

SYCSA WORK INSTRUCTION 3: Dinghies

Activity	Instruction
	<p><u>Preamble</u> This document is produced in conjunction with SYCSA Policies, Risk Assessments, RYA Procedures and Practices and HSE best practice. It is assumed that the Instructor</p> <ul style="list-style-type: none"> • is suitably qualified and experienced to carry out the tasks • Has attended a SYCSA Induction/Training Day • Has been briefed by the Senior Instructor on the day • Complies with SYCSA Policies and RYA Procedures and Practices
<p><u>Clothing, buoyancy and other safety equipment</u> -</p>	<ol style="list-style-type: none"> 1) Instructors to ensure that assistants and students in their charge are appropriately clothed for the conditions. 2) Buoyancy aids of at least 50N must be worn, correctly fastened and supplied with a whistle. It must be worn over all clothing. They must be inspected before use, with any defects logged and should be withdrawn from use if necessary. 3) Helmets if required are available for use. 4) Trapeze harnesses must be worn under buoyancy aid and inspected before use by Instructor (including quick release)
<p><u>Briefing points</u></p>	<ol style="list-style-type: none"> 1) Brief students as appropriate using Senior Instructor checklist & planning sheet
<p><u>Moving boats between boat park and preparation area</u></p>	<ol style="list-style-type: none"> 1) Ensure the safety of your students during all boat movements. 2) When lifting/loading boats from/to the rack, ensure safe lifting and handling practices are applied. Minimum staffing 2 adults. 3) Students should be supervised by an adult when lifting occurs. 4) Whilst passing through the gate to/from the boat park to/from the preparation area ensure that crush injuries are avoided between the boat and gatepost. 5) Allow adequate space between boats when parking them to ensure adequate space for rigging and for raising masts.
<p><u>Preparation and rigging of boats double handers</u></p>	<ol style="list-style-type: none"> 1) Before bringing boats from Boat Park, remove covers and stow them in the boat park. 2) Ensure the boat is seaworthy. Check for damage. Report defects to Senior Instructor (SI). 3) Collect sails from sail store and equipment including a rudder, tiller, bailer & paddle from the Bosun's store. 4) Transport the boat down to the preparation/rigging area and park it on the left hand side of the gate adjacent to the fuel store (ensure space is left for safety boat preparation). 5) Fit rudder and lock in raised position. 6) Ensure paddle and bailer are secure onboard. 7) Jib & mainsail to be half rigged and secured 8) Performance boats being used for training trapeze or spinnaker should have mast head buoyancy fitted. 9) When spinnaker has been rigged, check its operation with partial on shore hoist, if conditions allow. Tape shackles and sharp part to prevent sail tears.
<p><u>Preparation and rigging of single handers</u></p>	<ol style="list-style-type: none"> 1) Covers on Picos & Toppers should be removed and stowed adjacent to clubhouse. 2) Ensure the boat is seaworthy. Check for damage. Report defects to Senior Instructor (SI). 3) Collect equipment including mast, sail, rudder and tiller from store. 4) For Topper & Pico fit mast with mainsail rolled. Fit rudder in raised position. 5) For Optimist fit mast sail, praddle and bailer. Fit rudder only when boat is on the water.
<p><u>Launching and recovery</u></p>	<ol style="list-style-type: none"> 1) When moving boats ensure lifting & handling best practice is applied. 2) Launch only when safety boat/s on station on the water & you are told to do so by the SI. 3) Ensure the rudder is attached, raised and locked in the raised position before the boat is launched 4) All loose equipment and ropes to be properly stowed

	<ol style="list-style-type: none"> 5) Ensure students are NOT between the boat and water whilst the boat is moving down/up the slipway. 6) Trolley to be stowed neatly away from the launch area. 7) Return to shore when directed to do so or at specified time and when landing area is clear. 8) Ensure sails are secure in dinghy before loading boat onto trolley, and then bring trolley/boat ashore. 9) Clean boats and equipment as necessary 10) Check dinghy for seaworthiness, report damage to SI, record damage as appropriate. 11) Stow equipment in correct locations in stores 12) Return boat to its correct space, replace cover and tie down. 13) Buoyancy aids, helmets, spray suits and harnesses returned to store 14) Debrief students, update progress chart if/as appropriate 15) Attend SI/Instructor debrief
<u>Sailing</u>	<ol style="list-style-type: none"> 1) Tuition of all manoeuvres/ techniques will be by the RYA method. 2) Stay within the designated sailing area 3) Ensure students keep arms and legs inside the boat when in close proximity to other boats and pontoon. 4) Ensure boom height is appropriate for the student (Pico & Wayfarer) 5) Teach land drills as and when required

Principal Peter Upton

Reviewed January 2020