

## SAFETY INFORMATION FOR MEMBERS, RACE OFFICERS, EVENT ORGANIZERS, SAFETY OFFICERS & ROWING COXES

### THIS DOCUMENT CONTAINS IMPORTANT INFORMATION FOR ALL MEMBERS - PLEASE READ IT!!!

Before going on the water or undertaking Race Officer, Event Organiser, Safety Officer or Rowing Cox duties, make sure you are familiar with this document and are aware of health and safety risks around the Club. The Health & Safety document (of which this is an annex) is regularly updated and available on the web-site or in a folder in the Race Office; it contains **standing risk assessments** for the Clubhouse, Harbour, Sailing Area and for Rowing.

## SAFETY PLAN FOR CLUB SAILING EVENTS

This guidance is to be used for **routine** Club organised sailing events for members; specific safety plans will be prepared for larger open events or for other activities such as Club cruises in company. For routine Club racing standard racing instructions are available as a download on the website. Extra 'RYA' rules may apply to training events and these are detailed in the Recognised Training Centre handbook available in the Race Office and maintained by the Training Principal.

## DEFINITIONS

**Event Organiser** means that person responsible for overseeing the running of the event, including safety aspects. The Event Organiser may be the Race Officer where there is a race, the designated Instructor or Coach where there is a training event or some other person designated as such. For recreational sailing, training or coaching the **Event Organiser** and **Safety Officer** can be the same person. The minimum age to be an event organiser is 18 years old.

**Safety Officer** means the person in charge of the Safety Boat(s) at that Event. The minimum age to be a Safety Officer is 18 years old.

**Assistant Safety Officer** means the person on the Safety Boat(s) that assists the safety officer. For recreational sailing, racing and training, the club policy is that any boat with safety responsibility will have a crew of 2 (Safety Officer & Assistant Safety Officer); for coaching, the head coach may waive the requirement for an assistant. The minimum age for an Assistant Safety Officer is 16 years old.

**Event** means a routine event organised by the Club for members such as a race, Club organised recreational sailing or training courses.

**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.

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

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

**Rowing Cox** means the skipper of their cox (whether or not they are actually on the helm). The minimum age for a Rowing Cox is 18 years old unless there is safety cover when it can be reduced to 16.

## **FOR ALL MEMBERS**

**Please remember that the decision to go on the water lies totally with the participants and be aware of the Rules of Racing number 4 which states 'The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.' You should ensure that your boat is seaworthy.**

### **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. **The standing risk assessments contain more detail.**

### **Conduct**

All Club members are expected to:

- Cooperate with responsible Club appointees on health and safety matters;

- Not interfere with anything provided to safeguard their safety;

- Take reasonable care of their own health and safety and that of others in their vicinity who may be affected by what they do or not do;

- Report all health and safety concerns to the Event Organiser or any committee member;

- Correctly use all equipment provided by the Club.

### **Involvement of Children**

All children under 18 years old (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 organizing the event is automatically responsible for the welfare of unaccompanied children.

### **Before Going On the Water**

Enter your information on the event sign-on sheet.

### **At the End of the Event**

Sign off on the event sign-on sheet as soon as possible after coming ashore.

### **Use of Club owned boats**

Club owned boats (the training fleet) may be used by members only when safety cover is available. The Teras, Topaz and Wanderers are to be fitted with masthead floats unless instructions to the contrary are given by a Club instructor or Coach during training.

### **Recreational sailing during Racing**

Members who would like to benefit from safety cover while racing is scheduled but do not intend to race should make their intentions known to the Race Officer and sign-on and off as normal but annotate the sheet as 'not racing'. They should agree the area to sail in with the Race Officer and be aware that safety cover will be withdrawn at the end of racing (which means that any club owned boats must return to shore).

## **SAFETY INFORMATION FOR EVENT ORGANISERS & SAFETY OFFICERS**

### **Dispute by Members of an Organiser's Decision to Abandon an Activity**

Should an organiser judge that the situation carries unacceptable risk, the activity is deemed to be cancelled as a Club activity and all Club equipment must be withdrawn. Should individual adult members decide, having been informed of this decision, that they wish to continue the activity using their own equipment, they cannot be prevented from doing so but must understand that they do so totally at their own risk. Should there be juniors (i.e. members under the age of 18) who also wish to continue, the organiser should make his or her concerns known to the parent or guardian (or person acting in loco parentis) who must then decide whether or not the junior can continue.

### **Before Going on the Water**

**Event Organiser** to ensure that they have 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. The Event Organiser should conduct a brief risk assessment of the sailing conditions and use their own judgement whether or not to proceed consulting the safety officer if required. A decision to cancel the event should be recorded by the Event Organiser on the results sheet or sign-on sheet as appropriate.

**Event Organiser** is to hold a briefing with Safety Crews and participants to cover conditions, safety priorities, the area to be covered by the safety boat, limitations etc and to allow for questions of clarification.

**Event Organiser** 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 Organiser** and **Safety Officer** are 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 Organiser** and the **Safety Officer**.

**Safety Officer** to ensure that they have 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 Extra Notes for Safety Boat Crews below.

**Safety Officer** to check the crew of Safety Boat(s) have read and understand the information below under Extra Notes for Safety Boat Crews.

**Encourage participants** to enter their information on the event sign-on sheet.

### **During the Event**

**Event Organiser** 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 and the safety crew does not respond, the **Event Organiser** to communicate with **Safety Officer** by radio or visually (display board with R) should the radios fail.

In the event that the safety boat is overwhelmed with boats requiring assistance and the **Event Organiser** has concerns for the safety of crews, the Event Organiser should not hesitate to alert the Coastguard (see **Emergency Situations** below).

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

During racing, if the Event Organiser (Race Officer) decides to **abandon** racing they will raise the "N" flag and make 3 long sound signals. The **Safety Crew** should repeat the sound signal using a trump or whistle until they can see that all boats are reacting.

### **At the End of the Event**

**Event Organiser** 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.

**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.

**Encourage participants** coming ashore to sign off on the event sign on sheet as soon as possible.

**Event Organiser** is to:

- Ensure that all juniors are ashore unless accompanied by a parent, or someone acting in loco parentis;

- Ensure that all Club boats and Safety Boats are ashore;

- Ensure that boats on the water account for any trolleys left on the beaches; east and west of the harbour;

Liaise with the Safety Officer re the implementation of the above;

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 Organiser** and/or **Safety Officer** is to decide whether or not to involve the emergency services – using their mobile phone (999 or 112) 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 Organiser** should continue to use that channel until stood down by the Coastguard. Earlier rather than later contact with the Coastguard is preferable.

The Aberdeen Coastguard routine number is **01224 592334**.

Information on dealing with a serious incident is available in the Health & Safety Management Plan folder in the Race Office.

If a Club officer is on hand they may decide to take over the management of the incident.

### **SAFETY INFORMATION FOR ROWING COXES**

As the cox, you are the skipper of your skiff. You should be aware of the risk assessment at Annex D but you will need to assess risk on the day. The kitting list for the skiff is at Annex K. The greatest risk to the crew is a capsize. The guidance is for the Cox to avoid unsuitable conditions even when racing and especially where coxswain or crew are less experienced. The Cox is to minimise broadside exposure to larger waves by careful alteration of course and building up speed before commencing a turn and judging the moment to turn by observation of wave pattern. It is prudent to steer into larger waves. Cox is to ensure appropriate emergency signalling devices are included in the safety kit. Cox is to ensure, where no safety cover is available, that a Personal Locator Beacon (PLB) is carried by one member of the crew who knows how to use it.

All participants are to ensure, in the event of capsize that lifejackets failing to automatically trigger are manually or orally inflated. Cox to ensure crew work as a team to balance the skiff during and after shipping water. Cox to ensure hand-held VHF radio is attached to one person in the boat who knows how to use it. It is recommended to carry a second VHF secured to the boat. All participants to ensure, in the event of capsize where no safety cover is available, that a MAYDAY call by VHF channel 16 and or trigger the PLB is actioned. If MAYDAY call is unacknowledged orange smoke should be deployed to indicate distress. All participants to ensure that, in the event of capsize where safety cover is available, that immediate contact is made with the safety boat by VHF. All participants to ensure that, in the event of capsize, all crew stay together and with the skiff. The one exception is where it is possible to easily (due to proximity, depth and wind and tidal conditions) reach shore, in this case all should proceed together to shore. Distance is often deceptive and staying with the skiff is almost always going to be the best option.

## **EXTRA 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 8 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 Chanonry 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 & equipment**

The safety boats are stored on the harbour hard standing. They are padlocked to a chain. The padlock key is kept in the wall cupboard in the race office, as is the key to the petrol store (underneath the starter's box) and the key to the outside store where the safety boat equipment is kept. These keys are all on the large wooden key ring. Handheld VHF radios and the base station are kept in the race office.

The boats are two 5 metre Humber Assault RIBs, Beaulieu (50hp outboard engine, new in 2010) and Ness (40hp outboard engine, new in 2016 – hull 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. 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 Beaulieu on weekends.

### **Preparation & Launching**

Kitting List is at Annex J. Launching requires a minimum of 3 adults. Check boat log in race office for any minor faults. Check flushing tube is connected to engine. Stowage – stow first aid kit under seat, other items in bow/ tied to handholds etc, not cluttering the rear of the boat. Check bungs in – anchor well and aft bilge well. Connect fuel tank, loosen fuel tank breather. Bubble fuel before starting. Fit keys and kill cord before launching. Consider pre-warming engine on muffs if launching with onshore wind. Engine up for launching, down for starting sufficiently that cooling water provides a 'tell tale'. Test kill cord on the water by pulling out. Radio check with race officer/ event organiser. When launching in shallow water, paddle out into sufficient depth that the engine can be lowered fully before starting. Please allow the engine to warm up for at least 2 minutes at low revs, except in

emergency. **Always connect and wear the kill cord – normally around the right leg.**

**Tell RO/Organiser when you are launched, engine started and safety boat "on duty"**

### **Communication**

The Safety Boat should remain in a position where the crew can clearly see all the boats on the water and maintain communication with the Race Officer or Event Organiser using the Club's VHF radios. Whatever the position of the Safety Boat, the Crew must be aware of the position of all boats on the water. The Race Officer and Safety Officers will maintain contact by VHF radio. Alternatively, the Race Officer will fly International Code Flag "R" or the "RESCUE" board – red "R" on yellow background - when they wish to give instructions to the Safety Boat Crew.

### **At end of duty**

Check with Race Officer or Event Organiser that all clear to recover ashore. 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. Fuel line over seat back. Flake anchor warp on foredeck. Radios to be switched off, rinsed and dried then put in charger unit. Engine down, centre engine. Flush engine, reconnect flushing tube (do not run engine with flushing tube connected!). Hose boat and trailer. Fit cover. Remove boat keys, lock trailer chain. Enter engine hours in boat log, enter any issues/minor faults.

**If a fault is serious as well as noting in log book, please tell the safety boat convener or a committee member.**

### **Recreational Sailing Safety Duties**

It is 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.

Participants wanting safety cover should attend the event briefing. Adults and juniors using club boats may not launch 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/loco parentis 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 they 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 dinghy helms and crews. Vessels other than dinghies taking part in Club events may be assisted but only once the Safety Officer is satisfied that all dinghy helms and crews are safe. The Safety Officer has ultimate authority during a rescue and those being rescued must accept their 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. 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:

Respond rapidly to ascertain all crew are safe, but then 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.

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 urgent help.

Avoid damaging the dinghy's hull and rigging (beware of the recover eyelet on the bows of the RIB which can do considerable damage if it comes in to contact). 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 across the hull of the boat to a shroud then pulling backwards until the boat is righted. Care should be taken to keep pressure on the towline otherwise the dinghy may invert again. 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.

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 PRACTISE RIGHTING AND HANDLING CAPSIZED DINGHIES – FOR DETAILS CONTACT THE TRAINING PRINCIPAL.**

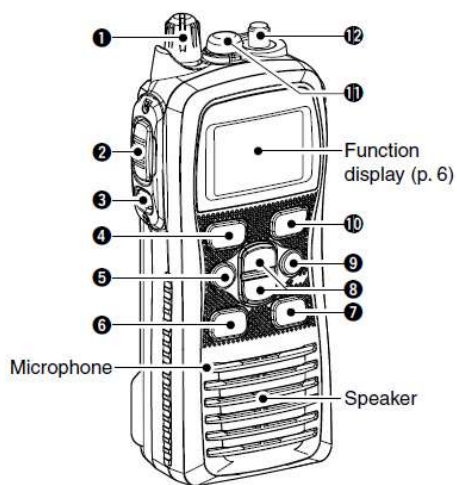


## Using Club Radios

**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 or 112. When possible the Event Organiser and Safety Boat Crews should monitor Channel 16 in addition to 37A/M1 by selecting Dual Watch**





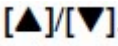


### Instructions for Club handhelds:

**Club default settings are: Channel 37A (= Marina 1), high power, squelch 01, functions locked (Marina 2 is channel P4)**



#### AFTER USE:

Turn off  
Rinse in fresh water  
Dry  
Return to charging cradle

Turn on	Rotate VOL (1) clockwise
Adjust volume	Rotate VOL(1) fully clockwise
To transmit/receive	Hold down PTT (2) to transmit; release to receive
To unlock/lock set functions	Toggle  (9) for one second to unlock/lock - NB  bottom left display = locked
To change power	Push  (9) to cycle between LOW, MID & high - NB no indication displayed for high power
To set squelch (unlock first)	Press & hold  (3) adjust squelch with  (8). Use lowest number without carrier noise
To change channel (unlock first)	Use  (8)
For Channel 16 (unlock first)	Press  (4) briefly
Turn off	Rotate VOL (1) fully anti-clockwise to click

**Instructions for the Club base station in the Starter's Box**

Turn On	Press and hold <b>VOL/PWR</b> for 1 second
Turn Off	Press and hold <b>VOL/PWR</b> for 2 seconds
Working Channel	Rotate large knob to select <b>N1</b> (Marina 1/channel 37A)
Volume	Rotate <b>VOL/PWR</b> as required
Squelch	Rotate <b>SQL</b> fully anti-clockwise then clockwise until 'hiss' disappears
Transmit Power	Toggle the <b>H/L</b> between 1W & 25W – 1W shows 'LO'
Transmit	Hold down <b>push-to-talk</b> on side of microphone
Dual watch	With N1 selected, press <b>DW(IC)</b> to also monitor Channel 16 (transmissions will only be made on N1). Press <b>DW(IC)</b> again to deselect dual watch
<b>CHANNEL 16 IN EMERGENCY</b>	In an emergency requiring outside assistance, press the red 16/9 key on either the set or microphone to select channel 16 in high power. The coastguard callsign is 'Aberdeen Coastguard'. To revert to the previous channel rotate the large knob until selected

Hints:
The digital selective calling (DSC) features of the radio are not enabled; ignore any warnings to this effect on the display
The club is licensed by Ofcom as a Coastal Radio Station. We are only normally allowed to transmit on Marina 1 (a.k.a. channel 37A) & Marina 2 ( <b>N1 &amp; N2</b> on the display )
Whenever possible select dual watch to monitor channel 16 for any emergencies in the local area to which the club may be able to respond.
In an <b>emergency</b> , all concerned should work on channel 16 unless told otherwise by the Coastguard
Chanonry Sailing Club is at 57°34'.7N, 004°08'.1W Postcode IV10 8TP