

## ANNEX M TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

### DEALING WITH AN INCIDENT

**This advice is adapted from RYA guidance to training centres.**

Incidents are rare but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events.

Your first priority is, of course, is to deal with any casualties and the safety of participants and instructors following an incident.

However, once this is done you need a strategy to deal with the authorities and the press.

- Get a statement from competent witnesses
- Remove the key witnesses to somewhere you can talk to them privately
- Try to inform a member of the committee who should then take over from you.....until then:
- Produce a written statement, such as:

*'Paphos International Sailing Club regrets to announce the death of a crew member who..... When and where. Our deepest sympathy to the relatives.*

*A full statement will be issued at xxxx tomorrow' (give yourself time to collate the information). Inform the Club Press Officer who may assist with compiling your statement to the press*

- Don't hold a press conference but decide who will speak to the press if required
- Don't allow well meaning but ill informed members to make public comments
- Try to keep a record of whom you have spoken to, who has contacted you etc
- If the rescue services have been involved the press will have probably obtained some information from them
- If there has been a fatality contact the police who will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is
- Keep any relevant equipment such as lifejackets, logbooks etc
- Find out whether any other reports are required by any other official or statutory body