

Your club logo here

**Event and Date**

**Venue : xxxx**

**Organising Authority : xxxxx Yacht Club**

**EVENT SAFETY PLAN – Overview**

***\*\*\*PLEASE NOTE THAT THIS DOCUMENT IS A TEMPLATE ONLY & REQUIRES CUSTOMISATION\*\*\****

The safety of the competitors, spectators, committee members is given the highest priority in the organisation and running of this event by the organising club xxx on behalf of the Irish Topper Class Association**.**

The purpose of this document is to describe the procedures actions and responsibilities necessary to run the event safely for organisers and competitors, in compliance with xxx and Topper Class Guidelines.

It is intended also to act as a resource reference document in the event of adverse weather causing major concern for competitor safety or the sight of a distress situation or sailor in difficulty.

The forseen scenarios covered by this plan include -

1. Adverse Weather causing major concern for competitor safety and or Abandonment.
2. Sight of a distress situation or sailor in difficulty.
3. Request from a competitor for assistance – injury or damaged boat.
4. Capsize or Crew in difficulty / Man Overboard (MOB).
5. Request from the Coastguard for assistance.

**Contents**

1. Resources & Contacts List
2. Event Overview
3. Responsibilities
4. Key Principles and Procedures
5. Type of Incidents
6. Guidelines - Casualty Recovery Plan

APPENDIX : SAFETY BOAT – NOTES and ESSENTIAL EQUIPMENT

***(To be extracted and carried by each on-water RIB)***

1. **Resources & Contact List**

|  |  |  |
| --- | --- | --- |
| **Key Organisations & Contacts** | **VHF** | **Telephone** |
| Coastguard - Dublin | 16 | -- |
| Dublin Port ControlHarbour Master Capt. Assistant Capt.  | 12 | -- |
| Dun Laoghaire Garda Station |  | -- |
| Dun Laoghaire Harbour Office | 14 | -- |
| Dun Laoghaire Motor YC | M | -- |
| Dun Laoghaire Harbour Operations Manager :  |  | -- |
| Dun Laoghaire Marina | M |  |
| Irish Sailing Association/Performance Director  |  |  |
| RNLI – Dun Laoghaire StationLife Boat OperationsOperations Manager -  | 1667 |  |
| **Event & Race Management** |  |  |
| Sailing Manager |  |  |  |
| National YC – Event Organiser -  | M |  |
| Race Officer :  | 69 |  |
| Safety Officer |  | 69 |  |
| Beachmaster NYC  |  | 69 |  |
| Shore Coordinator |  |  |  |
| Spare VHF Frequencies | 71 |  |

1. **Event Overview**

This event is the Eventxxxx for Topper Ireland Class Association (ITCA).

The racing area will be outside the Harbour held in the environs of Dublin Bay. It is likely to be “Seapoint Bay” or “Scotmans Bay” subject to wind and tidal conditions (ref to Fig 1). This will be confirmed at the Race Officer and Safety Officer Briefings.

****

Fig 1.

The Sailing Instructions (SI’s) are published on the xxx website.

1. **Responsibilities**

**Personal**

It is a fundamental rule of sailing (Racing Rules of Sailing (RRS4) that the responsibility for a boat’s decision to participate in a race or to continue racing is hers alone. The safety of a boat and her crew is the sole and inescapable responsibility of the person in charge.

**(a) Event Organiser**

* Overall Control of the Event
* Based ashore during the event
* Contactable on Mobile Phone

**(b) Race Officer**

* Control of mark laying ribs, committee boat and overall conduct of the on-water race event on the day
* Based afloat during the event
* Contactable by VHF

**(c) Safety Officer**

* Control of all safety ribs during event
* Based afloat during the event
* Contactable by VHF

**(d) Beach Master**

* Shore based in each club for the duration of the event
* Responsible for launching and tallying of all sailors on and off the water
* Responsible for communication of sailor and boat numbers to Race Officer and Safety Officer
* Responsible for contacting parents should that be necessary
* Contactable by VHF
1. **Key Principals and Procedures**

*This Safety Plan applies to the Sailing Area and XXX Club House/Deck Area.*

BRIEFINGS

* The Race Officer and Safety Officer will brief the Beach Master and Safety RIBs prior to each days racing.
* The Race Officer will advise the Safety Officer when he is ready for the competitors to be launched. If the Safety Officer is satisfied that there is sufficient safety cover, he will advise the Beachmaster to allow the competitors to leave the shore.
* All participants are requested to attend the Race Officer and Safety Officer Briefings

SAILOR TAGGING

* Prior to launching all competitors shall tally out at the launch slip, placing the tally band on their arm or wrist - and on return to shore all participants shall tally back in.

SAFETY RIBs

* A Safety RIB is a boat dedicated to the safety of sailors and all other persons on the water in connection with the event
* Safety RIBs will be under the direct control of the Safety Officer
* Each Safety Boat will be allocated a position on the course that they will assume for the duration of the races. These positions will be allocated in advance but will be modified by the Safety Officer as necessary. Under no circumstances should a safety RIB leave the race area unless agreement has been sought from the Safety Officer that they can leave.
* Each Safety RIB will have a minimum of 2 responsible people on board with the helm having had the necessary training and will be briefed on their duties at the Safety Officer Briefing, prior to the event starting.
* All Safety RIBs shall carry the equipment specified in the Appendix

MARK LAYING & SUPPORT RIBs

* A number of RIBs will be assigned primarily assigned to mark laying duties under the control of the Race Officer but will be available to be diverted to Safety support in the event of deteriorating circumstances as directed by the Race Officer.

SUPPORT RIBs

* A registration process will be in place, to inform the Race Officer and Safety Officer of the number of Support RIBs on the water at any given time during the event. On registration, Support RIBs will be requested to declare their availability to support safety activities as directed by the Safety Officer, in the event of deteriorating circumstances. Support RIBs shall carry numbered flags placed at the stern for identification.
* All retirements from racing are to be notified to the Race Officer.

COMMUNICATIONS

* All Safety RIBs shall have operating VHF radios and appropriate checks made to ensure efficient communication when on the water.
* A dedicated working channel (ref to table) shall be assigned across Race Officer, Safety Officer, Beachmaster, Safety and Support RIBs
* All support RIBs shall have operating VHF radios and maintain a watch on the dedicated working channel in the event that they are called by the Safety Officer to assist, in the event of an emergency.
* ***NOTE : In the event of an escalating situation it is expected that the circumstances will be communicated immediately by the on-site Safety Boat to the Safety Officer***

**Emergency Services - Channel 16; Lifeboat Operations - Channel 67**

AUTHORISATION TO LAUNCH

* Authorisation to launch will be given by the Race Officer after consulting with the Safety Officer and confirming that Safety support is available and in place on water.

POSITIONS OF SAFETY BOATS

* Each Safety Boat will be assigned a zone on the race course by the Safety Officer, which they should assume for the duration of the race. Positions will also be advised to ensure safety coverage for transit areas between the slip and the course area.

PROCEDURE FOR RETIRING BOATS

* Retiring Boat informs a safety boat and/or proceeds to a coach/support boat, informs the coach/support boat of her intentions and stays in the vicinity of the coach/support boat.
* The Safety Boat or Coach boat must immediately inform the Safety Officer that the Boat is retiring, confirm its location and that of its crew and identify it by sail number.
* Safety Officer informs Race Officer.
* If conditions permit and the Safety Officer is happy that a Safety Boat can be freed from its duties to escort the retiree/retirees ashore, Race Officer is advised, the sailor is escorted ashore and handed over to the Beachmaster who confirms to that they have been accounted for.

***NB. Under no circumstances are Boats to proceed ashore unescorted!***

1. **Incident Scenarios**

**(a) Adverse Weather causing major concern for participants safety and or Abandonment of Sailing**

* Race Officer and Safety Officer to agree the course of action in the case of adverse weather or other emergency on the course.
* Use all available RIBs to assist bringing participants and boats ashore
* In the case of Fog affecting the Sailing Area the Safety Ribs will round up the Participants’ Boats in their level/module and conduct an ongoing head-count
* Maintain contact on the Course VHF channel
* Confirm with Safety Officer that all participants have returned safely to shore
* Send RIBs to safety once the area has been cleared.

 **(b) Sight of a Distress situation or sailor in difficulty.**

* In the case of a damaged boat, without affecting instruction, send a RIB to assist.
* In the case of a sailor in difficulty (e.g. injury or man over board) a RIB to standby distressed boat and if necessary recover sailor.
* In the case of serious injury lifeboat / helicopter assistance may be required call the Coastguard Directly on VHF CH 16 also advise Safety Officer
* Standby RIB if available to take control of disabled boat or put at anchor away from race area until it is possible to return it ashore.
* Minor injuries a RIB is to be used to return competitor to the Clubs – Safety Officer to be informed
* If a boat is left capsized with the crew removed then the Rescue RIB must place a marker of safety tape on the transom / rudder to indicate that the boat has been checked and is now abandoned but the crew are safe.
* If possible get details of the boat, sail number and crew names and advise Safety Officer of this.

**(c) Request from a participant for assistance – injury or damaged boat**

* Safety Officer to decide on course of action to be taken.
* If the competitor can sail ashore unsupervised get details of boat class, sail no and competitor name and report to Beach Master on route.
* In the case of a dismasted boat if conditions allow, the boat can be towed with its crew ashore or if conditions do not allow then the boat should either be secured to a Mother Vessel or put at anchor until such time as it is suitable to tow it ashore.
* Minor injuries / Hypothermic Cases - a RIB is to be used to return competitor to the Club – Safety Officer to be informed.
* If a boat is being left capsized with the crew removed then the Rescue RIB must place a marker of safety tape on the transom / rudder to indicate that the boat has been checked and is now abandoned but the crew are safe.
* If possible get details of the boat, sail no and crew names and advise Safety Officer of this.

**(d) Capsize or Crew in difficulty / MOB**

* In the case of a Capsize, MOB or crew in difficulty a RIB is to stand off the boat and if necessary recover the crew and return them to their boat.
* Priority is to be given to the crew over the boat.
* If assistance is requested from the boat then the RIB is to assist with the righting of the boat and to remain on station until the crew are safely aboard and are able to resume sailing the boat.
1. **Guidelines - Casualty Recovery Plan**

Casualties in the Sailing Areas will be dealt with by the safety rib in the first instance.

**Scenarios :**

1. **Minor injury.**

Where minor injuries, cut, bruises, etc are notified to Safety Officer, basic first aid shall be applied using onboard resources.

1. **Serious injury**

Where there is a suspicion that a serious injury might have occurred the safety rib is to be directed to stand by casualty, assess situation and take whatever immediate action deemed necessary. Safety rib to relay immediate incident report to Safety Officer and Race Officer, to receive advice and arrange for transfer of casualty. Beach Master to be advised to clear transfer point, prepare for ambulance and arrange for casualty transfer. Beach Master to contact family with regard to the situation.

1. **Boat missing or overdue**

If the BeachMaster finds that one or more boats are missing, they are to inform the Safety Officer immediately. The Safety Officer will direct Safety Boats and coordinate a search of the race area and likely waterfronts.

***The Safety Officer may declare an Emergency Situation and alert the Emergency Services.***

The following guidelines establish the basic principles for the recovery:-

**General Instructions**

The Safety Officer shall be the co-ordinator of the rescue operation within the racing area until it concludes.

**Casualty transfer point.**

The casualty transfer arrival point shall be on to the inner Floating Dock at The National Y.C The ambulance bay shall be on the boat platform.

**Casualty transfer procedure.**

In advance of arrival of casualty the BeachMaster shall delegate personnel to secure transfer area and prioritise it for use by medical services. The transfer procedure shall commence when casualty arrives at the transfer arrival point. The transfer shall be supervised by the BeachMaster. The transfer shall be affected by ambulance crew. The BeachMaster is to provide whatever personnel required by medical officer to assist transfer.

**Shore-side Rendezvous for Emergency Services :** - XXX Platform.

***NOTE : If Coastguard or RNLI are in attendance they will assume the role of On Scene Commander.***

================END================

**APPENDIX : SAFETY BOATS**

**(This Appendix to be double side printed, laminated and issued to each RIB)**

### 1) Before Going Afloat

1.2 Attend daily Safety Rib briefing.

1.3 Working VHF Channel to be reconfirmed.

1.4 Check your equipment, radios, emergency gear, fuel etc is on board and the main anchor is securely attached to the bow of the rib.

1.5 Ensure that you have the correct clothing, food etc.

1.6 Know your Shepherding and Racing Zones, your Call sign the weather forecast and the tides.

1.7 All Race committee boats including Safety and Mark ribs will display a flag with ‘RC’ or ‘Race Committee’.

1.8 **Helm must use the kill cord at all times and be attached to the leg.**

### 2) Before Racing

2.1 Before leaving the Harbour, carry out a “radio check” with the Safety Officer with Callsign, confirm POB (Personnel On Board).

2.2 Ensure that you are positioned to “shepherd” boats out

2.3 Once all boats on the course, go to your assigned zone

2.4 Keep clear of start area.

### 3) During Racing

3.1 Keep clear of racing area, leaving at least 100 meters of clearance, unless involved in a rescue operation.

3.2 Keep watch for boats in distress. Watch for “open hand” assistance request.

3.3 If involved in a rescue, keep speed/wake to a minimum.

3.4 Monitor radio Channel throughout races - keep airwaves clear of “chat”

3.5 Follow instructions from the Safety Officer

3.6 Stay clear of the Dublin Port Shipping Channel and Commercial Shipping.

### 4) After Racing

4.1 Per instructions from the Safety Officer, assume shepherding role or position into harbour ahead of fleet to take up marshalling role off slipway.

4.2 Competitors boats should only be towed ashore with the permission of the Safety Officer

4.3 Only return to marina when all boats are safely ashore.

### 5) On Coming Ashore

5.1 Report any rib/radio defects to Sailing Manager’s Offices.

5.2 Ensure that re-fuelling operation is completed.

5.3 Ensure that radios are placed in chargers for following day.

5.4 Return Emergency Kits, as appropriate.

**7) In The Event of Fog**

7.1 Before the race start keep all boats in the start area until further instructions are issued by the Safety Officer.

7.2 During a race you may be advised by the Race Officer and Safety Officer to abandon the race. Advise all boats on your leg to stay close to you near a known reference point. Safety boats to record competitor boats in their area and advise the Safety Officer as requested. Instructions will be issued by the Safety Officer on how to proceed.

**8) In The Event of Strong Winds**

8.1 Before the start of the race all safety boats to go to start area and await Instruction from Safety Officer

8.2 During a race all safety boats will be advised by Race Officer/Safety Officer to abandon racing and advise competitors to stop racing and stay close together and await instructions from Safety Officer

8.3 Safety boats to record competitor boats in their area and advise the Safety Officer when requested.

8.4 If a competitor has to be taken on board the safety rib, he/she may be put on another boat or brought ashore for their own safety and their boat left unattended.  Red/white plastic tape should be tied to the transom to indicate that the sailor has been taken off.   This will avoid an unjustified search.  Unattended boats should be anchored to stop them drifting.

**9) Call Signs**

9.1 Safety ribs **1 to x (To be re-assigned daily)** by Safety Officer

**SAFETY RIB EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | * **VHF Radio**
 |  | * **Safety Tape *(for abandoned boats clear of sailors)***
 |
|  | * **Anchors and Warps**
 |  | * **Paddle**
 |
|  | * **First Aid Kit**
 |  | * **Fuel and spare tank**
 |
|  | * **Fire Extinguisher**
 |  | * **Knife**
 |
|  | * **10 metres of warp**
 |  | * **Whistle**
 |
|  | * **Towing Line**
 |  | * **Compass**
 |