

# Safety Statement

## 1 Document Change Control

	Name	Position	Signature	Date
<b>Updated By</b>	Stephen Flynn	Safety Officer		Jan 2020
<b>Reviewed by</b>	John Gallagher			March 2020
<b>Reviewed by</b>	Jane Watt			March 2020
<b>Approved by</b>	Committee			June 2020
<b>Updated By</b>	Senan Burgess			Sept 2024

Date	Version	Remarks
Nov 2019	2.0	Revision of all sections

## 2 Introduction

This is the Safety Statement of Rathmullan Sailing and Water Sports Club (the Club). It must be read, understood and adhered to by all Club members. In addition, this document should be readily available to parents, clients, course participants and visitors and on the Club website.

The Club is an Irish Sailing Association (ISA) affiliated member sailing club located in Rathmullan, Co. Donegal. Its activities include organised sailing (including racing), sea kayaking and other water related activities and social events to its members and the public. These activities are carried out at Rathmullan and on Lough Swilly in County Donegal. Figure One shows details of the area where most activities occur.

## 3 Statement of Policy

The Club is committed to providing a safe environment for its members and visitors during its activities. The safe enjoyment of water sports requires each person who takes to the water to take responsibility for their actions and to take maritime safety seriously.

By implementing the policy and procedures set down in this safety statement the club's objective is to minimise risks to the health safety and welfare of its members, particularly junior members, and visitors. It should be noted that sailing and water sports have inherent hazards and risks and adults participating voluntarily in these activities, accept these associated risks.

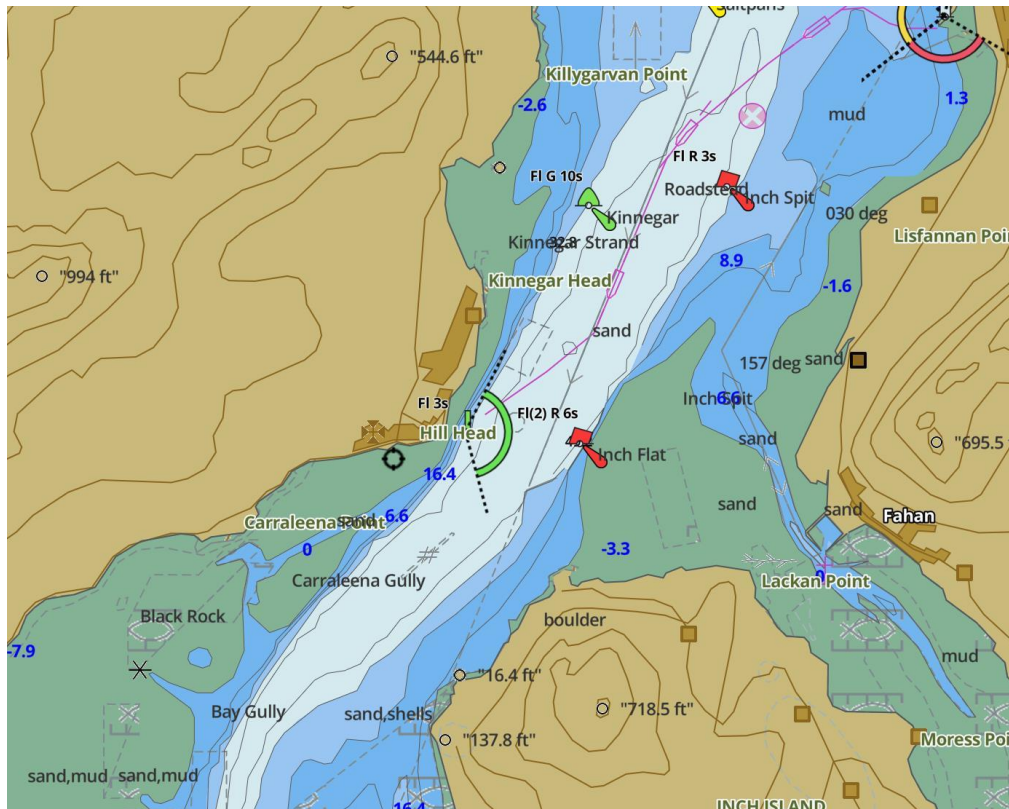


Figure 1 RSWC activities area

## 4 Responsibilities

### 4.1 Committee

The Committee of the club shall be responsible for:

- ensuring the safety statement is communicated to all members;
- ensuring all the activities under the control of the Committee are carried out in accordance with the safety statement;
- ensuring the Committee leads by example in good safety practises;
- ensuring a reporting system is in place for reporting all accidents/incidents to the Safety Officer;
- ensuring RSWC is in compliance with standards set by national legislation and the Irish Sailing Association.

### 4.2 Officer of the Day (OOD)

For each organised sailing or kayaking event there shall be a nominated Officer of the Day.

They shall manage the day's activities organised by the club. They are the ultimate decision maker for the event on the day. The responsibilities of the OOD are set out below:

- Check the weather forecast;
- When there is a gale warning in the area for the period of sailing, sailing should be cancelled and rescue boats should not be launched, except in an emergency;
- Have regard to any winds which cause difficult localised conditions;
- Brief Safety Boat crews as regards duties;
- Brief Members on conditions during the day

- Report any equipment damage or other deficiencies to the Safety Officer or Club Committee;
- Report and document any safety incidents to the Safety Officer; and
- Ensure there are sufficient safety boats on duty and are adequately crewed for the weather conditions and experience of sailors.

The OOD will record items above on the attached proforma 4.2 see Appendix XYZ

#### 4.3 Safety Boat Operators

All Safety Boat Drivers should:

- Have ISA level 2 powerboat certificate;
- Ensure required safety equipment is on the rescue boat prior to launching (paddles, first aid kit, kill switch cord, towing ropes, anchor, safety knife).
- Wear a suitable buoyancy aid at all times when on the water;
- recognise developing safety situations;
- Always use a kill-cord correctly when operating the rescue boat;
- Minimise speed when close to other water users;
- Complete the checklist on attached proforma 4.3 see Appendix XYZ

When on duty, the rescue boat should be manned by two people (driver + one lookout). Other than in emergencies, the rescue boat should not carry more than four adults. Standing up in the rescue boat is prohibited when under way.

In the event the Safety boat operators are also fulfilling OOD duty, the primary responsibility is safety/rescue activities.

#### 4.4 Members

All members are obliged to read this Safety Statement and must:

- Have regard for all safety training, instructions and briefings;
- Comply with all notices relating to safety
- Follow safety procedures and operating instructions that are provided;
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- Co-operate with the Committee in the application of relevant safety legislation, and codes of practice;
- Use equipment supplied by the Club in accordance with instructions
- Be familiar with the operation of the Club's safety equipment including fire extinguishers;
- Not intentionally interfere with or misuse any equipment or appliance provided;
- Be aware of personal capabilities in handling a boat under various weather conditions.
- Be at least water confident non-swimmers. This means being able to comfortably float in depths over one's head with the support an appropriate PFD.
- Draw to the attention of visitors or other third parties relevant safety procedures;
- Report any unsafe practice being carried out by another member, a visitor or a contractor to the Safety Officer. This reporting may be verbal or in writing and may be made anonymously.

## 4.5 Junior Sailors and their Guardians

### 4.5.1 Junior Members

Junior Members are defined as persons under 18 years old. They should:

- Not engage in horseplay
- Not operate a RIB or handle fuel unless they have reached the legal age to do so and are trained.
- Be at least water confident non-swimmers. This means being able to comfortably float in depths over ones head with the support an appropriate PFD.
- Have achieved a level in ISA before sailing a dinghy single handed or helming a dinghy
- Follow instructions and briefing of OOD and Safety Boat Operator

### 4.5.2 Guardians

- Sign Junior Sailors in
- Provide contact number
- Ensure they provided with the appropriate Personal Safety Equipment
- Be available at agreed collection time
- Notify Safety Officer of any medical issues that could affect their ability to sail

## 4.6 Safety Officer

Safety Officer is responsible for:

- communicating safety information;
- ensuring safety policies and procedures comply with all relevant health and safety legislation;
- investigating/reporting of any accidents or incidents;
- reviewing operating procedures;
- maintaining records of training
- arranging safety inspections.

## 5 Equipment

### 5.1 Personal Safety Equipment

In general, Personal Safety Equipment is supplied by the member. Members are responsible for the maintenance of their own property. The Club has access to a small number of PFDs and wet suits for Junior Members these should be checked before use by the Junior Member and their Guardian.

#### 5.1.1 Personal Flotation Devices

Lifejackets provide face up in-water support to the user regardless of physical conditions. Buoyancy aids require the user to make swimming and other postural movements to position the user with the face out of the water. **All persons on board any boat under 7 metres in length must wear a personal flotation device PFD/lifejacket.**

- Minimum PFD standard is a 100N for use with dinghies or kayaks and 150N is recommended when using RIB
- Junior members particularly children should have their PFD checked by members before wearing and when to ensure they are fitted correctly.
- Inflatable personal flotation devices must be worn over all clothing and not underneath.
- PFD/lifejackets should be worn as per the manufacturer's instructions Hold-down devices such as crotch straps should be correctly fitted and adjusted.
- PFD should be inspected and maintained as per manufacture's instructions. This should be recorded on the device
- Before use the following checks should be completed:

- Harness straps/stitching inspected and checked for damage/wear
  - External lining inspected for wear/damage
  - All buckles checked/adjusted as required
  - All zips, buckles, fasteners, webbing straps and lights (if fitted) are functioning correctly
  - Hold-down devices attached to the PFD, if fitted
  - In the case of an inflatable PFD, the CO2 gas firing cylinder is firmly screwed into the inflation valve and has not been fired
  - Manual firing lanyard positioned for use if required. Be aware of any marked expiry dates of the firing mechanism components.
- Members should not use PFDs with expired components and should remove these PFDs from the boat. They should refer to an approved service agent if there are any concerns about a PFD.

#### 5.1.2 Wetsuits

Wetsuits are generally necessary for dinghy and kayaking activities particularly in spring and autumn. Wetsuit warmth is dependent on the thickness of the neoprene to maintain core body heat. Core heat is extremely important to maintain in order to prevent hypothermia. Thinner neoprene is used for your extremities. The thicker the neoprene, the more warmth but less flexibility. Typically, 4/3mm wetsuits are used in summer and 5/4 in spring / winter.

#### 5.1.3 Sun Protection

Annual rates of both melanoma and non-melanoma skin cancers are increasing steadily in Ireland. The UV Index tells us the level of UV radiation that is expected at the earth's surface. The higher the level the less time it takes the skin to burn and the greater the risk of skin damage which can lead to skin cancer.

The index for each day reported on Met Eireann and when it is greater than 3 protection should be worn. This includes wearing sunglasses with UV protection EN1836, a hat and sunscreen. Use a 'broad-spectrum' sunscreen that protects against UVA and UVB; – SPF minimum 30 and apply to dry skin 20 minutes before going outside. Choose a water-resistant type.

#### 5.2 Boat Pack

Each safety boat should have the following minimum safety equipment contained in dry storage

- A flare pack should be carried containing a minimum of 2 x pinpoint red, 2 x orange smoke in a watertight container.
- Basic first aid kit.
- Knife.
- Torch.
- Basic Tool Kit
- Spare kill cord

#### 5.3 Sailing Dinghies

Members are responsible for the maintenance of their own property including dinghies.

The club has access to a number of dinghies for use by members. These are all Design Category C boats that are designed for coastal waters, large bays, estuaries, lakes and rivers in wind speed up to, and including Beaufort force 6 with wave height: up to, and including 2 m. In general, these are designed to carry 2 adults or 2 children and one adult. Boats have a minimum recommended crew weight to right them typically 50kg.

Larger boats including Laser Bahia and Vago need heavier crews to right when capsized up to 75kg. These boats can carry between 3-5 people or between 235-425kg

### 5.3.1 Mast Float

Dinghies can be provided with mast floatation devices. These are only an aid to slow the rate of inversion in the event of a capsize. They do not guarantee to stop complete inversion of the boat. Also, be aware that prevailing conditions, including tide, wind, swell, waves and/or incorrect fitment can have an adverse effect on their performance.

### 5.4 Sea Kayaks

A kayak is a small, narrow boat which is propelled by means of a double-bladed paddle in contrast to a canoe which is typically open and propelled using a single bladed paddle. The Club has available a number of single and two person sit on top type kayaks made from polyethylene plastic. Typically these are between 20-30kg in weight.

### 5.5 RIB

The club has access to 3 RIBs a Humber 400 Assault with a 40 HP engine and a Humber 550 Assault with 60hp Engine. All RIBs are category C with the following details:

Boat	Boat + engine weight	Max Payload	Max persons
400 Assault	195+115 = 310kg	575kg	5/375kg
550 Assault	320kg 170 =490kg	975kg	8/600kg

These boats are maintained by the Rathmullan sailing school. Persons under 16 years of age are not allowed to be in command of a fast power/sports craft, i.e. a craft that can attain a speed through or over water of 17 knots or more.

### 5.6 General

Club members should perform a visual check on all equipment before use. Any piece of equipment showing signs of wear and requiring attention is to be immediately removed from use or repaired. Repairs are to be logged in in conjunction with the Rathmullan Water School through the Safety Officer.

6 Sea temperatures and Weather

Figure 2 shows max and min sea temperatures around Donegal. Figure 3 shows Irish Coastal Areas and headlands.

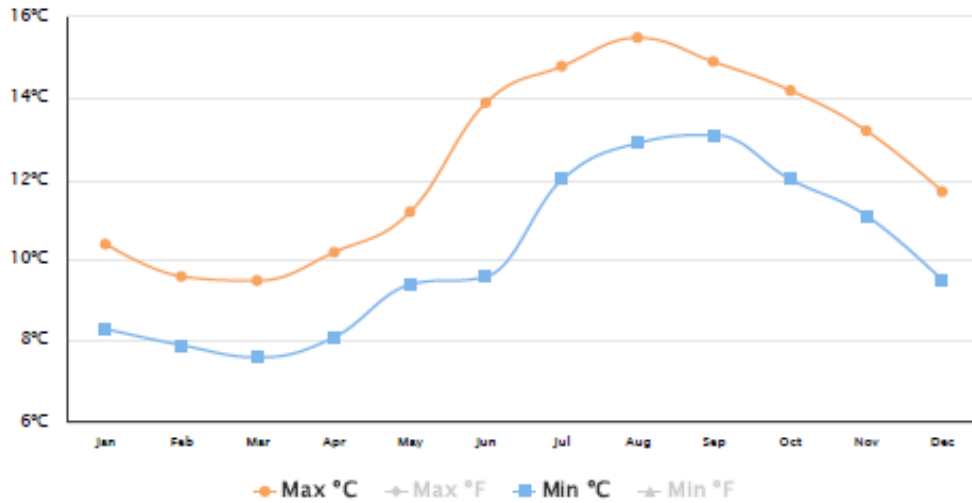


Figure 2 Max and Min Sea Temperatures

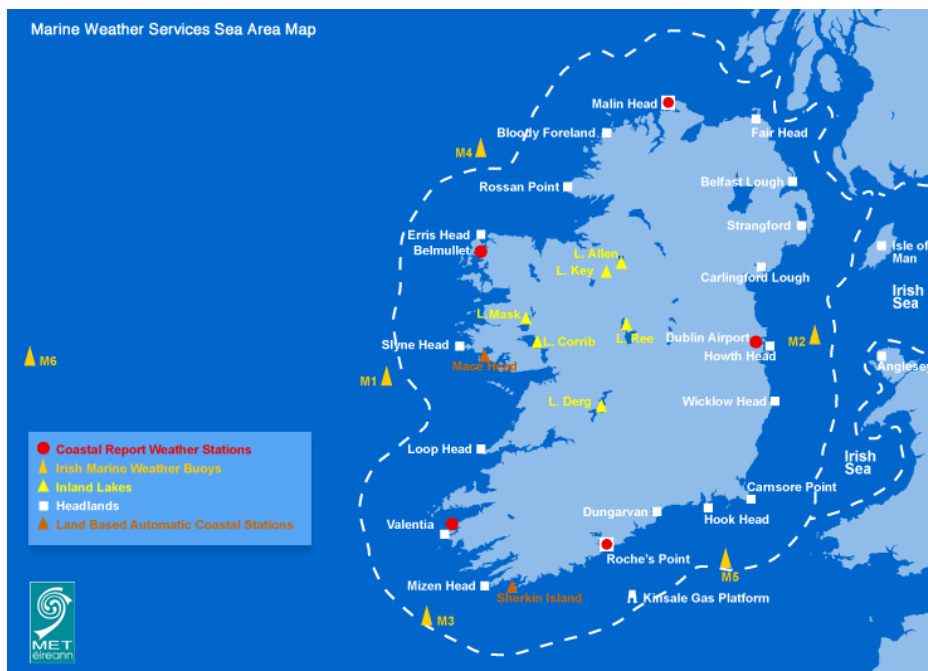


Figure 3 Irish Coast Areas and headlands

Weather Forecasts can be obtained from:

- [www.windy.com](http://www.windy.com)
- [www.windfinder.com](http://www.windfinder.com)
- Malin Head Coast Guard Radio VHF Channels 16, 67, 23, 85, DSC 70 Weather Forecasts at 01:03, 04:03, 07:03, 10:03, 13:03, 16:03, 19:03 and 22:03 on working channels
- Met Eireann <https://www.met.ie/forecasts/marine-inland-lakes/sea-area-forecast>
- BBC [https://www.bbc.com/weather/coast\\_and\\_sea/shipping\\_forecast](https://www.bbc.com/weather/coast_and_sea/shipping_forecast)
- XC Weather <https://www.xcweather.co.uk/>

### Small Craft Warnings

The small craft warning is issued for expected winds of Force 6 or more, and it is issued at all times of the year. The small craft warning covers the large internal lakes as well as coastal areas. A gale warning is issued for Force 8 or more and supersedes the small craft warning.

In general activities should not be undertaken in windspeeds of force 6 or above. Supervision should also be exercised when sailing with junior members in groups in wind speeds above force 4. Table One below summarises the various measure of wind speed.

Beaufort number	Wind speed				Mean wind speed (M / kmh / mph)	Description	Wave height		Sea conditions	Land conditions
	kt	km/h	mph	m/s			m	ft		
0	0	0	0	0-0.2	0 / 0 / 0	<u>Calm</u>	0	0	Flat.	Calm. Smoke rises vertically.
1	1-3	1-6	1-3	0.3-1.5	02 / 04 / 2	<u>Light air</u>	0.1	0.33	Ripples without crests.	Wind motion visible in smoke.
2	4-6	7-11	4-7	1.6-3.3	05 / 09 / 6	<u>Light breeze</u>	0.2	0.66	Small wavelets. Crests of glassy appearance, not breaking.	Wind felt on exposed skin. Leaves rustle.
3	7-10	12-19	8-12	3.4-5.4	9 / 17 / 11	Gentle breeze	0.6	2	Large wavelets. Crests begin to break; scattered whitecaps.	Leaves and smaller twigs in constant motion.
4	11-16	20-29	13-18	5.5-7.9	13 / 24 / 15	Moderate breeze	1	3.3	Small waves.	Dust and loose paper raised. Small branches begin to move.
5	17-21	30-39	19-24	8.0-10.7	19 / 35 / 22	Fresh breeze	2	6.6	Moderate (1.2 m) longer waves. Some foam and spray.	Smaller trees sway.
6	22-27	40-50	25-31	10.8-13.8	24 / 44 / 27	Strong breeze	3	9.9	Large waves with foam crests and some spray.	Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult.
7	28-33	51-62	32-38	13.9-17.1	30 / 56 / 35	<u>Near gale</u>	4	13.1	Sea heaps up and foam begins to streak.	Whole trees in motion. Effort to walk against the wind.
8	34-40	63-75	39-46	17.2-20.7	37 / 68 / 42	Gale	5.5	18	Moderately high waves with breaking crests forming spindrift. Streaks of foam.	Twigs broken from trees. Cars veer on road.
9	41-47	76-87	47-54	20.8-24.4	44 / 81 / 50	Strong gale	7	23	High waves (2.75 m) with dense foam. Wave crests start to roll over. Considerable spray.	Light structure damage.
10	48-55	88-102	55-63	24.5-28.4	52 / 96 / 60	<u>Storm</u>	9	29.5	Very high waves. The sea surface is white and there is considerable tumbling. Visibility is reduced.	Trees uprooted. Considerable structural damage.
11	56-63	103-117	64-72	28.5-32.6	60 / 111 / 69	Violent storm	11.5	37.7	Exceptionally high waves.	Widespread structural damage.
12	>63	>117	>72	>32.7	N/A	<u>Hurricane</u>	14+	46+	Huge waves. Air filled with foam and spray. Sea completely white with driving spray. Visibility very greatly reduced.	Massive and widespread damage to structures.



## 7 Operating Procedures

These procedures are provided to:

- give guidelines for the safe and effective completion of specific tasks.
- communicate and support implementation of precautions identified in the risk assessments.
- identify requirements made under legislation or by organisations such as the ISA and support implementation of these.

### 7.1 Dinghies

<b>Activity</b> Sailing in groups with Safety Boat
<b>Safety Equipment</b> PFD Mast head Float
<b>Training</b> <ul style="list-style-type: none"> <li>• ISA Basic Skills <a href="https://www.sailing.ie/Portals/0/Basic-Skills-2016.pdf">https://www.sailing.ie/Portals/0/Basic-Skills-2016.pdf</a></li> <li>• Talk from OOD on conditions expected</li> </ul>
<b>Risk Assessments</b> Water, Weather, Tide and currents, Ferry, Moorings, Pier including Fishing, Sandspits, Junior Sailors, Collisions
<b>Procedures</b>
<u>Before launch</u> <ul style="list-style-type: none"> <li>• Individual Crews <ul style="list-style-type: none"> <li>○ Check you are wearing suitable clothing and safety equipment for the conditions and time of year.</li> <li>○ Always wear a buoyancy aid or life jacket</li> <li>○ Listen to safety briefing</li> <li>○ Check for overhead cables when rigging, launching and recovering (you should also check for overhead cables when sailing).</li> <li>○ Always check the condition of your craft before setting off and tighten shroud shackles with pliers if reqd. Ensure that the hull is free of water and any drain plugs are properly sealed. Ensure that any hatches are correctly fitted and have a good seal.</li> <li>○ Check running rigging (sheets, cleats or blocks) are in place and working.</li> </ul> </li> <li>• OOD <ul style="list-style-type: none"> <li>○ Ensure safety boat(s) are available</li> <li>○ Check the weather forecast</li> <li>○ Confirm tides and if there are high currents expected around pier</li> <li>○ Check ferry docking times</li> <li>○ Give safety briefing</li> </ul> </li> </ul>
<u>Launching (crews)</u> <ul style="list-style-type: none"> <li>• Raise the mainsail with the boat facing into the wind.</li> <li>• Launch the boat using the appropriate launching trolley.</li> <li>• Take the boat into the water with the bow facing into the wind.</li> <li>• Ensure that there is enough water to float the boat off the trolley.</li> <li>• One person should hold the boat whilst the other gets in and prepares to set off.</li> <li>• When there is enough water below you, lower the centreboard and rudder fully.</li> </ul>

<ul style="list-style-type: none"> <li>• Cleat the rudder downhaul in the cleat on the tiller and ensure that the wing nut on the side of the rudderstock is tight.</li> </ul>
<p><u>On the Water (crews)</u></p> <ul style="list-style-type: none"> <li>• Conform to the sailing rules of the road.</li> <li>• Look out for changing weather conditions.</li> <li>• Never sail beyond your ability or that of your crew.</li> <li>• o Understand and be competent in the sailing skills and righting techniques.</li> </ul>
<p><u>Capsize</u></p> <ol style="list-style-type: none"> <li>1. Stand on the lip of the hull. Holding onto the centreboard, lean backwards to pull the hull upright.</li> <li>2. Continue to hold the centreboard as the mast rises out of the water.</li> <li>3. As the boat comes upright, reach into the cockpit and pull yourself back into the boat.</li> <li>4. To reboard, if you are agile, you can climb onto the centreboard as the boat capsizes.</li> <li>5. Step back into it from the centreboard as it comes upright. If you are not, climb in over the transom.</li> <li>6. Always keep hold of the boat.</li> </ol> <p><b>Entrapment</b> - To reduce the risk of entrapment the following guidelines provided by the Royal Yachting Association (RYA):</p> <ol style="list-style-type: none"> <li>1. Keep control lines short, tidy and maintain shock cord elastic so it does its job.</li> <li>2. Carry a very sharp knife, easily accessible, preferably serrated knife.</li> <li>3. Always ensure good housekeeping and seamanship.</li> <li>4. Always use a trapeze harness with a quick release hook.</li> </ol>
<p><u>Recovery</u></p> <p>In general boats are recovered to the beach and are therefore recovered in shallow water</p> <ul style="list-style-type: none"> <li>• If wind is off shore luff up as you approach the beach. With wind on shore you can either drop sails and blow onto beach or turn into the wind close to the beach and turn head to wind.</li> <li>• Rudder blade and centreboard must be lifted before they reach the bottom</li> <li>• Hold boat head to wind with painter</li> <li>• Get dinghy clear of water quickly and drop sails</li> </ul> <p>The Club recommends that two individuals take each boat back to the boat compound.</p>
<p><u>Towing</u></p> <p>Should it become necessary to tow any dinghy</p> <ul style="list-style-type: none"> <li>• secure the towing line around the base of the mast or a strong eye at the bow if available</li> <li>• Raise the daggerboard/ centreboard (if fitted) and stay at the tiller. In the event of the loss of the rudder sit well aft.</li> <li>• Bail out boat as much as possible if the boat to be towed.</li> <li>• Tow VERY slowly</li> <li>• Keep communication between towboat and dinghy</li> </ul>

<p><b>Activity</b></p> <p>Sailing Alone (single / double handed)</p>
<p><b>Safety Equipment</b></p> <ul style="list-style-type: none"> <li>• A flare pack should be carried containing a minimum of 1 x pinpoint red, 2 x orange smoke in a watertight container.</li> <li>• Carry a suitable folding anchor.</li> <li>• Towing Rope and Painter</li> <li>• Knife.</li> <li>• Torch.</li> <li>• Basic Tool Kit.</li> <li>• VHF Radio</li> <li>• Basic first aid kit.</li> </ul>

<ul style="list-style-type: none"> <li>• A collapsible paddle, which can be stowed on board for use in the event of engine failure.</li> </ul>
<b>Training</b> <ul style="list-style-type: none"> <li>• ISA Basic Skills <a href="https://www.sailing.ie/Portals/0/Basic-Skills-2016.pdf">https://www.sailing.ie/Portals/0/Basic-Skills-2016.pdf</a></li> </ul>
<b>Risk Assessments</b>
Water, Weather, Tide and currents, Ferry, Moorings, Pier including Fishing, Sandspits, Junior Sailors, Collisions
<b>Procedures</b>
<u>Before launch</u> <ul style="list-style-type: none"> <li>• Check you are wearing suitable clothing and safety equipment for the conditions and time of year.</li> <li>• Always wear a buoyancy aid or life jacket</li> <li>• Check weather and advise someone onshore your time of departure and expected time of return.</li> <li>• Check for overhead cables when rigging, launching and recovering (you should also check for overhead cables when sailing).</li> <li>• Always check the condition of your craft before setting off and tighten shroud shackles with pliers if reqd. Ensure that the hull is free of water and any drain plugs are properly sealed. Ensure that any hatches are correctly fitted and have a good seal.</li> <li>• Check running rigging (sheets, cleats or blocks) are in place and working.</li> <li>• Always ensure that a designated person ashore is aware of departure and return times and have a procedure in place to raise the alarm if necessary.</li> <li>• Check expected weather and sea conditions prior to departure</li> <li>• Be aware of your own personal capabilities in handling a boat under various weather conditions.</li> <li>• If your dinghy is operating in a remote area, carry additional safety equipment, i.e. a handheld VHF radio and additional pyrotechnics (parachute rocket red flares and hand-held flares).</li> </ul>
<u>Launching</u> <ul style="list-style-type: none"> <li>• Raise the mainsail with the boat facing into the wind.</li> <li>• Launch the boat using the appropriate launching trolley.</li> <li>• Take the boat into the water with the bow facing into the wind.</li> <li>• Ensure that there is enough water to float the boat off the trolley.</li> <li>• One person should hold the boat whilst the other gets in and prepares to set off.</li> <li>• On a lee shore tun the boat head to wind</li> <li>• When there is enough water below you, lower the centreboard and rudder fully.</li> <li>• Cleat the rudder downhaul in the cleat on the tiller and ensure that the wing nut on the side of the rudderstock is tight.</li> </ul>
<u>On the Water</u> <ul style="list-style-type: none"> <li>• Conform to the sailing rules of the road.</li> <li>• Look out for changing weather conditions.</li> <li>• Never sail beyond your ability or that of your crew.</li> <li>• Understand and be competent in the sailing skills and righting techniques.</li> </ul>
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<p><b>Towing</b></p> <p>Should it become necessary to tow any dinghy</p> <ul style="list-style-type: none"> <li>• secure the towing line around the base of the mast or a strong eye at the bow if available</li> <li>• Raise the daggerboard/ centreboard (if fitted) and stay at the tiller. In the event of the loss of the rudder sit well aft.</li> <li>• Bail out boat as much as possible if the boat to be towed.</li> <li>• Tow VERY slowly</li> <li>• Keep communication between towboat and dinghy</li> </ul>

7.2 RIB

<p><b>Activity</b> Safety Boat</p>
<p><b>Safety Equipment</b></p> <ul style="list-style-type: none"> <li>• A flare pack should be carried containing a minimum of 1 x pinpoint red, 2 x orange smoke in a watertight container.</li> <li>• Carry a suitable folding anchor.</li> <li>• Towing Rope and Painter</li> <li>• A collapsible paddle, which can be stowed on board for use in the event of engine failure. Basic first aid kit.</li> <li>• Kill cord to cut out the engine; the lanyard/kill cord must be attached to the operator's body, clothing, or PFD/lifejacket.</li> <li>• A spare lanyard/kill cord should always be carried on board.</li> <li>• Knife.</li> <li>• Torch.</li> <li>• Basic Tool Kit.</li> <li>• Fire Extinguisher.</li> <li>• Spare canister of fuel</li> <li>• - Flare Box (2 red handheld, 2 orange smoke)</li> <li>• VHF Radio</li> <li>• Sponson Pump</li> <li>• Towing Warps including; At least one warp long enough to tow several boats astern. At least two other short warps for towing alongside.</li> </ul>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• National Powerboat Certificate <a href="https://www.sailing.ie/Portals/0/National-Powerboat-Certificate.pdf">https://www.sailing.ie/Portals/0/National-Powerboat-Certificate.pdf</a></li> <li>• Safety Boat Certificate <a href="https://www.sailing.ie/Portals/0/documents/2018/Training/Safety-Boat-Certificate%202108.pdf">https://www.sailing.ie/Portals/0/documents/2018/Training/Safety-Boat-Certificate%202108.pdf</a></li> </ul>
<p><b>Risk Assessments</b></p>
<p>Water, Weather. Flammable liquids, Engine Prop, Tide and currents, Ferry, Moorings, Pier including Fishing, Sandspits, Collisions</p>

<b>Procedures:</b>
<p><u>Pre-launch</u></p> <p>Prior to use the following check should be carried out.</p> <ul style="list-style-type: none"> <li>• Ensure all tubes are correctly inflated</li> <li>• Check the propeller for any signs of damage.</li> <li>• Check that flares on board are in date and are still dry and sealed.</li> <li>• Check the battery has enough charge.</li> <li>• Oil level needs to be monitored (four-stroke engines will usually have a dipstick to check level).</li> <li>• You must have sufficient fuel for the journey you are planning, plus a suitable reserve. Remember, fuel consumption may significantly increase when heading into the wind or against the tide, or if sea conditions deteriorate while you are at sea. Carry a reserve tank if possible.</li> </ul>
<p><u>On the Water</u></p> <ul style="list-style-type: none"> <li>• Ensure you have kill cord and attach it to leg when operating.</li> <li>• All capsizes should be attended immediately to ascertain the wellbeing of the sailors. Be mindful however of charging in and creating more difficulties with a large wake. Most competitors will be able to deal with the situation and continue, capsizing after all is a normal hazard and part of sailing dinghies.</li> <li>• If the boat is inverted (turtle) do not wait to intervene.</li> <li>• When on duty, the boat should be manned by two people (driver + one lookout). At least one RIB crew member must be dressed in case they need to enter the water (i.e. wetsuit etc). Other than in emergencies, the boat should not carry more than four adults. Standing up in the boat is prohibited when under way. In the event the Safety boat operators are also fulfilling OOD duty, the primary responsibility is safety/rescue activities. OOD duties are of secondary importance.</li> </ul>
<p><u>Mooring</u></p> <ul style="list-style-type: none"> <li>• Boat should be secured with the painter attached to the bow winch eye and to mooring with a rolling hitch.</li> <li>• A secondary line to recover the painter can be connected to the Sampson post or other inboard eye.</li> </ul>
<p><u>Towing</u></p> <ul style="list-style-type: none"> <li>• Check all boats have their tow rope rigged correctly.</li> <li>• Ensure their main sheet is unclipped.</li> <li>• Ensure the dagger board is raised</li> <li>• Ensure the helm is on the tiller and sits aft (unless you decide their condition warrants their removal from the boat).</li> <li>• If the helm and crew are not in the boat remove the dagger board and put the rudder into the dagger board slot.</li> <li>• On short tows the crew would be advised to keep some pressure on the main sheet to prevent the sail from flogging too much, flogging will quickly ruin a good sail.</li> <li>• On a longer tow it may be best to remove the sail and roll it loosely in the boat, the main sheet can be used as a lashing.</li> <li>• Be mindful of your speed and course, remember those behind you</li> </ul>
<p><u>Recovery</u></p> <ul style="list-style-type: none"> <li>• At least two people should be present for recovery</li> <li>• At the 3<sup>rd</sup> and fourth hour of the tide, tidal flow beside the pier can be significant.</li> <li>• The slipway in Rathmullan is steep and it is recommended that the boat is driven onto the trailer.</li> <li>• Check that the slipway is clear of weed.</li> <li>• The trailer weight is approximately 500kg (actual weight is stamped on the trailer) which together with the boat and engine will be approximately 1000kg.</li> <li>• The towing vehicle capacity can be obtained from the owner's manual or vehicle's plate. Note that each vehicle is different.</li> </ul>

7.3 KAYAK

<p><b>Activity</b> Kayaking in Groups</p>
<p><b>Safety Equipment</b> PFD</p>
<p><b>Training</b></p> <ul style="list-style-type: none"> <li>• National Powerboat Certificate <a href="https://www.sailing.ie/Portals/0/National-Powerboat-Certificate.pdf">https://www.sailing.ie/Portals/0/National-Powerboat-Certificate.pdf</a></li> <li>• Safety Boat Certificate <a href="https://www.sailing.ie/Portals/0/documents/2018/Training/Safety-Boat-Certificate%202108.pdf">https://www.sailing.ie/Portals/0/documents/2018/Training/Safety-Boat-Certificate%202108.pdf</a></li> </ul>
<p><b>Risk Assessments</b> Water, Weather. Flammable liquids, Engine Prop, Tide and currents, Ferry, Moorings, Pier including Fishing, Sandspits, Collisions</p>
<p>Water, Weather, Tide and currents, Ferry, Moorings, Pier including Fishing, Sandspits, Junior Sailors, Collisions</p>
<p><b>Procedures:</b></p>
<p>Pre-Launch</p> <ul style="list-style-type: none"> <li>• Ensure you are a competent swimmer and capable of surviving in the water in the areas you operate in.</li> <li>• Never operate alone, always kayak in company.</li> <li>• Do not operate a kayak if under the influence of alcohol or drugs.</li> <li>• Inspect your craft and equipment thoroughly. Check it is fitted with adequate buoyancy material and that such buoyancy is correctly distributed and secured within the hull.</li> <li>• Ensure that the bung is fitted correctly.</li> <li>• Do not use the kayak unless you are certain it is watertight. Boats with temporary repairs should not be used.</li> <li>• If carrying additional equipment, ensure that the kayak is never overloaded.</li> <li>• Use a spray deck, with quick release where relevant, and be completely familiar with its use.</li> <li>• When using a spray deck, ensure that the grab loop is in good condition and is within reach.</li> <li>• Always ensure that your name/contact address are permanently marked on the hull.</li> <li>• Ensure a nominated person ashore is aware of your itinerary, departure and return times.</li> <li>• Have a passage plan and alternative emergency plans, e.g. safe landing area down wind, etc.</li> <li>• Essential equipment should be carried on the person or in an easily recoverable buoyant grab bag.</li> </ul>
<p><b>On the Water</b></p> <ul style="list-style-type: none"> <li>• Do not operate alone – kayak in company.</li> <li>• If capsized and floating outside your craft, remain with it. It offers a better target to rescuers and has a high buoyancy factor. Do not attempt to swim for shore unless adjacent to the shore.</li> <li>• The following additional equipment should be considered: <ul style="list-style-type: none"> <li>○ Flares</li> <li>○ Towrope/throw bag</li> <li>○ Torch</li> <li>○ Suitable knife</li> <li>○ Portable waterproof VHF radio</li> <li>○ Portable GPS unit</li> <li>○ Personal EPIRB</li> <li>○ First Aid Kit</li> </ul> </li> </ul>

- Spare food/drink
  - Paddle float/leash
  - Sun cream and sun hat.
- 
- Be aware of the weather forecast and sea area forecast.
  - Only operate within your limits and ability.
  - Kayaking in a windforce 4 or above should only be considered for the very experienced.
  - Be aware of the tidal conditions for the areas that you are operating in.
  - Be aware of the effects of interaction between wind and tide on sea states.
  - Carry a chart for the area of operation. These can be laminated and attached to the kayak deck.
  - Carry a hand held compass.

8 Risk Assessments

The following hazards been identified. These along with the associated risks and control measures to reduce risks are addressed in the following pages:

Slips trips and falls  
Water  
Weather  
Flammable liquids  
Engine Prop

Tide and currents  
Ferry  
Mooring  
Pier including Fishing  
Sandspits  
Junior Sailors

Collisions  
Public road traffic  
Beach



Hazard	Risk	Control measures
Slips trips and falls	Injury to body	<ul style="list-style-type: none"> <li>• Carry out general good housekeeping in compound .</li> <li>• Keep walkways areas clear.</li> <li>• Stow ropes</li> <li>• At all times, Council walkways are to be used to/from the beach and equipment store.</li> <li>• The equipment store is the container in the compound. Equipment store is to be kept tidy at all times, and locked when not attended.</li> </ul>
Manual Handling	Injury to spine and muscle	<ul style="list-style-type: none"> <li>• Ensure that heavy loads, or those loads moved most frequently, are stored at about waist height.</li> <li>• When loads have weight unevenly distributed, the heaviest side should be nearest to the handler.</li> <li>• Keep areas clear and clutter free, ensuring that there is sufficient space to allow people to adopt good handling postures and use manual handling equipment.</li> <li>• Maintain good housekeeping standards to remove trip hazards.</li> <li>• When dinghies are pushed or pulled it is important to ensure smooth transitions between levels ramps or other slopes will increase the forces required to push or pull the load.</li> <li>• Get help but ensure that, where team handling occurs, everyone has sufficient space to move as a group.</li> <li>• lift from above knee and/or below elbow height</li> <li>• keep the load close to their body with their trunk upright and their upper arms aligned vertically</li> <li>• use both hands</li> <li>• keep a firm grip and keep the load in front of the body</li> <li>• avoid lifting loads from the floor or loads above head height</li> <li>• avoid lifts where the trunk twists in relation to the hips and thighs or where the handler has to lean to one side as the load is lifted.</li> </ul>
Water	Drowning, Hypothermia	<ul style="list-style-type: none"> <li>• Wear approved PFD at all times whilst on or near the water. PFD used with junior members must be checked by an adult to ensure fitted correctly.</li> <li>• Provide safety boat when groups of junior sailors on the water.</li> <li>• Provide safety boat for events</li> </ul>

Hazard	Risk	Control measures
Weather	Drowning, Hypothermia	<ul style="list-style-type: none"> <li>• Check weather forecast both nationally and locally</li> <li>• Sailing should not commence in conditions with force 6 wind speeds or greater</li> <li>• Sailing should cease if conditions deteriorate to force 6 or greater. Frequent Gusts and Squally conditions may also necessitate this</li> <li>• Where a large number of inexperienced sailors are present particularly children then err on the side of caution</li> <li>• Combinations of rain poor visibility and cold weather may necessitate reduced sailing time.</li> </ul>
Flammable liquids	Burns	<p>When storing petrol in quantities of more than 20 litres in total, or in containers over 10 litres rated capacity, the storage place must be: separated from any occupied building given at least 6m clearance from any other building, combustible material or other flammable substances provided with adequate ventilation.</p> <p>Provided with a suitable fire extinguisher(s) (dry powder or foam). capable of keeping any leak or spill from spreading lockable to prevent unauthorised access Sign-posted with a hazard warning (flammable liquid) and “no smoking” sign.</p> <p>When pouring avoid all sources of ignition, e.g. naked light, smoking, heaters, hot engines/exhaust, mobile phones etc. Persons under the age of 15 may not handle or dispense petrol.</p> <p>Dealing with Leaks &amp; Spills:</p> <ul style="list-style-type: none"> <li>• Ensure it is safe to approach the area and that there is no source of ignition present</li> <li>• control the spill or leak by identifying the source and treating appropriately, e.g. secure the lid on an overturned container or drum</li> <li>• prevent the spread of the spill by using a suitable absorbent material, e.g. sand/earth or commercial spill kits and apply directly to the petrol and / or use as a barrier</li> <li>• small spills (less than 100ml) may be left to evaporate naturally if safe to do so, i.e. the petrol / petrol vapour is not likely to enter drains or manholes, is away from sources of ignition and is away from other people who may be affected by it</li> <li>• dispose of used absorbent material safely. Contaminated material may be placed in to a suitable container for safe disposal e.g. plastic container or heavy plastic bag securely sealed. Take the same precautions with contaminated material as for petrol itself. The hazard remains while petrol vapour is present.</li> <li>• if an oil interceptor is available (facility normally found on petrol service stations), wash any remaining petrol with water in to the interceptor.</li> </ul>

Hazard	Risk	Control measures
		<p>As petrol is also harmful to health, the following precautions should be taken if you come in contact with petrol:</p> <ul style="list-style-type: none"> <li>• Wash any affected skin immediately with soap and water.</li> <li>• If eyes are affected, immediately irrigate with water and seek medical assistance.</li> <li>• If swallowed, do not induce vomiting, seek medical assistance at once.</li> <li>• Avoid inhalation of petrol vapour as this can cause dizziness and headaches and may lead to respiratory problems.</li> </ul>
Engine Prop	Cuts and limb injuries	
Tide and currents	Drowning, crushing	<ul style="list-style-type: none"> <li>• Avoid area of 50m around pier and be conscious of tide times and direction</li> <li>• Remember the rule of twelfths and high currents between 3<sup>rd</sup> and 5<sup>th</sup> hour after slack water particularly at spring tides.</li> <li>• Remem</li> </ul>
Ferry	Drowning, crushing, cuts and grazes	<ul style="list-style-type: none"> <li>• Under NO circumstances are boats in the water allowed past the hazard mark denoting the ferry landing lane.</li> <li>• Confirm ferry departure and arrival times as part of briefing</li> <li>• Operating areas are defined on the day by the safety boat driver or in accordance with the days planned activities.</li> </ul>
Moorings	Entanglement,	<ul style="list-style-type: none"> <li>• Boats are to be kept away from moorings and moored boats (any collisions to be noted and any damage notified to owner). The RIB is a good cushion between two boats.</li> </ul>
Pier including Fishing	Drowning, impact with fixed object, entanglement, crushing, cuts and grazes	<ul style="list-style-type: none"> <li>• Keep at least 50m from pier in all weathers</li> </ul>
Collisions	Drowning, crushing, cuts and grazes	<ul style="list-style-type: none"> <li>• Under NO circumstances are boats in the water allowed past the hazard mark denoting the ferry landing lane.</li> <li>• Boats are to be kept away from moorings and moored boats (any collisions to be noted and any damage notified to owner). The RIB is a good cushion between two boats.</li> </ul>
Public road	Live Traffic	<ul style="list-style-type: none"> <li>• It is necessary to cross the public road to access the walkway/slipway/beach and all due caution must be taken by members while doing this.</li> </ul>

Hazard	Risk	Control measures
Beach	Unsupervised children (non-members)	<ul style="list-style-type: none"> <li>• Ensure boats are not left unattended</li> </ul>
Swimmers	Collisions, Drowning, crushing, cuts and grazes	<ul style="list-style-type: none"> <li>• Boats are to be kept away from swimmers.</li> <li>• Have the engine in neutral and when possible switched off when involved in recovery of persons from the water</li> <li>• Minimise your wake at all times in RIB</li> <li>• Boats don't have brakes, slow down well in advance</li> </ul>
Ferry	Collisions, drowning	<ul style="list-style-type: none"> <li>• When the ferry is approaching, all Club members on the water will notify one another and take appropriate action to ensure all boats are out of its lane. All club members should keep a constant lookout for the ferry's position when on the water.</li> </ul>
Sand bars	Collisions	<ul style="list-style-type: none"> <li>• Sandspit At half-tide and below, the sand spit between Rathmullan and Fahan (see Fig 1 )presents a sizable hazard, and should be avoided unless it has been calculated that there is enough water to cross it. Powered craft should all take extra care when crossing the sand spit.</li> </ul>

## 9 Accidents and Incidents

An accident is where someone is injured. An incident is where a dangerous or potentially dangerous occurrence happened but where no-one was injured

### 9.1 Reporting

Should an accident or incident occur record what happened and to whom. This is necessary to ensure that the Club has an accurate record that will allow it to;

- identify particular hazards and associated risks within your operation.
- review relevant operating procedures.
- identify if correct procedures were being used and if any training or education is required.
- review any resulting litigation accurately and with authority.

Incidents shall be recorded on the proforma 9.1 in the Appendix.

## 10 Incident Procedures

### 10.1 Address:

The address should be stated as

Rathmullan Pier  
Kerr's Bay  
Rathmullan  
Co. Donegal  
**EIRCODE F92 EY23**

GPS

55° 5' 41.7876" N  
7° 31' 45.6708" W

### 10.2 First Aid

- The Club has a first aid kit located \_\_\_\_\_
- The Club does not have a designated first aider

### 10.3 Life Guard

Donegal County Council provide lifeguards on Rathmullan beach during the summer bathing season (1 June to 15 September). Lifeguards are trained in first aid and resuscitation. Life guards can be contacted to assist in the event of needing first aid.

### 10.4 Emergency Contacts

The contact details for the emergency services are

CoastGuard 999/112 Ask for Coastguard

CoastGuard (radio) Channel 16

NowDoc Out of Hours GP Service: 1850 400 911

Gardaí / Emergency Services: 999 / 112

### 10.5 Emergency Incidents and Action Plan

This section sets out how members of the Club should react in the event of an Emergency.

An emergency is a situation that develops when one of the hazard and risks identified in section 8 results in an imminent serious risk to the safety of the individual. **An emergency situation requires an immediate intervention.**

**The objective is to:**

- Prevent the incident deteriorating further.
- Ensuring the continued safety of persons, whether members or the public, not immediately involved in the incident.
- Ensure that casualties are given appropriate care in timely and effective manner.

Situations are different but the following points apply in all cases

- The OOD in consultation and the Safety Boat Operator can declare an emergency
- When an emergency is declared the OOD shall contact the emergency services
- Equipment safety is a secondary consideration
- People not already involved in an incident should not be put at risk and should be come or be brought ashore by the Safety Boat
- The OOD should contact guardians to collect their junior members
- 
- 

After the incident:

- Do not release the name of any casualties until their family has been informed even if others, including the press, appear to know who it is.
- The OOD and Safety Boat Operator should record the details of the event as soon as possible after the event.

## 11 [Review Date](#)

This document should be reviewed no later than 31/12/2025.


## 12 [Appendices](#)

Proforma 4.2 – Officer of the Day Checklist

Proforma 4.3 - Safety Boat Checklist

Proforma 9.1 Incident Record

Proforma 4.2 – Officer of the Day Checklist

<b>Date</b>		<b>Time of Event</b>	From: _____ To: _____		
<b>Forecast Wind and direction</b>	 _____ bft	<b>Tide</b>	HW @ _____ LW @ _____		
<b>Number of Dinghies out</b>		<b>Number of Kayaks Out</b>			
<b>Safety Boat Crew One</b>		<b>Safety Boat Crew Two</b>		<b>Ratio of safety boats to craft</b>	

Checklist

Item	Check as appropriate
<u>Before Launch</u>	
Collect names of members out along with contacts on shore	
Brief Safety Boats Crews	
Brief Members on conditions during the day	
<ul style="list-style-type: none"> <li>• PFD</li> <li>• Wind and Tide conditions</li> <li>• Ferry and Pier</li> </ul>	
<u>On Return</u>	
any equipment damage or other deficiencies to be reported? – use remarks box	
Any incidents (complete incident report)	
Remarks	

S

Participants (see reverse)

Name	Guardian Name and Contact Number (if applicable)	Name	Guardian Name and Contact Number (if applicable)	Name	Guardian Name and Contact Number (if applicable)





**Proforma 4.3 - Safety Boat Checklist**

<b>Date</b>		<b>Time of Event</b>	From: _____ To: _____
<b>Safety Boat Crew</b>			

Safety Equipment (Tick when available)

- A flare pack should be carried containing a minimum of 1 x pinpoint red, 2 x orange smoke in a watertight container.
- Carry a suitable folding anchor.
- Towing Rope and Painter
- A collapsible paddle, which can be stowed on board for use in the event of engine failure. Basic first aid kit.
- Kill cord to cut out the engine; the lanyard/kill cord must be attached to the operator's body, clothing, or PFD/lifejacket.
- A spare lanyard/kill cord should always be carried on board.
- Knife.
- Torch.
- Basic Tool Kit.
- Fire Extinguisher.
- Spare canister of fuel
  - Flare Box (2 red handheld, 2 orange smoke)
- VHF Radio
- Sponson Pump
- Towing Warps including; At least one warp long enough to tow several boats astern. At least two other short warps for towing alongside.

Check List:

Item	Check as appropriate
<u>Before Launch</u>	
Fuel tank and spare tank full	
Engine run on idle with coolant water flowing	
PFD on crew	
Review Risk Assessments	
<u>On Return</u>	
any equipment damage or other deficiencies to be reported? – use remarks box	
Any incidents (complete incident report)	

Remarks
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**Proforma 9.1 Incident Record**

Name and contact details for injured person	This will allow you to accurately identify the person who was injured and to contact them if necessary.
Personal details for injured person	Do you need to know anything about them such as how old they are or what gender?
Name and contact details for Parent / Guardian.	Required if a child is injured.
Date and time of accident	
Description of injuries sustained	This should be complete and accurate indicating exactly what the injury was and to what part of the body. Any injuries apparently sustained prior to the accident should be noted.
Circumstances of the accident	What was the person doing immediately before the accident? What was the person doing when the accident occurred?  What actually caused the injury?  What happened immediately subsequent to the accident?  A diagram is often a useful in assisting in recording what was where before during and after the accident.
Action taken following accident	Was First Aid administered, if so by whom was it administered? Were they taken to or asked to go to a doctor or hospital.
Consequences of accident	Could they continue with their course / activity etc.
Contact details of witnesses	This will allow them to be identified and contacted.
Signature of Officer of the Day	This is as much to indicate that they have checked that the form has been filled in properly rather than agreeing with the contents