

## 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 on the web-site or in a folder in the Race Office.

### 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, the harbour wall, 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). Extra 'RYA' rules may apply to training events.

### 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 where there is a race, the Training Officer where there is a training event or some other person designated as such.

**Safety Officer** means the person in charge of the Safety Boat(s) 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. For normal Club races this is likely to be the Normal Sailing Area.

**Normal Sailing Area** means the close vicinity of the area around Fortrose Harbour and enclosed by the north shore and the arc of racing marks laid by the Club.

## ANNEX D TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

**Participants** mean those persons participating in the Event.

**Race Office** means the room in the Club House currently used as such.

### Before Going On The Water

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

**Event Organizer** to ensure that where the **Event Area** is out with the **Normal Sailing Area** it is clearly shown on the board in the Race Office.

**Event Organizer** and **Safety Officer** to ensure that the Club handheld or base radios are working and that they have ready access to these during the event and agreed a working channel (normally M1/ 37A). If the radios are not working, a system of signalling is to be agreed between the **Event Organizer** and the **Safety Officer**.

**Safety Officer** to ensure that he /she has read and understood the information relevant to the event published on the website and displayed in the Race Office and that the safety equipment and sufficient fuel are on board the Safety Boat(s) – see Notes for Safety Boat Crews below..

**Safety Officer** to check the crew of Safety Boat(s) 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(s) return 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.

## ANNEX D TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

**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 beaches; east and west of the harbour.
- 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 telephone in the Clubhouse or radio (Channel 16) to contact the Aberdeen 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 in the **Race Office**.

In the interests of safety it is extremely important that all participants co-operate fully in ensuring they sign on the sign on sheet (usually in the race office) 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 (ie 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.

**Using Club Radios**

**The Club has a VHF Licence for channel 37A/ M1 ONLY. CHANNEL 16 MAY BE USED TO CONTACT ABERDEEN COASTGUARD IN CASE OF EMERGENCY – HOWEVER, IT MAY BE QUICKER TO TELEPHONE THEM via 999. When possible the Event Organizer and Safety Boat Crews should monitor Channel 16 in addition to 37A/M1 by selecting Dual Watch**

<b>CONTROL</b>	
Turn On	Turn “VOL” top right
Turn Off	Turn “VOL”
Working Channel	<b>N1 (This is M1/37A, it is just a quirk of this display)</b>
D/W	Toggle switch for dual watch
Select Channel	Up and Down Arrows
Lock keys	Press and long hold “H/L”
Transmit	Press and hold top half of key on LHS
Squelch	Press– lower half of key on LHS
Transmit Power	Press “H/L” on keypad
<b>CHANNEL 16 IN EMERGENCY</b>	<b>If Radio locked, press “H/L” until unlocked, PRESS RED CH16 KEY</b>

**NOTES FOR SAFETY BOAT CREWS**

**Conditions Of Use Of Club Safety Boats**

Except in emergency members may only use the Club Safety Boats when on Safety Duty, unless permission has been given by a Committee Member.

The boats are rated for maximum 6 adults and for use in wind strength not exceeding Beaufort Force 6 or waves higher than 2m and in day light only. They are to be used only within the normal sailing area (bounded to the East by Chanorny point, to the South by the Skate Bank and to the West by Avoch). Any use outwith these limits of conditions and area requires a specific risk assessment by a competent person and the permission of a Committee Member

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

All members are encouraged to undertake training – courses and refresher sessions are available, please contact the Training Principal for details.

## **The boats**

The boats are two 5 metre Humber Assault RIBs, Beauly (50hp outboard engine, new in 2010) and Ness (40hp outboard engine, new in 2007). There is a logbook for each boat kept in the Race Office, these logs should be completed after each use, any faults requiring urgent attention should be brought to the attention of the Safety Boat Convenor, Ken Ferguson. Minor faults should be logged and will be dealt with in due course.

To ensure even usage, when only 1 boat is required, Ness should be used on weekdays and Beauly on weekends.

## **Pre – Launch Checklist**

1. All the building keys required are on the colour-coded keyrings kept in the clubhouse key cupboard.

2. Unlock padlock/ chain.

3. Load equipment:

Handheld VHF (kept in Race Office, use channel M1 except in emergency when CH16 should be used to call HM Coastguard)

Fuel - from fuel store at end of harbour wall. (If fuel is getting low, please inform Bryan Smith)

Anchor and warp – kept in boats.

From Side Store: “Crew taken off” buoy x 2, Bailer, Paddles, Towing Bridle, Towropes, Throw bag, Knife, Polybottle containing: Flares, Tool Kit, 1<sup>st</sup> Aid Kit, Survival Bag, Spare Kill Cord.

4. Check propeller securely fixed and steering working. Check flushing connector has been reconnected to the blanking plug. Check electric tilt working (switch battery isolator to ‘on’).

5. 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.

## ANNEX D TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

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

### **Recovering the boats**

When recovering in shallow water, stop and raise the engine and paddle to the trailer. Recovery requires a minimum of 4 adults.

When recovering the boat onto its trailer make sure that the ratchet is properly engaged, once the boat is on the trailer tie the winch handle off to the trailer.

Once ashore, remove and put away all equipment (except the anchor which should be flaked on the deck in front of the steering console), then hose the boat, taking particular care over the running gear of the trailer. The engine should also be flushed after each use, either using the flushing muffs with the engine running or using the flushing port at the side of the engine without running the engine.

Note the engine hours and write-up the boat log

### **Friday Evening Safety Duties**

In 2012 there will be no shore-based organizer rostered for recreational sailing. It will be the duty of the Safety Boat 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 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.

## ANNEX D TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

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 gunwhales, 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 TRAINING PRINCIPAL.