

Neptune Sailing



Safe Operating Procedures

CONTENTS:

	Page
Information for Customers	3
Information for Instructors	4
Responsibilities of the Management Committee, Principal, Chief Instructor and water sports instructors / volunteers	5
Operating limits	8
Risk Assessment and Operating Procedures – Dinghy Sailing	9
Risk Assessment and Operating Procedures – Entrapment, Dinghy Sailing	13
Risk Assessment and Operating Procedures – Safety Boats	15
Carriage and Storage of Fuel	18
Risk Assessment and Operating Procedures – Power Boat Tuition	20
Risk Assessment and Operating Procedures – Craft & Site Maintenance	24
Emergency Procedures	26
Annex: Information for Parents	28
Annex: Safeguarding	29
Instructor Qualification Matrix (Water Sports)	30
Annex: Guidance “Manual Handling – What risk?”	
Annex: Guidance “Good Manual Handling”	
Annex: Guidance “Hazardous Substances – What risk?”	
Annex: Guidance “Summer Sun – What risk? – Outdoor working”	
Reviewed August 2021 – keelboat references removed – contact numbers updated	

Health and Safety in Sailing Activities – Information for Customers

Neptune Sailing is a charitable company limited by guarantee, voluntarily run and managed. Neptune Sailing is managed by a committee of dedicated volunteers and is responsible for the management, development and co-ordination of water sports activities, facilities and equipment at Neptune Sailing. The committee works with the RYA (Royal Yachting Association), schools, youth groups and local clubs & organisations to provide a variety of water sports opportunities within the local community.

Watersports Activities can make a unique contribution towards personal development. It is instrumental in preparing young people for adult life by raising achievement through boosting motivation, promoting health and fitness, and addressing issues in social education and citizenship.

Neptune Sailing aims to support young people in achieving their full potential by:

- The promotion of community participation in healthy recreation, in particular by the provision of facilities for water sports, in particular dinghy sailing.
- To educate young people through the provision of sailing, or sailing related activities, and other training, so as to develop their physical, mental and social capabilities, so that they may grow to full maturity as individuals and members of society and their conditions of life may be improved.

The safety of participants is of the highest priority in all activities offered by Neptune Sailing. This pack contains information on the safety practices and procedures followed by our instructors and managers, to ensure that all our customers have a safe, enjoyable and worthwhile experience.

Included within these pages you will find:

- Safety management statements for Neptune Sailing.
- Risk assessment and safe operating procedures for the individual activities provided.
- A table of instructor qualifications for water sports activities.
- A statement of emergency procedures for the Centre.
- Information for students joining courses and their parents

Please also check any specific information sent to you by contacting the Principal or Chief Instructor regarding the course or activities you have booked.

Please feel free to contact us if you require any additional information.

Health and Safety in Water Sports – Information for Instructors

The safety of participants is of the highest priority in all activities offered at Neptune Sailing.

As a Neptune Sailing instructor you will have undergone training provided by the relevant National Governing Body, or by Neptune Sailing where no national award exists. You are expected to act in accordance with the principles of safe practice taught during your training.

All instructors must also be familiar with and observe Neptune Sailing's safe operating procedures. On appointment, or following a revision of the procedures, you will receive and sign for a copy of the safe operating procedures for the activities you instruct. You will also receive the emergency procedures for Neptune Sailing.

If you have any concerns regarding your own safety, or of the safety of participants, you have a duty to report these concerns to the centre's Senior Instructor on duty in the first instance. You may also bring your concerns to the attention of the centre Principal or officers of the company.

Any suggestions from instructors for amendments to the safe operating procedures are also welcomed. However, until such amendments are formally adopted, existing procedures stand and must be followed.

Principal: **Rob Horn**
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Email: **principal@neptunesailing.org.uk**

Chief Instructor: **Nigel Holmes**
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Responsibilities of the Management Committee, Principal, Chief Instructor and Water Sports Instructors

Management Committee

The management committee is responsible for the management of the Centre and the provision of water sports activities.

In relation to Health and Safety, the management committee discharge the following responsibilities. They may delegate specific tasks to other competent officers, but retain responsibility and must monitor that all tasks are completed.

- Conduct an annual safety audit of the centre premises, facilities, and activity provision.
- Ensure all safety equipment is inspected regularly and maintained / replaced in accordance with the Company policy.
- Authorise all activities at the centre and ensure all activities are supervised in accordance with the instructor qualifications and instructor-participant ratios defined in the Centre instructor qualifications matrix.
- Ensure all instructors and volunteers are familiar with and follow the safe operating procedures for the activities they supervise.
- Provide information for parents, either directly or through accompanying group leaders, and to adult participants. This information should be sufficiently detailed so that parents / adult participants could not reasonably claim to have been misled as to the nature of the activities offered or the level of supervision that will apply.
- Ensure parents, accompanying group leaders and adult participants are reminded that it is important to declare participants' relevant medical conditions and convey these to the instructor in charge of the session.
- Maintain a system of incident, near-miss incidents and equipment defect reporting
- Encourage instructors and volunteers to discuss and report safety concerns at any time and provide formal opportunities for these to be raised, for example at instructor or committee meetings.
- Place no obligations upon instructor or volunteers that are inconsistent with the requirements of the relevant safe operating procedures.

The Principal and Chief Instructor advise and assist the Management Committee in these additional duties.

- Reviewing and maintaining safe operating procedures for activities offered at the centre.
- Training and validating instructors to supervise activities at the centre.
- Operating a monitoring system for instructors supervising activities at the centre.

Principal

The Principal is responsible for ensuring that the centre and its activities are managed and conducted in line with RYA guidelines and the centre's Safe Operating Guidelines. The Principal will:

- Provide the management committee with health and safety advice relevant to on-water activities.
- Act as the Company's Technical advisor, where they hold the relevant NGB qualifications:
 - Dinghy Sailing – RYA Senior Dinghy Instructor, with at least 5 years experience
 - Power boating – RYA Powerboat Instructor together with the RYA Safety Boat certificate, with at least 5 years experience
 - Keel Boat Sailing – RYA Senior Dinghy Instructor with Keel Boat endorsement, with at least 5 years experience

Where the Principal does not hold one, or any of the required qualifications, the Chief Instructor may take this role, or a suitably qualified external advisor may be contracted.

- Act as the Company's point of contact with the RYA and provide the Company with timely information regarding any changes to the RYA's policies that relate to the Company's activities.

Chief Instructor

The Chief Instructor is responsible for ensuring that the day-to-day activities are delivered in line with the Company's Safe Operating Procedures and RYA guidelines. They will:

- Ensure all instructors / volunteers are qualified to deliver activities in-line with the instructor matrix.
- Ensure all of the Company's instructors and volunteers are informally monitored: where concerns are raised regarding the quality or safety of the activities delivered by an instructor / volunteer, the Principal will be informed and will formally monitor the instructor / volunteer in question.
- Ensure craft and equipment is appropriate and in an appropriate condition for the activities conducted.

The Chief Instructor may delegate the above responsibilities on a day-to-day basis to a Senior Instructor of suitable experience

Senior Instructor

A role for a Senior Instructor is defined in the activity-specific procedures. The qualifications and responsibilities of Senior Instructors are defined in the activity-specific procedures.

Responsibilities common to all instructors and volunteers

All instructors and volunteers, have a responsibility for the safety of those they supervise in water sports activities, and also for their own and their colleagues' safety. These common responsibilities include:

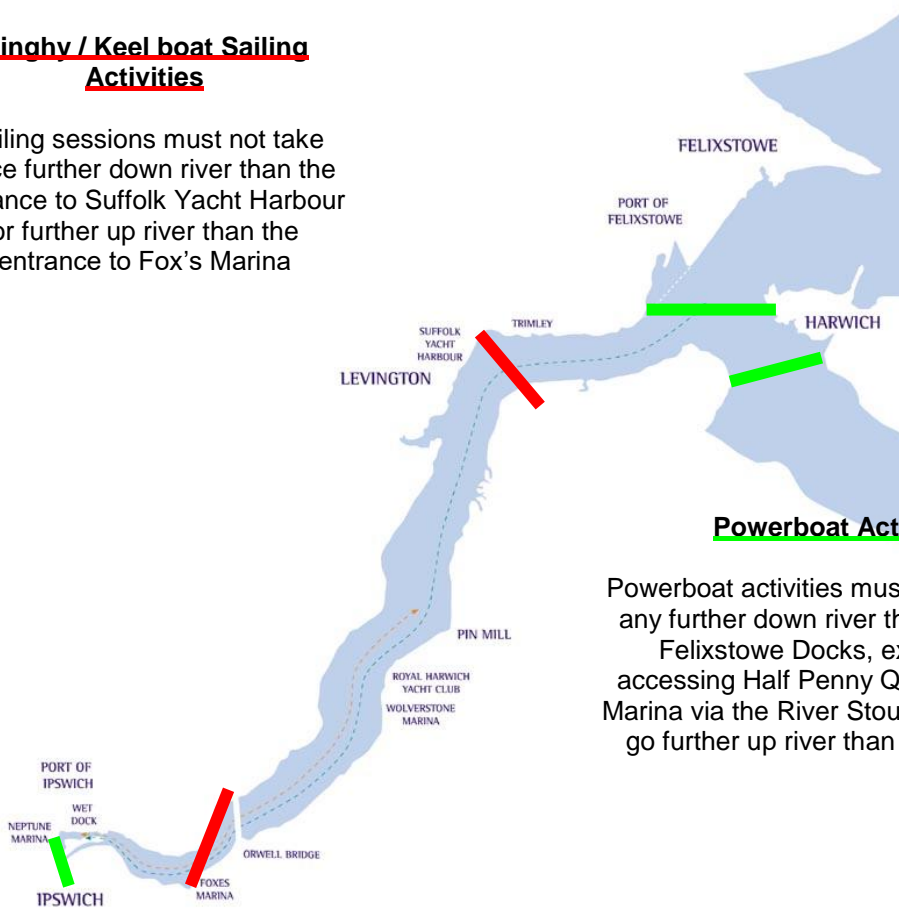
- Always have regard to their own and others safety while at work
- Be familiar with, and abide by, the safe operating procedures for the activities they lead or instruct
- Abide by all safety instructions from the Principal, Chief Instructor or nominated Senior Instructor.
- Report all safety concerns (including formal incident/near miss/defect reporting).

NB: Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities dependent on prevailing conditions on the day.

Operating Limits

Dinghy / Keel boat Sailing Activities

Sailing sessions must not take place further down river than the entrance to Suffolk Yacht Harbour or further up river than the entrance to Fox's Marina



Powerboat Activities

Powerboat activities must not take place any further down river than the start of Felixstowe Docks, except when accessing Half Penny Quay or Shotley Marina via the River Stour. They may not go further up river than Stoke Bridge.

Activities outside of the standard operating limits

Any activities planned to exceed these operating limits must have the prior approval of the Principal or the Chief Instructor. They will conduct a risk / benefit assessment before approving the activity. The Senior Instructor will need to provide full details of the activity, when asking for permission, including:

- A passage plan, including timings, craft type, description and alternative exit points. (A copy should be carried afloat)
- A nominated *responsible shore contact. The responsible person must be fully briefed in action to be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.
- A full list of attendees, including instructors and volunteers, their details and emergency contact details. (A copy should be carried afloat)
- Tidal information
- Emergency action plan for the day.
- The powerboats accompanying the trip must carry spare fuel and a flare pack.

If permission is given for the activity, the Principal / Chief instructor must be contacted on the day to confirm that the activities can take place, taking account of prevailing conditions.

*A responsible person is someone of at least 18 years old, who has been fully briefed on action to be taken in an emergency and is in possession of Neptune Sailing's Emergency Contact List.

Risk Assessments and Operating Procedures

Dinghy Sailing

All dinghy sailing is supervised by RYA qualified instructors. Dinghy Sailing is conducted in accordance with the operating procedures listed below.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none">• Participants wear a correctly fitted buoyancy aid at all times• Buoyancy aids are subject to an annual inspection and a visual check prior to every use• Dinghies are subject to an annual maintenance schedule, and are visually checked prior to each use• Dinghies are of an appropriate type for the activity and the participants• Participants are briefed on capsize procedure• Sessions are managed as detailed in the procedures below• All dinghies designed for more than 1 sailor must have mast head buoyancy before going afloat (Wayfarer, 420, Feva, Omega)• Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk
Physical injuries resulting from equipment misuse, craft collisions, manual handling, slips trips or falls	<ul style="list-style-type: none">• Participants are briefed as detailed in the procedures below• Instructors ensure that all participants wear appropriate clothing and footwear• Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none">• Instructors ensure that participants are appropriately dressed for the prevailing weather conditions, and adapt the activity as conditions dictate
Water-related diseases	<ul style="list-style-type: none">• Instructors remind participants that open cuts, grazes or wounds are suitably covered• Participants are given the Water Sports Health Fact Sheet before their first session

Responsibilities of Senior Instructors in charge of dinghy sailing:

The Senior Instructor in charge of the session is responsible for ensuring that the following procedures are followed.

Staffing

- Staffing and instructor-student ratios must be in accordance with Neptune Sailing's minimum standards for dinghy sailing, see instructor matrix. **The instructor matrix must be checked carefully before any activity is undertaken that is outside the normal centre routine**
- All instructors involved in the session must be briefed and understand their responsibilities
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the conditions on the day

Equipment

- Dinghies must be visually checked before the session to ensure that:
 - they are suitable and appropriately rigged and equipped for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate and secure buoyancy
 - they are appropriate for the number and size of participant(s)
 - they have the appropriate equipment on board
- The instructor must determine the number(s) and type of safety craft required for the safe operation of the session
- Powered safety craft must be operated in accordance with the Safety Boat Operating procedures and the Senior Instructor must ensure that appropriate levels of safety cover are on station before releasing dinghies from the shore
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre
- A register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with emergency contact information for all participants. Regular head counts must be made during the activity
- A safety briefing must be given before going on the water, and during the session as required. The instructor must decide at which point to include the following items.
 - Safe methods of moving within a dinghy to avoid injury
 - Safe methods of manoeuvring a dinghy to avoid injury
 - Safe manual handling of dinghies
 - Capsize and person overboard procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined sailing area

- Importance of responsible behaviour and listening to instructions
 - The communication methods in an emergency including whistles, calls and hand signals, as appropriate
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale
 - The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty
 - Particular attention must be made when allowing a group to cross the shipping channel. The Senior Instructor must ensure the shipping channel is crossed in a controlled fashion, making the decision to cross according to the size and ability of the group, river traffic and the prevailing tidal, weather and wind conditions. Under no circumstances should a group be allowed to cross the channel if a ship is in sight between Pin Mill and Freston Tower, whilst operating in the vicinity of Woolverstone Marina.
 - The Senior Instructor should contact Ipswich on channel 68 if unsure of shipping movements
 - If participants have declared medical special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided
 - The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others
 - Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point

Emergency Planning

- Instructors must be familiar with the centre's emergency planning procedures
- 1:1 or 1:2 tuition in double-handed boat where there is no other instructor or *competent volunteer on site
 - The student/s must be at least 15 years old and be a competent sailor/s
 - The Senior Instructor must clearly brief the student/s on what action to take in an emergency.
 - The Senior Instructor must carry a mobile, hand-held VHF radio and a first aid kit.
 - 1:1 or 1:2 tuition in double handed boats, where there is no other instructor or *competent volunteer on site, is the only sailing activity where the Senior Instructor can make a risk assessment not to have a manned rescue boat on station.
 - A **responsible person must also be informed when there is no other instructor or competent volunteer on site. The responsible person must be fully briefed on action to be taken in the event of an emergency or in the event that the Senior Instructor leader does not report in within the agreed time limit
 - These activities can only take place with the expressed permission of the Principal or Chief Instructor
- 1:6 tuition with no other instructor or competent volunteer on site
 - The students must be at least 15 years old and be competent sailors
 - A responsible person must also be informed when there is no other instructor or competent volunteer on site. The responsible person must be fully briefed in action to be taken in the event of an emergency or in the event that the Senior Instructor does not report in within the agreed time limit.
 - These activities can only take place with the expressed permission of the Principal or Chief Instructor.

* A competent volunteer is someone who is at least 18 years old, holds a Powerboat Level 2 certificate and is fully aware of Neptune Sailing's SOPs and Emergency procedures

** A responsible person is someone of at least 18 years old and has been fully briefed in what action to take in an emergency and be in possession of Neptune's Sailings emergency contact list

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form
- Defects and damage must be reported using the Centre's fault reporting book
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Principal

Dinghy Sailing - Entrapment

Risk: Drowning through entrapment.

Prevention

	Control Measure
Before Going Afloat	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use • Dinghies are subject to an annual maintenance schedule, and are visually checked prior to each use • Dinghies are of an appropriate type for the activity and the participants • Participants are briefed on capsized procedure • All dinghies designed for more than 1 sailor must have mast head buoyancy before going afloat (Topper, Wayfarer, 420, RS Feva, Lark) • Briefing new sailors of the risk of entrapment and the protocols for an inverted dinghy and the following: <ul style="list-style-type: none"> ○ Never swim under an inverted hull. ○ Keep dinghies tidy, especially lines in the boat.
On the water	<ul style="list-style-type: none"> • Sessions are managed in line with the SOPs for dinghy sailing. • Instructor ratios are maintained as per the instructor matrix • Powerboat : Dinghy ratios are not exceeded, as per the Safety Boat SOP. • Powerboats are used, managed and equipped in line with the SOPs. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk • During a beginner’s course, where mast head buoyancy has been used, the instructor must demonstrate an inversion without buoyancy. • Instructors must keep a working knowledge of the number of sailors in each dinghy during a session. • “Count heads” as soon as they attend a capsized dinghy.

Actions to take if an entrapment is suspected.

1. If time allows notify all safety boats of the incident. The entrapment takes priority over this action.
 - a. All other safety boats should ensure the safety of the rest of the group and when this is achieved go to aid the safety boat dealing with the incident.
2. Approach the dinghy and confirm the entrapment visually and / or by speaking to any other crew who were on board.
3. The fastest way to create a positive outcome is to right the dinghy.
 - a. The quickest and preferred method is for those in attendance to stand on the upturned hull and to use the centreboard to right the dinghy.

Beware that the moment that a person stands on an upturned hull it is reducing the air pocket under the upturned hull; therefore speed is of the essence.

- b. Alternatively the safety boat can be used to push or tow the dinghy, to right it.

This approach can put the casualty at higher risk of harm from the propeller, as it is normally unclear where the casualty is in the water. Also this is not as quick as the aforementioned technique.

An instructor swimming under the hull to try to extract the casualty is not advised.

- b. Alternatively the safety boat can be used to push or tow the dinghy, to right it.
4. If on extraction there are concerns over the casualty's well-being, specifically if drowning or near drowning is suspect contact the emergency services.
 - a. When extracting the casualty from the water, wherever possible lift them into the boat with the casualty in a sitting position to reduce the casualties risk of suffering from Hydrostatic shock and its associated effects on the body.
 - b. * If drowning/near drowning is suspected lay the casualty with their head towards the rear of the safety boat, as this will aid postural draining of the lungs once the safety boat is underway. If conscious the recovery position may be appropriate, dependant on any other injuries, as it will also aid postural draining of the lungs.
 - c. If the casualty is not breathing, administer 5 rescue breaths before administering chest compressions, then continue CPR at 30:2.
 - d. Protect the casualty from the cold : casualties who have a drop in internal temperature have a far lower survival rate.
5. All incidents of entrapment or entrapment near misses must be reported to either the Chief Instructor or Principal and recorded following the incident, accident and near-miss protocols.

**Be aware that postural draining techniques that utilise gravity are not advised if there is a significant concern of a severe head injury to the casualty. Having the head lower than the rest of the body will exacerbate injuries such as compression injuries.as it will exacerbate the increase in intracranial pressure.*

Safety Boats

All safety boat drivers are at least *18 years old and hold, as a minimum, RYA Level 2 Powerboat (Coastal). Safety boat driving is conducted in accordance with the operating procedures listed below.

*The one exception to this is a 16 or 17 year old Dinghy Instructor who has been formally signed off to operate a powerboat independently by either the Principal or the Chief Instructor.

Risk	Control Measure
Drowning, following capsizes or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid or life jacket at all times • Buoyancy aids and life jackets are subject to an annual inspection and a visual check prior to every use • Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use • Powerboats are equipped with the appropriate equipment for the activity • Powerboats are operated as per the procedures below • Kill cords are used whenever the boat is in use and worn around the leg
Fire	<ul style="list-style-type: none"> • Safety boat crews are not allowed to smoke in or near the craft or where fuel is stored
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Engines are turned off when dealing with a fouled propeller, or a person in the water • Safety boat crews wear the appropriate clothing and footwear • Powerboats are managed in ways that reduce these risks • All passengers / crew are briefed in the safe way to sit and hold on when the boat is in motion
Hyperthermia, hypothermia, sunburn	<ul style="list-style-type: none"> • Safety boat crews ensure that they are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate
Water related diseases	<ul style="list-style-type: none"> • Safety boat crews ensure open cuts, grazes or wounds are suitably covered.

Responsibilities of Senior Instructors in charge of Safety Boats

The Senior Instructor in charge of the activity session is responsible for ensuring that the procedures below are followed in respect of any Safety Boats assisting with the session.

Staffing

- All boats must be manned with the appropriately qualified personnel (see instructor matrix).
- There must be an appropriate number of manned safety boats for the intended activity and the weather conditions, as per RYA guidelines:
 - Dinghies (single handed or crewed)
 - 1 to 6 dinghies: 1 safety boat
 - 7 to 15 dinghies: 2 safety boats
 - 15+ dinghies: 3 or more safety boats

*1:1 or 1:2 tuition in double-handed boats, where there is no other instructor or *competent volunteer on site, is the only sailing activity where the Senior Instructor can make a risk assessment not to have a manned rescue boat on station.

Equipment

- Safety Boats must be visually checked before the session to ensure that :
 - They are suitable for the intended activity and weather conditions
 - They are in adequate condition
 - They have adequate fuel for the activity session
 - They have adequate and secure buoyancy
 - Essential fittings are present, in good condition and adjusted properly
 - The minimum equipment that should be on board includes:
 - Fire Extinguisher
 - Spare Kill Cord
 - Adequate fuel (including sufficient to cover emergencies)
 - Alternative means of propulsion
 - Knife and parbuckle (or similar)
 - First Aid Kit
 - VHF Radio
 - Appropriate flares dependant on working areas (open sea only)
 - Basic toolkit
- Safety Boat crews must wear buoyancy aids or life-jackets that are the appropriate size, in good condition, correctly adjusted and properly fastened
- Safety Boat drivers must wear a kill cord at all times, around their leg (not required in the Cheverton launch)
- Safety Boat crews must be appropriately clothed for the intended activity and weather conditions
- Safety Boat drivers must ensure all passengers are seated in the safest manner to minimise the risk of back injuries
- Any open cuts must be covered with a waterproof plaster

Conduct of the session

- The Group Instructor must brief Safety Boat drivers before going afloat on safety information for the day
- The Group Instructor must confirm the communication methods to be used in an emergency including whistles, calls and hand signals as appropriate

- The displayed carrying capacity of the craft must not be exceeded

Refuelling

- All Safety Boat drivers tasked with purchasing fuel must comply with the RYA guidance on the carriage and storage of Fuel. – (see following pages)

Emergency Planning

- Safety Boat Crews must be familiar with the centre emergency procedures
- Safety Boat crews must be familiar with the contents of the yellow emergency boxes carried on board
- Safety Boat crews must stay within the defined operating areas for power boating, as per page 7
- If a Safety Boat driver is taking a craft afloat when there is no other instructor or competent *volunteer on site they must do the following:
 - Carry a hand-held VHF radio and a first aid kit
 - A **responsible person must also be informed. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the driver does not report in within the agreed time limit
 - Under no circumstances is a person allowed to take a craft beyond the operating limits unaccompanied

* A competent volunteer is someone who is at least 18 years old, holds a Powerboat Level 2 certificate and is fully aware of Neptune Sailing's SOPs and Emergency procedures.

** A responsible person is someone of at least 18 years old and has been fully briefed on action to be taken in an emergency and is in possession of Neptune's Sailings Emergency Contact list.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form
- Defects and damages must be reported using the centre's fault reporting book
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Principal



CARRIAGE AND STORAGE OF PETROL

TRANSPORTING PETROLEUM SPIRIT IN PORTABLE CONTAINERS: USING A VEHICLE TO PURCHASE PETROL FOR YOUR BOAT, CLUB OR SAILING SCHOOL:

Current Regulations allow you to purchase petrol from a filling station in portable containers and to transport it in a vehicle providing:-

You are taking the fuel directly for use in your Boat, Club or Sailing School.

The petrol filling station permits this level of purchase at any one time. Petroleum Licenses and Oil Companies sometimes specify single purchase maximum quantities.

A combination of one or more of the following "suitable" containers is used for the purchase:-

Plastic containers must be "suitable", made of special strong plastic and of no more than 5 litres capacity. They must be indelibly marked with the words "Petroleum Spirit - Highly flammable". Metal containers must be "suitable", have a secure lid with a washer seal to prevent leaks or evaporation (e.g. jerry cans). They may be filled with petrol on a petrol station forecourt provided their capacity does not exceed 23 litres (5 gallons). These containers must also be indelibly marked with the words "Petroleum spirit - Highly flammable". Built in petrol tanks whether plastic or metal must be "suitable" and may be filled on a petrol station forecourt. Portable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable).

TRANSPORTING PETROL IN A CAR:

The amount of petrol that can be transported in a car (but not kept in a car) should be limited to a combination of the following amounts and containers:-

- 2x10 litres metal – suitable approved type only
- 2X5 litres plastic – suitable approved type only
- 1XPortable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable)

TRANSPORTING PETROL IN VAN OR TRAILER:

The amount of petrol that can be transported in a van or trailer must be limited to a maximum of 333 litres using any combination of the above suitable type-approved containers. For large purchases the following conditions should also apply:-

The vehicle must carry a 2kg suitable fire extinguisher. Such as a Dry powder or Foam extinguisher but not a water extinguisher

The driver needs to be given "general training" on how to respond in the event of an emergency during transit and how to use the fire extinguisher.

Please note – Before purchasing amounts in excess of 30 litres it is often advisable to contact your local Service Station to check their single purchase portable container limit and any other restrictions they may have. For example, for safety, they may ask you to try and avoid their busiest hours

STORAGE OF PETROLEUM SPIRIT:

In a vehicle – In addition to the normal amount in a vehicles fuel tank, Motor Vehicle Regulations currently allows up to 30 litres of petroleum spirit to be permanently stored in a vehicle or in its normal domestic garage. This storage must be in suitable containers as follows: - 2 x 10 litres in metal containers plus 2x 5 litres in plastic containers.

In a building - Up to 30 litres of petrol may be stored within domestic premises or an attached outbuilding, such as a garage, without local authority notification providing not more than two 10 litre metal containers and two 5 litre plastic containers are used.

You may store up to 275 litres (60 gallons) at your Club's petroleum storage facility and you are required to notify your local authority if all the suitable containers being used are more than 10 litres capacity.

Petroleum storage facilities should ideally be self contained and set at least 6 metres away from the Club House, other premises or public areas. If the storage facility is connected to the Club House then the connecting door should be self closing and fire resistant to comply with Building Regulations.

The 275 litre permissible allowance applies to each separate storage area, so it could be acceptable for your Club to have several storage areas each of less than 275 litres, provided that they are set at least 6 metres apart. In this case, your Club may not be required to notify the Local Authority providing the suitable containers being used all have a capacity of 10 litres or less

In your boat - Current storage regulations also allows outboard portable petrol tanks to be stored in a boat provided they are properly connected to the engine.

In addition the following applies to additional petrol containers stored on your boat:-

“Not more than two plastic containers (2x5 litre) of petroleum spirit may be kept in or on any motor vehicle, *motor boat* or hovercraft or in any aircraft” - Petroleum Spirit (Motor Vehicle) Regulations 1929

Note:-

- The definition of a *Motor Boat* includes any type of craft which has a petrol engine aboard

- If in doubt, you should check your Boat Insurance policy for any petrol storage limits which may be less than specified above.

These notes, are for guidance only and were compiled with the kind assistance of the Devon County Council Trading Standards Service and from the relevant sections within the following Regulations:-

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007

Petroleum Consolidation Act 1928

Petroleum Spirit (Motor Vehicle) Regulations 1929

Petroleum Spirit (Plastic containers) Regulations 1982

Dangerous Substances and Explosive Atmospheres Regulations

CONTACTS:

If you have any concerns about the safety of your Club's petroleum spirit storage facility, we recommend you consult with your local Petroleum Licensing authority for advice on the suitability and safety of your present arrangements. www.rya.org.uk © Royal Yachting Association Updated:21 October 2009

The Department for Transport can be contacted for advice on transportation of fuel at www.dft.gsi.gov.uk or email dangerousgoods@dft.gsi.gov.uk

If you have any queries, questions or comments on the information contained in this leaflet, kindly contact the Legal Department on 0845 3450373 or legal@rya.org.uk.

Disclaimer:

The RYA Legal Department provides generic legal advice for its members, affiliated clubs and RTCs. This leaflet represents the RYA's interpretation of the law. It takes all reasonable care to ensure that the information contained in this leaflet is accurate. The RYA cannot accept responsibility for any errors or omissions contained in this leaflet, or for any loss caused or sustained by any person relying on it. Before taking any specific action based on the advice in this leaflet, members are advised to check the up to date position and take appropriate professional advice.

Power Boat Tuition (Level 1, 2 and Safety Boat)

All powerboat tuition is supervised by RYA qualified instructors. Training is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity. Powerboat training is not offered to young people under 8 years old. No person under 12 years old may helm a power boats other than with twin kill cords in use.

Risk	Control Measure
Drowning, following capsized or entrapment	<ul style="list-style-type: none">• Participants wear a correctly fitted buoyancy aid at all times• Buoyancy aids are subject to an annual inspection and a visual check prior to every use• Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use• Powerboats are equipped with the appropriate equipment for the activity• Participants are briefed on man overboard and capsized procedure• Kill cords are used whenever the boat is in use• Sessions are conducted as detailed in the procedures below• Appropriate supervision is provided for participants with special needs or medical conditions that place them at additional risk
Fire	<ul style="list-style-type: none">• Participants are not allowed to smoke in or near safety craft or where fuel is stored.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none">• Participants are briefed as detailed in the procedures below• Instructors ensure that all participants wear appropriate clothing and footwear• All passengers / crew are briefed in the safe way to sit and hold on when the boat is in motion• Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn	<ul style="list-style-type: none">• Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate
Water-related diseases	<ul style="list-style-type: none">• Instructors remind participants that open cuts, grazes or wounds are suitably covered• Participants are given the Water Sports Health Fact Sheet before their first session

Responsibilities of Powerboat Instructors in charge of powerboat training

The Powerboat Instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with Neptune Sailing's minimum standards for Powerboat Training - see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities
- Any instructor can decline to go afloat if they feel they have insufficient experience or competence to discharge their responsibilities in the prevailing conditions on the day

Equipment

- Powerboats must be visually checked before the session to ensure that:
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate fuel for the activity session
 - they have adequate and secure buoyancy
 - essential fittings are present, in good condition and adjusted properly
 - they are appropriately equipped for the activity. The minimum equipment that should be on board includes:
 - Fire Extinguisher
 - Spare Kill Cord
 - Adequate fuel (including sufficient to cover emergencies)
 - Alternative means of propulsion
 - Knife and par buckle (or similar)
 - First Aid Kit
 - VHF Radio
 - Appropriate flares depending on working area (open sea only)
 - Basic toolkit
- Participants' buoyancy aids or lifejackets must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened
- Drivers must wear a kill cord at all times, around their leg (not required in the Cheverton launch). No person under 12 years old may helm a power boat without the use of twin kill cords
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre
- A Register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items
 - Safest seating position to minimise back injuries
 - Safe methods of manoeuvring a powerboat to avoid injury
 - Safe manual handling of powerboats
 - Capsize and person over-board procedures
 - Care on slippery surfaces
 - Care on board

- The importance of communicating to the crew when driving
 - The appropriate action to take when in close proximity to other water users
 - The working area or the intended passage plan
 - Importance of responsible behaviour and listening to instructions
 - The communication methods to be used in an emergency including whistles, calls and hand signals, as appropriate
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale
 - The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty
 - If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided
 - The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others
 - Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point

Emergency Planning

- Instructors must be familiar with the local centre emergency procedures.
- Tuition when there is no other instructor or *competent volunteer on site:
 - The Powerboat instructor in charge must clearly brief the student/s in action to be taken in an emergency.
 - The Powerboat instructor in charge must carry a mobile phone in addition to the boats other safety equipment.
 - A **responsible person must also be informed when there is no other instructor or competent volunteer on site. The responsible person must be fully briefed in action to be taken in the event of an emergency or in the event that the Powerboat instructor in charge does not report in within the agreed time limit.
 - These activities can only take place with the expressed permission of the Principal or Chief instructor

* A competent volunteer is someone who is at least 18 years old, holds a Powerboat Level 2 certificate and is fully aware of Neptune Sailing's SOPs and Emergency procedures.

** A responsible person is someone of at least 18 years old and has been fully briefed in action to be taken in an emergency and is in possession of Neptune Sailing's Emergency Contact list.

- Operating outside of the normal operating limits - these activities can only take place with the expressed permission of the Principal or Chief instructor:
 - They will conduct a risk / benefit assessment before approving the activity
 - The Group Instructor will need to provide full details of the activity, when asking for permission, including:
 - A passage plan, including timings, craft type & description.

- A nominated *responsible shore contact. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit
- A Register of attendees, including instructors and volunteers, their details and emergency contact details
- Tidal information
- Emergency action plan for the day
- The powerboats must carry spare fuel and a flare pack

On the basis that permission is given for the activity, the Principal / Chief Instructor must be contacted on the day to confirm that the activities can take place on the basis of the day's prevailing conditions.

*A responsible person is someone of at least 18 years old, who has been fully briefed in action to be taken in an emergency and is in possession of Neptune's Sailings Emergency Contact list.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form
- Defects and damages must be reported using the fault book
- Any safety concerns arising from the session should be reviewed - any concerns relevant to the safe operation of the centre must be communicated to the Principal

Craft & Site Maintenance

Risk	Control Measure
The use of the hand-held tools poses a variety of risks including cuts, abrasions and puncture wounds	<ul style="list-style-type: none"> • All tools must be used and maintained in accordance with the responsibilities listed below • First Aid kits are regularly checked and easily accessible
The use of electric tools poses additional risks including noise, hand-arm vibration syndrome, injuries from flying objects, cuts to hands and legs and electric shock.	<ul style="list-style-type: none"> • All tools must be used and maintained in accordance with the responsibilities listed below • First Aid kits are regularly checked and easily accessible.
Injuries related to chemicals used in conjunction with power- / hand-tools	<ul style="list-style-type: none"> • All Staff and volunteers using chemicals must be familiar with, and abide by, the relevant COSHH guidelines provided
Fire	<ul style="list-style-type: none"> • All maintenance must be carried out in accordance with the responsibilities listed below
Slips, trips and falls	<ul style="list-style-type: none"> • All maintenance must be carried out in accordance with the responsibilities listed below
Manual handling	<ul style="list-style-type: none"> • All staff and volunteers to be inducted through the manual handling guidelines
Lone working	<ul style="list-style-type: none"> • All lone working must be carried out in accordance with the responsibilities listed below

Responsibilities of the Management Committee

- Only authorised instructors or volunteers are permitted in the marked workshop tools area.
- All equipment must be maintained in good condition.
- All chemicals to be stored and locked in the metal chemical cupboard
- All instructors and volunteers must be familiar with, and abide by, the relevant COSHH guidelines
- Cutting tools must be kept sharp and all tools must be stored safely when not in use
- Portable electrical appliances must be disconnected from the power supply when any repairs or modifications to them are being undertaken
- All portable electrical equipment must be examined for damage to the unit housing, the cabling and the socket outlet, and have an in-date PAT test sticker, before use
- All exits to be unlocked on entering the workshop
- Fire extinguishers must be checked annually
- Workshop must be kept tidy and bins to be emptied on a regular basis
- The management committee must agree a system for providing emergency cover with any individual who is undertaking lone working, before any work takes place

Responsibilities of instructors and volunteers carrying out maintenance tasks

- No person may use any equipment unless previously instructed in its safe use
- Safety glasses must be worn when operating cutting tools and, where required, protective gloves must also be worn when there is a risk of injury to the hands
- Where a defect in a tool poses a risk to safety, it must be removed from use immediately and reported to the Principal, Chief Instructor or Centre Chairman
- All cable connections must be properly made: under no circumstances is insulation tape to be used for any repair or joint in an extension
- Ear defenders must be worn when operating noisy hand-held electrical tools
- Hand-held tools must not be used for extended periods of time. Any whitening or blanching of the fingers must be reported to the Principal or Chief Instructor immediately
- GRP work to be carried out in accordance with the relevant COSHH guidance and in a well-ventilated area
- All personnel must be vigilant in identifying any sources of ignition and remove the source: this should be reported to the Principal or Chief Instructor immediately
- Any spillages must be cleared up at the time of spillage and a wet floor sign erected as necessary
- Any waste products from jobs conducted must be cleared away at the end of the job
- Fully enclosed footwear must be worn at all times
- Any lone-working must be agreed by the Management Committee, including adequate emergency cover
- When lone-working, the person providing emergency cover must be informed before any work commences and when the job is completed and / or the centre is vacated

Refuelling

- All Safety Boat drivers tasked with purchasing fuel must comply with the RYA guidance on the carriage and storage of Fuel. (detailed in the Safety boat SOP)

Emergency Procedures

Emergency procedures and contact arrangements for the centre are given on the following page. A copy of these procedures, with the contact numbers, can also be found on the centre notice board and also in each of the yellow emergency boxes in the safety boats.

The contacts listed will be able to offer support in the event of an emergency. One of the emergency contacts must be alerted in the event of life-threatening injuries, or likely media interest. Contact should be made at the earliest opportunity, responsibility to the casualty permitting.

First Aid Equipment

- First Aid kits can be found in the yellow emergency boxes on each Safety Boat and on the wall in the kitchen area in the main centre building.
- Items used from a First Aid kit should be re-stocked after use, before the kit is put away: spares can be found in the First Aid cupboard in the main centre building.

Incident, Accident and Near-miss reporting.

- **Incident and accident report forms are reviewed as the first agenda item at each management meeting.**
- An **incident** is any situation which involves the damage to - more than would be expected through day to day wear and tear - or theft of equipment or centre property
- An **accident** is any injury sustained to a visitor, student, volunteer or instructor, whilst visiting the centre or taking a part in any of its activities
- A **near-miss** is where a significant accident or incident was narrowly avoided.
- Where any incident, accident or near-miss takes place, an incident, accident or near-miss form must be completed by the Senior Instructor on duty as soon as possible after the situation has been managed
- Report forms can be found in the relevant file in the centre, on the bookcase nearest to the male changing entrance
- Any significant incident, accident or near miss must be reported to the Chairman, Principal or Chief Instructor of Neptune Sailing
 - A significant accident has occurred if a person is injured and is advised to seek medical attention
 - A significant incident has occurred when craft, equipment or the centre has been damaged, rendering them unusable or that would hinder the operation of the Centre
 - A significant near-miss is where either of the above could have taken place

Emergency Checklist

Safeguard yourself, the group and the casualty(s) from further danger.



Examine the casualty(s) & give emergency aid.



If the casualty requires urgent medical attention.....

Phone 999 or radio Coastguard 16
Send relevant medical details with the casualty



Alert centre emergency contact
(see adjacent list)



Alert Parents

The emergency contact or visiting group leader may do this



Look after the rest of the group
Until transferred to their visiting leader or parents.

Neptune Sailing

Emergency Contact Numbers - 2023:

Rob Horn 07808 063785
 01473 829600

Nigel Holmes 01473 832309
 07410 906050

Mick Leverett 07729 854106
 01473 780502

Neil McCarthy 01473 288700
 07931 902977

Martin Waller 01473 780561

Telephone locations:

In emergency ask to use MDL Marina office telephone (open 24 hours).

Group instructor must carry VHF radio.

Annex: Information for Students/ Parents

On Arrival:

- All students must bring a fully-completed Consent and Health Form to the first session they attend. If there are any special concerns, or medications, parents must make the Senior Instructor aware of these on arrival
- Students must ensure that they have suitable clothing and footwear, relevant to the activity in which they will be taking part, including:
 - Waterproof / windproof jacket – the centre has a supply of waterproof jackets and salopettes. Students will be asked to wear these if they do not have adequate clothing
 - Wetsuit, especially if taking part in a Topper course
 - Sailing boots or wet shoes
 - Cap or hat, in summer months, or when temperatures are low
 - Sun lotion, in summer months
 - Sun glasses, in summer months
 - A towel
 - Warm spare clothing
- Students should bring food and drink, adequate for the duration of the activity

During the session:

- On arrival at the centre, a register will be taken
- Students must not leave the site without permission
- A buoyancy aid will be issued to each student and must be well-fitted and must be worn at all times when on the water or pontoons/ slipways
- Students will be briefed regarding site hazards and should avoid running at all times
- Students will be briefed on the location of toilet facilities at MDL and of the need to ask permission to visit them. Students must inform their instructor on returning
- Students must wash their hands using sanitiser, or hand-wash solution, before eating/ drinking food, or at the end of the session

At the end of the session:

- Students are expected to assist with de-rigging their craft and must not leave the pontoon or slipway area without permission
- Students should ensure that they collect all of their clothing/ equipment before they leave
- At the end of the session, parents must sign out their child on the register

Annex: Safeguarding Flowchart

What to do if you are worried that a child or young person is at risk of abuse, harm or neglect or makes a disclosure



Concerns identified about a child or disclosure made by a child



If the child requires urgent medical attention, call an ambulance and inform the hospital that you have a child protection concern, **999**.
If the child is at imminent risk call the police **999**.



Report your concern to the Centre Welfare Officer

Centre Welfare Officer: **Rob Horne**
Telephone: **01473 829600**
Mobile: **07808 063785**

The welfare officer will:

- Contact *Customer First, **0808 800 4005**, a 24hr service.
- They will also provide you with advice and support.

Make a record of anything the child has said and / or what has been observed, if possible with dates and times.

Disclosures: If a child discloses any information you must inform them, at that point in time, that you are duty bound to report the matter further.



If the Welfare Officer is not available, contact Customer First directly, **0808 800 4005**.
Delay may put the child at further risk



Customer First will provide advice and guidance on any actions that may need to be taken



Complete an Incident Report Form as soon as possible after the incident

* Customer First is the first point of contact for anyone who has concerns about a child, young person or vulnerable adult, staffed by professionals who can provide advice, support and guidance.

Other Useful Numbers:

RYA Child Protection Helpline Coordinator: 023 8060 4104
NSPCC 24hr Helpline: 0808 800 5000

Annex: Instructor Qualification Matrix – Water Sports - 2023

The table on the following pages confirms the minimum instructor qualifications required by Neptune Sailing for the supervision of water sports.

Key:

Sub-Activity:

Define the activity to which the qualifications apply. Where there is more than one row for the same activity, this indicates that there is more than one staffing regime permitted, as confirmed in the remaining columns.

Technical Adviser

This column confirms the minimum qualification and level of experience that must be held by our technical adviser in this activity.

Senior Instructor

This confirms the minimum qualification held by the senior instructor in charge of an activity and is present on site whenever the activity takes place.

Instructor

This column confirms the minimum qualification that must be held by an instructor.

Assistant Instructor

Where relevant, this column confirms the minimum qualification that must be held by those assisting the Senior instructor and instructors to supervise an activity.

Staff Student Ratio

This column confirms the maximum group size permitted with the instructor(s) specified in the previous columns. Note that managers and group instructors must determine an appropriate instructor to student ratio taking account of the conditions on the day and the experience and maturity of the group. Frequently a smaller group size will be appropriate.

Up to two unqualified accompanying adult leaders may participate on the water with their group without counting as students in the ratios, provided these persons are judged competent to participate without supervision. This judgement must be made by the senior instructor on site (where the matrix requires that a senior instructor is present)). If there is any doubt about their competence, or the senior instructor judges that it is inappropriate to enlarge the group in this way, then unqualified accompanying group leaders must count as students in the ratios.

Qualifications

All qualifications are assessed national governing body awards,

Main Activity: Dinghy Sailing

Sub-Activity	Student Experience	Technical Adviser	Senior Instructor	Instructors	Assistant Instructors	Staff / Student ratios
Single handed craft	Beginners	RYA Senior Dinghy Instructor with a minimum of 5 yrs qualified.	RYA Senior Instructor Dinghy (coastal)	RYA Dinghy Instructor (Coastal)	RYA Assistant Instructor Or RYA Dinghy Instructor (Non- Tidal) Or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:6
Crewed craft	Beginners	RYA Senior Dinghy Instructor with a minimum of 5 yrs qualified.	RYA Senior Instructor Dinghy (coastal)	RYA Dinghy Instructor (coastal)	RYA Assistant Instructor Or RYA Dinghy Instructor (Non- Tidal) Or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:3
Crewed or single handed craft	Within the defined local water sports area, where more than half the students are competent sailors (Level 2 or Stage 2 competence, at discretion of SI)	RYA Senior Dinghy Instructor with a minimum of 5 yrs qualified.	RYA Senior Instructor Dinghy (coastal)	RYA Dinghy Instructor (coastal)	RYA Assistant Instructor Or RYA Dinghy Instructor (Non- Tidal) Or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:9 but not more than 6 boats per instructor (e.g. 3 Wayfarers with 3 students in each, or 4 Fevas with 2 students in each)

Main Activity: Powerboating

Main Activity	Sub-Activity	Student Experience	Technical Adviser	Senior Instructor	Instructor	Staff Student Ratio
Powerboat Driving	*Helming	The Powerboat Helm must hold RYA Powerboat Level 2 coastal and be a minimum of 18yrs old	RYA Powerboat Instructor with Safety boat endorsements and a minimum of 5 yrs qualified.	N/A	N/A	N/A
Power Boat RYA Tuition	RYA Level 1 and 2 courses	Tidal estuaries	RYA Powerboat Instructor with Safety boat endorsements and a minimum of 5 yrs qualified.	RYA Powerboat Instructor	RYA Powerboat Instructor	1:3
Power Boat RYA Tuition	RYA Safety Boat courses	Tidal estuaries	RYA Powerboat Instructor with Safety boat endorsements and a minimum of 5 yrs qualified.	A Centre nominated RYA Powerboat Instructor with a safety boat certificate	A Centre nominated RYA Powerboat Instructor with a safety boat certificate	6:1 Maximum of 2 boats

* The helm is deemed to be the person in charge of the boat, therefore an RYA PB2 Helm can supervise an under 18 year old PB2 driver to drive the boat.

**The one exception to this is a 16 or 17 year old Dinghy Instructor who has been formally signed off to operate a powerboat independently by either the Principal or the Chief Instructor.