

# Ocean Watersports Trust

## LOCAL OPERATING PROCEDURES FOR BARRY DOCK & THE MOLE

Short Title – LOP's

## THIS DOCUMENT SERVES AS A GUIDE TO CONDUCTING LEISURE WATER ACTIVITIES AT BARRY DOCKS

It is the responsibility of all staff to be aware of the contents of this publication  
Copies are available on demand

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## **Terms Used**

OWT - Ocean Watersport Trust - Operations Manager Keith McIntyre – 07855 463293

Supervisor – the person with overall responsibility for the activity.

Group leader – a person in charge of a group of people

Instructor – a person with technical knowledge of the activity and authorised to provide instruction

Person in Charge – a person with authority over other users.

The term “he” should be read to include the female gender when relevant.

## **Revision Table**

Date	Nature of Revision	Approved by
19/04/2015	Matters to be revised on move to mole	KM & NV
19/04/2015	Recalls added to Safety Brief	KM & NV
	2.12 Modified to clarify roles	KM & NV
	7.2 Changed to recommendations	KM & NV
	2.13 Lone boating is new.	KM & NV
13/08/2015	General Review	K McIntyre
06/09/2015	Draft 3.3 Publishing Date	K McIntyre
11/10/2015	Draft 3.3 Appendix 1.0 Declaration inserted	K McIntyre

This Document is still under review and therefore subject to change, all alterations will be announced in an alteration to LOP's notice issued to all user groups.

## **1.0 General**

The Barry Dock is an operational docking facility. All dock operations have priority over any Leisure t activity-taking place afloat at the centre.

*Barry Dock Radio can be contacted in an emergency on VHF Channel 11 or 01446 701641 if manned (4hrs either side of high tide) Mobile 07957 422576.*

*Shipping movements must be noted before any activity takes place on the water.*

*([http://www.southwalesports.co.uk/Live\\_Shipping/Movements/](http://www.southwalesports.co.uk/Live_Shipping/Movements/)) please note this is only to be done by nominated personal*

Centre Users must recognise that it is their duty to take reasonable care of the health and safety of themselves, their fellow users, including pupils and students, and third parties, who may be affected by their acts and omissions, and to co-operate with management to enable their legal responsibilities to be carried out effectively.

Dock Security is only to be contacted by Authorised Personnel. A list of Authorised Personnel will have been supplied to Port Security. Please respect these arrangements.

This document applies to all users when on Barry Docks. Users are also expected to comply with the current Regulations of their parent body or National Governing Body as appropriate and/or their own safety rules. For example, and not exclusively, Scouts will follow Policy Organisation and Rules (POR), Sea Cadet - Training Afloat Regulations for Safety (TARS) and Sea Cadet Training Instructions. RYA Training - Training Center Guidance Notes Failure to do so may result in the ability to use the base being immediately withdrawn pending review by the OWT operations committee.

All Persons in charge of groups must sign the declaration required by OWT and maintain a the signature list (Annex 1) to show that all relevant instructors and leaders have read and understood all aspects of this document. Such signature list to be made available for inspection by OWT on request. They are responsible for their groups operations.

## **1.1 General Arrangements**

Ocean Watersports Trust is the co-ordinating body for the facility.

All User Groups must complete the Ocean Watersports form confirming that they will operate in accordance with OWT requirements. It is the responsibility of groups to ensure that they are conducting their activities in line with all relevant laws and regulations that are in force in general or that apply to them in particular.

All visiting groups will be liable to be charged for any damage they are responsible for to any of the boats, buildings or equipment during their time at the facility.

Groups may be charged for the use of facilities and required to comply with other requirements.

The Group Leaders must keep a detailed record of all users of the facility and supply details to OWT if required.

A nominated supervisor for all groups must be present when activity is taking place.

Groups may hire the services of instructors at normal daily rates. The payment for this is a matter between the group and the instructor. The payment by such groups for fuel (if the powerboat is being used).

## **2.0 Operating Procedures Ashore**

### **2.1 Ashore**

The person in charge is responsible for making an initial inspection of the Centre and will ensure that the facility is suitable for use. Generally, but not exclusively this will include:-

Ensuring that there are no hazards on the road etc

That the steps and slipways are clean and suitable for use

That pontoons are clean and suitable for use

That First Aid Kits are available

Checking Shipping Movements

[http://www.southwalesports.co.uk/Live\\_Shipping/Movements/](http://www.southwalesports.co.uk/Live_Shipping/Movements/).

### **2.2 Safety Brief**

The person in charge is responsible briefing all group leaders using the centre a safety briefing and ensuring that they comply with centre policy. The brief should cover:-  
the expected weather,

Buoyancy aid rule when operating

Location of First Aid kits, First Aiders and Accident Book

Use of specialist equipment eg heating, generators etc. and behaviour ashore

Location of heads and reminder of basic hygiene

Reporting of equipment requiring maintenance or attention, near misses, incidents etc.

Recall Signals, Emergency Assembly Point & Emergency Action Plan

Operational areas, other water users

The need to pass on brief to members of their group.

Any other relevant information

Any questions arising will be answered at the time of the briefing.

### **2.3 Log of Attendance**

A log of those attending the facility should be kept so that those present can be accounted for in an emergency. These will be kept by individual groups and made available to OWT on request.

The Emergency Assembly Point is the area immediately outside the access gate to the facility.

### **2.4 Use of Heating Equipment**

Should portable gas heating or other cooking equipment be used care is to be taken to ensure that there is no risk of carbon-monoxide poisoning. If used in an enclosed space doors must be left ajar and windows opened appropriately to ensure adequate ventilation. The appliance must be placed on a solid surface and not be at risk of tipping over. This applies to equipment which may be used to provide hot drinks, as well as portable heaters.

### **2.5 Personal Buoyancy, Boats and Equipment**

Each user group will ensure that all required equipment is issued to students and staff. Prior instruction should be given to students as to the fitting of Personal Buoyancy and wearing of Foul Weather Gear. Prior to issue all equipment is to be inspected for damage, general wear and tear and that all retaining straps are present and in working order.

All users, staff, and students must wear personal buoyancy at all times whilst on the water

Instructors are also responsible for ensuring that everyone is wearing appropriate clothing for the activity

On return all equipment should be checked for damage, wear and tear. OWT is not responsible for equipment left at the centre or equipment owned by user groups. Groups lending equipment should make their own arrangements for ensuring that borrowers comply with their requirements.

## **2.6 Non Swimmers & Medical Conditions**

All non-swimmers must be identified before any waterborne training takes place and appropriate regulations complied with. For example Sea Cadet TARS does not permit non swimmers go afloat and RYA recommend a specific Risk Assessment be carried out. The Person in Charge of a group shall inform their instructor and if appropriate the person with overall responsibility for the centre on the day of non swimmers, and any medical conditions.

## **2.7 Moving Boats**

Boats should be moved with consideration for other centre users and with adequate supervision.

## **2.8 Safety boats**

Safety Boats must be equipped and working before an on water activity begins. Kill Cords must be worn correctly, a spare kill cord must be carried in the boat. All safety boats are to be manned in accordance with the relevant regulations. Safety boat ratios and equipment are stated for activities in the relevant regulations.

## **2.9 Operating Areas & Local Hazards**

The dock will be split into boating areas and dependant on conditions and movements these may be further sub divided. The duty manager / instructor will allocate operational areas in some cases groups may be allocated multiple areas, Boats are launched from the dock edge. The waters edge can be very slippery. Instructors are responsible for directly supervising the launching of boats.

The vertical dock walls can provide areas of very disturbed wind – sailors should exercise caution when close to the vertical dock walls.

## **2.10 General / Emergency Recall & contact with centre**

User groups should agree a suitable recall signal to be used by their group and this must be explained to the group in their briefing.

The Person in charge will ensure that there is radio communication with groups operating out of sight of the base. This can include mobile phone communication but radio is preferred. The shore call sign will be **Slipway**

## **2.11 Accident Procedures**

The Person in Charge is responsible for ensuring that he/she knows who is present, who are first aid qualified and for checking the base first aid kit and first aid kits for all support boats before the beginning of activity at the base.

All safety boats carry a basic 1<sup>st</sup> aid kit in case of minor incidents. If possible the injured person should be returned to the centre ASAP for treatment. If appropriate The Base should

be contacted on the VHF to ensure a 1<sup>st</sup> aider is available at the quayside. All accidents must be reported as required by the relevant body and basic details sufficient to trace the records reported to OWT - if the centre accident book is not used.

Any action required to prevent recurrences or avoid near misses should be reported to OWT.

## **2.12 Responsibilities**

The Instructor for each discipline is responsible for checking the equipment and ensuring that equipment requiring maintenance is removed from use and checking said equipment following maintenance before it is returned to use.

All New and visiting instructors are required to present their qualifications to their User Group Chief instructor before teaching at the centre. The User Group Chief instructor is responsible for supplying a copy of these certificates to OWT if required. It is advisable that instructors make a photocopy of their qualifications so these can be filed and will prevent further need for inspection.

The Group Leader is responsible for ensuring that members of their group comply with the centre regulations and any instructions given by staff. They must also ensure that behaviour is acceptable and that facilities are left clean and tidy at the end of their session.

All Instructors/Assistant Instructors/Safety Boat Helmsman must sign the declaration in Appendix 1 to show they have read and understood all aspects of this document. Such declarations will be made available to OWT on demand.

## **2.13 Lone Activity:**

No one is to go on the water on their own unless agreed by the centre manager in advance. There must always be someone available and able to raise the alarm should the person on the water get into difficulty. This person may remain ashore or be in a second craft.

## **2.14 *Blank***

## **2.15 Hazardous Materials**

No Hazardous materials are to be stored on site this includes petrol and diesel.

## **2.16 Supporting Documents**

Guidance notes for inspection of UK based RYA Training Centres

The RYA Principals Pack                      Sea Cadet Training afloat regulations for safety 2009

(Tars)                      Centre Risk Assessments                      Scout Policy, Organisation and Rules

(POR)

## **3.0 SAILING**

### **3.1 Supervision**

An appropriately qualified person shall be in charge of all sailing sessions. They shall ensure that their activity complies with the regulations of the relevant parent body.

Whenever RYA training is to take place (as defined by the RYA Guidance Notes) an RYA Senior Instructor will be in attendance and will have overall control of the sailing groups.

Other sailing will have a suitably qualified and responsible person in charge.

### **3.2 Appropriate Personal Protective Equipment**

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The instructor in charge will ensure that all participants wear appropriate Personal Protective Equipment. The OWT recommend helmets for all novice sailors - other regulations may apply – it is for each group leader to make a dynamic risk assessment. Instructors should be equipped with suitable safety equipment. RYA recommends at least a whistle and easily accessed serrated blade knife

### 3.3 Privately owned boats

Persons or groups wishing to use their own sail/powerboats must ensure they conform to the relevant regulations which will include a written insurance declaration.

### 3.4 Ratios

For RYA Training the following Ratios apply:-

Type of craft	Student: Instructor ratio
Crewed dinghies	3:1 if instructor is onboard 9: 1 max but not more than 6 boats
Single hander	6: 1 if used as single hander

Relevant regulations for groups may set out other ratios for both boats on the water and occupancy of craft. Groups are expected to comply if relevant. Eg RYA Racing issue relevant guidance for sail racing where a degree of competence is expected. Regardless of such regulations instructors are reminded of their responsibility to ensure that the number of people in a boat is appropriate for the conditions.

### 3.5 Safety Boat

Whenever Sail Training is taking place a powerboat shall be in attendance the helm of which shall hold at least an RYA Level 2 certificate or equivalent. Regulations relevant to a group may prescribe a higher standard in which case the group shall comply with that requirement. The helm shall be familiar with and comply with the requirements for Power boating as set out in this document.

### 3.6 Blank

## 4.0 Power boating

### 4.1 Supervision

An appropriately qualified person shall be in charge of all powerboat sessions. They shall ensure that their activity complies with the regulations of the relevant parent body.

### 4.2 Centre Definitions for Power boating

#### Powerboat tuition

For RYA Courses only qualified Powerboat Instructors are permitted to teach novice students at the helm. Experienced powerboat helmsmen who have been trained and assessed by the Centre Chief Instructor, may under supervision assist on powerboat courses. Other powerboat instruction may take place, in accordance with the regulations of the relevant body.



## Safety Boat

Safety boats shall be manned by a helm holding at least an RYA Level 2 Certificate or equivalent, and shall have been trained in recovery of the relevant craft. Preferably they should hold the RYA Safety boat certificate. They shall remain attentive to the group they are servicing, when conducting other training/exercises, as part of this duty, an independent lookout will be appointed.

Organisations may have more stringent requirements – this is a minimum for all users.

## Staff powerboat training

Centre staff's holding current RYA powerboat certificates are encouraged to go out and in the boats and practise their personal skills. They must inform the Person in Charge before going out and ensure they are carrying all the correct boat equipment.

**Please Note this is not an excuse for a jolly.**

## Privately owned boats

Persons or Groups wishing to use their own powerboats must ensure they conform to the relevant regulations, Persons or groups are adequately insured and must complete the relevant documentation.

## 4.3 Kill Cords & Equipment

Kill Cords are to be worn correctly at all times on planning type boats or when fitted.

Kill switches must be tested before safety/training boats depart from the quayside.

Engines whose Kill switches that fail the very simple test of stopping the engine, **ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES**. A spare kill cord must also be carried in all boats.

## 4.4 Powerboat Operators

The person in charge of the boat is responsible for ensuring that all powerboats are fully equipped for the task in hand as set out in the relevant regulations. They shall be aware of the maximum capacity of their boat as set out on the CE Plate and ensure that it is not overloaded when in normal use.

## 4.5 Power boaters under 16

Powerboat Level 2 helmsmen under the age of 16 are not to helm any powerboat unsupervised, and must have a responsible adult in the boat at all times.

## 4.6 Level 1 Powerboat helmsmen

RYA Level 1 power boaters must at all times be supervised by a competent person, holding an RYA level 2 powerboat certificate or equivalent authority and is at the Principals/Lead Powerboat Instructor's discretion.

## 4.8 Power boating around other water users

Helmsmen are to take great care when operating around other water users paying close attention to the damage the propeller can make to someone if they were to come into contact with it.

Failure to comply with this regulation may result in the individual helm being banned from the facility pending a decision by the Operating Committee.

### **5.0 Windsurfing**

An appropriately qualified person shall be in charge of all windsurfing sessions. They shall ensure that their activity complies with the regulations of the relevant parent body. In the absence of such regulations OWT are to be consulted and the activity individually approved.

### **6.0 Paddle sports**

#### **6.1 Supervision**

An appropriately qualified person shall be in charge of all paddle sport sessions. They shall ensure that their activity complies with the regulations of the relevant parent body.

#### **6.2 Blank**

#### **6.3 Appropriate Personal Protective Equipment**

The instructor in charge will ensure that all students wear appropriate Personal Protective Equipment. Whilst the BCU recommend helmets for all paddle sports other regulations may apply –it is for each group leader to make a dynamic risk assessment. Instructors should be equipped with suitable safety equipment.

### **7.0 Rowing**

#### **6.4 Supervision**

An appropriately qualified person shall be in charge of all rowing sessions. They shall ensure that their activity complies with the regulations of the relevant parent body.

#### **6.5 Blank**

#### **6.6 Appropriate Personal Protective Equipment**

The instructor in charge will ensure that all students wear appropriate PPE. Instructors should be equipped with appropriate safety equipment.

#### **6.7 Sub Aqua Activities**

Currently not allowed with the dock confines

#### **6.8 Appropriate Personal Protective Equipment**

The instructor in charge will ensure that all students wear appropriate PPE. Instructors should be equipped with appropriate safety equipment.

## **7.0 Maintenance.**

All personnel must recognise that it is their duty to take reasonable care of the health and safety of themselves, their fellow users, including pupils and students, and third parties, who may be affected by their acts and omissions, and to co-operate with management to enable their legal responsibilities to be carried out effectively.

### **7.1 On Water**

When maintenance operations require activities afloat, there shall be two people present at the base.

Appropriate personal buoyancy shall be worn.

### **7.2 Ashore**

Adequate and appropriate personal protective equipment must be worn.

#### **7.2.1 Lone Working**

OWT Recommends that:-

When working alone a lone operator should have a communication buddy.

The Communication Buddy should be informed when the lone worker is on site and the tasks they are undertaking.

The communication buddy should check that the person is fine and has no problems

The Communication buddy should be informed when the lone worker leaves the site

The buddy is the person who will raise the alarm if:-

the lone person indicates he is in trouble;

the lone person fails to meet the agreed call schedule.

Certain activities should not be carried out alone:-

Using certain machine tools or toxic substances;

Operating on jetties or pontoons

Operating at height where there is a risk of fall.

### **7.3 Young People assisting with maintenance**

Young will be encouraged to assist with maintenance; however, they must be adequately supervised and capable of appreciating the hazards of the operation. It would be exceptional for a young person under the age of 14 to be assisting with anything other than the simplest maintenance operation.

Adequate and appropriate personal protective equipment must be worn.

The regulations of the parent body must be followed in respect of child protection.

### **7.4 Other Regulations**

Users are reminded that they are expected to follow the guidance of their parent bodies and exercise best practise – this may be particularly relevant when using substances hazardous to health or power tools. If in doubt a risk assessment should be made and made available to OWT if requested.

