

ANNEX D TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

SAFETY INFORMATION

**THIS ANNEX CONTAINS IMPORTANT INFORMATION FOR ALL MEMBERS
PLEASE READ IT!!!**

Before going on the water make sure you are familiar with this plan and are aware of health and safety risks around the Club. You must also familiarize yourself with the roles of the Race and Safety Officers. The Health & Safety Management Plan is regularly updated and is available in a folder in the Clubhouse

Risk Awareness

There are risks to life and limb around the Club as well as on the water. There are risks from slipping, tripping, falling, collision or crushing posed by manoeuvring cars and boats, parked boats, slipways, tie-down wires, wet floors and unexpected obstructions. These risks can only be managed and cannot be eliminated. Be aware of these risks. Before any major event a risk assessment will be conducted and suitable risk management instigated.

Safety Plan for organized sailing events involving dinghies

This plan is to be used for Club organized sailing events involving dinghies and other light sailing craft (referred to as 'boats' hereafter); it may be amplified by a specific safety plan for larger or unusual events. This document must be read in conjunction with the particular event sailing instructions (if any).

Definitions

Event Organizer means that person responsible for overseeing the running of the Event, including safety aspects. The Event Organizer may be the Race Officer or Officer of the Day where there is a race or some other person designated as such at training events (Training Officer).

Safety Officer means the person in charge of the Safety Boat at that Event.

Event means an event organized by the Club involving dinghies and other light sailing craft such as a race, regatta, Club organized recreational sailing, cruises in company or training course, etc. It specifically does not include any events organized only for cruiser members as the skipper of each cruiser is deemed to be responsible for the safety of his/her boat and crew.

Event Area means the area on the water within which the Event is being held. This is likely to be indicated on the board in the Race Office (RIB Shed)
For normal Club races this is likely to be the Normal Sailing Area.

Normal Sailing Area means the close vicinity of the area around Agios Georgios Harbour and enclosed by the south shore, Yerisos Island and the arc of any racing marks laid by the Club.

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Participants mean those persons participating in the Event.

Clubhouse means the Clubhouse at Peyia currently used as such

RIB Shed/s means the RIB Shed/s currently used to house the safety boats etc at Agios Georgious.

Before Going On the Water

Event Organizer to ensure that he /she has read and understood the information relevant to the event published and displayed in the **RIB Shed** and that the **Event** sign on sheets are available at the event.

Event Organizer to ensure that where the **Event Area** is out with the **Normal Sailing Area** it is clearly shown on a board at the event.

Event Organizer and **Safety Officer** to ensure that the Club handheld radios are working and that they have ready access to these during the event and agreed a working channel (normally CH 68). If the radios are not working, a system of signalling is to be agreed between the **Event Organizer** and the **Safety Officer**.

Safety Officer is to ensure that he /she has read and understood the information relevant to the event and displayed in the **RIB Shed** and the safety equipment and sufficient fuel is on board the Safety Boat – see Notes for Safety Boat Crews below

Safety Officer to check the crew of Safety Boat have read and understand the information below under Notes for Safety Boat Crews

Participants enter their information on the event sign on sheet.

During The Event

Event Organizer is to keep watch on all boats on the water within the Event Area. In case of a boat getting into difficulties on the water the **Event Organizer** to communicate with **Safety Officer** by radio or visually should the radios fail.

Safety Officer is to keep a watch on all boats on the water within the Event Area and to communicate regularly with the **Event Organizer**.

Participants coming ashore to sign off on the event sign on sheet as soon as possible.

At The End of the Event

Event Organizer is to keep watch on all boats remaining on the water within the **Event Area** until the Safety Boat returns to shore.

Safety Officer to ensure that all junior sailors within the **Event Area** not accompanied by a parent, or by someone acting in loco parentis, and all Club boats return to shore and stop sailing by giving instruction to that effect, if necessary.

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Safety Officer is to inform any remaining boats within the **Event Area** and within the **Normal Sailing Area** that the Safety Boat is going ashore, thus ending safety cover.

Participants coming ashore to sign off on the event sign on sheet as soon as possible.

Event Organizer is to:-

- a) ensure that all juniors are ashore unless accompanied by a parent, or someone acting in loco parentis
- b) ensure that all Club boats and Safety Boats are ashore.
- c) ensure that boats on the water account for any trolleys left on the beach and east of the harbour at boat storage area.
- d) liaise with the Safety Officer re the implementation of a), b) and c) above.
- e) Check that participants have signed off on the event sign on sheet. If not ensure that their boat is either ashore or is one of those choosing to remain on the water without safety cover.

Emergency Situations

Event Organizer and/or **Safety Officer** is to decide whether or not to involve the emergency services - use mobile telephones or radio (Channel 16) to contact the Coastguard or other emergency services as appropriate. Once Channel 16 has been used, all safety boats and the **Event Organizer** should continue to use that channel until stood down by the Coastguard.

A list of emergency contact numbers is available in the **RIB Shed**.

In the interests of safety it is extremely important that all participants at any Club organised event co-operate fully in ensuring they sign on the "sign on" sheet before they go on the water and "sign off" when they come off the water.

Involvement of Children

All children under 18 (unless taking part in a formal training course) must be accompanied by a parent/guardian or a responsible adult (i.e. a person 18 or over) who is in loco parentis for the child (ren).

It will not be acceptable for parents to drop their children off and assume that the person organising the event is automatically responsible for the welfare of unaccompanied children.

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Using Club Radios

The Club have VHF Radios. CHANNEL 16 MAY BE USED TO CONTACT THE COASTGUARD IN CASE OF EMERGENCY – HOWEVER, IT MAY BE QUICKER TO TELEPHONE THEM via 112.

When possible the Event Organizer and Safety Boat Crews should monitor Channel 16 after notification of an incident and also the working channel

CONTROL	
Turn On Press	Button on Top
Turn Off Press	Button on Top
Working	
Channel	This is Ch 68
D/W	
Select Channel	Up and Down Arrows
Lock keys	Press and long hold
Transmit	Press and hold key on LHS
Squelch	
Transmit Power	Press
CHANNEL 16 IN EMERGENCY	

NOTES FOR SAFETY BOAT CREWS

Conditions of Use of Club Safety Boats

Except in emergency properly qualified members may only use the Club Safety Boat when on Safety Duty Rota.

The boats are rated for maximum 6 adults and for use in wind strength not exceeding Beaufort Force 6 or waves higher than 4m and in day light only. It is to be used only within the normal sailing area. Any use out with this area requires a specific risk assessment by a competent person and appropriate permission by the committee.

In emergency situations crews should not endanger themselves or the boat – in these situations assistance should be requested immediately from the Coastguard and all involved should switch to Channel 16

All members are encouraged to undertake appropriate training courses.

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The Boats

There are two boats used for Safety cover 1) Safety Sinka and 2) Safety Koula. There are log sheets for the boats kept within the RIB sheds, this log should be completed before/during and after each use, any faults requiring urgent attention should be brought to the attention of the RIB Manager and Rear Commodore Sailing. Minor faults should be logged and will be dealt with in due course.

Pre – Launch Checklist (provided in RIB Shed)

1. Load equipment:

Handheld VHF (from Officer of the Day), use channel 68 except in emergency when CH 16 should be used to call the Coastguard)

Fuel - tank on board boat (check to ensure sufficient for duty)

Anchor and warp – kept in boats

Bailer, Paddles, Towing Bridle,

Towropes, Knife, Tool Kit, 1st Aid Kit, Survival Bag and Spare Kill Cord.

2. Check propeller securely fixed and steering working. Check electric tilt working (switch battery isolator to 'on').

3. Before launching insert starter key and kill cord.

Launching the boats

Ensure engine is raised.

Launching requires a minimum of 3 adults.

When launching in shallow water, paddle out into sufficient depth that the engine can be lowered fully before starting. If launching into waves it may be necessary to warm the engine ashore using the flushing muffs before launching.

Please allow the engine to warm up for at least 2 minutes at low revs, except in emergency.

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Recovering the boats

When recovering in shallow water, stop and raise the engine and paddle to the trailer. Recovery requires a minimum of 3 adults.

When recovering the boat onto its trailer make sure that the ratchet is properly engaged, once the boat is on the trailer engage safety hitch and release ratchet until safety chain takes strain.

Once ashore, remove and put away all equipment, then hose the boat, taking particular care over the running gear of the trailer and tow vehicle. The engine should also be flushed after each use, either using the flushing muffs with the engine running or using the flushing port of the engine without running the engine. Write-up the boat log and sign off.

Thursday and Saturday Safety Duties

There will be a roster for recreational sailing safety duties and it will be the duty of the Safety Boat Coxwain and crew to be ready and on the water before dinghies launch and to check that dinghies are safely ashore before recovering the Safety Boat.

Adults sailing their own dinghies may of course launch and sail at any time; adults and juniors using club boats may not do so unless there is a Safety Boat on duty. Juniors may only sail if there is a parent or person in loco parentis present, either ashore or afloat, for juniors sailing their own boat, it is the responsibility of their parent to decide whether it is safe for them to sail.

If the Safety Officer decides that conditions are or have become too rough for safe sailing he/ she must inform all sailors present that safety cover will be withdrawn, then allow sailors time to return to shore before recovering the Safety Boat. Adults in their own boats may continue to sail but must be told that safety cover is being withdrawn.

Racing Safety Duties

No Club racing may take place without a Safety Boat on duty, with a minimum crew of 2.

For larger and open events a separate safety plan will be produced and communicated to all involved with the running of the event on the water.

Assisting dinghies

The first responsibility of the safety crew is the safety of helms and crews. The Safety Officer has ultimate authority during a rescue and those being rescued must accept his/ her decisions. When conditions result in one boat requiring help it is likely that others will also need help, therefore rescues must be carried out as swiftly as possible.

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It may be necessary to rescue the sailors and abandon the boat until there is time to return.

In the event of a capsize the following points should be borne in mind:

- a) Ensure all crew are safe, do not close in too quickly, crew can normally right the boat themselves and will wish to do so. If anyone is thought to be under the dinghy right it as quickly as possible.
- b) If the crew is unable to right the boat themselves then give assistance. If the crew are cold and/ or injured it may be best to take them ashore. In this case, if possible attach a "crew taken off" buoy to the dinghy. If assisting the crew to right a dinghy, it may be necessary to abandon the attempt if another boat requires help.
- c) Avoid damaging the dinghy's hull and rigging. Normally approach carefully from the lee side, watching out for trailing lines. A dinghy on its side may be righted either by pulling upwards on the mast tip and "walking" it up until the dinghy rights, or by bearing down on the dagger/ centre board. The crew may be able to help. Whichever method is used, make sure that the crew is not between the dinghy and the Safety Boat. A small inverted dinghy can normally be righted by bearing down on the gunwales, larger dinghies with shrouds may be righted by attaching a line to the shroud and allowing it to sink, then backing away slowly until the boat is on its side. In strong winds it may be necessary to lower the mainsail or release it from the end of the boom, depending on the type of dinghy.
- d) Once the boat is righted and the crew on board they should be left to sail to shore.

SESSIONS ARE AVAILABLE DURING THE SAILING SEASON FOR SAFETY HELMS AND CREWS TO PRACTICE RIGHTING AND HANDLING CAPSIZED DINGHIES –
FOR DETAILS CONTACT THE REAR COMMODORE SAILING OR THE TRAINING OFFICER