stage in the event of bad weather, changes to government regulations, equipment failure or otherwise.



Photography:

You understand and agree that you may be photographed or filmed by the Club or its agents and the images used for promotional or training purposes and waive any copyright.

Signature: _____ Date: _____

**Data Privacy
Statement**

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Junior Sailing Attendance and Training Record (JSATR)

Fleet _____ Sailing Area _____

Date _____ Start Time _____ Finish Time _____

JSOOD _____ Coach _____

Predicted Wind Strength _____ Wind Direction _____ Lym HW _____

Support Boats

Boat name	Driver	All crew (full names)	Time returned ashore	Radio number	Radio returned

Summary of activities/issues to highlight

--

JSATR Record completed fully and correctly by: _____

Adult Helpers not on support boats

Name of Helper	Duty Role	Completed 2026 Adult Training Medical Consent Form

JSOOD Considerations/Briefing

All Sailors have Consent Forms? Appropriate clothing?	
Using headsets? Masthead floats? Identify First Aiders	
Tidal State; Wind Prediction; Sailing Area; Muster Point	
Signals: Launch; Stop Activity; Come to me; Abandon	
VHF Comms: Personal VHF; Squelch correct; Radio checks	
Shoreside Contacts: Phone with Parent; VHF with Club	
Sailors and Sail numbers; photo of JSATR on phone	
Trolleys tidy; Footpath & Slipway Clear	
Afterwards: Sail Loft Tidy; Hoses Put Away	



Details of Dinghy Sailors

	Dinghy Type	Sail number	Launching Disc	Helm	Crew	2026 Consent form (Y/N)	Returned ashore?	Medical requirements
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total number of sailors _____

All returned to shore _____ Club closes at 1700

Medical / Guardian Declaration 2026

[INSERT QR CODES]



Parental Disclaimer for Juniors Sailing on Private Boats

In consideration of your accepting (Name of Child).....

(Child's Date of Birth.....)

at my request to sail on boats skippered by members of the Royal Lyngby Yacht Club, I agree that I will not for myself or for the above named hold the Club, its officers, members or assistants liable for any injury or damage or loss suffered by the above named while engaged in Club activities either on Club premises or elsewhere, or activities for which the Club is or may be responsible, and I will indemnify the Club, its officers, members and assistants against all actions, claims or demands which might arise in this respect.

I accept responsibility for his/her conduct while participating in the sailing programme on the Lyngby River or adjacent waters and in and around the Club premises and I understand that the Racing rules of Sailing will apply at all racing & race training. I understand that the decision to allow the above named to participate in any race or training activity is my sole responsibility.

I declare that the above named can swim 25 metres unaided. I understand and agree that my child may be photographed or filmed by the Club or its agents and the images used for promotional or training purposes and waive any copyright.

I understand that sailing, in common with all water sports, has its attendant risks. I further understand that the Club is only able to provide rescue facilities during the hours of Club racing/training and that, outside these hours, the Club cannot be expected to exercise supervision or control. I understand that, even during Club activities, the Club cannot accept responsibility for children or any other persons not engaged in racing or training.

I undertake to ensure that he/she will attend the Royal Lyngby Yacht Club Sailing activities suitably clothed.

I understand that my child may be offered a place as a crew on a boat owned and managed by a member of the Club who may or may not have any qualifications and my agreeing to my child accepting this place is a private arrangement between myself and the skipper of the boat. I realise that there is no requirement for the skipper or any member of their crew to have completed Child Protection Disclaimers.

I declare that I will disclose any medical problems that might possibly affect the above named during the course of the activities to the skipper of the boat.

Signed Date

Relationship/Capacity

Full Name

Address and Post Code.....

Date

Contact Telephone numbers

Email: Member RLYYC?...YES/NO.....

Data Privacy Statement

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Parent/Guardian Consent and Supervision Form for racing events

Completion of this form is required for each child under 18 years of age who participates or competes in a racing event. It must be signed by the parent/guardian of the young person on behalf of all parents and legal guardians.

Organising Authority: Royal Lymington Yacht Club

Name of Participant:.....

Date of Birth:.....

Event & Class:.....

Sail Number:.....

Date:.....

Risk Statement

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By allowing the child mentioned above to participate in the event I, the parent/guardian of the child, and/or the person nominated in loco parentis (where applicable) in writing via the link below, agree and acknowledge that:

- a) We are aware of the inherent element of risk involved in the sport and accept responsibility for exposing the child to such inherent risks;
- b) We have satisfied ourselves that the child has the necessary skill and knowledge to participate in the event and to deal with conditions that may arise in the course of a race;
- c) We will not allow the child to participate in the event whilst under the influence of alcohol, drugs or whilst otherwise unfit to participate;
- d) We are responsible for ensuring that the boat entered for the race is in good order, equipped and insured (including third party insurance of at least £5 million)
- e) We will conform to the requirements of the Notice of Race throughout this event;
- f) We are responsible for the child's property whether afloat or ashore;
- g) We accept responsibility for any injury, damage or loss to the extent caused by our own actions or omissions or actions or omissions of the child;
- h) The provision of a race management team, patrol boats and other officials and volunteers does not relieve us of our parental/guardianship/in loco parentis responsibilities or the child of their responsibilities;
- i) It is our responsibility to familiarise ourselves and the child with any risks specific to this venue or this event drawn to our attention in any rules and information produced for the venue or event and to attend any safety briefing held for the event. Specifically, I confirm that I have read and understood the Royal Lymington Yacht Club Safety Regulations that apply to this event as specified in the Notice of Race;
- j) We understand that the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.

Acceptance of the Rules

By allowing the child mentioned above to participate in the event:

- a) I, as the parent/guardian of the child competing, hereby acknowledge that I have read the conditions of participation and that I fully understand them and agree to abide by them. I have explained them to my child, who also understands and agrees to abide by them.
- b) We, and the child, also agree and acknowledge that we are bound by the rules, as



- defined in the Racing Rules of Sailing (RRS) and all other rules that govern this event;
- c) We agree and acknowledge that there is an obligation under the RYA prescription to RRS rule 4 to ensure that the child's support persons (as defined in the RRS) comply with the rules, and that the child's boat could in certain situations be penalised if any of the child's support persons do not comply with the rules;
 - d) We agree we will pay the entry fee as required by the Notice of Race and agree our entry is not accepted until then.
 - e) We acknowledge that If my child is not a member of Royal Lyminster Yacht Club, upon us signing this form they will become a temporary member for the duration of the event in which they are competing and will abide by all Club rules.
 - f) We undertake to ensure that my child will attend the Club's sailing activities suitably clothed, with long hair tied back and wearing appropriate closed toe footwear.

Consent for use of images

We agree our child may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Consent for use of data

We and our support persons understand and agree that our personal data may be used for the purposes of the event and the application of the rules. Further information can be found on the club's website.

Medical consent

We acknowledge our responsibility to make known any disability/medical condition that may affect our child during the activity, and any medication that they may require. I understand that this information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

If there are any such conditions or medications, then please complete the form found either at this link, or on the online notice board for the race event:

[INSERT LINK]

I declare that I have disclosed any medical problems that might possibly affect the named child during the course of the event.

In an emergency situation I authorise the organisers (or emergency services) to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Supervision:

I (or the person acting in loco parentis notified to the club in writing via the link below) will be responsible for the child throughout the event. During the time the child is on the water, I (or the person acting in loco parentis notified to the club in writing) will be available at the event venue.

Name and signature of parent/guardian:.....

Home address:.....

Contact telephone/mobile:.....

Email:



Link to appoint person in loco parentis:

[INSERT LINK TO NOMINATE LOCO PARENTIS]

**Data Privacy
Statement**

The Royal Lympington Yacht Club will use the information provided on this form for the purposes of administering the event in accordance with the Racing Rules of Sailing, to which the persons completing this form have agreed to be bound. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. In accordance with the Racing Rules of Sailing, personal information contained on this form may be shared with the RYA, your national authority and/or World Sailing.



Declaration of Medical Conditions and/or Medication 2026

*This form may be completed by parents for their child participants/competitors under 18 years of age. It supplements the information provided in the Parent/Guardian Consent and Supervision Form for racing events.
It must be signed by the parent/guardian of the young person on behalf of all parents and legal guardians.*

Name of Participant:.....

Date of Birth:.....

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical or psychological condition that the Club needs to be made aware of?	Yes ☐	No ☐
Is the named person currently taking any medication?	Yes ☐	No ☐
Has the named person ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, claustrophobia, vertigo, asthma, diabetes, epilepsy?	Yes ☐	No ☐
Is the named person currently suffering/recovering from any injuries which may affect their sailing?	Yes ☐	No ☐
Does your child have any known mental health or neurodiversity needs (e.g. ADHD, autism)?	Yes ☐	No ☐
Does the participant have any allergies (e.g. to food, insect stings, animals or medication)?	Yes ☐	No ☐
Is the named person vegetarian?	Yes ☐	No ☐
Does the named person have any other dietary requirements?	Yes ☐	No ☐
Does the named person have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes ☐	No ☐
Has the named person had a tetanus injection within the last 5 years?	Yes ☐	No ☐

<i>Medical Part 2</i>		
If yes to any question in Part 1, please provide details here including any specific medical advice to be followed in an emergency:		

Privacy Statement	The Royal Lyngington Yacht Club will use the information provided on this form for the purposes of administering the event in accordance with the Racing Rules of Sailing, to which the persons completing this form have agreed to be bound. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. In accordance with the Racing Rules of Sailing, personal information contained on this form may be shared with the RYA, your national authority and/or World Sailing.
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Parent/Guardian Consent and Supervision Form for RYA Training, Wednesday Junior Sailing, Junior Sailing Events (including coaching) and under 18 instructors/race coaches/assistant instructors

*Completion of this form is required for each child under 18 years of age participating in the above activities (or other water based activity not covered by the Parent/Guardian Consent and Supervision Form for racing events).
It must be signed by the parent/guardian of the young person on behalf of all parents and legal guardians.*

Name of Participant:.....
Date of Birth:.....

Risk Statement

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By allowing the child mentioned above to participate in the event I, the parent/guardian of the child, and/or the person nominated in loco parentis (where applicable) in writing via the link below, agree and acknowledge that:

- a) We are aware of the inherent element of risk involved in the sport and accept responsibility for exposing the child to such inherent risks;
- b) We are aware that there is a risk of our child entering the water briefly.
- c) We will not allow the child to participate in the event whilst under the influence of alcohol, drug misuse or whilst otherwise unfit to participate;
- d) We are responsible for the child's property whether afloat or ashore;
- e) We accept responsibility for any injury, damage or loss to the extent caused by our own actions or omissions or actions or omissions of the child;
- f) RYA Senior Instructors or RYA Coaches and/or other volunteers or event organisers (including Junior Safety Officers of the Day (JSOODs)) do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing and/or supervising unless such injury, loss or damage was caused by or resulted from negligence or deliberate act
- g) We understand that the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
- h) We and our child will comply at all times with the instructions of the Instructor, Senior Instructor, Junior Safety Officer of the Day (JSOOD) and / or other event organisers and support boat crews, particularly with regard to handling of boats, wearing of a Personal Flotation Devices and the wearing of suitable clothing for the conditions.
- i) We acknowledge that If my child is not a member of Royal Lympington Yacht Club, upon us signing this form they will become a temporary member for the duration of the event in which they are competing and will abide by all Club rules.
- j) We understand that the Club may cancel or postpone the session at any stage in the event of bad weather, equipment failure, availability of instructors or otherwise.

Misconduct

We understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Consent for use of images



We agree our child may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Consent for use of data

We and our support persons understand and agree that our personal data may be used for the purposes of the event. The information will be stored and used in accordance with the Club's privacy policy. Personal information contained on this form and on the Club's records may be shared with the RYA.

The club will store data on the RYA courses you have completed, including any certificate number and its date of issue, for up to 7 years or for the period of your membership if longer. This information allows us to verify or replace your certificate if required.

Medical consent

We acknowledge our responsibility to make known any disability/medical condition that may affect our child during the activity, and any medication that they may require. I understand that this information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical or psychological condition that the Club needs to be made aware of?	Yes ☐	No ☐
Is the named person currently taking any medication?	Yes ☐	No ☐
Has the named person ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, claustrophobia, vertigo, asthma, diabetes, epilepsy?	Yes ☐	No ☐
Is the named person currently suffering/recovering from any injuries which may affect their sailing?	Yes ☐	No ☐
Does your child have any known mental health or neurodiversity needs (e.g. ADHD, autism)?	Yes ☐	No ☐
Does the participant have any allergies (e.g. to food, insect stings, animals or medication)?	Yes ☐	No ☐
Is the named person vegetarian?	Yes ☐	No ☐
Does the named person have any other dietary requirements?	Yes ☐	No ☐
Does the named person have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes ☐	No ☐
Has the named person had a tetanus injection within the last 5 years?	Yes ☐	No ☐



<i>Medical Part 2</i>		
If yes to any question in Part 1, please provide details here including any specific medical advice to be followed in an emergency:		

We declare that we have disclosed any medical problems that might possibly affect the named child during the course of the event. We consent to any emergency medical treatment necessary during the course of the event and consent to medical information provided in relation to the above named child being shared with members of the medical profession.

We give permission to the organisers of activities to administer any relevant treatment or medication (including First Aid) during the event to the above-named participant when or if necessary. I confirm that any medicines provided to the club for use during the event will be in date.

In an emergency situation I authorise the organisers (or emergency services) to take my child to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Declaration of parent or person with legal responsibility

I, the parent/guardian of the above named child, hereby acknowledge, on behalf of all parents and guardians, that I have read the conditions of participation and that I fully understand them. I have explained them to my child, who understands and agrees to abide by them.

I agree to notify the organisation of any relevant changes in my child's circumstances. I confirm that my child is not under a court order. I declare that the above named child can swim 25m unaided. I undertake to ensure that he/ she will attend the sailing event suitably clothed, with long hair tied back and wearing appropriate closed toe footwear.

I consent to my child to participate in the event. I confirm that all of the information supplied herein is correct. I am over the age of 18 years.

Name and signature of parent/guardian:.....
Home address:.....
Contact telephone/mobile:.....
Email:

Data Privacy Statement

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Adult Risk and Medical Form for RYA Training

Completion of this form is required for each adult 18 or over who is enrolled on an RYA training course.

Name of Participant:.....

Date of Birth:.....

Risk Statement

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in these sessions, you agree and acknowledge that:

- a) You are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of yourself to such inherent risk whilst taking part in the event;
- b) You are aware that there is a risk of entering the water briefly.
- c) You will not participate in the event whilst under the influence of alcohol, drug misuse or whilst otherwise unfit to participate;
- d) You are responsible for your property whether afloat or ashore;
- e) You accept responsibility for any injury, damage or loss to the extent caused by your own actions or omissions;
- f) RYA Senior Instructors or RYA Coaches and/or other volunteers or event organisers (including Junior Safety Officers of the Day (JSOODs)) do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing and/or supervising unless such injury, loss or damage was caused by or resulted from negligence or deliberate act;
- g) You understand that the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
- h) You will comply at all times with the instructions of the Instructor, Senior Instructor, Junior Safety Officer of the Day (JSOOD) and / or other event organisers and support boat crews, particularly with regard to handling of boats, wearing of a Personal Flotation Devices and the wearing of suitable clothing for the conditions.
- i) You acknowledge that If you are not a member of Royal Lymington Yacht Club, upon signing this form you will become a temporary member for the duration of the event in which you are participating and will abide by all Club rules.
- j) You understand that the Club may cancel or postpone the session at any stage in the event of bad weather, equipment failure, availability of instructors or otherwise.

Misconduct

You understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Consent for use of images

You agree you may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures, still pictures and live, taped or filmed television of or relating to the event.

Consent for use of data

You understand and agree that your personal data may be used for the purposes of the event. The information will be stored and used in accordance with the Club's privacy policy. Personal



information contained on this form and on the Club's records may be shared with the RYA.

The club will store data on the RYA courses you have completed, including any certificate number and its date of issue, for up to 7 years or for the period of your membership if longer. This information allows us to verify or replace your certificate if required.

Medical consent

You acknowledge our responsibility to make known any disability/medical condition that may affect you during the activity, and any medication that they may require. You understand that this information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical or psychological condition that the Club needs to be made aware of?	Yes ☐	No ☐
Is the named person currently taking any medication?	Yes ☐	No ☐
Has the named person ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, claustrophobia, vertigo, asthma, diabetes, epilepsy?	Yes ☐	No ☐
Is the named person currently suffering/recovering from any injuries which may affect their sailing?	Yes ☐	No ☐
Does the participant have any known mental health or neurodiversity needs (e.g. ADHD, autism)?	Yes ☐	No ☐
Does the participant have any allergies (e.g. to food, insect stings, animals or medication)?	Yes ☐	No ☐
Is the named person vegetarian?	Yes ☐	No ☐
Does the named person have any other dietary requirements?	Yes ☐	No ☐
Does the named person have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes ☐	No ☐
Has the named person had a tetanus injection within the last 5 years?	Yes ☐	No ☐

<i>Medical Part 2</i>		
If yes to any question in Part 1, please provide details here including any specific medical advice to be followed in an emergency:		



You declare that you have disclosed any medical problems that might possibly affect you during the course of the event. You consent to any emergency medical treatment necessary during the course of the event and consent to medical information provided in relation to the above named child being shared with members of the medical profession.

You give permission to the organisers of activities to administer any relevant treatment or medication (including First Aid) during the event when or if necessary.

In an emergency situation you authorise the organisers (or emergency services) to take you to hospital and give your full permission for any treatment required to be carried out in accordance with the hospital's diagnosis.

Declaration of participant

I hereby acknowledge that I have read the conditions of participation and that I fully understand them.

I agree to notify the organisation of any relevant changes in my circumstances. I declare that I can swim 25m unaided. I undertake to ensure that I will attend the sailing event suitably clothed, with long hair tied back and wearing appropriate closed toe footwear.

I consent to participating in the event. I confirm that all of the information supplied herein is correct. I am over the age of 18 years.

Name and signature.....

Home address:.....

Contact telephone/mobile:.....

Email:

Emergency Contact

Name:.....

Email.....

Phone:.....

Address:.....

.....

Data Privacy Statement

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Adult Risk and Medical Form for over 18 instructors

Completion of this form is required for each adult 18 or over who is enrolled on an RYA training course, is acting as an instructor or coach.

Name of Participant:.....

Date of Birth:.....

Risk Statement

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in these sessions, you agree and acknowledge that:

- a) You are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of yourself to such inherent risk whilst taking part in the event;
- b) You are aware that there is a risk of entering the water briefly.
- c) You will not participate in the event whilst under the influence of alcohol, drug misuse or whilst otherwise unfit to participate;
- d) You are responsible for your property whether afloat or ashore;
- e) You accept responsibility for any injury, damage or loss to the extent caused by your own actions or omissions;
- f) RYA Senior Instructors or RYA Coaches and/or other volunteers or event organisers (including Junior Safety Officers of the Day (JSOODs)) do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing and/or supervising unless such injury, loss or damage was caused by or resulted from negligence or deliberate act;
- g) You understand that the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
- h) You will comply at all times with the instructions of the Instructor, Senior Instructor, Junior Safety Officer of the Day (JSOOD) and / or other event organisers and support boat crews, particularly with regard to handling of boats, wearing of a Personal Flotation Devices and the wearing of suitable clothing for the conditions.
- i) You acknowledge that If you are not a member of Royal Lyminster Yacht Club, upon signing this form you will become a temporary member for the duration of the event in which you are participating and will abide by all Club rules.
- j) You understand that the Club may cancel or postpone the session at any stage in the event of bad weather, equipment failure, availability of instructors or otherwise.
- k) You will abide by Lyminster Harbour Commission Rules and Regulations.
- l) You have read and understood the safeguarding procedures.
- m) You have read and agree to operate in accordance with Royal Lyminster Yacht Club's Health and Safety Policies

Misconduct

You understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Consent for use of images

You agree you may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures,



still pictures and live, taped or filmed television of or relating to the event.

Consent for use of data

You understand and agree that your personal data may be used for the purposes of the event. The information will be stored and used in accordance with the Club's privacy policy. Personal information contained on this form and on the Club's records may be shared with the RYA.

The club will store data on the RYA courses you have completed, including any certificate number and its date of issue, for up to 7 years or for the period of your membership if longer. This information allows us to verify or replace your certificate if required.

Medical consent

You acknowledge our responsibility to make known any disability/medical condition that may affect you during the activity, and any medication that they may require. You understand that this information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical or psychological condition that the Club needs to be made aware of?	Yes ☐	No ☐
Is the named person currently taking any medication?	Yes ☐	No ☐
Has the named person ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, claustrophobia, vertigo, asthma, diabetes, epilepsy?	Yes ☐	No ☐
Is the named person currently suffering/recovering from any injuries which may affect their sailing?	Yes ☐	No ☐
Does the participant have any known mental health or neurodiversity needs (e.g. ADHD, autism)?	Yes ☐	No ☐
Does the participant have any allergies (e.g. to food, insect stings, animals or medication)?	Yes ☐	No ☐
Is the named person vegetarian?	Yes ☐	No ☐
Does the named person have any other dietary requirements?	Yes ☐	No ☐
Does the named person have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes ☐	No ☐
Has the named person had a tetanus injection within the last 5 years?	Yes ☐	No ☐

<i>Medical Part 2</i>		
If yes to any question in Part 1, please provide details here including		



any specific medical advice to be followed in an emergency:		
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You declare that you have disclosed any medical problems that might possibly affect you during the course of the event. You consent to any emergency medical treatment necessary during the course of the event and consent to medical information provided in relation to the above named child being shared with members of the medical profession.

You give permission to the organisers of activities to administer any relevant treatment or medication (including First Aid) during the event when or if necessary.

In an emergency situation you authorise the organisers (or emergency services) to take you to hospital and give your full permission for any treatment required to be carried out in accordance with the hospital's diagnosis.

Declaration of participant

I hereby acknowledge that I have read the conditions of participation and that I fully understand them.

I agree to notify the organisation of any relevant changes in my circumstances. I declare that I can swim 25m unaided. I undertake to ensure that I will attend the sailing event suitably clothed, with long hair tied back and wearing appropriate closed toe footwear.

I consent to participating in the event. I confirm that all of the information supplied herein is correct. I am over the age of 18 years.

Name and signature.....

Home address:.....

Contact telephone/mobile:.....

Email:

Emergency Contact

Name:.....

Email.....

Phone:.....

Address:.....

Data Privacy Statement

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Adult Risk and Medical Form for over 18 event helpers

Completion of this form is required for each adult 18 or over who is helping with an event.

Name of Participant:.....

Date of Birth:.....

Risk Statement

Sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in these sessions, you agree and acknowledge that:

- a) You are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of yourself to such inherent risk whilst taking part in the event;
- b) You are aware that there is a risk of entering the water briefly.
- c) You will not participate in the event whilst under the influence of alcohol, drug misuse or whilst otherwise unfit to participate;
- d) You are responsible for your property whether afloat or ashore;
- e) You accept responsibility for any injury, damage or loss to the extent caused by your own actions or omissions;
- f) RYA Senior Instructors or RYA Coaches and/or other volunteers or event organisers (including Junior Safety Officers of the Day (JSOODs)) do not accept responsibility for any loss, damage or injury suffered by persons and/or their property arising out of or during the course of their activities whilst training and/or coaching and/or instructing and/or supervising unless such injury, loss or damage was caused by or resulted from negligence or deliberate act;
- g) You understand that the provision of patrol boat cover is limited to such assistance, particularly in extreme weather conditions, as can be practically provided in the circumstances.
- h) You will comply at all times with the instructions of the Instructor, Senior Instructor, Junior Safety Officer of the Day (JSOOD) and / or other event organisers and support boat crews, particularly with regard to handling of boats, wearing of a Personal Flotation Devices and the wearing of suitable clothing for the conditions.
- i) You acknowledge that If you are not a member of Royal Lymington Yacht Club, upon signing this form you will become a temporary member for the duration of the event in which you are participating and will abide by all Club rules.
- j) You understand that the Club may cancel or postpone the session at any stage in the event of bad weather, equipment failure, availability of instructors or otherwise.
- k) You will abide by Lymington Harbour Commission Rules and Regulations.
- l) You have read and understood the safeguarding procedures.
- m) You have read and agree to operate in accordance with Royal Lymington Yacht Club's Health and Safety Policies

Misconduct

You understand that the Club may exclude anyone from a particular session and evict anyone from the premises.

Consent for use of images

You agree you may be photographed or filmed by the Club or its agents and grant to the organisers without payment the right in perpetuity to make, use and show any motion pictures,



still pictures and live, taped or filmed television of or relating to the event.

Consent for use of data

You understand and agree that your personal data may be used for the purposes of the event. The information will be stored and used in accordance with the Club's privacy policy. Personal information contained on this form and on the Club's records may be shared with the RYA.

The club will store data on the RYA courses you have completed, including any certificate number and its date of issue, for up to 7 years or for the period of your membership if longer. This information allows us to verify or replace your certificate if required.

Medical consent

You acknowledge our responsibility to make known any disability/medical condition that may affect you during the activity, and any medication that they may require. You understand that this information will be shared with those responsible for supervising the activity and may be shared with members of the medical profession.

<i>Medical Part 1</i>		
Does the named person suffer from or have any medical or psychological condition that the Club needs to be made aware of?	Yes ☐	No ☐
Is the named person currently taking any medication?	Yes ☐	No ☐
Has the named person ever suffered from any of the following conditions: Asthma/bronchitis, heart condition, fits, fainting or blackouts, severe headaches, claustrophobia, vertigo, asthma, diabetes, epilepsy?	Yes ☐	No ☐
Is the named person currently suffering/recovering from any injuries which may affect their sailing?	Yes ☐	No ☐
Does the participant have any known mental health or neurodiversity needs (e.g. ADHD, autism)?	Yes ☐	No ☐
Does the participant have any allergies (e.g. to food, insect stings, animals or medication)?	Yes ☐	No ☐
Is the named person vegetarian?	Yes ☐	No ☐
Does the named person have any other dietary requirements?	Yes ☐	No ☐
Does the named person have a disability, learning difficulty or medical condition which may affect their learning (ability to participate in practical or theoretical sessions)?	Yes ☐	No ☐
Has the named person had a tetanus injection within the last 5 years?	Yes ☐	No ☐

<i>Medical Part 2</i>		
If yes to any question in Part 1, please provide details here including		



any specific medical advice to be followed in an emergency:		
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You declare that you have disclosed any medical problems that might possibly affect you during the course of the event. You consent to any emergency medical treatment necessary during the course of the event and consent to medical information provided in relation to the above named child being shared with members of the medical profession.

You give permission to the organisers of activities to administer any relevant treatment or medication (including First Aid) during the event when or if necessary.

In an emergency situation you authorise the organisers (or emergency services) to take you to hospital and give your full permission for any treatment required to be carried out in accordance with the hospital's diagnosis.

Declaration of participant

I hereby acknowledge that I have read the conditions of participation and that I fully understand them.

I agree to notify the organisation of any relevant changes in my circumstances. I declare that I can swim 25m unaided. I undertake to ensure that I will attend the sailing event suitably clothed, with long hair tied back and wearing appropriate closed toe footwear.

I consent to participating in the event. I confirm that all of the information supplied herein is correct. I am over the age of 18 years.

Name and signature.....

Home address:.....

Contact telephone/mobile:.....

Email:

Emergency Contact

Name:.....

Email.....

Phone:.....

Address:.....

.....

Data Privacy Statement

The Club will use the information provided on this form for the purposes of administering the event in which the person completing this form is participating. The legal basis for processing information is contract. The information will be stored and used in accordance with the Club's Privacy Statement. Personal information contained on this form may be shared with the RYA.



Self-Disclosure (Safeguarding) Form

Self-disclosure form for applicants for posts involving contact with children and vulnerable adults

Royal Lymington Yacht Club is committed to safeguarding everyone from physical, sexual, and emotional harm. As part of our safeguarding policy, we require applicants for posts involving contact with children to complete this self-disclosure form. For certain roles where you have regular contact with vulnerable people, we will also require you to undergo a Disclosure and Barring Service Check. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

1. Have you ever been convicted of a criminal offence? (required) Yes/No

Note: You are advised that under the provision of Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. Are you a person known to any Social Services as being an actual or potential risk to vulnerable people? (required) Yes/No
3. Have you ever had any disciplinary sanction relating to safeguarding? (required) Yes/No

Declaration:

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment as an instructor or ceasing my role as a helper at club events. I understand that I may be asked to apply for a Criminal Records Disclosure and Barring Service Check and I consent to do so if required. I understand that the information contained in this form and in the Disclosure check may be disclosed, where necessary, to regulatory bodies and/or third parties who have an interest in safeguarding protection issues.

Signature:



Notice of Race Appendix “SR” 2026 (v4) (“Royal Lyngby Yacht Club Safety Regulations”)

SR.1 *Terminology*

WSOSR means World Sailing Offshore Special Regulations.

SR means Royal Lyngby YC NoR Appendix SR.

‘One-design dayboat’ means a class such as a Nordic Folkboat, J80, XOD. It specifically does not include a cruiser-racer type boat that has class rules.

SR.2 *Safety Regulations Specific to Events and Classes*

SR2.1 The following Safety Regulations shall apply to keelboat events. Class rules are to be found on the Class Association website. In WSOSR Category 4, Appendix B, 5.01.1 and 5.01.4 are replaced by SR 2.5.

Events/Classes	Cruiser/Racers	Nordic Folkboats	Sports Boats	XODs
Events in the Solent except Duo Series	WSOSR Appendix B	Class Rules	Class Rules	XOD Safety Regulations
Races with a mark West of Hurst Castle, but not South of Needles Lighthouse	WSOSR Appendix B	Class Rules and WS OSR Appendix B or C as in the NoR	Class Rules and WS OSR Appendix B or C as in the NoR	XOD Safety Regulations and WS OSR Appendix C
Races with a mark South of Needles Lighthouse	WSOSR Category 4	WSOSR Category 4 or as in the NoR	WSOSR Category 4 or as in the NoR	N/A
Duo Series	WSOSR Category 4	WSOSR Category 4 or as in the NoR	WSOSR Category 4 or as in the NoR	N/A

SR2.2 Cruiser/Racers includes boats entered or assigned to race in IRC, YTC or Classic classes. Boats of one-design dayboat classes assigned to a handicap class to which WROSR Appendix B applies shall comply with their class rules.

SR2.3 Boats of similar characteristics to XOD, Folkboats or J80s may apply in writing to the race committee to be permitted to race under the safety rules specified in their class rules.



- SR2.4 For XOD (including NI), Nordic Folkboats, J/70s, J/80s, International 6 Meters, KIs, RS Elites, RS 21, unless a higher level is specified otherwise in the appropriate safety regulations, the personal flotation devices carried for each person on board shall conform to ISO 12402-5 (Level 50) and have been manufactured after 2006. Each shall be of the appropriate size range for the crew member as marked on the PFD. The person in charge of similar boats not listed may apply in writing to the Race Committee for approval to use similar PFDs.
- SR 2.5 For all other keelboats, the personal flotation devices carried for each person on board shall conform to ISO 12402-3 (level 150) and have been manufactured after 2011. Each shall be fitted with the following, each complying with ISO 12402-3 or ISO 12402-8:

- (a) A manual or automatic gas inflation system
- (b) A ride up prevention system (crotch strap or thigh straps)

Also each shall:

- (c) Be of the appropriate size range for the crew member as marked on the PFD,
- (d) Be indelibly marked with the name of the crew member or boat
- (e) Shall have been inspected annually and be fitted with in-date inflation trigger and in-date appropriate gas cylinder. This amends IRC Rule 5.01.4

SR2.6 Boats may apply to the Race Committee for exemption from specific regulations, but these shall be approved in writing and will only be granted in limited circumstances.

SR 2.7 No boat shall race with an anchor protruding over its bow.

SR2.8 When WS OSR Category 4 applies, boats that are not required by their class rules or rating certificate to have lifelines may apply in writing to the Race Committee to delete OSR 3.14 for them.

SR.3 *Safety Regulation Specific to Dinghies*

SR4.1 Refer to the class rules.

SR4.2 The personal flotation devices carried for each person on board shall conform to ISO 12402-5 (Level 50) and has been manufactured after 2006 and be of the appropriate size range for the crew member as marked on the PFD.



Briefing for RYA Dinghy and Powerboat Instructors

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

BI.1 Welcome to the Royal Lyngby Yacht Club Training Centre's briefing document for Dinghy and Powerboat Instructors. This document is intended to provide a guide to the relevant parts of the club's Health & Safety documents and some further background information that you may find useful before instructing at the club.

Background reading

BI.2 Please read the following parts of the Health & Safety Management System:

[G0, G1, G6, G7, W0, W1, W2, W3, W4, W8, W9, A5, A19, B1](#)

BI.3 Please also read the briefing for drivers and crews of club support boats

BI.4 Please confirm that you have read these policies.

Membership

BI.5 Any non-members participating in our training activities will be made temporary members for the duration of their training.

Expectations of instructors at RLYMC

BI.6 As an instructor, you are expected to

- be appropriately dressed for the conditions.
- be ready to enter the water at any point.
- be positive, punctual and prepped.
- carry a whistle and knife, and
- carry a waterproof note book / something to write on afloat and a pen / pencil.

Course delivery

Induction, supervision and monitoring

BI.7 The Chief Instructor will induct all instructors. An online induction checklist is available [here](#).

BI.8 All RYA Dinghy Training shall be overseen by a RYA Senior Instructor. Please ensure you report to the Senior Instructor, seek a briefing from them and discuss the daily risk assessment with them before each session.



- BI.9 The Chief Instructor and Senior Instructors are responsible for students' safety, practical instruction, and instructor development. 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.

Medical and registration

- BI.10 For each day's activity, the Chief Instructor or Senior Instructor in charge will liaise with the office admin team to ensure a register of attendees with medical information and emergency contact information is available. The Senior Instructor in charge or, if allocated the session, the Lead Instructor or Lead Coach, will take the register of all students at the start of each session and ensure that under-18-year-old students are signed out at the end.
- BI.11 At the end of the course (and at the end of the day) the register must be returned to the main office for safe storage. Do not leave registers lying around the club and ensure they are passed to the office for destruction.
- BI.12 Please also ensure that you have completed your medical and risk acceptance/instructor terms form.
- BI.13 If students are at most 10 minutes late after the allotted time, you must inform the office. The office will check in on the missing students and let you know if you still expect them.

Course outlines

- BI.14 There are course outlines, that can be used as a basis for all courses. You should discuss with the Senior Instructor how they should be adapted for the circumstances of your course.
- BI.15 The person running each session (Lead Instructor or Coach) should ensure that the session is planned, taking into consideration risks, weather, traffic, available resources, and group ability etc (see paragraph W1.18). If they have other instructors, coaches, or volunteers in their session, they will work with them to form the plan. These plans should be agreed with the Senior Instructor in charge.
- BI.16 For all courses, please take the time to:
- Welcome students and check paperwork
 - Provide a site tour – Point out any particular health and safety issues to be aware of, house rules, valuables lockers and fire procedures.
 - Outline course and syllabus – What are students working towards, and to what level, explain “knowledge of”, “understand”, “can”.
 - Describe the assessment method and feedback – Assessment is continuous, with no tests at the end of the course. Be sure to give feedback regularly, and manage expectations.



- Explain course outcomes; “Pass” or “action plan to pass”. – If a student is not on track discuss this with the SI as early as possible.

A guide for a start of course briefing is available [here](#). A guide to best practices for briefings can be found [here](#).

B1.17 In addition, for youth courses, check (before parents / guardians leave)

- All paperwork is complete
- Sailors have the appropriate kit, spare clothes, sun-cream etc. (Students at RLymYC need to provide their own clothing for courses. They are advised what is suitable in the joining instructions. Students may borrow a WJS Buoyancy Aid.)
- Lunch
- What time (and where) to pick up.

B1.18 Instructors should give clear briefings:

- What are we doing and why?
- How to do the task.
- Where are we doing the task, what are the hazards.
- Timings.
- Signals including abandonment.

B1.19 Instructors should explain:

- the function of a buoyancy aid and how to check it fits correctly.
- the differences between buoyancy aids and lifejackets, and how to choose between the two for the activity you are doing.

B1.20 Instructors should check

- that buoyancy aids are in good condition and should comply with EN 393/ISO 12402-5 (50 Newton/Level 50) or USCG Type III PFD standards.
- Crotch straps are used if fitted.
- Buoyancy aid will not rise over student’s ear lobes.

Afloat

B1.21 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.
- 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.

Coming ashore

BI.22 On coming ashore, the following items should be covered:

- Debrief
- Report defects/breakages using the QR codes.
- Secure all boats and ensure covers are on where necessary.
- Leave access clear, and stow all equipment correctly.
- Store training aids in a tidy fashion.
- Return tubs and keys.

End of Session

BI.23 At the end of the day / course

- Debrief for the day / course.
- Issue certificates to successful students at the end of the course. (Either the Chief Instructor or the RYA Principal must sign any qualifications issued to the successful students. Instructors may sign logbooks.)
- Ask for feedback forms to be completed and returned
- Ensure students under 18 are signed out in the register when they are collected / make their own way home (if appropriate).
- Return registers, medical information and feedback forms to the main office
- Ensure all kit is washed (if appropriate) and packed away.
- Check changing rooms. (After a training session, any valuable property that cannot be attributed to a student or staff member should be placed in a bag and handed in behind the bar, and the club will retain the lost property.)
- Debrief with SI.

Defects

BI.24 Any defects must be recorded online via the Maintenance QR Code. These Codes are on the boats' hulls and the Training Centre's office wall. Please list the defect, boat type, and boat number.

Safety



Safeguarding

- Bl.25 At our Club, we take safeguarding very seriously. To ensure the safety of vulnerable participants, all instructors, coaches, and volunteers who have **regular contact** with them must undergo an enhanced DBS Check. We consider regular contact to be more than two sessions a month. Additionally, if someone does not have regular contact with vulnerable participants but operates independently, they must also have an enhanced DBS Check.
- Bl.26 If you or someone has raised a safeguarding concern, please look at the safeguarding policy here for guidance on the process. Please ask Maria Shannon (Membership coordinator) or the Head of Junior Sailing, who are the Welfare Officers, for advice. If you feel that it is not appropriate to discuss with either of these, please raise it with a Senior Instructor who will be able to advise.

Changing Rooms

- Bl.27 When delivering RYA courses, Instructors should supervise areas outside the changing rooms to ensure the safety of both students and staff. Further details of the procedures for changing room use is set out in section [A5].
- Bl.28 Wet floors, abandoned clothing, and varying layouts are some of the risks that may threaten those in the area. Furthermore, the changing areas must always be kept clean and tidy. After a training session, any valuable property that cannot be attributed to a student or staff member should be placed in a bag and handed in behind the bar, and the club will retain the lost property.
- Bl.29 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. While this is the ideal solution, there may be rare occasions when this is impossible. In such cases, an instructor must be stationed outside the changing rooms while juniors are changing and count them into and out of the changing rooms.

Minor Accidents

- Bl.30 A minor accident is defined as 'not needing emergency services'.
- Bl.31 In the event of a minor accident, it is crucial that staff, members, or visitors immediately notify the Senior Instructor or, in their absence, the boatmen. This should be followed by a detailed entry in the 'Accident Book', which can be found online via the QR Codes in the WJS Cupboard, Training Office, and available (here). Any accident involving the Training Centre will be reviewed by the Chief Instructor, aiding in the prevention of future accidents.
- Bl.32 The club has a culture of reporting in the spirit of preventing and reducing the number of future incidents rather than seeking to apportion blame.

Major incidents: Incidents requiring emergency services

- Bl.33 A major accident is defined as an accident 'requiring emergency services.'



- Bl.34 In an accident requiring the emergency services, the club's emergency action plan must be followed. It can be found on the office wall, in safety packs, and online here. It's best to follow this plan even if there is a chance that, later, the emergency services can be stood down.
- Bl.35 If the incident requires it, the Chief Instructor will report the incident to RIDDOR, MAIB and the RYA.
- Bl.36 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. This will help protect the confidentiality of the incident until the next of kin is informed.
- Bl.37 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 (or in their absence, the Deputy General Manager) or the Vice Commodore (or, in their absence, the Rear Commodore Sailing).
- Bl.38 In the event of an accident, never question your judgement if you deem it necessary to call in outside rescue agencies. It is better to ensure the safety of participants even if that comes with a dent to your pride.

Receiving Casualties

- Bl.39 If an accident happens and ashore treatment is needed, the Senior Instructor is to be contacted, and a first aider will meet the casualty on the club pontoon.

Accident book

- Bl.40 In the event of a personal injury accident, a record must be made on the online accident form.
- Bl.41 All injuries will be recorded by the attending first aider on the online accident/near-miss form.
- Bl.42 The 'Accident Book', which can be found online via the QR Codes in the school office and WJS Cupboard and is available here.

Near Miss Reporting

- Bl.43 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'. This will help inform and prevent accidents in the future.

Incidents Involving Third Parties

- Bl.44 Any Incidents involving third parties, including abuse and violence, must be reported to the Chief Instructor.

The Ferry

Wightlink and Other Passenger Ferries



- B1.45 Due to local by-laws, the Wightlink Passenger Ferry operates on the Lymington River and has priority over all other vessels. Instructors are reminded that the Lymington River can be considered a narrow channel, used by large vessels, including the Wightlink Ferries. Small boats must not impede the movement of larger vessels restricted by draught or manoeuvrability.
- B1.46 All instructors must understand and adhere to the following procedures to ensure safety and compliance with maritime regulations.

Priority and Right of Way

- B1.47 The White Link Passenger Ferry always has the right of way on the Lymington River.
- B1.48 All vessels must give way to the ferry to avoid disrupting its schedule and ensure safe navigation.

Recognising Ferry Signals

- B1.49 The ferry may use its horn to communicate with other vessels.
- B1.50 A signal of five short blasts indicates that the ferry believes a vessel's intentions are unclear and that there is a potential risk of collision.

Actions to Take When Hearing Five Short Blasts

- B1.51 Immediately alter your course to give way to the ferry and ensure a clear and safe passage.
- B1.52 Inform the Senior Instructor about the incident and complete a near-miss form if you are in the ferry's path. Provide detailed information about the incident, including the time, location, and actions taken. Ensure that all relevant details are communicated accurately and promptly.
- B1.53 Ensure that the General Manager/Deputy General Manager in their absence submits a report to the Harbour Master

Operating Areas

Teaching rooms

- B1.54 The Club office shall allocate the training rooms for training and coaching. The rooms will be set up and ready for briefings, and, in the event of case of adverse weather, facilities will be provided for classroom activity.

Slipway

- B1.55 The Training Centre has access to the public slipway adjacent to the club, which is shared by several other clubs, commercial users, leisure users, and the RNLI. Once launched, trolleys should be placed back in a dinghy storage location or in the marked trolley park zone adjacent to the slipway. Instructors should brief students on the dangers on the public slipway, such as heavier vessels being launched, reversing vehicles and outboard motors. Time spent on the slipway should be kept to a minimum.



Areas Out of Bounds

- B1.56 The crane area (during crane operation) and the workshop are out of bounds without permission from RLymYC staff.

Teaching Areas

- B1.57 Section W1 of the Health and Safety Management System sets out the sailing areas for the club. Most, if not all, RYA training will take place in the river or just outside the river mouth. You should agree with the Senior Instructor in charge the Sailing areas to use, noting the operating restrictions that apply beyond the wave barrier. (For example, instructors taking groups beyond the wave barrier must ensure that an SI is afloat within the vicinity of where they are to be teaching.)
- B1.58 Note that, although unlikely to limit activities in practice (due to the proximity of the normal sailing areas to the club) the operating areas for the club's Training Centre activities are further restricted so as to be within 3 navigable nautical miles of the slipway. This also applies to power boat courses. For example, trips across to Yarmouth, Isle of Wight, to Keyhaven or to Sowley are not necessary for the Club's training activities and, therefore, are not to be undertaken during RYA training.

Dinghies

- B1.59 This section outlines the procedures for using the club's large fleet of sailing dinghies for training or racing.

Dinghy Use

- B1.60 All Club Dinghies can be used for RYA Tuition, Race Training, Club Racing, Club Events, External Racing Events and Social Club Sailing.

Mandatory Dinghy Checks

- B1.61 Before using any dinghies, please familiarise yourself with the boats. Check the following:
- Check that the bung is fitted.
 - Check boom protectors (and clew straps if needed) are fitted to the Teras.
 - Check the hull and rigging for damage, and make sure the boat is drained.
 - Make sure the painter is fitted and fit for use.
 - Check with the Senior Instructor as to whether masthead floats should be fitted.

Night use

- B1.62 None of our current dinghy fleet is equipped for night use, so they may not be on the water before sunrise or after sunset.

Entrapment



- Bl.63 When boats are used for double-handed training, check with the Senior Instructor as to whether they should have a masthead float fitted.
- Bl.64 Masthead floatation is kept in the race office or permanently attached to the boats.
- Bl.65 Further information is in our entrapment policy here. All Instructors and safety boat crews should be familiar with this policy.

Head Injuries

- Bl.66 Head injuries can cause lifelong problems. Our Full head injury policy is available here.

Powerboat Courses

- Bl.67 The RLYMC RYA Training Centre delivers RYA Powerboat Level 1 and Level 2, Safety Boat courses, refreshers, and own boat tuition.

Equipment

- Bl.68 Powerboat Instructors will use the powerboat matrix when requesting a boat for a course. Particular emphasis is on digital first tuition, so some tuition will be in a powerboat with a chart plotter where possible. The club has the following power craft:

- 1x Cheater Catamaran with twin 100hp engines ("We're Here")
- 2x 6m XS Hulls with 100hp engines ("Dagoon" and "Golden Haven")
- 1x 6m Hull with 50hp Engine ("Wild Silk")
- 1x 5m XS Hull with 60hp engine ("Haven Jubilee").
- 3 x 5m Tornado Hulls with 50hp engines ("Wilber", "Kinsman" and "Tom Thumb").
- 1x 5m Viking Hull with 50hp engine ("Viking")
- 1x 4.6m Highfield Hull with 50hp engine ("Tin Tin")
- 1x 16ft Orkney Launch with 8hp engine ("Timor")
- 2x 3.6m Rigiflex hulls with 15hp engines ("Ruby 1" and "Ruby 2")

The suggested preference of each for powerboat courses can be summarised in the following table:

	Golden Haven	Dagoon	Viking	Tom Thumb	Kinsman	Wilber	Haven Jubilee	Tin Tin	Wild Silk	Timour	Ruby 1	Ruby 2
Powerboat Instruction	3	3	2	2	2	2	1	3	3	3	3	3

Key: 1st choice green, 2nd choice yellow, 3rd choice orange.



Haven Jubilee is preferred for powerboat courses as she has slightly more power than the other 5m ribs, a second seat and a chart plotter.

Safety Kit

- Bl.69 All grab bags for the RIBs carry the safety equipment required to operate in the 3nm max area of the Solent.
- Bl.70 The Powerboat Instructor should always carry a handheld VHF radio; the club office monitors channel P4/M2 during office hours, as do the boatmen during their operating hours. 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.

Infrastructure of RlymYC Training Centre

- Bl.71 The Training Centre currently enjoys the following resources.

<i>Our boats</i>	• 9 LR Scows, 12 Oppies, 6 H10, 6 RS Teras, 6 RS Zests, 2 Topaz Argos
<i>Changing and toilet facilities</i>	• Male and female changing rooms, with toilet and shower facilities on the ground floor. • Separate disabled toilet, and various male female dry side toilets. • Toilets and changing facilities are regularly cleaned.
<i>Dry teaching areas</i>	The Club has adequate dry areas ashore, with portable whiteboards as a minimum. • Under the balcony – protected from the rain and wind. Plastic chairs are stored here. They are easily accessed and can be used by any group, especially if students are wet. • Slipway lounge – indoor classroom with kitchenette. • Sail Loft – larger classroom, with access to a TV and projector. Fabric covered blue chairs only to be used by dry students. • Use of the sail loft and slipway lounge to accommodate bigger groups. • Chart room – Suitable for small groups, preferably dry students.

Equipment Storage – Sailing



- Bl.72 Sailing dinghies are stored on the Wednesday Sailing pontoon and teamwork for rig, launch and recovery is heavily promoted. All the fleets can be launched independently from other boats, but it may need organising before students get onto the pontoon. The SI will advise and manage this on this on the day.
- Bl.73 All Instructors and volunteers are trained in manual handling at the safety update/training session or induction training. Instructors should be reminding people to protect their backs, pivoting at the hips and bending the knees.
- Bl.74 There should always be an instructor/volunteers supervising safe rigging/launching /recovery of boats.

<i>Crewed boats</i>	• Generally rigged afloat. • Launched via a slipway from the pontoon. • When launching no one should stand behind the wheels, minimising the risk of being run over. • Trollies need to be carefully stacked in appropriate location to minimise congestion on the pontoon.
<i>Single handed hulls</i>	• Stored in a rack, or on their side. • When lifting boats onto or off the rack, a minimum of 2 people is advised. • When boats are stored on their side they should be secured by a rope / strap, preventing them falling over. • Hulls are pushed or pulled along the wooden floor of pontoon to a suitable space for rigging. • Boats are pushed or pulled off the side of the pontoon to launch / recover.
<i>Single handed spars and foils:</i>	• Kept in a storage system on the pontoon if not in the boat. • For spars, sailors should work in pairs, one person should hold each end, to prevent injuring someone. • Foils can be heavy, so sailors are encouraged to carry them one at a time.
<i>Club boats</i>	• Club boats are stored in the Balance Pond. (dinghy park by harbour office) • Instructors should accompany students at all times in this public area.



	• The Club office issue the keys to unlock the boats, they will need to be locked and keys returned after use. • Caution needs to be taken when moving around as the balance pond links into the public car park, footpath and public slipway. This is used by various sized sailing boats, powerboats and the lifeboat. Some of these are launched with vehicles. • Rigging should be done where possible in the balance pond. During busy times it may be advisable to uncover the boats and launch them, so they can be rigged whilst tied up to the WJS or Club pontoon. The SI will advise on the day. • Trollies need to be stored outside of the cross hatched lines, so public access routes are clear.
<i>Extra kit and spares</i>	• Extra kit, like anchors for dinghies, paddles and MOBs can be found in the storage system on the pontoon. • The race office houses spare sails. There is a combination lock on the door, the SI or boatmen can provide access.

Equipment storage – Power

<i>Marker buoys</i>	• There are three lightweight buoys stored in the end of the storage system for instructors' use. • The dan buoys have heavier anchors and longer warps and are located to the left of the gangway leading onto the pontoon. • Instructors should drag the weights and carry the buoys and gently lower them in the powerboats. • Powerboats can be moved so there is a minimum distance to move buoys. (Approximately 2/3meters) In the event the powerboat cannot be brought closer, trollies live under the balcony and can be used. The opposite process should be used for unloading.
<i>Full sized MOB dummy for powerboat courses</i>	• Stored in central cupboard in Sail Loft • Should be transported in a trolley.



	• Caution very heavy, especially when wet, should be lifted in and out of the trolley by 2 people.
<i>Powerboats</i>	• Club powerboats are generally stored on the water. In the event the boat is not afloat it would be launched by the Boatmen, usually on the crane. • Powerboats must carry certain equipment. On each safety pack it tells you if the equipment is stored on the boat or in the pack. Each boat has its own tailored safety pack. See Powerboat checklist for the full equipment list. • The safety packs for each powerboat are stored in the office and will need signing out. In the event the office are not open any kit booked out will be left in a pre-arranged location. At the end of using a powerboat it should be closed down and logged back in.



Briefing for JSOODs

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

- B2.1 Welcome to the Royal Lyngby Yacht Club Training Centre's briefing document for JSOODs. This document is intended to provide a guide to the relevant parts of the club's Health & Safety documents and some further background information that you may find useful before acting as a JSOOD at the club.

Background reading

- B2.2 Please read the following parts of the Health & Safety Management System:
[G0, G1, G3 \(EAP3\), G6, G7, W0, W1, W2, W3, W5, W8, W9, A5, A19, B2](#)
- B2.3 Please also read the briefing for drivers and crews of club support boats.

Standard Operating Procedures (SOPs) for Junior Sailing Officers of the Day (JSOODs)

- B2.4 The JSOOD is responsible for ensuring the sailing session is run in accordance with the club's policies, guidelines and risk assessments for organised sailing events as set out in earlier sections of this document.
- B2.5 The JSOOD should arrive sufficiently early to check the weather and the forecast, find out which boats have been allocated to the session, check the slipway and plan the session.
- B2.6 The JSOOD should ensure that the Junior Sailing Attendance & Training Record (JSATR) has been completed before going on the water with respect to the names of all those going on the water, both adults and juniors. They must be written legibly on the JSATR and it should be left in the box on the Forecourt outside the Race Office in case it is needed by the Rescue Services. The JSOOD should take a phone picture of the reverse side of the JSATR so that this information is available on the water. The JSOOD's phone should also have the Club's emergency numbers and a parent contact ashore.
- B2.7 At the end of the Coaching session the JSOOD should complete the JSATR and leave it in the box on the Forecourt for future analysis. They should also complete an Incident Report if there were any Reportable Incidents (these can be found in the bottom right pigeon hole in the Club Entrance Hall) and post it through the letterbox opposite Reception. If appropriate they should also report the event to the General Manager and / or the Deputy General Manager by



telephone. If someone is injured he/she should ensure that any injury is properly examined by a qualified person and, if necessary, the injured person taken to A&E. The JSOOD should also ensure that any defect reports have been completed and left in the same box.

- B2.8 Tallies are available for issuing to the Juniors and support boat personnel if the JSOOD wishes to use them.
- B2.9 If the JSOOD has to leave the session they shall ask another member who is also a JSOOD to act in his/her place and assume the responsibilities. If there is no-one available then he/she shall abandon the sailing session. A JSOOD must be on the water for the duration of the session.
- B2.10 If there is an emergency and the RNLI are called, a Junior going on to a lifeboat has to be accompanied by an adult. This should not be the JSOOD unless there is another JSOOD on the water prepared to take over.
- B2.11 Finally the JSOOD should ensure that the Sail Loft, changing rooms and dinghy park are tidy and hosepipes rewound.

JSOOD Checklist

- B2.12 The following provides JSOODS with a summary checklist to assist with compliance with the club's policies, guidelines, and standard operating procedures. It is not exhaustive and does not replace the full policies, guidelines and procedures as described in the main H&S document.



JSOOD Checklist

Before going on the water;

1. Remember to share and delegate tasks where appropriate before going on the water:
2. Complete a daily risk assessment.
3. Fill in the JSATR with respect to wind, sailing area, high water and summary of activities, etc. It must also record the names (and sail numbers) of all of those going on the water, both sailors and adults. Leave the form in the box on the forecourt.
4. In order to have details and sail numbers of who is on the water, have a phone picture of the reverse side of the JSATR.
5. If you don't have your own VHF, pick up a Club radio because you may need to use two channels on your RIB in an emergency.
6. Always have the Club emergency numbers on your phone, together with one or more on-shore parent contact number. The ideal is to have a shore based parent for liaison and to act as a beachmaster, if needs be.
7. Check that all sailors have valid consent forms.
8. Liaise with the Coach about the programme.
9. Brief the support boat crews.
10. Decide on a muster point on the water, should you need to call all boats together eg the Platform or Baverstock.
11. Brief sailors jointly with the Coach - covering items at the foot of the JSATR.
12. Make sure that all sailors are correctly dressed, with long hair tied back.
13. Make sure that trollies are left tidily, and not on the footpath or the slipway.
14. Be sure that you know the Mayday procedure (it is printed on the outside of the yellow canister).

While on the water;

15. For preference the JSOOD should be in a separate boat from the Coach so that each can concentrate on their respective roles but this is not mandatory for smaller fleets.
16. Do a radio check with your support boats before allowing dinghies to launch.
17. Make decisions appropriate to the conditions and the capabilities of the sailors.
18. It is your duty to be on the water all of the session. If you have to leave, you must hand over to another JSOOD, and if not possible, the session must be abandoned.
19. Make sure that there is always the correct ratio of support boats to sailing boats.
20. Be prepared to abandon if this ratio falls short, or if the weather deteriorates.
21. Be aware that if a sailor becomes a casualty and has to go on to an RNLI boat they will have to be accompanied by an adult - not the JSOOD.

Once off the water:

22. Complete the JSATR and any defect reports. Leave in the box on the forecourt
23. Complete an Incident Report if there are any reportable incidents. Post through the letter box opposite Reception.
24. Make sure that all RIB equipment is returned correctly, and that any defects are



reported on the forms via the QR codes on each hull or on the Training Centre's office wall

25. Make sure the dinghy park is left tidy and that the hoses are re-wound
26. Make sure the Sail Loft is left tidy.



Briefing for support boat helms and crews

This section last reviewed	June 2026
This section last revised	June 2026

Introduction

- B3.1 Welcome to the Royal Lyngby Yacht Club Training Centre's briefing document for support boat helms and crews. This document is intended to provide a guide to the relevant parts of the club's Health & Safety documents and some further background information that you may find useful before crewing a club rib.

Background reading

- B3.2 Please read the following parts of the Health & Safety Management System:
[W3](#)

Powerboats

- B3.3 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.

Powerboat Use

- B3.4 To operate a powerboat, you must hold a minimum of an RYA Powerboat Level 2 qualification. We also recommend that members, staff, and volunteers strongly consider obtaining an RYA Safety Boat qualification if they are planning on supporting sailing activities.
- B3.5 All open powerboats (Ribs and Rigiflexes) must be equipped with kill cords that are attached to both the driver and the kill switch.
- B3.6 **There is no excuse for not using the kill cord correctly.**

Boat Selection

- B3.7 When selecting powerboats for various tasks, the ESO should ensure that the chosen equipment suits the specific task and is cost-efficient for the club. The decision-making process involves considering the type of equipment required, the course to be taken, the ability of the equipment to handle any emergencies, and whether it meets all safety standards. A combination of ribs and rigiflexes is usually selected for dinghy training, while RIBs are typically used for powerboat courses, racing, and race training.
- B3.8 The club has a powerboat matrix to help inform powerboat selection.



	Golden Haven	Dragon	Viking	Tom Thumb	Kinsman	Wilber	Haven Jubilee	Tin Tin	Wild Silk	Timour	Ruby 1	Ruby 2			
Mark Laying Keelboats	1	1	3	3	3	3	2	3	2	3	3	3			
Mark Laying Dinghies	1	1	2	2	2	2	1	2	1	3	2	2			
Solent Safety Boat	3	3	1	1	1	1	1	2	2	X	3	3			Key
River/ Lakes Safety Boat	3	3	1	1	1	1	1	1	2	X	1	1			
Ferrying/ Towing	1	1	2	2	2	2	2	3	1	3	3	3	1		1st Choice
Race Coaching	3	3	1	1	1	1	1	2	1	X	3	3	2		2nd Choice
Powerboat Instruction	3	3	2	2	2	2	1	3	3	X	3	3	3		3rd Choice
Dinghy Instruction	3	3	1	1	1	1	1	1	2	3	1	1	X		Don't Use
Medic Boat	2	2	2	2	2	2	2	3	1	X	X	X			
Jury Boat	3	3	1	1	1	1	1	2	X	X	3	3			
Christchurch Bay	1	1	2	2	2	2	1	3	1	X	X	X			

Mandatory User Checks

B3.9 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.
- 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 to the correct pressure.
- Checking you know 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.
- Carrying out the pre start checks described later in this document.

Training for these checks is available on the PB2 course.

Refuelling

B3.10 When it comes to refuelling, the process is straightforward. The Boatmen keep the powerboats refuelled, but occasionally, you may be asked to take the boat to Lymington Yacht Haven to top up. To do this, head to the fuel berth (map below), provide the attendant with the boat name and specify that it is for RLymYC.



Safety Packs

- B3.11 All powerboats in the club have a designated safety pack except We're Here, which has its kit in its lockers. The packs, with the keys, are stored in the office. Inside each pack, you will find a range of safety equipment, including a knife, first aid kit, whistle, throw line, spare kill cord, fire extinguisher, survival blanket, and tool kit. A list of this equipment is on the side of the yellow boxes.
- B3.12 The Boatmen check the boxes once a month and safety tag them. Inform the boatmen if you notice a tag not attached or if you use an item.

Flares

- B3.13 Flares are stored in safety packs except We're Here, which is stored on the boat. These are coastal flare packs with two smoke and two hand flares. Flares are dangerous and must only be used in an emergency. Good guidelines for use are as follows:
- Read instructions carefully.
 - Hold the flare over the water while setting it off and during its use.
 - If anything goes wrong, drop the flare in the water.



- Ensure you are holding the flare on the downwind side of the boat.
- Once use is complete, drop in the water. *.

* Some flares burn exceptionally hot and are still hot long after use,

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

Pre start checks

B3.14 The following is a 'pre-start checklist' which you may find helpful.

- Sign out the support bot from the office, collecting the safety pack, the keys and the kill cord
- Remove cover and stow, either ashore or securely aboard.
- Check batteries.
- Check radio and make a test broadcast, usually (unless briefed otherwise) on channel P4. (You will need a handheld radio if you are on Tin-Tin, Wild Silk / Timour / Otter.)
- For boats with radios build in press clear twice to get to the normal screen.
- Before lowering the engine, make sure that there is sufficient water depth to lower the engine. Then ensure the engine is down.
- Check that the steering works and there is nothing in the water by the propeller.
- Check the engine will not start without the kill cord being connected.
- Inserting the kill cord and attaching it to the driver's upper thigh is essential.
- Check that the engine does not start in gear.
- Use the key to start the engine and adjust the choke and fast idle settings if fitted and necessary.
- Check that the kill cord cuts the engine when it is pulled out. When tied up alongside with the engine on check the boat goes into forwards and reverse.

B3.15 If anything is not working as it should be report to the boatmen, and the Event Safety Officer. The boat may not be used if any of the battery or engine checks (or, unless a handheld is carried, the radio check) are negative.

B3.16 Ensure adequate anchors are on the ribs for anchoring ribs and dinghies. Do not use race marks or navigation buoys.

Seating Position

B3.17 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.

RIB Speed

B3.18 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, and follow local bylaws, with minimal wash unless dealing with an incident.

- B3.19 It is recommended that newly qualified RIB helms be supervised on the water by an experienced helm while they build experience. This can be done from another boat.

Ribs at Sea

- B3.20 Before venturing onto the channel, the instructor must get up-to-date weather and tide information and submit a passage plan to the duty manager.
- B3.21 If the boats do not return at the estimated time, the late-return action plan for RIBs must be followed, which can be found here.

Night Use

- B3.22 We're Here. Dragoon, Golden Haven, and Viking are equipped for night use, and only advanced powerboat drivers can use the boats at night.

Defects

- B3.23 Report to the Boatmen and note the defect on the sign in out sheet. If a boat is out of service, the keys are removed from the office. Any defects must be recorded online via the Maintenance QR Code. These Codes are on the boats' hulls and the Training Centre's office wall. Please list the defect, boat type, and boat number.

Communication – Radios

- B3.24 Radios are built into the powerboats with the exception of Tintin and Wildsilk, Timour and Otter. For these four boats a handheld can be collected with the safety pack. None of the base set radios are set up with DSC alerts or MMSI numbers. For this reason, when you switch the radio on you will have to press clear twice.
- B3.25 The Club operate on P4 normally, and sometimes P6. The SI will let you know what channel you are using and you should complete a radio check with them. Don't forget to adjust the volume and squelch. Your call sign will be the boat name.
- B3.26 The Club is called RIVER CLUB and the main office may have a radio on. The Boatmen can be reached in the WORKSHOP or VALLIANT if they are afloat.

Telephones

- B3.27 It is advisable to have a mobile phone afloat in a waterproof case.
- B3.28 There is a landline phone in most of the offices, and upstairs at the Club. However, should you have problems accessing any of these there is a phone on the wall, indoors by the north side exit next to the lift. You will need to dial 9 for an outside line, then you can make a phone call.



B3.29 The Club phone number is 01590 672677.

Ferry contacts:

B3.30 The mobile number for each ferry and the terminal controller is set out on the Information sheet/Emergency Action Plan on each rib. The main Wightlink office can be contacted on 01590 671311.

On-site first aid

- a. First Aid kits are in the safety packs on the on the powerboats. There are also kits aboard We're Here and Valiant.
- b. First Aid kits are also available from outside the office, in the Sail Loft office, in the Workshop and in the Bar/Kitchen on the First Floor.
- c. RYA instructors (but not Assistant Instructors) are first aid trained. Various Club staff are also trained.
- d. A list of qualified first aiders can be found in the Race Office/Reception.
- e. The General Manager is responsible for ensuring that the first aid kits are checked and replenished as necessary.
- f. All accidents within the training centre need to be reported. The accident book is stored in the WJS cupboard in the sail loft.
- g. The incident and near miss forms are also in the same location but can also be accessed via the QR codes shown around the club and submitted online.
- h. If there is a major incident then the Club's Emergency Action Plan (EAP 3 and EAP 0) should be followed.

Clothing and buoyancy aids:

B3.31 Support boat crews should wear appropriate clothing for the conditions and at least one crew on each support boat should be dressed to enter the water if necessary..

B3.32 Buoyancy aids must be in good condition and should comply with EN 393/ISO 12402-5 (50 Newton/Level 50) or USCG Type III PFD standards. Crotch straps should be used if fitted. Buoyancy aids are available for WJS volunteers to use during the session.

B3.33 An example of a support boat crew's kit bag contents is as follows::

- a. Clothing to wear afloat;
 - i. Wetsuit and waterproofs or a dry suit.
 - ii. Alternatively, clothes that you do not mind getting wet in and waterproofs.
 - iii. Hats, gloves, buff.
 - iv. Shoes/boots should be worn with good grip and non-marking soles.



- v. Sunscreen
 - vi. Sunglasses
 - vii. Hat
 - viii. Additional Layers
 - ix. Gloves
- b. A towel, spare warm clothes and shoes.
- c. Whistle, a blunt ended sailing knife, a wet note book and pencil.

