



ON-WATER SAFETY PLAN

2016-2017

OBJECTIVE:

TO PROVIDE A SAFE ON-WATER ENVIRONMENT FOR PARTICIPANTS, COMPETITORS, VOLUNTEERS AND OFFICIALS PARTICIPATING IN THE RBYC 2016-2017 CLUB RACING PROGRAMME, REGATTAS AND TRAINING ACTIVITIES BY ENSURING AN APPROPRIATE RESPONSE TO ON-WATER INCIDENTS.

CONTENTS

Contents

ON-WATER SAFETY PLAN 2016-2017	1
SECTION 1 – SAFETY RESPONSIBILITIES	4
SECTION 2 - MINIMUM SAFETY REQUIREMENTS	7
SECTION 3 - RESCUE CO-ORDINATION	10
SECTION 4 - RESCUE TEAM	11
SECTION 5 - EMERGENCY PROCEDURE OPERATIONS SHEET	15
APPENDIX 1	17
APPENDIX 2	19
EMERGENCY CONTACT DETAILS	19
APPENDIX 3	20

On Water Safety Plan

This document provides the following:

- Minimum safety requirements for the conduct of the following activities:
 - Keelboat Tower and Centre Course Racing
 - One Design Keelboat Centre Course Racing
 - Off the Beach Racing
 - Kiteboard Racing
 - All RBYC Training Programs (Junior (including Tackers, Transition), Youth (Cadets), Keelboat, and also including informal coaching or training conducted by RBYC members)
 - Discover Sailing Days and Charity Sailing Events run by RBYC
- A rescue coordination plan and emergency escalation processes
- Recommended responses by race officials, instructors, coaches, volunteers and competitors or participants

This document is to be read in conjunction with:

- the RBYC Emergency Plan
- RBYC Notices of Race and Sailing Instructions, as well as
- other RBYC procedures.

All RBYC sailing programs fall under this plan - RBYC Junior and Youth Training Programmes must incorporate this RBYC On-Water Safety Plan into their policies and procedures which must be consistent with this Plan. In the event of an emergency, this Plan overrides any policies and procedures of these programmes.

SECTION 1 – SAFETY RESPONSIBILITIES

All personnel are required to abide by the RBYC Member Protection Policy, place the safety and welfare of the participants and competitors above all else, and accept responsibility for their actions.

Safety is everyone's business, including racing competitors and training participants. Under Rule 1.1 of the Racing Rules of Sailing, Helping those in Danger, 'a boat or competitor shall give all possible help to any person or vessel in danger'.

In an emergency the priority is to save lives, not the yachts. Drifting or anchored yachts can be picked up later. Safety of participants will always override the preservation of yachts.

The on water safety plan is a key responsibility of the Club Captain and the Sailing Committee. The safety and risk subcommittee provides key input. It is important that programs managers and volunteers are consulted and involved in the creation and review of the plan.

The RBYC general committee must sign of the plan and accept residual risks on an annual basis.

RACING

1. RBYC Sailing Office

The RBYC Sailing Office staff are responsible for ensuring that all safety resources are appropriately maintained and available for use. They are also responsible for managing the volunteer roster and ensuring that volunteers have received appropriate safety training.

The Sailing Manager is the Principal Race Officer and is responsible for:

- implementing this plan and associated documents
- ensuring that races and other events and activities covered are run and managed in accordance to this plan
- race officials and volunteers have appropriate skills

Race Officer

The Race Officer will ensure that sufficient personnel with appropriate skills are available to ensure the safety of the competitors and volunteers prior to racing each day.

The Race Officer is responsible for the management of on-water incidents including normal rescue procedures in the expected conditions through to emergency events requiring outside assistance.

The Race Officer may escalate the emergency management to other RBYC resources, or other bodies such as the Police/Water Police /Fire Brigade.

2. Race Management Team

Race Management Team consists of the Race Officer and the volunteers rostered for that day's racing. Race Management Team is responsible for working with the Race Officer to ensure the safety of the competitors on the water.

They will assist the Race Officer in the management of all types of on-water incidents.

TRAINING

3. Senior Instructor

The Senior Instructor will ensure that sufficient instructors with appropriate skills are available to ensure the safety of participants in the training courses.

The Senior Instructor is responsible for the management of on-water incidents including normal rescue procedures in the expected conditions through to emergency events requiring outside assistance.

The Senior Instructor may pass responsibility for management of on-water incidents to other bodies such as the Police/Water Police /Fire Brigade.

4. Instructors / Assistant Instructors

Instructors and Assistant Instructors are responsible for working with the Senior Instructor to ensure the safety of participants on the water.

RACING AND TRAINING

5. Competitors / Participants

a. Racing

- Competitors' attention is drawn to ISAF *Racing Rules of Sailing* Basic Principles and Part 1, Fundamental Rules, as well as Appendix C – Match Racing Rules, Appendix D – Teams Racing Rules, and Appendix F – Kiteboard Racing Rules. Also the Australian Sailing (AS) *Special Regulations* Part 1 for Racing Boats and Part 2 for Off The Beach Boats.
- Minimum safety categories required for each boat competing in each race shall be outlined in the RBYC Sailing Program 2016-2017.
- Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time.
- Under the Racing Rules of Sailing a boat or competitor shall give all possible help to any person or vessel in danger.
- The latest weather forecast from the Bureau of Meteorology will be available on the event noticeboard prior to each days racing.

b. Training Activities

- Sign On / Sign Off
For each on-water activity session each participant shall personally “sign on” before going afloat and “sign off” when coming ashore to ensure all participants have safely returned.
- Personal Buoyancy
All participants shall wear personal flotation devices (Type PFD1 or PFD2) which are in good condition and approved to the Standards specified in AS Special Regulations.

6. Volunteers

Volunteers are responsible for working with the Race Officer or Senior Instructor to ensure the safety of competitors or participants on the water.

In addition, some volunteers have specific allocated safety responsibilities and will report to the RBYC Sailing Manager on any matters relating to those responsibilities on an ongoing basis.

All on-water volunteers before commencement of training or racing are required attend a daily briefing conducted by the Race Officer.

SECTION 2 - MINIMUM SAFETY REQUIREMENTS

QUALIFICATIONS AND ACCREDITATIONS

All personnel involved in on-water race and RBYC training management will have undertaken appropriate safety training courses and exercises as required by the RBYC Sailing Manager.

BRIEFINGS

Racing

All on-water volunteers (Race Management team) will attend a daily briefing conducted by the Race Officer before commencement of racing.

The pre-race briefing shall include information on the following:

- a. latest weather forecasts and expected conditions
- b. current weather conditions
- c. local safety information
- d. rescue coordination plan

RBYC Training

Instructors and on-water volunteers will attend a briefing by the Senior Instructor before the on-water session commences.

The pre-training briefing should include information on the following:

- a. training course objectives for the day
- b. skills and abilities of training participants
- c. latest weather forecast and expected conditions
- d. local safety information
- e. rescue coordination plan

Information in weather briefings

- a. Local weather forecast to be obtained from the Bureau of Meteorology prior to commencement of the activity.
- b. Senior Instructors to be aware of “wind speed limits” as recommended by Australian Sailing Victoria and to use these, together with other relevant conditions including the skills and experience of participants, sea state, sea and air temperature, wind chill, etc., as a guide when considering the safety of participants.

ON-WATER PERSONNEL AND RESOURCES

General Requirements

- a. Sufficient race and safety boats and qualified personnel to comply with the Australian Sailing Operating Standards and dependent on number of and skill level of participants.
- b. Each rescue boat should have a minimum of two people.
- c. The Skipper shall be licensed to drive the boat. The crew member shall be prepared to enter the water if required and be capable of picking up people from the water and managing damaged boats.
- d. Safety boats to be suitable for conditions expected and provided with safety equipment as required by state law, including well maintained first aid kit, water and sunblock. In addition to this law, RBYC require all instructors and boats to be equipped with safety knives.
- e. One qualified first aider afloat, and one qualified first aider on shore at all times.
- f. All Race/RBYC Training Management Boats will be alcohol free zones at all times.

RBYC Race and Safety Boats

RBYC has the following RBYC boats available for running races and carrying out rescues:

Boat	Functions
Harry Tedstone	<ul style="list-style-type: none">• Start Boat• Fast rescue
Redeemer	<ul style="list-style-type: none">• Mark laying• Slow rescue• Heavy towing
RB 9	<ul style="list-style-type: none">• Pin and Mark handling,• Fast rescue• Medium towing
RHIBS	<ul style="list-style-type: none">• Race and Safety Boats• Fast rescue• Light towing

Minimum Resources

Type of Event	Personnel	Boats
Tower Courses (Category 7) (includes RBYC Charity Events)	<ul style="list-style-type: none"> Race Officer, Timekeeper and minimum 1 other volunteer (Tower) For Wednesday and Saturday racing – Ch 77 will be monitored from the RBYC Base Station in the Clubhouse. 	<ul style="list-style-type: none"> Safety Boats to be available for launch on Jet-Dock
Tower Courses (Category 5 & 6)	<ul style="list-style-type: none"> Race Officer, Timekeeper and minimum 1 other volunteer (Tower) For Wednesday and Saturday racing – Ch 77 will be monitored from the RBYC Base Station in the Clubhouse. 	<ul style="list-style-type: none"> Safety Boats to be available for launch on Jet-Dock
Centre Course – Keelboats	<ul style="list-style-type: none"> Race Officer, Timekeeper, Flags/emergency radio operator and other volunteers 	<ul style="list-style-type: none"> Start Boat - Harry Tedstone
	<ul style="list-style-type: none"> Skipper and minimum 2 mark handlers 	<ul style="list-style-type: none"> Mark Boat – Redeemer
	<ul style="list-style-type: none"> Skipper and minimum 1 volunteer 	<ul style="list-style-type: none"> Pin and Mark Boat - RB 9
	<ul style="list-style-type: none"> Skipper and minimum 1 volunteer per boat 	<ul style="list-style-type: none"> Safety Boats – RHIBS
Centre Course – One Design	<ul style="list-style-type: none"> Race Officer, Timekeeper, Flags/emergency radio operator and other volunteers 	<ul style="list-style-type: none"> Start Boat - Harry Tedstone
	<ul style="list-style-type: none"> Skipper and minimum 2 mark handlers 	<ul style="list-style-type: none"> Mark Boat – Redeemer
	<ul style="list-style-type: none"> Skipper and minimum 1 volunteer 	<ul style="list-style-type: none"> Pin and Mark Boat - RB 9
	<ul style="list-style-type: none"> Skipper and minimum 1 volunteer per boat 	<ul style="list-style-type: none"> Safety Boats – RHIBS
Off the Beach & Kiteboards No. of safety boats and personnel dependent on numbers of participants and level of experience	<ul style="list-style-type: none"> Skipper and minimum 2 volunteers 	<ul style="list-style-type: none"> Start Boat - could be Harry Tedstone, RB 9 or Ferry/Pangar
	<ul style="list-style-type: none"> Skipper and minimum 1 volunteer per boat 	<ul style="list-style-type: none"> Safety Boats – RHIBS
	<ul style="list-style-type: none"> Beach Marshall with hand-held VHF radio on Ch 77 	
RBYC Training / Discover Sailing Activities Personnel required for Training activities will vary depending on the numbers of participants	<ul style="list-style-type: none"> Instructor/Coach (RHIB) 	<ul style="list-style-type: none"> RHIB
	<ul style="list-style-type: none"> Assistant Instructor (RHIB) 	<ul style="list-style-type: none"> RHIB

and their skill levels. These are the minimum requirements	<ul style="list-style-type: none"> • Beach Marshall with hand-held VHF radio on Ch 77. 	
---	---	--

SECTION 3 - RESCUE CO-ORDINATION

This document sets out the rescue plan and emergency response during RBYC Racing and RBYC Training activities for normal and extreme conditions, including emergency situations where outside help is required. Rescue and Emergency response may be required in relation to the following types of incidents:

- All Mayday and Pan Pan situations
- Man overboard
- Injuries to participants
- Sinking vessels
- Incidents resulting in major damage to vessels

Section 4 sets out the roles and duties of those involved in rescue duties.

Section 5 contains a table setting out the types of weather conditions faced by either a Race Officer or Instructor and the relevant emergency requirements.

On-water emergency – initiation of emergency

1. First person to identify emergency¹ must contact:
 - a. For races/RBYC training activities in vicinity of RBYC – radio Race Officer/Instructor on VHF CH 77
 - b. For races not within eyesight of RBYC – radio Coast Radio Melbourne on VHF CH 16

and report, as a minimum:

- nature and criticality of the incident,
 - how many people are involved, and
 - location of the incident.
2. Race Officer/Instructor becomes Rescue Coordinator, and their immediate response should be to:
 - a. Get further clarification of nature and extend of emergency, including vessels/rescue resources in the vicinity
 - b. Decide whether or not to abandon or continue race/RBYC training activity
 - i. If Abandon, then instruct Flag volunteer to fly Race Abandon
 - c. Identify rescue boats in vicinity of the incident

¹ Should be the boat involved, but if no call is made and other boats/people in the vicinity observe the incident, then they must initiate communication and actions.

- d. Identify most effective vessel for handling the incident and instruct them to make best speed to incident or location, or
- e. Use Start Boat if it is the most incident response vehicle
- 3. Rescue Coordinator to determine whether:
 - a. Additional rescue resources required – eg boats on Jetdock
 - b. Identify if call needed to SYC or Elwood Sailing Club for assistance
 - c. Whether to escalate the emergency to the RBYC Tower or RBYC Base, and hand over Rescue Coordination role.
- 4. If Escalation to RBYC Tower or RBYC Base, they will be responsible for contacting Water Police, Ambulance
- 5. Follow RBYC Emergency Plan for next steps.

Search and Rescue – escalation to outside assistance

- a. Local search and rescue activity will generally be planned and implemented by the On Land Rescue Coordinator (Senior Instructor).
- b. In the case of a missing person/yacht, co-ordination will transfer to Victoria Police / Water Police.
- c. The Water Police are the State Search and Rescue Authority for Victoria under the National Search and Rescue (SAR) Agreement between the Federal Government and the various State Governments.
- d. The Rescue Co-ordination Centre (RCC) is located at the Water Police Squad Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at the RRC.

Injuries

- e. Injuries will be responded to by the closest available safety boat.
- f. If it appears that ambulance attendance will be required, the request for such is to be made via the on land Rescue Coordinator (Senior Instructor) and then via the RBYC Office.
- g. Any injury requiring off-site assistance should be coordinated with the RBYC office. An incident report form shall be completed and submitted for any injury occurring during RBYC activities or requiring outside medical treatment.

SECTION 4 - RESCUE TEAM

1. Personnel

- a. Functional control for rescue will be performed by the Race Officer (racing) or the Instructor (RBYC training) responsible for running the race/training exercise. They will be the initial Rescue Coordinator, until or unless they pass that responsibility on to others.
- b. Safety Boat Crews need to be aware of the Rescue Co-ordination Plan before going afloat.
- c. Each safety boat should have a skipper plus a minimum of one crew (depending on size and type of boat) capable of picking up people from the water and managing damaged boats, etc.
- d. Each safety boat crew member should bring their own personal equipment including wet weather gear and warm clothing, gloves, knife, etc. Safety boat crews should wear PFD's at all times.
- e. Only personnel authorized by RBYC and with a current Powerboat Operators Licence are to drive safety boats.
- f. In an escalation to a level 3 emergency, the following on-shore personnel are required in addition to the rescue boat crews,
 - On land Rescue Coordinator (Senior Instructor, Training Coordinator or Sailing Manager)
 - Assistant Rescue Coordinator
 - Radio Operator(s)
 - Telephone Operator)
 - Beach / Marina Marshall
 - Relief crews as needed
- g. Safety Boat Crews should be alert for the signs of hypothermia and know the treatment for the recovery for persons suffering from the effects. (see Appendix)
- h. Sailors with head injuries, heat stress or hypothermia may have impaired decision making capacity and may not recognise they require assistance.

Overriding Principles

Your safety, that of your crew and that of the participants is the most important factor in your rendering assistance. In any situation where you have to make a decision between boats, yachts and human life, human life must come first.

Your primary responsibility is the safety of yourself and your crew. Do not put your own life at risk to render assistance. Call for help.

2. Duties

Personnel allocated to specific duties are as set out in the following table:

Rescue Coordinator	<i>Purpose:</i>	Single point of control of rescue operations until Victoria Police assume control	
	<i>Location:</i>	On Shore	RBYC office, Jock Sturrock Centre, Race Tower or Rescue boat
		On water	As required
	<i>Assignment:</i>	Senior Instructor	
<i>Duties:</i>	<ul style="list-style-type: none"> • Overall command and supervision of rescue operations, until Victorian Police Water Police assume control. • Liaison with Water Police • Provide advice and guidance to Instructors & Volunteers 		
Assistant Rescue Coordinators	<i>Purpose:</i>	To quickly increase the rescue team size and resources according to the changing needs, free the on-shore Rescue Co-ordinator from handling operational detail, and provide a quick second opinion.	
	<i>Location:</i>	On Shore	
	<i>Assignment:</i>	RBYC Staff / Volunteers	
	<i>Duties:</i>	Assist the Rescue Coordinator as required	
Radio Operators	<i>Purpose:</i>	To manage tower radio traffic and free up the Co-ordinators from having to operate the club's radio system.	
	<i>Location:</i>	On Shore	Jock Sturrock Centre
	<i>Assignment:</i>	Rostered radio operators	
	<i>Duties:</i>	Operate radios	
Telephone Operators	<i>Purpose:</i>	Point of contact by telephone	
	<i>Location:</i>	On Shore	RBYC Office / Jock Sturrock Centre
	<i>Assignment:</i>	RBYC Staff	Rostered tower telephone operator
	<i>Duties:</i>	Answer, log and make phone calls related to rescue operations.	
Beach / Marina Marshall	<i>Purpose:</i>	To manage and co-ordinate movements at the sea/shore interface	

Location: Middle Brighton Beach

RBVC Marina

Assignment

Volunteers

Duties

- Assist with the recovery of boats and crews in an emergency
- Record the recovery of boats and crews

SECTION 5 - EMERGENCY PROCEDURE OPERATIONS SHEET

Guidelines

LEVEL	CONDITIONS	ACTION	CONTROL	COMMS
Level 1		Patrol / Rescue		
	Light winds Slight sea Well within competitor capability	Instructor / safety boats to patrol designated areas. Rescue boats not to leave course without arranging replacement safety cover for remaining fleet.	Instructor	Monitor VHF77
Level 2		Elevated Patrol / Rescue		
	Moderate winds Moderate sea Testing but manageable conditions	Instructor / safety boats to patrol designated areas. Additional safety boats to be sought if conditions deteriorate.	Instructor	Monitor VHF77
Level 3		Abandon Activity Rescue of Participants		
	Heavy wind and big seas. Beyond competitor capability for most	Abandon activity All available boats to assist yachts in trouble as directed or as otherwise required at their own discretion based on their experience. Rescue boats to either tow yachts to available craft or marina, or abandon yachts after tagging with (crew safe) tape	Instructor Rescue Coordinator to assist	Via VHF77 Tower to assist. Liaise with Beach Marshall head count / boats ashore
Level 4		Outside Assistance Required		
	Very strong wind and big seas. Well beyond participant	Decision to call Water Police	Rescue Coordinator	Liaise with Beach Marshall head count / boats ashore

capability

Wind Warning Definitions	Strong wind warning	25-33 knots
Bureau of Meteorology	Gale warning	34-47 knots
(BOM)	Storm warning	48-63 knots

APPENDIX 1

TREATING HYPOTHERMIA

Guidelines for Discover Sailing Centre personnel and volunteers

1. Call 000 if you suspect hypothermia

Symptoms of hypothermia in adults and children include:

- Confusion, memory loss, or slurred speech
- Drop in body temperature below 35 Celsius
- Exhaustion or drowsiness
- Loss of consciousness
- Numb hands or feet
- Shallow breathing
- Shivering

Symptoms of hypothermia in infants include:

- Bright red, cold skin
- Very low energy level

2. Restore Warmth Slowly

- Get the person indoors.
- Remove wet clothing and dry the person off, if needed.
- Warm the person's trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm the person by wrapping him or her in blankets or putting dry clothing on the person.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottles or chemical hot packs, wrap them in cloth; don't apply them directly to the skin.

3. Begin CPR, If Necessary, While Warming Person

- If the person is not breathing normally:
- For a child, start CPR for children.
- For an adult, start adult CPR.
- Continue CPR until the person begins breathing or emergency help arrives.

4. Give Warm Fluids

- Give the person a warm drink, if conscious. No caffeine or alcohol.

5. Keep Body Temperature Up

- Once the body temperature begins to rise, keep the person dry and wrapped in a warm blanket. Wrap the person's head and neck, as well.

6. Follow Up

- At the hospital, health care providers will continue warming efforts, including providing intravenous fluids and warm, moist oxygen.

APPENDIX 2
EMERGENCY CONTACT DETAILS

RBVC PHONE: 9592 3092

Street Address: 253 Esplanade, Middle Brighton VIC 3186

General Manager Eric Wegman.....0459 144 229

Marina Manager Josh Deacon.....0427 818 449

Sailing Manager David Staley.....0428 514 058

Sailing Administrator Hayley Wallis.....0423 444 970

Maintenance Manager Brendan Fisher.....0448 588 801

Discover Sailing / Training Coordinator TBA.....

Vic Water Police & Rescue Co-Ordination Centre including Coast Guard			9399 7500
<hr/>			
Coast Guard	Victoria HQ		9598 9092
	Sandringham	24hr SAR call out	9598 7003
	St Kilda	24hr SAR call out	9525 3714
<hr/>			
Hospital / Medical	The Alfred Hospital	Melbourne The Alfred Hospital (Emergency)	9076 2000
	Sandringham Hospital	193 Bluff Road, Sandringham Mel ref: 76 K12	9076 1000

APPENDIX 3

AMBULANCE DIRECTIONS

Call any ambulances that need to travel to the hardstand / marina in the following manner:

~~“An ambulance is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. The ambulance needs to enter via the Brighton Sea Baths car park and travel over the Pier to the marina. Our staff or a volunteer will be in the street to flag down and escort the ambulance to the marina with a key to drop the bollard which stops vehicles from accessing the Pier”~~

Note: The ambulance system does not recognise the green plaque number on the pier which is rarely used as general locator for water police etc.

Call any ambulances that need to travel to the clubhouse or yard in the following manner:

~~“An ambulance is required at Royal Brighton Yacht Club, located at 253 Esplanade, Brighton opposite Grosvenor Street. Our staff or a volunteer will be in the street to flag down and escort the ambulance to the closest location”~~

Note: For ambulances to the Club we are simply to use 253 Esplanade, Brighton but again it helps to have someone flag the ambulance down from outside given multiple access points, ie via catering entrance to the front door, or via Club entrance to rear whichever is the better.

January 2016