



RYA Training Centre

Power Boat Operational Procedures

Whenever a training session is taking place the operating procedures detailed below **must** be followed at all times.

All Powerboat instruction will follow the latest “Guidance Notes for RYA Centres in the UK”.

Emergency contact details and medical information will be collected from all participants before any activity is commenced. This information will be available to the lead instructor for that activity.

Before commencing a training session, the Lead Instructor must have obtained an appropriate weather forecast and assessed whether it is safe to proceed with the planned activity.

Numbers of people going afloat on practical sessions will be detailed on the Tally Board that will remain in the clubhouse whilst the group are afloat.

All Centre boats will be checked before launching to ensure they are in a seaworthy condition. Only Club boats will be used for training sessions. Safety bags and their contents will be checked regularly.

All activity will take place within Tollesbury Creek and the Blackwater Estuary. The Blackwater Estuary is Category D water.

Supervision & Training

All training activities will be supervised and led by the Instructor responsible for delivering the session.

There will be a maximum of three students on any course, preferably two.

Health and Safety

All participants must be checked to ensure suitable clothing is worn for the activity.

All participants must wear a buoyancy aid of minimum 50 Newton standard and be in good condition. In hot weather participants should be encouraged to apply sun cream and supplies of water must be available.

Launching

Before going afloat groups should be briefed regarding the activity to be undertaken.

Where children are involved in an activity there must be adult supervision between the club boatyard and the Hard, if applicable. A constant lookout must be maintained for vehicles using the road.

Club Training Boats

Kill cords **must** be worn at all times when the engine is running.

Those in charge of a club boat should check each boat contains the following kit as a minimum:

- Paddle or oars
- Bucket or bailer
- Bridle secured to suitable strong points
- Towline
- Spare starting cord and minimal tool kit
- Survival bag and thermal protective aid
- Waterproof first aid kit
- Anchor for safety boat and any towed craft
- Chain and warp as appropriate
- Distress flares
- Sharp knife, preferably serrated
- Spare kill cord
- A means of communicating with base

Accidents and/or Incidents

All accidents to any participant must be recorded in the accident report book located in the Galley.

Any problems or faults with club dinghies or powerboats must be noted in the maintenance logbook located in the boat store

Should a major incident or emergency occur, either afloat or on shore, the first priority is to ensure the safety of all participants and instructors.

Should the incident or emergency involve dealing with the Emergency Services (Police, Coastguard, Ambulance, Fire) ensure everyone obeys and acts on instructions issued by relevant authority.

See the separate procedure notes for dealing with the aftermath of a serious incident or emergency.

Near Misses

All events that could have caused accident or injury must be recorded on the separate sheet in the accident report book located in the Galley. Such incidents should be notified to the Principal for review and lessons learned for appropriate action to avoid reoccurrence.