

Outdoor Education Standard Operating Procedures



Dinghy Sailing

Standard Operating Procedures – Dinghy Sailing

Definition and Scope of Activities

The activities involved use marine sailing craft of various types to participate on water designated as lochs, reservoirs, estuaries, rivers or the open sea.

Sailing activities are undertaken at Grassy Beach (Coastal). Most activity on the water is accessed by jetties, slipways, pontoons or from suitable shorelines.

The major activities covered within this section are as follows:

- expeditioning (including Duke of Edinburgh's Award)
- dinghy sailing
- orienteering on marine sailing craft (see Section 8)

Equipment

Grassy Beach

- Wayfarer Dinghy (Dundee Sailing Club)
- Toppers
- Northcraft RIBs (Coach / Safety craft), quests and royal yacht club boats

Dundee Sea Cadets

- Pecos
- Toppers
- Zest and 2 x Quests
- Jaffa
- Dory and RIB

Facilities

Grassy Beach

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

Dundee Sea Cadets

- Changing facilities & toilets (junior male and female plus adult male and female)
- Showers
- Facilities to make hot drinks
- Training room

Roles and Responsibilities

Centre Manager

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

Dinghy 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 will be dependent on the location of the course, number and age of students. For sailing courses a minimum 1 Senior Dinghy Instructor and one other adult with the appropriate L2 Powerboat qualification. For Power courses one instructor to every 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 and age of students
- Type of course
- Number of staff allocated to course
- Location, inland or coastal
- Tides (Grassy Beach only)
- Weather Forecast
- Water Temperature
- Port Movements (Grassy Beach only)
- Royal Tay Yacht Club Activities (Grassy Beach only)

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

Operating Areas

Camperdown Docks

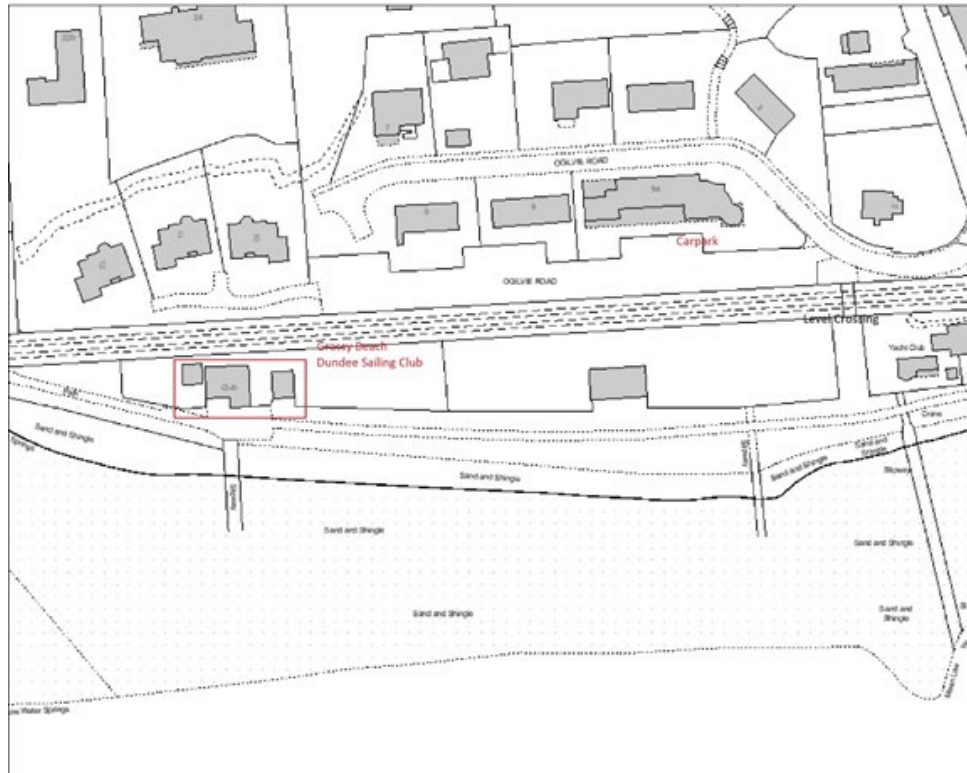
An ideal environment for novice children to get their first experience of sailing. Appears a very benign environment but remember that all of the dangers associated with water are present here.

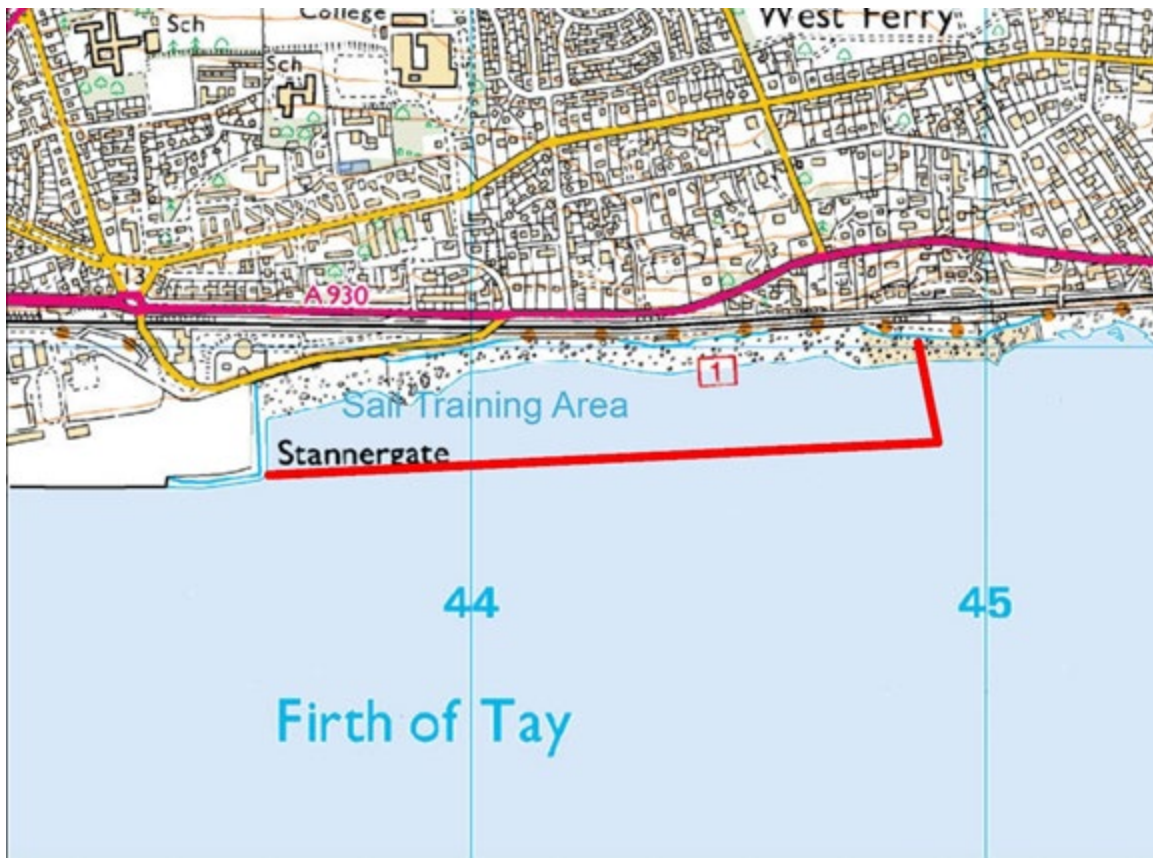


Camperdown Docks

Grassy Beach

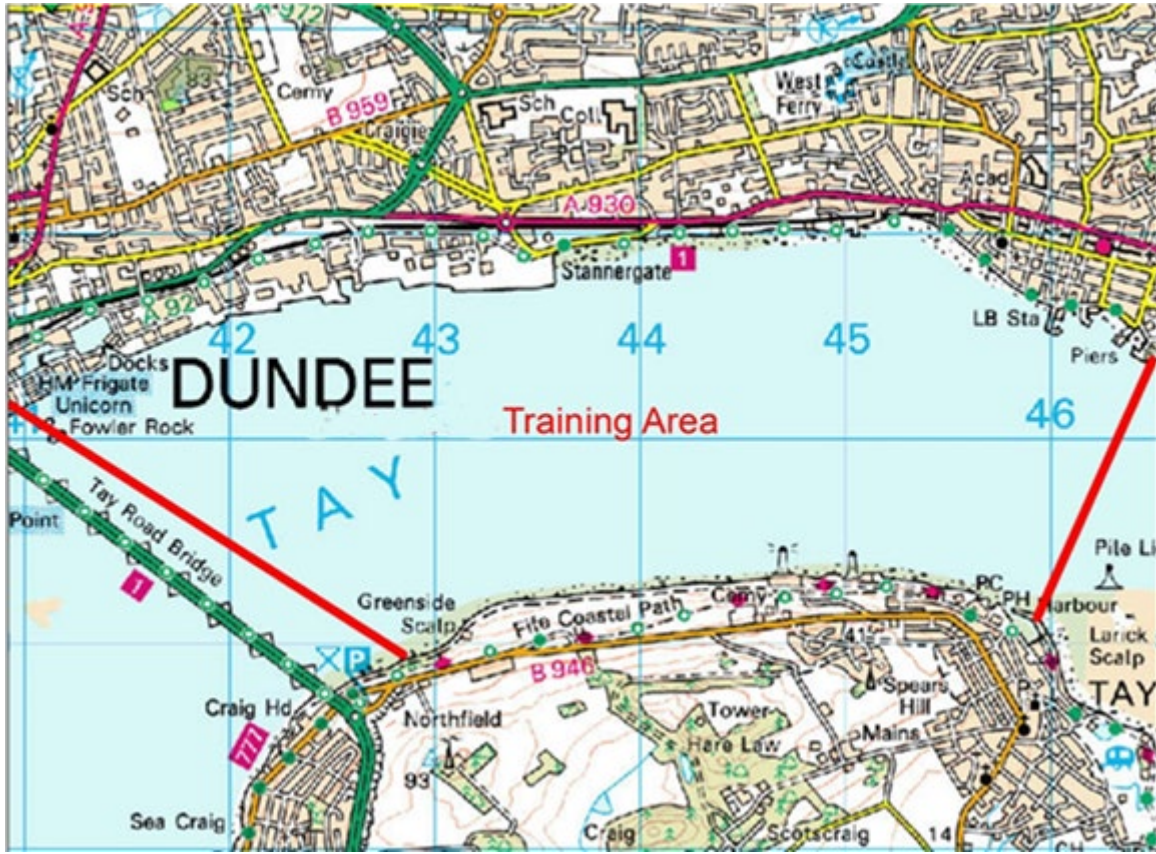
Vehicle access to Grassy Beach is restricted. Students arriving in their own cars or by Ancrum mini bus should park in the RTYC carpark at the bottom of Ogilvie Rd. Access to the foreshore is via a level crossing over the main East Coast railway line. Extreme caution must be exercised when crossing.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





The start sail training area at Grassy Beach is shown outlined in red above. In practice the sailing area is defined by the Dundee Sailing Club slipway, the Z and R race marks in a line to the corner marked Stanergate on the map above. This area has been chosen to minimize the effect of the tide, Care should be taken when operating close inshore near low water springs. The sailing area can be amended at the Senior Instructors discretion to suit tidal or wind conditions or the course being run. For example for a Day Sailing course, where the passage planning element may call for a sail up or down river. In these instances this should form part of the Instructors pre-planning and the proposed sailing area approved by the Centre Manager.

Full Sail Training Area below



Passage planning exceeding 3 miles from the point of departure requires permission via RYA training section.

Accidents

The aim is to avoid accidents altogether by conducting training in a safe and controlled manner, using well maintained equipment, delivered by suitably qualified instructors. That said accidents will and do happen. It is therefore important that everyone involved in delivering the training course is aware of and follows the Emergency Action Plan and notifies the appropriate people and services. The priority is to attend to any injured person and get them and the rest of the group to a place of safety. If medical assistance beyond that of first aid is required a May Day call should be made on VHF ch 16 and or a 999 call requesting the required service or services. If a casualty requires the attendance of an ambulance then consider transporting the casualty to Broughty Ferry or Tayport harbours where there is good access for emergency service vehicles.

Accident Reporting

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

Precautions to Minimise Hazards

It is essential that the Standard Operating Procedures are followed and that personnel leading the Group fully brief the group to pay attention to hazard warning information, remain in control of the activity and follow accredited tuition and activity progression.

Capsize and Entrapment

A safety boat will be in attendance of all sailing activities. All double handed sailing crafts will have mast floatation limiting the chance of a partial inversion.

All safety boat crew will be made aware of the danger of entrapment, especially the awareness of lack of air pockets in many boats. The aim should be to prevent entrapment by provision of mast head floatation. In the event of a capsize, immediate identification of the boats crew should be made by the safety boat. In the event of the inversion the safety boat should aim to immediately right the boat by getting on the centre board in the standard way. In some circumstances lifting the bow may also be considered.

Any entrapment situations may include wire shrouds and trapeze systems and possibly involve main sheets and webbing straps - to this end rescue boats are equipped with serrated knives.

As part of the brief students will be made aware of the potential areas of foot entrapment for the type of craft being used.

The specific hazards identified are not exhaustive and additional hazards or combinations may arise during the course of an activity necessitating ongoing attention to minimise or control the risk(s) to a manageable level.

Seasonal Constraints

There are no seasonal constraints on the activity listed but novice instruction usually operates between 1 April and 31 October.

Location Constraints

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

All participants engaged in waterbased activities must be water confident and fitted with a personal flotation device. (See [AALA Note: 7.03](#)).

Tuition Ratios

The tuition ratios are as follows:

Participants in Boat	Ratio Instructor to Boat
Single hander	1:6
Double hander	1:4 with max 9 kids
Instructor in boat	1:3

A senior instructor must be present on the delivery of RYA courses

A senior instructor must also be present if the sailing is to take place on the estuary

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

A second adult should be present at the group location with participants under 16 years of age.

Tuition Leader Qualifications

Please see the following grid:

City does	Activity	Minimum Tuition Qualification	National Governing Body	Dundee Council not operate an internal
	All	First Aid Accreditation 1 day emergency first aid	Accredited first aid agencies.	
	Plus for Sheltered NonTidal Inland Water			
	Dinghy Sailing	Instructor	Royal Yachting Association	
	Plus for Tidal or Exposed/Open Water			
	Dinghy Sailing	Senior Instructor	Royal Yachting Association	
	Plus for Duke of Edinburgh’s Award Expedition Assessment			
	Plus for Disabilities			
	Dinghy Sailing	Orientation Training relative to disabilities	Royal Yachting Association	

competence system where National Governing Bodies provide instructional/leader awards for the specified activity.

Competence clearances are not valid for ex UK tuition purposes or beyond novice level inland sheltered non tidal water use.

Most UK qualifications are valid ex UK, some however, require the certification of an additional module or language test. In certain countries it is not permitted to tutor outdoor pursuits without an international recognised accredited licence.

It is, however, usual to be permitted to lead participants without undertaking tuition under UK accredited leader qualifications.

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

- Royal Yachting Association – www.rya.org.uk

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 operation needs of the participant by experienced accredited personnel e.g. buoyancy aid.

Participants under 16 years of age may be helmeted for novice sessions. The decision to wear helmets lies with the senior instructor leading the session.

All participants must have location access to

- Windproof / waterproof / protective clothing
- buoyancy aid
- helmet (if requested)
- wetsuit / drysuit
- appropriate footwear

In bright sunshine access to sunglasses is desirable.

All boats must have fitted buoyancy and masthead floatation.

Each boat (out with sheltered inland non tidal water) must be capable of having sails reefed afloat, be equipped with a bailer and a paddle.

In tidal exposed open water each boat should be able to anchor independently.

Equipment – Group Safety

In addition, the Group may require on activity access to:

- watch
- first aid supplies
- emergency rations
- group emergency shelter
- means of communication with base

The power boat should be equipped with the following (out with sheltered controlled inland water):

- VHF Radio
- flares
- torch/spare batteries
- throw line
- binoculars
- foghorn or airhorn
- bailer
- boat spares
- small spares (engine)
- pliers or shackle key
- map chart outwith normal area
- anchor or warp
- spare fuel
- oars/row locks or paddles
- towing system

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 – see below.

There is a need to ensure that 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: Sailing

Activity: Sailing - Dinghy

Location: Various

Assessor: RC, AB

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	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/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				
Entrapment		x	x	Rescue boat on water during sailing session, constant headcount maintained, clients briefed on capsiz drill	2	5	10	None				

Further actions approved by:

Signature:

Date:

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 Like

Review Date: April 2026

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