

# WALDRINGFIELD SAILING CLUB

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## SAFETY MANUAL

**Revised by:** Alan Krailing, Club Captain, 8/3/2013

**Next review date:** 19/1/2014

**This manual sets out the procedures which the Club takes to maximise safety on the water for Club members during Club organised events.**

**The Safety Officer is responsible for establishing safety procedures and for ensuring that those procedures are implemented and adhered to. A Duty Safety Officer will be on duty for all club sailing events and their name will be displayed on the blackboard outside the club house.**

1. These procedures apply whenever the Club organises sailing events for dinghies on the River Deben, or at sea off the mouth of the River.
2. These procedures are for the benefit of those participating in events organised by the Club
3. The Club owns and operates Safety Boats which will be manned during organised events as set out below. Some of the Safety Boats are fast, planing boats. Others are displacement boats.
4. The Club also has the benefit of a number of privately owned Safety Boats which are made available from time to time by their owners to augment the Club's Safety Boats.

### **Rescue Boats**

5. During a Club organised event, there shall, as a guideline, be a minimum number of 2 safety boats manned and afloat. The total number manned will depend on the number, age and ability of the participants, the weather conditions and the course set.

For training purposes the RYA guidelines will be used as a minimum:

Up to 6 boats	1 safety boat
6 to 15 boats	2 safety boats
More than 15 boats	3 safety boats

6. The Duty Safety Officer has complete discretion to decide on the number of safety boats required.
7. Each Safety Boat will be driven by a Driver who is qualified to at least RYA Powerboat Level 2 for displacement craft. Planing Powerboat drivers require safety qualification. All drivers have first aid training. Each Safety Boat will have at least one additional volunteer crew.
8. All safety boats have radios equipped to transmit on Channel M1/37. The Club's shore base is also so equipped.

### **Safety Officer**

9. The Duty Safety Officer will be on duty at all organised Club events.

10. If the Duty Safety Officer believes that an event should not take place or should not continue, because the weather conditions and/or a lack of sufficient Safety Boats would make the event unsafe, he must advise the Officer of the Day. It will be the decision of the OOD whether or not to abandon an event.
11. The Duty Safety Officer will ensure that a sufficient number of Safety Boats are competently manned, in accordance with the weather conditions and the number of boats taking part.
12. A Beachmaster will be designated whenever a Club organised event is taking place. If the OOD is ashore, he or she may fulfil the role of Beachmaster. If the OOD is afloat, a person ashore who is familiar with the use of the radio will be designated Beachmaster. The Duty Safety Officer must be aware of who is undertaking the role of Beachmaster.

### **Rescue**

13. The overriding priority for the Safety Boat crews is to safeguard life. If a boat and its crew are in difficulty, the boat may be abandoned in order to give attention to the crew.
14. In particular, a Safety Boat crew may decide to:
  - land rescued people on a moored boat whilst they give assistance to others
  - attach abandoned boats to a mooring buoy whilst they give assistance to others
  - instruct individual competitors to return to shore
  - tow a boat or boats to shore.

### **Accidents and Injuries**

15. In the event of a serious injury to a person rescued by a Safety Boat (ie when the person giving First Aid requires additional expertise), the Safety Boat involved shall inform the Duty Safety Officer and the Officer of the Day that they are attending to an injury and are therefore unavailable to continue their general safety duties.
16. If it is deemed that an Ambulance is required, the Officer of the Day (if he or she is ashore) or the Beachmaster (if the OOD is afloat) will telephone the emergency services and request an ambulance to come to the Waldringfield Boatyard (IP12 4QZ), giving an indication of the nature of the injury.
17. The Safety Boat shall take the injured person by water to the Boatyard Jetty. The gate to the jetty is kept locked, and the OOD / Beachmaster shall ensure that the gate is opened using the key, which is located in the Crows Nest. The code for the combination lock at the jetty gate is attached to the key ring. If the Jahan is moored on the jetty and cannot be easily moved, then the casualty should be brought ashore as close to the Maybush as possible, using discretion with regard to the mud.
18. The Safety Boat crew may either land the injured person themselves, or call upon the ambulance crew to move the person.
19. The OOD / Beachmaster will decide whether the nature of the injury makes it necessary to inform a Flag Officer. If so, a Flag Officer shall be informed as quickly as possible. In the event of a fatal injury, the OOD / Beachmaster must inform a Flag Officer at the earliest opportunity.

### **First Aid**

20. All Safety Boat drivers are trained in First Aid.
21. Once ashore, First Aid duties will be taken over by Club members with First Aid experience.

## **Major Incidents**

22. A Major Incident arises when the Club's Safety Boats are unable to cope with the level of rescue work required. The Duty Safety Officer will decide whether to declare a major incident.
23. In the event of a Major Incident, all racing will be abandoned. Those competitors able to do so will be sent ashore.
24. The Safety Officer will advise the OOD / Beachmaster what emergency services are required (eg Coastguard, Police, Ambulance). The Duty Safety Officer may contact the Coastguard by radio. The OOD / Beachmaster will make the necessary telephone calls to the relevant service. The telephone numbers are permanently posted by the Club's telephone and are as follows:

Police	999
Ambulance	999
Coastguard/RNLI	999

## **Role of Club Officers**

25. In the event of a major Incident where a Flag Officer is present at the Club or has been informed by telephone, that Flag Officer will take overall control of the Incident. The Flag Officer may decide to delegate overall control to the Duty Safety Officer.
26. When a Major Incident occurs, the Flag Officer will ensure that a written record is made of
  - The date and time of the Incident
  - What caused the Incident
  - How many boats/people were affected
  - How many safety boats were on the water for safety duty
  - What action was taken by the Safety Boats
  - What instructions were given by the Duty Safety Officer
  - Which emergency services were called and when
  - Which Flag Officer took charge
  - What injuries to persons were dealt with
  - When the Incident was over.
27. Copies of all the above facts and documents shall be kept in the Club Office.

## **Dealing with the Media**

28. In the event of a major incident it is likely that there will be media interest in what has happened. The Flag Officer in charge will deal with any media enquiry and, at the appropriate juncture, issue a prepared statement. Club members who may be approached by the media should not, under any circumstances, comment on the incident in progress but should refer the media to the Flag Officer in charge.

## **Location of this Safety Manual**

29. Copies of this manual will be kept in the Crows Nest and in the Clubhouse Office. Copies will also be in the possession of each Flag Officer and of each Duty Safety Officer.

# MAJOR INCIDENT PROCEDURE

In a Major Incident signalled by the Duty Safety Officer, the OOD /Beachmaster will take the following initial actions:

- Appoint a reliable person familiar with radio operation to be in charge of radio communication with the safety boats
- Make telephone calls as instructed by the safety officer to the relevant emergency services whose numbers are printed below, informing them of the nature of the emergency, the nature of assistance required and the location where assistance is required.
- Inform one of the flag officers who will make every effort to reach the club as soon as possible.

Once a Flag Officer is on site, the Flag Officer will take over responsibility and will inform the Duty Safety Officer (who will probably be afloat) that he/she is in charge.

The Flag Officer will check with the OOD / Beachmaster what actions have been taken, and will arrange for someone to make a written record of the situation, including the following information:

- The date and time of the Incident
- What caused the Incident
- How many boats/people were affected
- How many safety boats were on the water for safety duty
- What action was taken by the Safety Boats
- What instructions were given by the Duty Safety Officer
- Which emergency services were called and when
- Which Flag Officer took charge
- What injuries to persons were dealt with
- When the Incident was over.

It may be necessary for safety boats to land casualties at the boatyard jetty. In this case, the OOD / Beachmaster must instruct someone to guide an ambulance to the jetty. The gate to the jetty is kept locked, but the OOD / Beachmaster shall ensure that the gate leading to the jetty is open. The key is located in the Crows Nest. If the Jahan is moored on the jetty and cannot be easily moved, then the casualty should be brought ashore as close to the Maybush as possible, using discretion with regard to the mud.

## Dealing with the Media

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## TELEPHONE NUMBERS

Police	999
Ambulance	999
Coastguard/RNLI	999
Commodore	01394 670720 (William Sudell)
Vice Commodore	01728 635816 (David Copp)
Rear Commodore	01394 670644 (Bob Whitehouse)