

Safety Officer Duty

Duty objectives

The duty officers on a particular day are a team and must work together for the safe and efficient use of the club, no one person is entirely responsible for decisions made but the team is.

The Safety Officer has the responsibility along with the Officer of the Day (OOD) for the running of the Club and the safety of the members on site at the Club. In particular, the Safety Officer must be satisfied that anyone sailing can cope with the prevailing conditions and advise the Officer Of the Day accordingly. The Duty Officers must also ensure that no racing or general sailing takes place without a safety boat and crew being available.

The Safety Officer is present to deploy, man and return the safety boat to its container. You may also need to recover dinghies that have capsized.

Please make sure that you are familiar with the routines for checking the safety boats before they enter the water, launching the boats, retrieving them at the end of the day and for recovery of capsized boats and their crew. (Appendix 1)

Always have a two-way radio with you that has been checked by you and either the race box or the canteen officer has a second radio to facilitate communication when you are on the water.

It is your responsibility to be present on the water when boats are sailing to assist the OOD when required and with closing up the club.

There is no on-site phone at the Club so please **ensure you have a charged mobile phone with you, in case of an emergency.**

Personal equipment and safety

You should wear normal sailing clothing (e.g. buoyancy aid, warm clothing, waterproof over-clothes and sailing shoes).

You will be outside for almost all the day so come prepared for the weather, be it hot and dry or cold and wet.

An engine Kill cord must be used at all times to ensure the engine is switched off should the helm fall out of the safety boat.

Duty Times

Arrive at 1.45 pm for a Saturday duty and 8.45 am for a Sunday duty.

Club closes at 5.30pm or earlier at the discretion on the Officer of the Day.

Boats should be off the water by 5.00 pm at the latest.

Appendix 1

1. Safety Boats

- The 13ft Dory (Safety Boat 1) is equipped with a 20hp Honda 4 stroke outboard - This is the primary safety boat and must only be helmed by members who have passed the Level 2 Powerboat qualification.
- The 11ft Dory (Safety Boat 2) is equipped with a 15hp Honda 4 stroke outboard - This is the secondary safety boat, for use if a supplementary facility is needed and must only be helmed by members who have passed the Level 2 Powerboat qualification.
- The 'Carrot' is equipped with a 6hp Tohmatsu 4 stroke outboard – This is an easy/lighter boat to launch however is not so good in windier conditions or for towing. This boat can be used in lighter winds usually during the summer. Again, this must only be helmed by members who have passed the Level 2 Powerboat qualification.

2. First Aid

In any emergency situation you should: -

- Get the injured person ashore as soon as possible
- Provide emergency first aid if needed
- Get professional help by calling the emergency services if required
- Always get the OOD to help

Please note: There is now a defibrillator in the canteen next to the first aid cabinet should you need one. The unit is fully charged and checked regularly. Even if you have not received any training **DO NOT BE AFRAID TO USE IT**. Once the unit is switched on it “talks” you through the process and has been designed for use by a complete novice. It is better to have tried and failed than not to have tried at all!

3. Safety boat handling

Keep a continuous watch on boats being sailed and remain close to the safety boat. This can best be done from the shore near 'Bosuns Point'. Always practice boat-handling when you start your duty, e.g. coming up to a buoy ('man overboard'), reversing. If you need a break, make sure that someone is watching the sailing while you do so.

Never rush around the lake without good excuse, as well as dangerous, excessive noise/wake interferes with racing, the pursuit of sailing pleasures and the fishermen who are also allowed to use the lake.

If any boat capsizes always move towards it in case there is a problem. Often boats capsize but their crews do not wish to be rescued (particularly if they are racing). Do not interfere unless you can see they are in trouble, or are too tired to continue attempts to right the boat themselves.

Wherever possible approach a capsized boat from downwind. Never have the engine in gear when you are helping to right a capsized boat. If you are picking up someone from the water the engine must be **SWITCHED OFF**.

If a boat is stuck on a lee shore or it is too shallow for the patrol boat, don't get yourself stuck as well. Throw a towrope to the dinghy in trouble and tow gently into deeper water.

4. Using safety boats equipped with Honda & Tohatsu 4 - Stroke outboards

To use a safety boat at TTSC you must be qualified to at least RYA Powerboat Level 2. When setting out to check on or rescue someone, you must have a second person in the boat. Please read the following carefully.

HONDA ENGINES (4 Stroke)

These engines have electric start and an automatic choke. Please ensure the kill cord is properly attached by locating it under the pull-out kill switch located adjacent to the ignition key switch. Turn the ignition switch on and start as you would your car. (Please note: The engine will not start unless it is in neutral.). If for any reason the engine does not start, find an expert to help solve the problem. (OOD, Coxswain, etc.)

Once the engine has started ensure that cooling water is flowing through the engine, if no water is flowing seek assistance from OOD or Coxswain etc.

If you have run out of fuel, refill the tank from the fuel cans stored in the fuel cabinet, and squeeze the bulb a few times to set up the supply, before starting. Refueling should be done off the boat and away from the water.

To stop the engine, turn the ignition switch (anti-clockwise) to the off position. Replace the keys, kill cord and lanyard in the w/proof container and return to the canteen at the end of the day.

TOHATSU ENGINES (4 Stroke)

These engines have pull-cord starting and a manual choke. Please ensure the kill cord is properly attached to the engine by locating it under the pull-out kill switch. If the engine is cold pull out the choke and start the engine. (Please note: The engine will not turnover unless it is in neutral.). The choke should be pushed home as soon as possible after the engine starts and should not be required again. If for any reason the engine does not start, find an expert to help solve the problem. (OOD, Coxswain, etc.)

Once the engine has started ensure that cooling water is flowing through the engine, if no water is flowing seek assistance from OOD or Coxswain etc.

The Tohatsu engines have a small internal fuel tank that can be filled by removing the fuel cap on top of the engine. Please take care when filling the tank as it is very small but of adequate capacity to run the engine on our lake all day. There is the facility to fit an optional remote fuel tank to this engine please ensure you use the correct tank and fuel hose connector for the Tohatsu engine. There is also a small fuel valve that must be moved to the other position when using the optional remote fuel tank. If you have run out of fuel, refill the tank from the fuel cans stored in the fuel cabinet, and squeeze the bulb (optional remote tank only) a few times to set up the supply, before starting. Refueling should be done off the boat and away from the water.

To stop the engine, push the kill switch on the engine until the engine stops or remove the kill cord. Please remove the kill cord & lanyard, place in the w/proof containers and return to the canteen at the end of the day.

PLEASE NOTE: BOTH THE HONDA AND TOHATSU ENGINES ARE 4-STROKE AND REQUIRE PETROL ONLY IN THE FUEL TANKS. DO NOT MIX ANY OIL WITH THE PETROL.

5. Safety boat equipment

The safety boat must be checked at the start of sailing for the following items:

- Take the appropriate container for the safety boat you are using from the club house containing the kill cord, whistle, knife etc.
- Radio Handsets: it is recommended that one of the two-way radio handsets is in the Safety boat. The second handset should be left with the OOD or if the OOD is in the Safety boat, with the Canteen officer. If a race is taking place, then the second radio should be left with the Race Officer.
- Oars and rowlocks; towing rope; knife; painter; lanyard to tie the outboard to the boat (where the engine is demountable); rescue steps; anchor; baler; fenders.
- Ensure the boat is sea worthy, you have enough fuel, and that the kill cord is operating correctly.
- A form for reporting any damage, defect or breakage, to any club boat is provided in the canteen, please fill one if there is any damage or defect that requires attention.

6. Preparation

Before moving boat lift the engine to the fully-raised (out of water) position, and locked in up position with the lever or button; this will prevent the propeller dragging. Remove the boat from container with care. Work through the safety boat checklist to make sure all equipment is in order.

7. Launching

This is always at least a two-man job, please do not attempt to launch a safety boat on your own – ask for help. Take the boat to the water's edge and launch backwards (You may need to get wet.)

Launch the trolley until the boat floats from the trolley, but do not let go the trolley rope or painter. Remove the trolley from the water and store safely away from the water's edge. Walk the safety boat to the jetty and tie up.

8. Boat towing - reminders

- The Centre/dagger board must be up
- The sails should be down
- Never go too fast as you will not be able to release in time if trouble occurs.
- The crew of the dinghy must be told to sit in the back of the boat.

Towing boats behind: The tow rope should be attached to a cleat or bridle on the safety boat and not hand held. It should be attached to the mast rather than the forestay of the dinghy.

Towing alongside: (e.g. when rudders have been lost):

Attach a line from the bow of the dinghy to the bow of the safety boat, and from the stern of the dinghy to the stern of the safety boat. The transom of the towed boat must be forward of the towing boats transom (approx. 12"-18") and the bow of the towed boat should be pointed in towards the towing boat. Watch for hands and fingers about to be crushed between the safety boat and the dinghy.

Righting capsized boats: If the mast is stuck in the mud, tow the dinghy hull slowly sideways away from the point where the mast is stuck, to ensure the mast is not broken. You can often use the foresheet to tow with or the patrol boat painter looped around a shroud. With a boat on its side, you can assist the crew by walking up the forestay, e.g., position the patrol boat such that the dinghy is head to wind, then gradually raise the mast upright by using the forestay. Never drive the patrol boat over the sails of a capsized dinghy.

9. Communication

It is recommended that the Safety Officer take one of the two radios with him for communication with the OOD/Canteen Officer/Race Officer. In an emergency contact with the Safety boat from the shore can be by either radio, a blast of the race hut hooter (not used during a race), or use of the Megaphone.

10. Recovering Safety Boats at end of duty:

This is always at least a two-man job, please do not attempt to recover a safety boat on your own – ask for help.:

- Take to slipway and float above trolley

- Remove fuel line and run engine until engine stops and carburetor is dry.
- Disengage lock and lift engine.
- Pull out the strap from the winch and hook onto trailer keeping it straight.
- In sufficient depth of water winch the boat onto the trailer and replace in the container.
- Lower the engine into drive position.
- Remove key and return to canteen in plastic container along with Kill cord.
- Return fuel cans to fuel cabinet and ensure fuel line and valve is NOT kinked/squashed and kept away from any dirt.

End of duty

Towards the end of your duty you need to help: -

- Wash and dry all used cups/mugs and replace under counter
- Wash the floors in the clubhouse and toilets (use the correct mops and buckets)
- Clean the toilets
- Remove rubbish from bins in the clubhouse, toilets and downstairs. Replace bin liners (If possible, please take away with you and dispose at home. T&MBC do not collect waste from the club. Thank you.).
- Replenish stocks of toilet roll and hand towel
- Put away the drinks and snacks tidily and clean the counter top
- Ensure all outstanding tabs are paid
- Replace the cash tins
- Close all shutters, windows and doors, lock as required
- Ensure water heater and cooker are all turned off
- Turn off gas at bottle.