



# Sailing Season 2018 - 2019

## Race Management Safety Plan

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

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### 1 Objective

To provide a safe environment for competitors, volunteers and officials participating in the RBYC 2018-2019 season club racing program and regattas by ensuring an appropriate response to race management incidents both on-water and off-water.

### 2 Safety - Competitors

Competitors' attention is drawn to the 2017 – 2020 Racing Rules of Sailing (RRS) of World Sailing, and the Prescriptions of Australian Sailing.

Link - [https://www.sailing.org/tools/documents/WorldSailingRRS20172020new-\[24067\].pdf](https://www.sailing.org/tools/documents/WorldSailingRRS20172020new-[24067].pdf)

Competitors shall make their own decision to start or proceed in a race, taking into consideration the prevailing conditions at the time, the utility of their boat and experience of her crew.

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 bom.com.au website and may be available on the event notice board.

Minimum safety categories required for each boat competing in each race shall be outlined in the RBYC Sailing Program 2018-2019.

### **3 Safety - Volunteers**

All volunteers will abide by the RBYC Codes of Conduct and place the safety of themselves and welfare of participants above all else and accept responsibility for their actions.

### **4 Safety – Race Management**

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

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

- Current and expected weather conditions
- Local safety information

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, by liaising with the RBYC Sailing Office.

Each rescue boat should have a minimum of two people. 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.

Rescue boats drivers and crews will wear PFD's at all times when afloat.

### **5 Alcohol**

All Race Management Boats will be alcohol free zones at all times.

### **6 Incident Response**

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

**In the case of a missing person / yacht, immediate contact will be made with the Victoria Water Police – 9399 7500.**

The Water Police Squad is the State Search and Rescue Authority for Victoria under the National Search and Rescue Agreement between the Federal Government and the various State Governments. The Rescue Co-Ordination Centre (RCC) is located at the Water Police Squad Headquarters, Williamstown and co-ordination of Marine Search and Rescue (SAR) operations is conducted by qualified staff at the RCC.

### **7 Communication**

All race management/rescue boats shall have a working VHF radio on board.

Key Personnel will carry a mobile phone at all times. Key Personnel will be given a list of all applicable phone numbers.

A list of key personnel and emergency phone numbers will be carried on each race management boat.

## **8 Media Communications**

No volunteer or staff member shall speak with the media regarding an incident.

The General Manager or in his absence a Flag Officer will be appointed as the media spokesperson.

## **9 Documentation**

An Incident Log Form is required to be completed for every incident – both on-water and off-water

The incident Log Form can be completed electronically via the RBYC Website or via a hard copy file available from each race management/rescue boat or the RBYC Sailing Office.

All incident Log Forms shall be filed by the Race Officer unless the electronic form has been used.

The Race Officer, Club Captain and General Manager shall review all incidents and ensure that any follow up action required is completed.

## **10 First Aid Kit Locations**

First Aid kits are available:

- In the RBYC clubhouse
  - In the Jock Sturrock Centre , on the right side of the entrance to the classroom/kitchen.
  - In the RBYC Sailing Office in the labelled cupboard above the sink.
- On all on-water race management boats.
  - Harry T & Redeemer have large first aid kits and rhibs have small first aid kits
  - All on-water race management boats shall have a thermal space blanket and a sharp knife.
- In the First Aid cupboard on the hard stand
  - The key to the first aid cupboard is a Member's key.

A defibrillator is located on the wall in the clubhouse near the entrance to the change rooms on the ground floor.

## 11 Recommended Responses to On Water Incidents

Note that these responses are guidelines only and it is the responsibility of the RO to determine the level of risk involved and the level and urgency of assistance required. E.g. a young Laser sailor wearing a wetsuit and PFD separated from their boat in the middle of summer is a completely different situation to a 70 year old keelboat sailor overboard and unconscious in the middle of winter on an outer race course.

It is recommended that the RO turn on their voice recorder when they first become aware of an incident to aid in any post incident review.

### 11.1 Minor Medical incident

- Rescue boat advises RO of the type of incident, and if further assistance is required either on water or on shore.
- RO to arrange onshore assistance if required.
- Onshore staff to collect first aid kit and meet the rescue boat either on the beach or on the hard stand.

### 11.2 Major Medical incident

- Rescue boat advises RO of the type of incident, and if further assistance is required either on water or on shore.
- RO to contact onshore staff to arrange an ambulance. If no office staff or Officer of the Day are available onshore, the controlling officer to contact the Ambulance directly on 000.
- Ideally a mobile phone number to be provided to Ambulance operator so that they can talk directly to the person with the best knowledge of the condition of the patient.
- Person calling the ambulance needs to follow ambulance directions document (schedule 1) when describing the location of the incident/where assistance is required.
- Keys to the pier are located at the following locations:
  - In the club office behind the receptionist's desk (the first desk on the left as you enter the office). The keys are located on a hook under the shelf on the desk.
  - In the downstairs café located on the staff noticeboard. talk to a staff member to access these keys.
- The following individuals also have pier keys:
  - Dominic Jackson – Sailing Administrator – 0410 436 480
  - Francesco Battaglini – Sport Development Officer – 0478 721 787
  - Adrian Finglas – Club Head coach - 0413 376 114
  - Tom Jenkins – Marina Manager – 0447 285 065
- Onshore staff to collect first aid kit and/or defibrillator and meet the rescue boat either on the beach or on the hard stand.
- Onshore staff to have people onshore to direct the ambulance to the south gate and open the gate, or to the pier and the hard stand.
- Water Police to be called if a fatality or serious injury

### **11.3 Keelboat - Man Overboard**

- Nearby boats, both rescue boats and other yachts that are able to assist to put their MOB procedure into action.
- RO to immediately dispatch the nearest rescue boat. If there is a rhib on the water they should also be dispatched, even if they are not the closest rescue boat.
- All rescue boats to be on standby until the MOB has been resolved.
- Any nearby yachts with inexperienced crew or who are not able to assist are to keep clear of boats involved in the MOB retrieval.
- After retrieval, the crew member is to be assessed for hypothermia.
- If a significant number of rescue boats are involved in the rescue, racing may need to be abandoned.
- Call the Water Police if the situation is considered life threatening or there is risk of serious injury.

### **11.4 OTB - Missing boat**

- Check with the Tower/Beach to see if the boat has returned to shore unnoticed.
- Request that the beach crew look for the boat on shore and potentially call the sailor's contact number if the person could have left the club with their boat.
- If there are serious concerns for the boat's safety (e.g. strong conditions), abandon racing, send all boats ashore immediately, call the Water Police and commence a search with all available rescue craft.
- Onshore team to check sign off sheets for all boats as they return to shore.
- Onshore team to call the sailor's emergency contact number to verify that the person has not returned to shore and left the club.

### **11.5 OTB - Crew member separated from their boat**

- The nearest rescue boat to be dispatched to standby if crew has been separated from the boat.
- Crew member to be retrieved from the water if, in the view of the rescue boat, the crew will be unable to return to the boat, or if there is a risk of hypothermia.
- If crew member is not immediately within view, all available rescue boats then to be dispatched to search.
- If not found immediately, abandon racing, send all boats ashore and call the Water Police to assist in the search.

### **11.6 Squall hits the Fleet**

- RO or Tower to take control of the situation. If the Tower is well staffed and has a full view of the race course, it is recommended that control be handed to the Tower.
- If there are only a small number of boats requiring assistance, each rescue boat can take two or three boats in tow.
- If there are significantly more boats capsized it is important to prioritise responses. Two older teenagers sitting on an upturned 49er waiting for the squall to pass may only require a drive by and a wave to check that they are

OK, while less experienced Optimists may require more immediate assistance and reassurance.

- The first response is to look for the number of "heads in the water". Two heads next to an overturned 420 probably means that there is no immediate cause for concern. Any boat without the required number of crew visible should attract immediate attention.
- A boat drifting towards a dangerous shore should also be prioritised and taken in tow, but if not possible, the crew removed from the boat.
- If a crew is removed from a boat by a rhib, they can often be transferred to a larger boat to free up the rhib for further rescues.
- Keeping one of the removed crew on the rescue boat may also be of benefit as an extra pair of hands, and particularly if they are in a wetsuit and can swim to assist others.
- When a crew is removed from a boat, the preferred method to indicate that the crew is safe is to attach "Crew Safe" tape to the rudder area. However, this is not always achievable.
- When a crew is removed from a boat that a call is also made to the controlling officer that "Crew of 420 number 53215 have been removed from their boat". Any other rescue boat finding this boat without crew can then call for confirmation if Crew Safe tape is not visible.
- Be aware of entrapment issues. There is a higher risk of entrapment with trapeze boats and more so with catamarans. A sharp knife may be required to cut lines, cut a trapeze harness, or a trampoline in the case of a catamaran.
- Onshore staff to closely monitor sign off sheets. One person to stand by the sign off sheets, and "tick" off people as they are observed coming safely ashore as it may take them several minutes to secure their boat and come in to sign off. If in radio contact, mark off next to boats where crew have been safely lifted from their boat. This should be the point of contact to advise RO when all boats are safely on shore.

## 12 Contact Numbers

Race Control Tower Call Sign	"Brighton Tower"	VHF 77
On water RO	"Harry T", "Redeemer"	VHF 77
RBYC Office	"Brighton Base"	VHF 77
Jock Sturrock Centre/Beach	"Brighton Beach"	VHF 77
RBYC Commodore	Paul Pascoe	0417 277 264
Club Captain	Paul Jenkins	0410 479 034
Vice Commodore	Peter Strain	0418 530 385
General Manager	Hannah Catchpole	0458 580 046
Sailing Administrator	Dom Jackson	0410 436 480
Sports Development Officer	Francesco Battaglini	0478 721 187
Head Coach	Adrian Finglas	0413 376 117
Marina Manager	Tom Jenkins	0447 285 065
RBYC Maintenance	Brendan Fisher	0448 588 801
Ambulance / Police / Fire		000
Water Police Williamstown		9399 7500 VHF 16
BOM Duty Forecaster		9669 4981
Port of Melbourne Control - (call on VHF channel 12)		9644 9710

Coast Guard	Victoria HQ	9598 9092	
	Sandringham	9598 7003	24hr SAR call out
	St Kilda	9525 3714	24hr SAR call out
	Werribee	9742 1502	24hr SAR call out
	Geelong	5278 8440	0417 012 661
	Queenscliff	5258 2222	24hr SAR call out
	Hastings	5979 3322	24hr call for emergencies 0428 352 653
	Safety Beach	5981 4443	24hr SAR call out
	Frankston	9781 5198	24hr SAR call out
	Carrum	9772 7638	0417 533 475 24hr SAR call out 0417 765 772
State Emergency Service			132 500

Hospital / Medical	The Alfred Hospital	Melbourne The Alfred Hospital (Emergency)	9076 3405
	Sandringham Hospital	193 Bluff Road Sandringham	9076 2000 9076 1000
	Local Medical Centre	245 Hampton Street Hampton	9598 7688
	Southend Medical		
Poisons Hotline			131 126
Bureau Of Meteorology			9669 4000 H.O. Melb.
Marine Forecasts			9669 4981
Severe Weather			1800 811 023
Port Phillips Sea Pilots			9329 9700
Queenscliff Pilot Station			5258 1400 VHF Chl 12
Australian Maritime Safety		Melbourne Office 24 hour contact	03 8612 6000 1300 555 555
Australian Search and Rescue & Oil Spills			1800 641 792 Maritime S/R
Australian Sailing Victoria			03 9597 0066
Australian Sailing			02 8424 7400
Ocean Racing Club of Victoria		Race mobiles	03 9689 1622 0418 396 465 0418 396 605
EPA- Fuel/Chemical Spills			1300 372 842





## 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

Schedule 2  
**Incident Report**



Date

Time

Reported By

**Description of Incident**

**Action Taken**

Race Officer Notified	<input type="text" value="Yes/No"/>
GM Notified	<input type="text" value="Yes/No"/>
Club Captain Notified	<input type="text" value="Yes/No"/>
Other Notified	<input type="text" value="Yes/No"/>

Time	<input type="text"/>	Date	<input type="text"/>
Time	<input type="text"/>	Date	<input type="text"/>
Time	<input type="text"/>	Date	<input type="text"/>
Time	<input type="text"/>	Date	<input type="text"/>

**Race Officer Comments**

**General Manager Comments**

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**Club Captain Comments**

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**Other Comments**

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**Follow up Action Required**

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By Whom

By When
