

OUTDOOR EDUCATION

POWER BOATING

STANDARD
OPERATING
PROCEDURES

Standard Operating Procedures: Power Boat

Definition and Scope of Activities

The activities involved use power boats of various types to undertake safety boat rescue on water for participants undertaking water based activities and training people in in RYA powerboat handling scheme.

Locations are water based. Most activity on the water is via jetties, slipways, river moorings, banks or from the shore.

The major activities covered within this section are as follows:

- Powerboat (inland / tidal)
- Education / Environmental Studies
- RYA Powerboat L1
- RYA Powerboat L2
- RYS Safety Boat

Equipment

Grassy Beach

- Northcraft RIBs (Coach / Safety Craft)
- Dory
- Wayfarer Dinghy (Dundee Sailing Club)
- Toppers (Ancrum)
- Canoes / windsurfing boards

Facilities

Grassy Beach

- Changing facilities (male and female)
- Toilets
- Showers
- Facilities to make hot drinks
- Training Room

Roles and Responsibilities

Centre Principal

As RYA RTE Principal, responsible for ensuring that all RYA courses are delivered to the standard required by the RYA. That all Instructors are suitably experienced and qualified. To ensure all equipment is maintained to the best possible standard.

Chief Instructor

Has the day to day responsibility for the standards of training, equipment maintenance and wellbeing of students and instructors.

Powerboat Instructors

Responsible to the Chief Instructor for the effective delivery of RYA training courses. The prompt reporting of defects or issues affecting the delivery of training to the Chief Instructor.

Staffing

The number of staff allocated to each course or activity session will be dependent on the location of the course or session, number and age of students and ability. Power courses are restricted to ratio of one instructor to three students.

Safety

The safety of students and Centre staff is of the utmost importance. The Senior Instructor is to ensure that a suitable and sufficient risk assessment is carried out prior to all planned courses specific for the intended training location. Taking account of the following;

- Number, age and ability of students
- Type of course or session
- Number of staff allocated to course/ session
- Location, inland or coastal
- Tides (Grassy Beach only)
- Weather Forecast
- Water Temperature
- Port Movements (Grassy Beach only)
- Royal Tay Yacht Club and Dundee Sailing Club activities (Grassy Beach Only)

A location specific safety briefing is to be given at the start of every course.

Seasonal Constraints

There are no reasonable constraints on the activities listed but most operational use (outwith training) usually takes place between 1 April and 31 October.

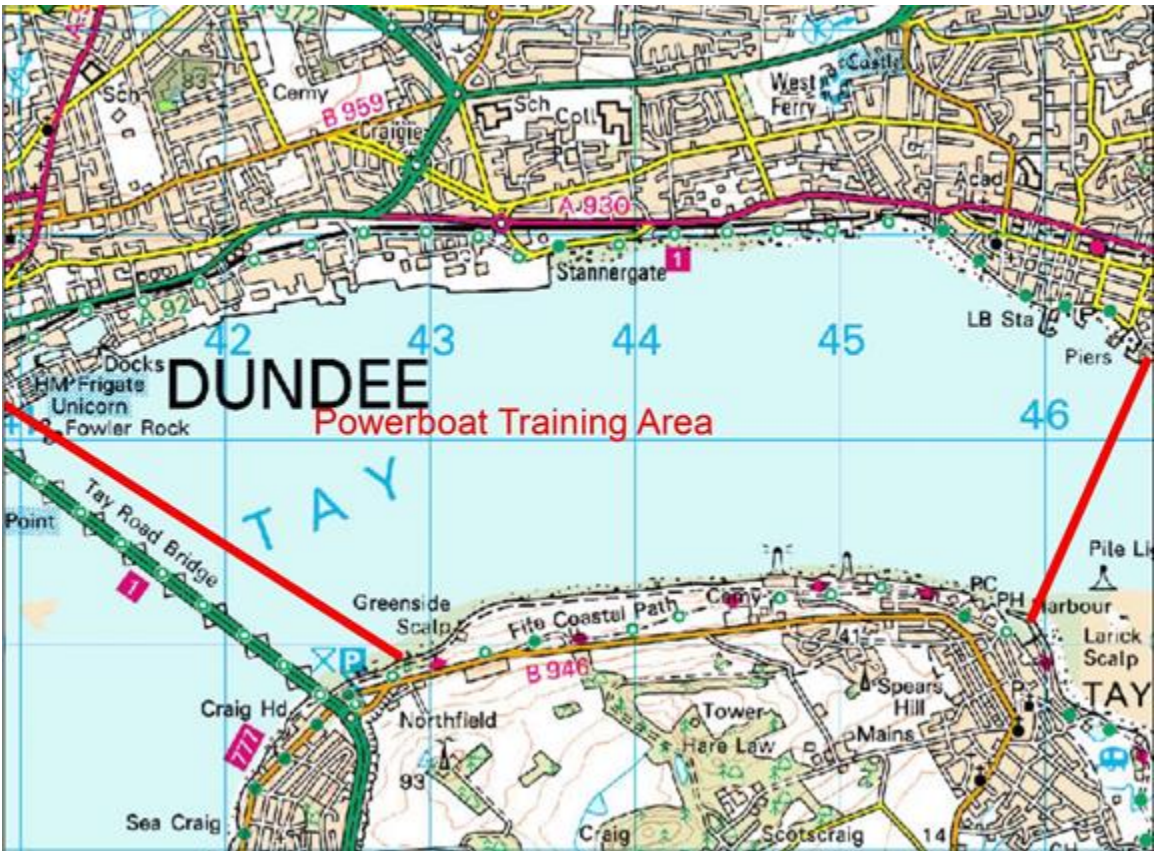
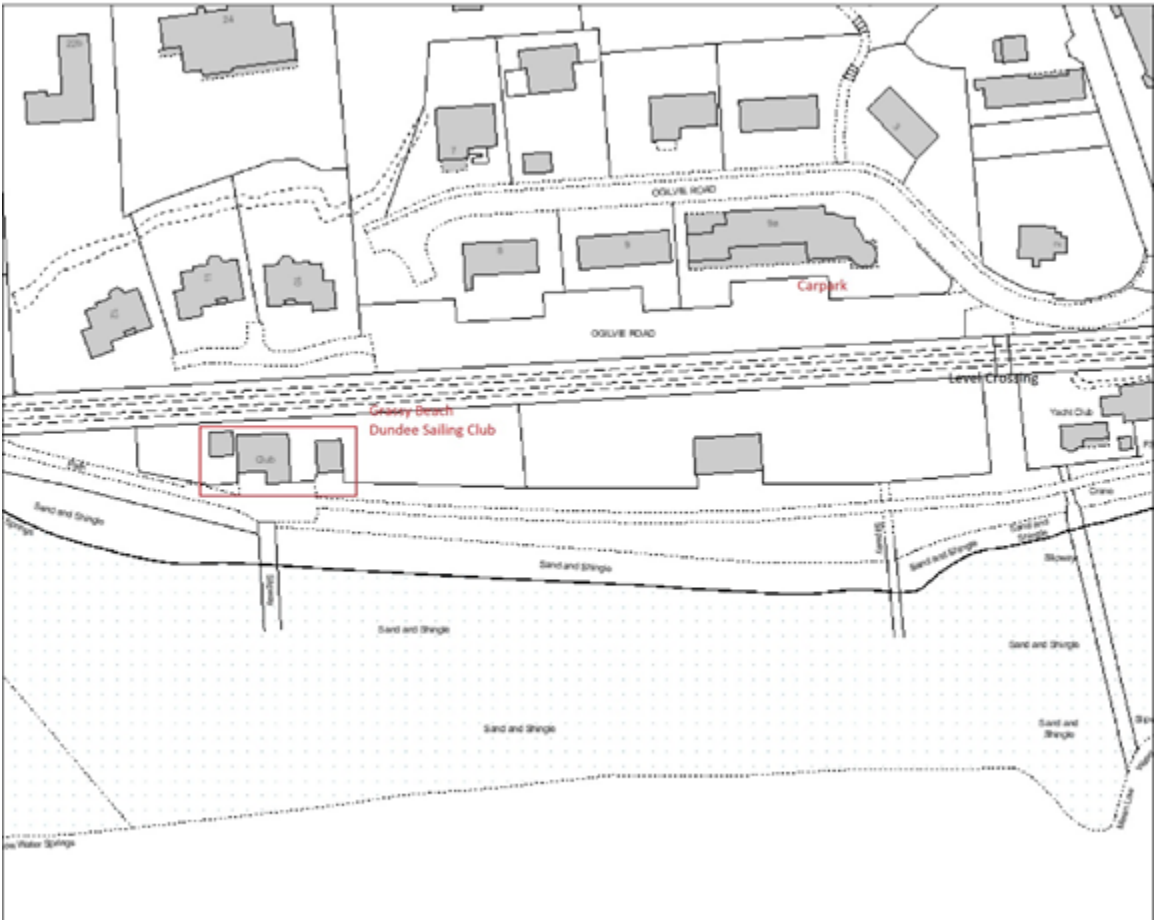
Local Constraints

Access to sites may be subject to restrictions due to commercial / military activities or byelaws / seasonal access.

All participants engaged in water based activities must be water confident and shall wear a personal flotation device.

Grassy Beach

Vehicle access to Grassy Beach is restricted. Students or participants arriving in their own cars or by Ancrum mini bus should park in the RTYC carpark at the bottom of Ogilvie Rd. Access to the foreshore is via a level crossing over the main East Coast railway line. Extreme caution must be exercised when crossing. Visibility is very good in both directions and trains can be heard before they are seen. In circumstances where groups of children arrive by minibus, the adult in charge is to manage and supervise all children over the crossing.



Powerboat training area is shown above. In practice, the boundaries are formed from the road bridge to the west and an imaginary line between Broughty Ferry Castle and Tayport Harbour. The area of the estuary to the west of this line is MCA Cat D and to the east MCA Cat 6.

During journeys the area to the west towards the rail bridge and beyond can be used, however depth of water over sand bars should be taken into consideration.

Tayport harbour must not be entered for training without prior approval from the berthing master. It is available as a safe haven. Broughty Ferry harbour can be used for training and as a safe haven. Broughty Ferry Harbour has a public slipway and is frequently used by personal watercraft users. It is also common for swimmers from the Amphibians to be swimming back and forth across the harbor entrance. When this is taking place flag alpha is displayed at both sides of the harbour entrance.

Accident Reporting

All accidents are to be recorded and the Centre Manager notified in accordance with current Centre instructions.

Ratios

For educational excursions the group ratios are: 1 driver to 8 participants or according to the recommended maximum capacity of the power boat.

Participants requiring increased leader supervision or possessing certain additional support needs or disabilities may require additional staffing or reduced participant ratios.

A second adult should always be present at the group location with participants under 18 years of age.

The ratios for Powerboat courses are 1.3 maximum

Leader Qualifications

Please see the following grid:

Activity	Minimum Leader Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies.
Plus for Sheltered Non Tidal Inland Water		
All	Powerboat Level 2	Royal Yachting Association
Plus for Tidal or Exposed / Open Water		
All	Powerboat Level 2 (Coastal Endorsement)	Royal Yachting Association
Powerboat courses Level 1 - Safety Boat	Powerboat Instructor	Royal Yachting Association
Plus for Disabilities		
All	Orientation Training relative to disabilities	Various

The National Governing Bodies contact data relevant to this section are as follows:-

- Royal Yachting Association – <https://www.rya.org.uk/Pages/Home.aspx>

Equipment - Participants

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by experienced accredited personnel e.g. buoyancy aids.

All participants must have location access to:

- Windproof / waterproof / protective clothing.
- Buoyancy aid
- First aid supplies
- Appropriate footwear

In bright sunshine access to sunglasses is desirable.

All boats must be capable of floating horizontally.

Equipment – Group Safety

Boats should carry:

- First aid supplies
- Group emergency shelter

Plus out with sheltered inland water:

- Spare fuel
- Spare kill cord
- Anchor or warp
- Flares
- Foghorn or airhorn
- Bailer
- Boat spares
- Small spares (engine)
- Pliers / shackle key
- Compass charts out with normal area
- Throw line
- Paddles or oars and rowlocks
- Pump
- A means of communication with base

Access / Environment

As locations are water / sea based, there may be access restrictions due to land / water use. Access permission should follow national access codes of practice.

There is a need to ensure water quality is protected from contamination from fuel spillage or rubbish. Every effort should be taken to achieve minimal environmental impact on water either inland or tidal.

Group Leaders should be aware of the dangers of polluted water caused either naturally or by animal waste.

RISK ASSESSMENT

ASSESSMENT REF NO: Powerboat

Activity: Powerboat	Location: Various	Assessor: DS, DN,
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Hazard	Who might be harmed?			Existing controls <small>What makes the hazard less risky? What makes these controls effective?</small>	Risk			Further actions <small>Avoid Control at source Take advantage of technology Protect all Make what you have more effective</small>	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk
	Public	Client	Leader		Probability	Severity	Rating					
Launch/Recovery Procedures	x	x	x	Staff/clients shown/briefed on the launch/recovery procedure prior to session, including using any other vehicles needed.	2	5	10	None				
Loss of group control	x	x	x	Staff to work within remit of qualifications and in defined area	2	5	10	None				
Injury from equipment	x	x		Participants given robust safety brief and to wear appropriate safety equipment and clothing. All equipment checked and maintained. Participants shown correct use of equipment	2	5	10	None				
Collision between craft		x	x	Group briefed at start of session and follow set procedure, RYA ratios not exceeded	2	2	4	None				
Engine failure		x	x	Engine serviced regularly and checked/ran prior to launch	2	5	10	None				
Fire	x	x	x	Fire extinguisher onboard boat	2	5	10	None				
Collision with floating objects		x	x	Good look out, speeds kept low and extra care after flooding	2	5	10	None				
Sea state		x	x	Weather and tide forecast. Checked on day to confirm conditions. No power boats use above force 4 (except for instructor course)	3	5	15	None				

Further actions approved by:	Signature:	Date:
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Urgency of Action = (20> *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)
Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality
Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

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