SAFETY & EVENT MANAGEMENT PLAN

Open Dinghy and Skiff Regatta
incorporating Musto Skiff and Laser Traveller

Sat 4th and Sun 5th August 2018

Chanonry Sailing Club, The Harbour, St. Andrew's Walk, Fortrose, IV10 8TP

www.chanonry.org.uk

SITUATION We sail in one of the most beautiful and safest coastal venues in Scotland. We have an excellent safety record, based on the principle of boat skippers being responsible for their own decision to go to sea. Nonetheless, it is possible that circumstances arise which will require coordinated efforts of the safety team in order to ensure we maintain this record. Hopefully this will not occur, but it is appropriate to be prepared. **RISKS** Risks shall be assessed by the Race Officers and Lead Safety Officer on the morning of the event at **10:45 Saturday** and **09:00 Sunday** according to Appendix 1. In addition to the normal risks expected with club racing, the Event introduces the following additional challenges: • A larger number of participating boats in very similar classes. • Difficulties of varying experience among all competitors. Some of these competitors may be semi-professional, some barely experienced and some may be youths or juniors participating in a Regatta for the first time. • Children get colder much quicker than adults. If in doubt, get them to a warmer environment. • Changing weather conditions and a distance from shore. • Possible gaps in communication cover using handheld radios. This document should be read with the Notice of Race and Sailing Instructions.	**ACTION**
MISSION The mission of the Event Safety Team is to provide effective safety support to competitors on the water.	
EXECUTION **PRE-EVENT DAY**	
The Sailing Secretary will produce the Notice of Race, Sailing Instructions, sign-on/off sheets and event publicity.	**Sailing Secretary**
The Sailing Secretary will nominate appropriate club members to run the event and alert the Safety Boat convenor, the fuel monitor, the radio monitor and Training Principal to check that club equipment is serviceable and available. The Sailing Secretary will task a club member to prepare the inflatable orange pyramid buoy. The Sailing Secretary will approve this safety & event management plan.	**Sailing Secretary** (+Safety Boat convenor, radio monitor, Training Principal)

SAFETY & EVENT MANAGEMENT TEAM

Function	Saturday	Sunday	
Ashore			
Registration & Results processing	Hanako Cameron Ben Yeats	TBC	
Beachmaster	TBC	TBC	
Afloat – Committee Boat			
Race Officer • Race management • Safety coordination	Richard Evans	Richard Evans	**RO**
Assistant Race Officer x 2	Steve Bramwell Colin Chandler	Steve Bramwell Colin Chandler	
Committee Boat & Skipper/Timekeeper	Cliff Furlong Laurence Watkins	Cliff Furlong Laurence Watkins	
Lead Safety Officer	Helen Jenner	Helen Jenner	
Afloat - RIBS			**Rib Crews**
Lead Safety boat (RIB)	Helen Jenner (LSO) David Cameron (ASO)	Helen Jenner (LSO) David Cameron (ASO)	**Wiz**
Safety Boat 2 (RIB) (flying dayglow flag)	Donnie McLeod (SO) Calum Pearson (ASO)	Donnie McLeod (SO) David Vincent (ASO)	**Beauly**
Safety Boat 3 (RIB)	James Dargie (SO) Alison Parfitt (ASO)	James Dargie (SO) Marisa Astill-Brown (ASO)	**Ness**

EVENT DAY – PRE START

The RO and RIB crews will meet at **11:00** hrs in the club room to confirm that all preparations are in place and to review the weather and the forecast. At this point the RO will decide to start the event as notified, postpone the start or if the weather or forecast is deemed unsuitable, abandon racing for the day. The RO will take particular heed of winds forecast to be F5 or greater or if reduced visibility is forecast during the anticipated duration of the races. The RO may also opt to alter the course – this constitutes a change in the Sailing Instructions and must therefore be posted at least 60 minutes before the race start. The RO will cover these points when briefing the safety crews. **RO RIB crews**

The Sailing Secretary will ensure that entries are taken in the Race Office from **11.15** hrs. The Beachmaster will keep a running total of numbers of 'souls' entering including crews on Committee Boat and RIB crews. **Sailing Secretary Beachmaster**

The RO will brief competitors outside the club house on **Saturday at 12:00** hrs; in the event of a postponement the RO will advise competitors of the revised time for it. The briefing will cover factual and safety matters including the direction of course, the intended location of the race marks, the abandonment signal, suggested actions in the event of poor visibility and strong winds. **RO**

During the competitor briefing, the safety boats will launch, test their radios then moor in the harbour. They will remain under the direct control of the RO after race start as dictated by radio connectivity. **Wiz, Beauly & Ness**

At close of entries (race start minus 30 minutes) the Beachmaster will inform Aberdeen Coastguard on 01224 592334 of the event and the total number of boats and 'souls' intending to be on the water. **Beachmaster**

Keeping Tally. The Beachmaster will keep a running total of those still afloat once boats start to come ashore or return to their moorings. **Beachmaster**

Command & Control. A 3-tiered system will be used:

Tier	Responsible Person	Key Safety Responsibilities	
Gold	Race Officer	Decides to start, delay or abandon racing. Keeps tally of competitors on the water and coordinates deployment of safety boats on the water for the period before, during and after racing in conjunction with the lead safety boat helm. Ensures control of shore based activities in event of a major incident. Coordinates the deployment of RIBs on the water after race start.	**RO**
	Beachmaster	Fleet launching: informs Aberdeen Coastguard that we are sailing and how many boats/people are on the water. Boats safely ashore: informs Aberdeen Coastguard that all safely accounted for and ashore. Summons ambulance if required. Initiates MAYDAY or PAN-PAN call to Aberdeen Coastguard if external assistance is required on the water.	**Beachmaster**
Silver	Safety Officer	Monitors radio communications and in particular those involving safety boat crews. In discussion with the RO agrees the need to initiate MAYDAY or PAN PAN call to Aberdeen Coastguard if external assistance is required on the water.	**LSO**
Bronze	Safety Boat (RIB) Helms	Maintain a good lookout and respond to competitors requiring assistance. Communicates with the Safety Officer on progress with each incident where competitors require assistance.	**RIB Crews**

Communications. The working channel will be Marina 1/37A with all sets on **high power**. The Race and Lead Safety Officers will monitor Channel 16 on dual watch whenever possible. In the event of any incident when external help is required, the Lead Safety Officer in discussion with the **Race Officer will initiate the requirement to make the appropriate emergency call to the Coastguard**.

RO and LSO

Beachmaster

SAFETY PLAN - LEVELS OF ESCALATION.

LEVEL ONE

When racing crews push boats to their limits and capsizing is reasonably common. Safety Boats need not race to a capsized boat immediately if the appropriate number of crew can be seen. Attend promptly if there are any doubts concerning the safety of crew. Confirm attendance at a boat with the Safety Officer on the current operating channel.

LEVEL TWO

Should 66% of the available safety boats be assisting in a rescue the Race Officer is likely to discuss the situation with the Safety Officer and consider whether the capacity of the safety cover is about to be overwhelmed. An instruction to begin removing crew from stricken boats may be imminent. Abandonment of racing may occur, at the discretion of the Race Officer.

LEVEL THREE

If the Race Officer believes that the capacity of the safety cover is about to be overwhelmed an instruction will be given to take crew only from stricken boats and abandon vessels. Racing will be abandoned by the Race Officer.

▪ Signals will be given on Channel 37, with the instruction **'Remove, Remove, Remove'** transmitted. ▪ At this point the Beachmaster will inform Aberdeen Coastguard of the situation and, **if appropriate**, assistance from the RNLI requested. ▪ When removing crew, it is necessary to mark the vessel as evacuated by tying 'crew taken off' marks to the pintles and gudgeons of the rudder. ▪ The Race Officer will designate safety boats to assist with the transfer of crew to Fortrose Harbour or other safe vessel. Should anyone require first aid or medical assistance, Safety Boat Helms should communicate with the Safety Officer on Channel 37 and they will be given priority on getting to the harbour.	
RIB Equipment. The RIB crews should prepare their boats in accordance with the standing club RIB instructions and list in the Side Store with the following additions for Beauly & Ness: Two handheld radios per boat Flag 'S' (Beauly only – from the Regatta set) All 3 RIBs should carry an emergency rations pack (water & chocolate – to be handed-out by the RO at the safety crew briefing) and extra Fuel as detailed below **Fuel.** In addition to a full main tank on launching, Beauly and Ness should carry a full spare tank; and Wiz should carry 10 litres of reserve fuel in club cans as well as her normal reserve of 12 litres. RIB helms should be aware that any towing activities can triple normal fuel consumption.	**RIB Crews** **RO** **RIB Crews**
DURING THE RACE The RO will broadcast the details of dinghies that start for the benefit of the LSO and RIB crews. The RO will order the disposition of the 3 RIBs. The general disposition will be one RIB near the windward marks, one near the leeward marks and the third at 'mid field'.	**RO**
RIB Reaction. RIBs should react to any incident they observe unless they believe there is another RIB in a better position to do so in which case they should report their observations to the RO. When reacting to an incident, the RIBs should give a brief 'situation report' to the RO. In the event that any RIB requires assistance, they should call the RO and failing that the LSO.	**RIB Crews**
Dealing with Casualties. The priority is to assist people, not boats. It is highly unlikely that the RO will release RIBs to undertake towing while the event is ongoing. Therefore, RIBs should be prepared to take-off casualties and fix a 'crew taken off' buoy to the abandoned boats. If boats are abandoned the RIB crew must inform the RO (possibly via LSO) who will in turn ask the Beachmaster to inform Aberdeen Coastguard on Channel 16. Any casualties requiring medical treatment should be given first aid and landed as soon as possible – this may mean taking them to Avoch rather than Fortrose. If an ambulance is required this should be relayed to the RO who will ensure that an appropriate 999 call is made. While the majority of incidents are likely to involve dinghy crews, the race management team can also sustain injury or be knocked overboard requiring RIB assistance.	**RO**
Unexpected Poor Racing - Weather The RO will signal either race abandonment or shortening of the course: • In the event that the wind drops and it is unlikely that any boat will finish within the time limit. • In the event that the wind freshens to the point where dinghies start to retire and it is clear that the number of dinghies in trouble exceeds the capacity of the safety team to cope in a timely manner, the RO will normally signal race	**RO**

abandonment unless the race is at a stage where it makes more sense to allow it to conclude. Should dinghies retire indicated either by notifying a RIB or by their actions, the RO may need to consider nominating a RIB to act as their shepherd. • In the event that visibility deteriorates to the point where the safety crew collectively are unable to maintain visual contact with the dinghies, the LSO and RIB crews should advise the RO who may decide to signal race abandonment unless the race is at a stage where it makes more sense to allow it to conclude.	
Shorten Course Procedure - Rule 32.2. The Sailing Instructions allow for the course to be shortened by displaying flag S and making 2 sound signals from a RIB, or other boat, at a rounding mark before the first boat reaches the mark. The finish line will be between the mark and the boat displaying flag S or in the case of a gate between the gate marks. Beauly will carry flag S and in the event that the RO decides to shorten the course Beauly should position herself as directed and make the appropriate signals. Should Beauly not be available to do this, the RO will request another RIB to collect the flag and make the signals. The boat on the shorten course finish line should identify each finisher by radio using either boat name or sail number and transmit the word "now" as they cross the line. The RO shall ensure that the recorders note the boat details and finishing time (hours, minutes & seconds).	**RIB Crews**
POST EVENT The Beachmaster will telephone Aberdeen Coastguard once all dinghy competitors are ashore. The RO will release RIBs for recovery when it is clear no safety issues remain on the water. The RO will then verify the provisional results using Sailwave and display them in the clubroom. All other race management issues will be as per the Sailing Instructions.	**Beachmaster** **RO**
KEY POINTS Key to safety at the event will be personal preparation, the maintenance of a good look out and clear communication of what you are seeing and what you are doing.	
DISTRIBUTION: The Sailing Secretary shall distribute the final version of this plan to: Webmaster (for publishing on the website with other event documents & for archive in the club's OneDrive folders) Social Convenor (preparation of emergency ration packs) RIB Convenor Fuel Monitor Radio Monitor RO Member responsible for preparing the inflatable mark The Sailing Secretary shall further distribute the final version of this plan to the Safety & Management Event Team as nominated above	**Sailing Secretary**

APPENDIX 1 - EVENT RISK ASSESSMENT

Event **Open Dinghy and Skiff** Regatta **incorporating Musto Skiff and Laser Traveller**		**Dates** **Sat 4th and Sun 5th August 2018**	
Race Officer Richard Evans		**Safety Officer and Assistant Race Officers** Steve Bramwell Colin Chandler	
	Day 1	**Day 2**	**Comments**
High Water Time and Height	**17:55 BST / 3.6 m**	**06:10 BST / 3.7 m**	
Wind direction/ strength			
Weather conditions (Wind/Wind Chill/ Visibility)			
Sea State (wind against tide)			
Safety cover	**Up to 3 Ribs** **Target Standard RYA 10:1 ratio**		
Briefing Issues			
No. of competitors			
Age of competitors			
Experience of sailors (relative to expected conditions)			
Special considerations (disabilities/medical)			
Types of boat	Various classes and Musto Skiff	Various classes and Musto Skiff	Some sailors potentially less capable in stronger winds

APPENDIX 2A - SAFETY BOAT CALLSIGNS, COMMUNICATION & CAPABILITIES

Callsign	Communication Equipment	Capabilities
RO	Handheld VHF(personal) Mobile 07777670525	
Committee Boat	Fixed VHF Handheld VHF(personal) Mobile 07801762101 + 07592545174	6 kts, RCD B for 6 Overload capacity 12
Wiz	Fixed VHF Handheld VHF (personal)	24 kts, RCD C for 6. Overload capacity 8
Beauly	Handheld VHF x 2	24 kts, RCD C for 8. Overload capacity 10
Ness	Handheld VHF x 2	24 kts, RCD C for 8. Overload capacity 10
Pioner		

	ALL CALLSIGNS TO BE PREFIXIED WITH "CHANONRY" IN CASE OF INVOLVEMENT OF EMERGENCY SERVICES
COMMENTS	

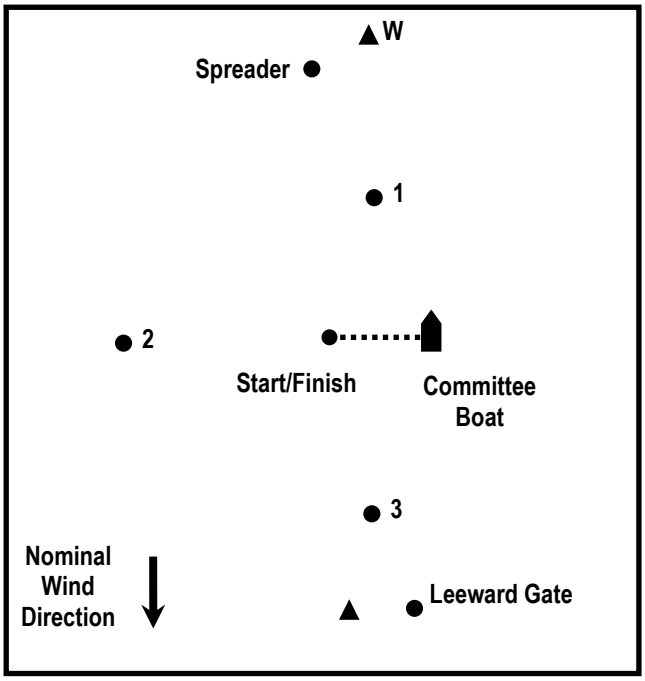
APPENDIX 2B - SAFETY BOAT CREWS

SAFETY BOAT	SATURDAY	SUNDAY	CALLSIGN
WIZ	Helen Jenner (LSO) David Cameron (ASO)	Helen Jenner (LSO) David Cameron (ASO)	**WIZ**
BEAULY (flying dayglow flag)	Donnie McLeod (SO) Calum Pearson (ASO)	Donnie McLeod (SO) David Vincent (ASO)	**BEAULY**
NESS	James Dargie (SO) Alison Parfitt (ASO)	James Dargie (SO) Marisa Astill-Brown (ASO)	**NESS**

APPENDIX 3 – COURSES

Courses are made up of a number of LEGS as described below. The diagram does not indicate the angle between legs of the courses.

Class	Course
Skiff	W; Spreader; Leeward Gate; Start Gate; W; Spreader; Leeward Gate; Start Gate; W; Spreader; Leeward Gate; Finish
Fast H'cap; Laser	1; 2; 3 Start Gate; 1; 3; Start Gate; 1; 2; 3; Finish
Slow H'cap; Laser Radial & 4.7	1; 2; 3 Start Gate; 1; 3; Finish

Marks W, and L will be large triangular orange buoys. All other marks will be spherical red/orange buoys with a letter printed on them, except for the spreader mark which will be yellow and without a letter.
The Leeward Gate must be passed through from the direction of the W/Spreader marks before rounding the Gate mark of choice.
The Start Gate must be passed through taking Start/Finish to port and the Committee Boat to starboard on every lap.

THE LAYOUT OF THE BUOYS ON THIS DIAGRAM IS NOT TO SCALE