

# **HEALTH, SAFETY & SECURITY PROCEDURES**

**Yarmouth Sailing Club**

**September 2016**

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# HEALTH AND SAFETY POLICY STATEMENT

It is the club's intention that its activities will be carried out in accordance with relevant codes of practice and all reasonably practical measures will be taken to avoid risk to its members or others who may be affected.

Managing and supervising members have the responsibility to ensure that health and safety considerations are always given priority in planning and day to day running of the club's activities.

The Management Committee has compiled a set of Health, Safety and Security Policies and has appointed the Commodore, Dr. Geoff Witt (01983 752506), as having particular responsibility for safety, health, and welfare, and to whom reference should be made in the event of difficulty arising in the implementation of the club's policy.

ALL members are expected to cooperate in carrying out this policy and should take reasonable steps to get the proper training for those activities in which they take part, in order to ensure that their own activities are carried out, so far as is reasonably practicable, without risk to themselves or others. The policies will be contained within the Health, Safety & Security File located centrally.



**GENERAL SAFETY AND FIRE RISK ASSESSMENT  
MANAGEMENT DOC**

Doc no. MC 017  
 Issued 14/6/09  
 Rev 8 - 21/04//16  
 Approved MC/GW

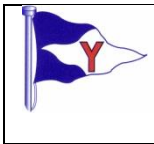
<p><b>OVERALL HEALTH &amp; SAFETY</b></p>	<p>The Management Committee of the Club controls all club activities. This committee has appointed the Club Commodore (Dr Geoffrey Witt) as the officer with specific responsibility for health and safety including fire safety.</p> <p>A Health and Safety Policy Statement referring to all aspects of health &amp; safety, together with the Health and Safety Ashore notice is displayed on our main notice boards</p> <p>Detailed information on all aspects listed below can be found in the Health &amp; Safety file located under the defibrillator by the bar.</p>
<p><b>FIRE SAFETY MANAGEMENT</b></p> <p><i>The building is a single storey timber framed construction housing a clubroom, bar, male and female changing rooms, utility room and kitchen.</i></p> <p><i>The overall floor area is approx 100m<sup>2</sup>. The usual occupancy is less than 60 persons,</i></p> <p>Specific fire risk areas:</p> <ol style="list-style-type: none"> <li>1) THE KITCHEN AND COOKER.</li> <li>2) THE STORE ROOM (housing the electrical supply and the gas boiler)</li> <li>3) THE BAR</li> </ol>	<p>It is the responsibility of the Commodore aided by, and through, the Management Committee to ensure that the fire safety risk is continually reviewed and that the required actions are taken.</p> <p>The kitchen and storeroom are protected by 30min fire resistant barriers, including intumescent strips around the doors, and the hatch. The doors are self-closing and latching.</p> <p>All fire doors are signed with fire door notice.        Fire exits are provided at each side of the club room and at the end of the passage adjacent to the kitchen and store room.</p> <p>A fire alarm system is provided with appropriately positioned sensors and with audio and visual warning alarms. A gas alarm has been considered but not thought necessary as the room is unoccupied. A fire blanket is provided in the kitchen.</p> <p>Fire extinguishers are situated in the kitchen, at both ends of the passage, in the porch, and beneath the radio base station beside the double doors.</p> <p>Break glass activators are provided at each exit.        A fire procedure notice is located at each exit. Emergency lighting is provided to all exits.        The bar is open to the club room and is considered covered by the alarm system.</p> <p>A marshalling point is given in the fire procedure notice.</p>
<p><b>SAFETY IN KITCHEN, BAR &amp; STOREROOM</b></p>	<p>A full set of operating procedures and COSHH requirements is located in a file [YSC Galley Instruction Manual] within the kitchen area.        Separate notices on Safe Use of Equipment and Personal Hygiene &amp; Infection Control are also displayed in the kitchen area &amp; where appropriate bar.</p>

	Cleaning equipment, solvents and tools are kept at the far end of the lockable store cupboard.
<b>EXTERNAL RISKS</b> Petroleum storage for mowers, strimmer & dory  Injury from use of inappropriate clothing and footwear.	The fuel is stored in a locked and fixed stainless steel bund tank.  Sign positioned on locker for mower states: OPERATORS SHOULD WEAR SUITABLE PERSONAL PROTECTIVE EQUIPMENT INCLUDING FOOTWEAR WHEN USING OUR MOWERS AND STRIMMER
<b>GENERAL MAINTENANCE</b>	The committee has appointed a Maintenance Officer who oversees all aspects (Les Osman).  A contract has been placed with a specialist contractor for the fire extinguishers and the fire alarm system.  Our electrical system is regularly inspected and certified as meeting current standards.  A log is kept of regular tests of the fire alarm and emergency lighting systems
<b>TRAINING</b>	Regular training sessions are held for sailing safety.  General safety procedures are displayed throughout the building and in particular in the bar and the kitchen for the attention of all staff and volunteers using those facilities.
<b>FIRST AID</b>	A First Aid box is located in the kitchen with a second available to the right of the hatch in the main room. Instructions referring to these kits are on display throughout the club. Where an incident or hazard/near miss occurs the appropriate form is completed for referral to MC. A list of qualified first aiders is also on display. A defibrillator is positioned adjacent to the end of the bar with inbuilt instructions.
<b>CARE OF CHILDREN and VULNERABLE ADULTS</b>	The Club has approved a Safeguarding Policy linked to the RYA Policy for the Safeguarding of Children and Vulnerable Adults. A Safeguarding Officer has been appointed (Viv Collins).  Children's parents/carers are required to take responsibility for their child's safety and conduct in and around the clubhouse.  Children below the age of 16yrs are not accepted within the club unaccompanied.
<b>SAILING ACTIVITY RISKS</b>	These are covered by separate procedures, risk analyses and emergency plans under the supervision of the Rear Commodore Sailing and as part of our RYA Training Centre documentation.

**DATE OF LAST REVIEW OF THIS ASSESSMENT**

**April 2016**

**SIGNED.....COMMODORE..**



**YARMOUTH SAILING CLUB**  
**Health and Safety Ashore**

Doc.MC025  
Reviewed May 2016

It is the responsibility of all members to act in a safety conscious manner with regard to both themselves and others.

**FIRST AID EQUIPMENT** is stored in the kitchen together with Accident & Incident sheets. Completed sheets are filed in the filing cabinet in the store room. There are notices elsewhere in the club to indicate this. There is a green First Aid box for personal use on the right of the hatch to the kitchen.

**DEFIBRILLATOR** - this is mounted on the wall between the bar and the door to the passage. Instructions are with the machine.

**EMERGENCY NUMBERS** are displayed by the telephone.

**KITCHEN** - there are health and safety and catering guidelines provided in a file in the kitchen. Please read and note!

Cadets/juniors must always be supervised when in the kitchen.

There is a fire blanket provided in the kitchen.

**BAR** - there are notices in the bar to help bartenders. Cadets under 18 shall not go behind the bar. We regret that, according to our legal requirements, Juniors under 16 are not permitted to sit at the bar.

**CLEANING EQUIPMENT, SOLVENTS AND TOOLS** are kept at the far end of the store cupboard.

**FUEL** is stored in outside locked lockers.

**FIRE EXTINGUISHERS** are situated in the kitchen, at the end of the passage, in the porch, and beneath the radio base station beside the double doors.

#### **HEATING**

The heating is normally left on 'manual' with the control switch located by the club entrance to avoid the necessity for unfamiliar persons to access the boiler. Fan heaters are operated individually.

#### **LEAVING THE BUILDING**

If you are the last person to leave the building, please

Ensure that ALL lights and heaters, including central heating control, are turned off.

Check that the back and patio doors are firmly closed.

Shut all doors, lock the bar door, and ensure that the blue blind between the bar and the cold store is down.


Ensure that the burglar alarm is activated.

Lock the front door with both keys.

#### **POLICIES & MINUTES**

The full set of Health, Safety and Welfare policy documents are located centrally beneath the Defibrillator, as are also the Safeguarding policies and procedures.

The Committee is always seeking ways to improve safety procedures. If you can contribute to this please contact the Commodore who has overall responsibility for club health and safety matters.

	<b>FIRE SAFETY RISK ASSESSMENT YARMOUTH SAILING CLUB</b>	Doc no. Issue date Approved	MC 037 April 2016 VC/MC
<b>FIRE SAFETY MANAGEMENT</b>	IT IS THE RESPONSIBILITY OF THE <b>COMMODORE</b> AIDED BY, AND THROUGH, THE MANAGEMENT COMMITTEE TO ENSURE THAT THE FIRE SAFETY RISK IS CONTINUALLY REVIEWED AND THAT THE REQUIRED ACTIONS ARE TAKEN.		
<b>GENERAL INFORMATION</b>	<p><b>THE BUILDING</b> IS A SINGLE STOREY TIMBER FRAMED CONSTRUCTION HOUSING A CLUBROOM, BAR, MALE AND FEMALE CHANGING ROOMS, UTILITY ROOM AND KITCHEN. THE OVERALL FLOOR AREA IS APPROX 100M<sup>2</sup></p> <p><b>SPECIFIC FIRE RISK AREAS ARE:</b></p> <ol style="list-style-type: none"> <li>1) THE KITCHEN AND COOKER.</li> <li>2) THE STORE ROOM, HOUSING THE ELECTRICAL SUPPLY AND THE GAS BOILER</li> <li>3) THE BAR</li> </ol>		
<b>MEANS OF ESCAPE IN CASE OF FIRE</b>			
<b>FIRE EXITS</b>	<p><b>FIRE EXITS</b> ARE PROVIDED AT EACH SIDE OF THE CLUB ROOM AND AT THE END OF THE PASSAGE ADJACENT TO THE KITCHEN AND STORE ROOM.</p> <p><b>BREAK GLASS ACTIVATORS</b> ARE PROVIDED AT EACH EXIT</p> <p>A <b>FIRE PROCEDURE NOTICE</b> IS LOCATED AT EACH EXIT.</p> <p>THE <b>MARSHALLING POINT</b> IS LOCATED IN THE GRASSED AREA ABOVE THE PUBLIC SLIPWAY TO THE NORTH WEST OF THE CLUBHOUSE .</p>		
<b>PROVISION OF FIRE WARNING SYSTEMS, EMERGENCY LIGHTING &amp; FIRE-FIGHTING EQUIPMENT</b>			
<b>FIRE WARNING SYSTEM</b>  <b>EMERGENCY LIGHTING</b>  <b>FIRE FIGHTING EQUIPMENT</b>	<p>A <b>FIRE ALARM SYSTEM</b> IS PROVIDED WITH APPROPRIATELY POSITIONED SENSORS AND WITH AUDIO AND VISUAL WARNING ALARMS. A GAS ALARM HAS BEEN CONSIDERED BUT NOT THOUGHT NECESSARY AS THE KITCHEN AND BOILER ROOM ARE NORMALLY UNOCCUPIED.</p> <p><b>EMERGENCY LIGHTING</b> IS PROVIDED TO ALL EXITS.</p> <p><b>FIRE EXTINGUISHERS</b> ARE SITUATED IN THE KITCHEN, AT BOTH ENDS OF THE PASSAGE, IN THE PORCH, AND BENEATH THE RADIO BASE STATION BESIDE THE DOUBLE DOORS.</p> <p>A <b>FIRE BLANKET</b> IS PROVIDED IN THE KITCHEN.</p>		
<b>STANDARDS OF PERFORMANCE FOR SURFACE LININGS, CURTAINS, DRAPES AND FURNISHINGS</b>			
<b>SURFACE LININGS</b>  <b>CURTAINS &amp;</b>	<p>THE KITCHEN AND STOREROOM ARE PROTECTED BY 30MIN <b>FIRE RESISTANT BARRIERS</b>, INCLUDING INTUMESCENT STRIPS AROUND THE DOORS, AND THE HATCH. THE DOORS ARE SELF-CLOSING AND LATCHING.</p> <p>CURTAINS HAVE BEEN TREATED TO PROVIDE FIRE RETARDANT SURFACES.</p>		

<b>DRAPES</b>	SEAT PADS ARE COVERED WITH FIRE RETARDANT VINYL.
<b>FURNISHINGS</b>	AS FURNISHINGS ARE REPLACED FIRE RETARDANT PRODUCTS WILL BE SOUGHT. STANDARD CANDLES ARE NO LONGER USED HAVING BEEN REPLACED BY LED CANDLES .
<b>MEANS OF CONTROLLING OCCUPANCY NUMBERS</b>	
<b>USUAL OCCUPANCY</b>	FEWER THAN 60 SEATED PERSONS  CAN BE CONTROLLED BY TICKET AT FUNCTIONS WHERE NOS. GREATER  SPECIFIC SIGNING IN AND OUT SYSTEMS OCCUR FOR CLUB SAILING EVENTS.  AS THERE ARE CURRENTLY 3 DIFFERENT ENTRIES TO THE CLUBHOUSE A GENERAL SIGNING IN BOOK IS NOT CONSIDERED PRACTICABLE - IN THE CASE OF ANY EMERGENCY THE PREMISES ARE DEEMED SMALL ENOUGH FOR ALERTING OCCUPANTS VOCALLY.
<b>MAINTENANCE, TESTS AND TRAINING</b>	
<b>MAINTENANCE &amp; ONGOING OPERATION</b>	THE COMMITTEE HAS APPOINTED A MAINTENANCE OFFICER (LES OSMAN) WHO OVERSEES ALL ASPECTS.  A CONTRACT HAS BEEN PLACED WITH A SPECIALIST CONTRACTOR FOR THE FIRE EXTINGUISHERS AND THE FIRE ALARM SYSTEM.  A FULL SET OF OPERATING PROCEDURES AND COSSH REQUIREMENTS IS LOCATED IN A FILE [YSC GALLEY INSTRUCTION MANUAL] WITHIN THE KITCHEN AREA.  SEPARATE NOTICES ON SAFE USE OF EQUIPMENT AND PERSONAL HYGIENE & INFECTION CONTROL ARE ALSO DISPLAYED IN THE KITCHEN AREA & WHERE APPROPRIATE BAR.  CLEANING EQUIPMENT, SOLVENTS AND TOOLS ARE KEPT AT THE FAR END OF THE STORE CUPBOARD.  THE FUEL FOR MOWERS AND STRIMMER IS STORED EXTERNALLY IN A LOCKED AND FIXED STAINLESS STEEL BUND TANK.
<b>TESTS</b>	OUR ELECTRICAL SYSTEM IS REGULARLY INSPECTED & CERTIFIED TO ENSURE MEETING CURRENT STANDARDS.  A LOG IS KEPT OF MONTHLY TESTS OF THE FIRE ALARM AND EMERGENCY LIGHTING SYSTEMS.
<b>TRAINING</b>	THERE ARE GENERAL FIRE SAFETY NOTICES IN THE BAR AND THE KITCHEN FOR THE ATTENTION OF ALL STAFF AND VOLUNTEERS USING THOSE FACILITIES

## **FIRE PROCEDURE**



All members should be aware of means of escape, facilities provided, evacuation procedure, method of operating extinguishers, and the importance of calling the Fire Brigade.

In the event of fire it is the first duty of all concerned to prevent injury or loss of life.

**ACTION.** If you discover a fire or one is reported to you,

Activate the Fire Alarm (little red box near each of the outside doors) and shout “FIRE - FIRE” as loudly as you can.

DIAL 999 to call the Fire Brigade (telephone located in front entrance porch).

Give the operator the telephone number you are phoning from.

When the Fire Brigade replies, give the information distinctly:  
Fire at Yarmouth Sailing Club, Bridge Road, Yarmouth PO41 0NL

Do not assume that the call has been received until it has been acknowledged by the Fire Brigade.

Attack the fire, if possible, with appliances provided but without personal risk.

#### EVACUATION PROCEDURE

Use nearest available exit. Close all doors as you go.

Do not stop to collect personal belongings.

Do not re-enter the building or allow others to do so until told it is safe by a responsible person.

Gather adjacent to slipway for roll call.

FIRE EXTINGUISHERS are located in the kitchen, at both ends of the passage, in the porch, and beneath the radio base station.

Fire blanket is in kitchen, behind door.

There are two hose pipes located on the east wall of the building.

	<b>Fire Alarm System Operation</b>	Issue date 23.02.08 By gfjb Reviewed 21.04.16
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- 1. ON HEARING THE ALARM IMMEDIATELY EVACUATE THE BUILDING TO THE DESIGNATED EVACUATION POINT.**
- 2. Check for fire in the indicated area. On the control panel, zone 1 is the main club room and bar, zone 2 is all other areas. A flashing LED on one of the ceiling smoke alarms will indicate which one has activated the alarm. Check that area particularly carefully. Before opening any doors, using the palm of the hand, check for heat. If there is any warmth or signs of smoke do not open.**
- 3. If the fire is behind a closed door or larger than a wastepaper bin in size call the Fire Brigade and keep everyone away from the building.**
- 4. If the fire is small (less than a wastepaper bin in size) and you feel competent to do so use the fire fighting equipment to tackle the blaze.**
- 5. If there is any doubt about a fire still being alight, call the Fire Brigade.**
- 6. Only when you are completely satisfied that there is no fire should you silence the alarm.**
- 7. Put the enabling key in leftmost lock and turn clockwise. This activates control panel. (The key has yellow label marked 'Fire Alarm Enabling Key'; one is in bar store and another on top of, or in, control panel.)**
- 8. Press the 'Silence' button. Loud sound stops and panel indicates which zone has activated alarm. (Low level intermittent beeping continues until step 4 is completed.)**
- 9. Press the 'Reset' button. Intermittent beeping will stop.**
- 10. Only when the alarm is silenced may anyone return to the building.**

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**To carry out alarm test:**


**Push plastic 'key' (from filing cabinet) into bottom of red box. Front of box drops down. Test different box each time in rotation – see log book.**

**Follow instructions 7 and 8 above.**

**Close red box by squeezing top and bottom.**

**Press the 'Reset' button.**

**In either case, fill in log book in filing cabinet.**

	<b>YARMOUTH SAILING CLUB</b> <b>General Rules for Health and Safety Afloat</b>	MC 016 Update MZM 05/04/16
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It is the responsibility of all members to act in a safety-conscious manner when on the water with regard to both themselves and others.

1. All participants in activities afloat shall wear buoyancy aids. Junior members (under 16 years) shall also wear buoyancy aids on the slipway.
2. A parent or their named representative must be present on the club premises when a child is launched and while they are afloat. They may go away within 10 minutes journey from the club with a mobile phone.
3. It is the responsibility of the patrol boat crews to ensure that they are suitably competent and that they have all necessary equipment on board. The driver of the patrol boat must use the safety cord (kill cord) around his thigh at all times when the engine is running.
4. No organised Club sailing activity will take place unless sufficient patrol boat cover is available and in situ. Members using their own or hired boats at other times do so entirely at their own risk.
5. No member of the patrol boat crew may be under 16 years of age.
6. Children under 16 years must not be passengers in the patrol boat while it is on duty, unless they are being rescued, or unless they are under instruction (over 14 years) when they must have the approval of the duty crew (and Chief Race Officer/Clubhouse Officer/Training Centre Principal as appropriate).
7. Cadets (16 & 17 years) with RYA Power Boat 2 qualifications may drive a patrol boat if there is an adult YSC member in the boat.
8. Patrol boats must observe the 4 knot speed limit in the harbour and the river except in an emergency.
9. Members are not allowed to swim from the slipway unless taking part in an organised activity (e.g. capsized drill).

#### Racing

10. Races are sailed under current ISAF Racing Rules of Sailing, except where modified by YSC Sailing Instructions. Copies of both are available at the club and participants are advised to be conversant with them.
11. The Chief Race Officer will decide if a race should be cancelled due to inclement weather. He may take advice but the decision is ultimately his.
12. Adults must make their own decision as to whether it is safe for them to take part and if reefed sails are necessary.
13. It is the decision of the responsible adult (parent or person in loco parentis) as to whether a child is capable of taking part in the prevailing weather conditions. They may take advice but the decision is theirs.

THE COMMITTEE IS ALWAYS SEEKING WAYS TO IMPROVE SAFETY PROCEDURES. IF YOU CAN CONTRIBUTE TO THIS PLEASE CONTACT THE COMMODORE WHO HAS OVERALL RESPONSIBILITY FOR CLUB HEALTH AND SAFETY MATTERS.



## Yarmouth Sailing Club Incident Report Form

Injured person - name	
- tel. no.	
Date of incident	
Time	
Location	
Preamble	
Description of incident	
Medical:	
Injuries	
First aid treatment given	
Administered by	
Further medical treatment	
Damage to property	
Report completed by	
Position	
Witness name	
Witness signature	
Witness address	
Telephone	

	<b>Yarmouth Sailing Club Hazard/Near Miss Report Form</b>	Doc no. 045 Issued 21/04/2016 Approved MC/VMC
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<b>Definition of a Hazard</b>	A Hazard is anything that could lead to injury, damage or loss.
<b>Definition of a Near Miss</b>	A Near Miss is an event or situation that could have resulted in injury, damage or loss.
<b>Purpose of this Form</b>	To provide a means of communication between staff, members, visitors, the Safety Officer and Management Committee so that effective action can be taken to eliminate hazards and avoid accidents causing injury, damage or loss within the Club.

<b>Date/ Time of Incident</b>	
<b>Please state whether Hazard or Near Miss</b>	
<b>Location</b>	
<b>Description of what happened</b>	
<b>Suggested remedial actions (if possible)</b>	
<b>Report completed by</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

Please write any further information overleaf.

Please return this form to your course instructor or any member of the Management Committee.

Yarmouth Sailing Club

## **List of Qualified First Aiders**

Graeme Bowen  
Viv Collins  
Liz Mead  
Melinda Measor  
Nick Measor  
Caleb Mowle  
Joy Mowle  
John Peters  
Peter Staples  
Alan Toms  
Pam Toms  
Pauline Wallace  
Brian Workman

All the above hold a current first aid qualification (as at May 2016) and are able to help in an emergency.



## YARMOUTH SAILING CLUB - EMERGENCY PLAN

Doc. no. SC009

Issued 14.05.07

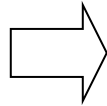
Update 06.09.16

### GROUP LEADER

Contact Clubhouse Officer or Chief Race Officer and give details.

Make sure you have the following information:

- Who you are and your group's name
- What the problem is
- When it happened
- Where you are
- How many are involved and who they are



### CLUBHOUSE OFFICER or CHIEF RACE OFFICER

Telephone is in porch (01983 760270)

Contact emergency services via one of the following:

- Issue a standard Mayday call on VHF Ch 16
- Telephone 999 for Coastguard, Ambulance, Fire Service or Police
- Contact the Harbour Master (VHF Ch 68)

Record details:

- Name of Group Leader and Group
- Nature of problem / injuries
- When incident happened
- Where group is now
- How many people are involved and whether adults or children
- What you are going to do
- Continue to record all details (including times) as events progress

Contact:

- Parents or next of kin (Contact Details in filing cabinet)
- Maintain listening watch on VHF, relay information to Group Leader

Organise:

- Help and assistance from staff/volunteers
- Locate trained First Aiders
- Ensure someone is outside building to meet emergency vehicles
- Ensure safety of injured persons and protect from unwanted attention
- Comfort and arrange for evacuation

### SENIOR INCIDENT PERSON

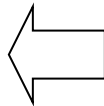
(Centre Principal or Chief instructor if during training, Rear-Commodore Sailing if other)

Inform:

- Rear-Commodore Sailing
- Club Commodore
- Training Centre Principal ) if
- Chief Instructor ) appropriate
- RYA Training Department )

Duties:

- Ensure that someone follows up by keeping in touch with anyone injured or their next of kin
- Record any information obtained



DO NOT MAKE ANY STATEMENTS TO THE PRESS OR MEDIA, OR ALLOW ANYONE ELSE TO MAKE STATEMENTS

	<b>YARMOUTH SAILING CLUB - EMERGENCY PLAN</b>	Doc. no. SC009 Issued 14.05.07 Update 06.09.16
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**This Emergency Plan deals with major incidents afloat:**

- A. Missing boat (page 2)**
- B. Multiple capsized dinghies (page 3)**
- C. Serious injury (page 4)**
- D. Non-life-threatening injury (page 4)**
- E. Action at clubhouse during major incident (pages 5 & 6)**

**In an emergency situation the Chief Race Officer or Clubhouse Officer will be in charge unless he/she delegates the role to someone else. Patrol boat crews and others should report any incident to CRO/CO as soon as it occurs. Club phone number - 01983 760270 (phone in porch by front door).**

**A. Incident - MISSING BOAT**

**1. Initial checks -**

Double check fleets using another observer if possible.

Has boat returned to club, gone into harbour, gone to one of the boat yards or Royal Solent Yacht Club?

Has boat gone up the river or to King's Manor?

Call Harbour Master (01983 760321) and ascertain whether boat has been seen.

**2. If no sign of boat -**

a. Get launches to start search.

b. Call Harbour Master (01983 760321) and ascertain that their boat staff are aware of missing craft.

c. Make initial radio call to Solent Coastguard on channel 16 (or phone 023 925 52100). They will ask you to switch to working channel. They will want to know details of boat and number of people on board and life saving equipment carried.

d. Shorten course or abandon event altogether if rest of fleet does not have adequate patrol boat cover.

**3. If boat still missing -**

a. Make follow up call to Solent Coastguard.

b. If in committee boat, ensure all boats are recorded in at clubhouse.

c. Maintain radio watch on channel as directed by Coastguard.

d. Assist with search and keep notes of events and times. Make sure these are kept safe ashore.

**4. If/when boat is located -**

a. Inform all involved in search - especially Solent Coastguard.

b. Ensure all search boats are accounted for and recovered safely.



**B. Incident - MULTIPLE CAPSIZED DINGHIES - PATROL BOATS HAVING DIFFICULTY RECOVERING BOATS AND/OR CREWS.**

## 1. Immediate actions -

- a. Ensure patrol boat crews check all capsized boats as soon as possible for injured crew, establishing that any upturned boat has no crew under it. Priority is always people before boats. Crew may have been carried away from boat by tide. Establish if anyone is missing.
- b. Patrol boats should if possible mark abandoned boats with red/white tape on rudder area or by attaching a fender to mast top.
- c. If you are in committee boat, call club house (if manned) by radio or phone (01983 760270) for additional assistance.
- d. Request additional assistance from Harbour Master (01983 760321) and, if in Solent, Royal Solent Yacht Club (01983 760256).
- e. Make initial radio call to Solent Coastguard on channel 16 (or phone 023 925 52100). They will want to know types of boats and approximate numbers involved and lifesaving equipment carried.
- f. Abandon event if weather is deteriorating or rest of fleet does not have adequate patrol boat cover.

## 2. Follow up actions -

- a. Get patrol boats to recover any crew from boats drifting towards danger (offshore, ferry, pier, bridge).
- b. Remember - an inverted dinghy is often safe for crew to sit on.
- c. If you are in committee boat, confirm with club (if manned) that they have initiated Emergency Plan (see page 5).
- d. Maintain radio watch.
- e. Assist with recovery and keep notes of events and times and see that these are kept safe ashore.

## 3. If/when all crew/boats are recovered -

- a. Inform all involved in recovery - especially Solent Coastguard.
- b. Ensure all search boats are accounted for and recovered safely.



### **C. Incident - SERIOUS INJURY**

Ascertain number and names of casualties and their injuries if known.

Initiate call on channel 16 (or phone Solent Coastguard on 023 925 52100) so that Coastguard can get helicopter to scene with minimum of delay, if required. If at Club, use base station, which has longer range. Use official call sign - "Yarmouth Sailing Club".

If you are in committee boat, inform clubhouse (if manned) of situation by radio (or phone 01983 760270).

In the unlikely event of committee boat having to return to harbour with casualty:

- a) get others to finish race or cancel,
- b) inform Harbour staff (01983 760321) of situation and follow their advice as to which pontoon to go to.

Maintain radio watch.

Keep notes of events, actions taken and by whom, and at what times and see these are kept safe ashore.

### **D. Incident - NON-LIFE-THREATENING INJURY**

Ascertain nature and extent of injury.

Get patrol boat to pick up casualty and take to nearest pontoon (see 4 above if in Solent).

If you are in committee boat, inform clubhouse (if manned) by radio or phone (01983 760270) of number, names and possible injuries of casualties.

Continue to finish racing or abandon event if appropriate.

Keep notes of events and times and see these are kept safe ashore.

Complete accident/incident report (in kitchen cabinet with First Aid box).



## **E. ACTION AT CLUBHOUSE DURING MAJOR INCIDENT**

**During a major incident the Chief Race Officer/Clubhouse Officer, if not on shore, is likely to need significant shore-based assistance. Any experienced member must be prepared to co-ordinate this role.**

### **COMMUNICATION**

- a. Organise someone to man radio (use base station which has longer range to contact emergency services) and/or telephone.
- b. Keep notes of events, actions, times.

### **EXTRA HELP**

There may be an unused club boat available. Additionally there may be members who own RIBs who, provided they are experienced and suitably equipped, could act as patrol boat crews. BUT care must be taken: inexperienced boat handlers can make situations worse. In bad weather they might themselves become casualties.

If the situation requires you should:

- a. Request additional patrol boats.
- b. Consider asking for support from Harbour staff (01983 760321).
- c. Ascertain whether you have a doctor or nurse present to help with returning casualties.

### **RECEPTION OF RETURNING SAILORS AFTER MULTIPLE CAPSIZE**

Ensure members on shore are mobilized to receive returning sailors.

Nominate someone to log in all returning sailors and patrol boat crews.

Check for injuries. If ambulance required dial **999** and ask someone to await its arrival by the road.

Anyone who has ingested a significant amount of salt water must be sent to hospital immediately.

### **RECEPTION OF SERIOUSLY INJURED SAILOR**

- a. Phone for ambulance - **999**.
- b. Arrange for someone to be on relevant slipway to await arrival of injured person.
- c. Ensure access gates are open for ambulance staff access.



- d. Ensure someone is positioned on road to meet ambulance staff.
- e. Ensure next of kin (if known) are informed that accident has occurred and ambulance attending. (A membership list with additional contact details can be found in the store room in top left filing cabinet drawer under 'Contact Details'.)
- f. Update all concerned, in particular Chief Race Officer.
- g. Keep notes of events, actions taken (and by whom), times, etc. and make sure these are kept safe and filed with report.

## **5. AFTER ANY INCIDENT**

Complete accident/incident report (in kitchen cabinet with First Aid box) and file in filing cabinet under "Accident Reports".

If a casualty refuses further treatment against advice, make a note of this in the accident report.

### **FOLLOW-UP**

Monitor casualty progress at St Mary's Hospital - 01983 524081.

Keep in touch with casualty's home/next of kin to assure them that YSC is concerned for their welfare.

Ensure that Club Commodore or other Club Officer is aware of the incident.

### **PRESS/PUBLIC RELATIONS**

In the event of a major emergency, it will not be long before the press start asking questions. **It is advisable not to talk to them.** The RYA PR helpline and the Harbour Master should be kept inform