



General and Sailing Safety Manual

1. Sailing Activities

1.1. Safety Policies and Procedures

- When joining the club and at membership renewal, members are required to sign that they have read, taken note and will follow the requirements of this manual.

1.2. Personal Responsibilities

- The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner/ person in charge who must ensure that the boat has the appropriate equipment and insurance and that the crew are adequately skilled to face the conditions that may arise.
- All participating members, or in the case of children aged up to and including 17 years of age under the guidance of their parents or guardians, are responsible for their own safety and insurance.
- It is the individual's (or parent's) responsibility to ensure the suitability and condition of their own boats and equipment at all times.
- Members are expected to abide by the decisions of the responsible officers for all WYC sailing activities.
- Whilst the club provides sufficient patrol boat cover during organised WYC sailing events to mitigate risks, this does not detract in any way from sailor's personal responsibilities or the condition that they sail entirely at their own risk.
- Personal Floatation Devices (PFD) must be worn at all times when afloat. Wet suits and dry suits are not personal buoyancy and will not satisfy this instruction.
- Appropriate clothing such as waterproofs, wetsuits or drysuits should be worn depending on the air and sea temperature. It is the responsibility of the individual sailor to ensure they are dressed appropriately for the conditions.

1.3. Organised WYC Sailing Events

- Sailing events organised under the aegis of WYC might include: club racing, club regattas, open meetings and national championships.
- All events will have either a named organiser or in the case of racing events a Race Officer who will be responsible for safety during the event.

- When deciding to sail, the event organiser or Race Officer shall assess the risks and will take the advice of the leading patrol boat driver and committee boat driver. They will also take into account:
 - The actual and forecast weather conditions covering the activities.
 - The experience of the participants.
 - The proposed sailing area of the activity.
 - What patrol craft are available.
 - What equipment is available (e.g. safety equipment, first aid equipment).
 - That means of communication, including radios if deemed appropriate, is available.
- At least one patrol boat must be on the water to provide safety cover for all organised sailing events. Each patrol boat will have at least two crew members, one of whom should hold a suitable qualification or have been deemed competent to operate the boat.
- Are conditions safe to transfer the race team from the RIB to committee boat?
- Is the sea state commensurate with the safe handling of the mooring chains/warps?
- A safety boat ratio is 12:1 depending on weather, drivers etc is advised.
- Communication between patrol boats, the committee boat and the shore will be coordinated during all events by a controller (in races this will be the race officer) from his / her position on the shore or from the committee boat. Larger events should have a designated person ashore as radio bridge.

1.4. Free-Sailing

The club is open every day of the week for the use of members. Expert advice and support boats are only available during club organised sailing activities. Members are responsible for their own safety at all times. In the case of children and youths, parents or guardians are expected to exercise appropriate supervision.

The following suggestions are for guidance only: -

- Arrange to go out with another similar boat and watch out for each other.
- Check the weather forecast.
- Check times and heights of tides.
- Avoid sailing in a dying wind on an ebb tide
- Check your boat's buoyancy and fixings
- Realistically assess yourself, your crew and your boat's ability to cope.
- Ask experienced sailing people for a second opinion if possible.
- Dress warmly for the conditions – it is easier to take off a layer than put it on.
- Wear personal buoyancy, properly done up, at all times afloat.
- Sail within your 'comfort zone'. Don't take risks.
- Watch the sky upwind for black clouds, fog, rain or wind direction changes.
- Go ashore if you have doubts or get cold or tired – there's always another day.
- Always sail in an area to the west of the harbour.

- If you capsize and can't right it, stay with the boat. Never try to swim to shore.
- Carry a mobile phone in a plastic bag or waterproof container.
- Carry a compass and a waterproof watch. Practice sailing a compass course so you can cope with poor visibility.
- Tell a reliable person ashore where you are going and give them your mobile telephone number(s).
- Arrange a time for your shore mate either to contact you or to raise the alarm.
- Avoid shipping routes and fishing grounds if possible.
- Watch all around for shipping, other boats and obstacles.
- Tell your shore mate to stand down when you come ashore.
- Don't stay out alone after your sailing partner comes in.

Additional advice for Dinghy Cruising

- Take drinking water, food or trail bars, extra clothing, paddles or oars, an anchor and warp, towrope, small flare kit, first aid kit and a small toolkit including: knife, pliers, wire cutter, shackles, cord, gaffer tape.
- Also consider: a marine radio, waterproof charts, waterproof torch, outboard motor with extra fuel and spare shear pin
- Ensure that you have the ability to reef or lower sails whilst afloat.

2. Accident and Emergency Procedures

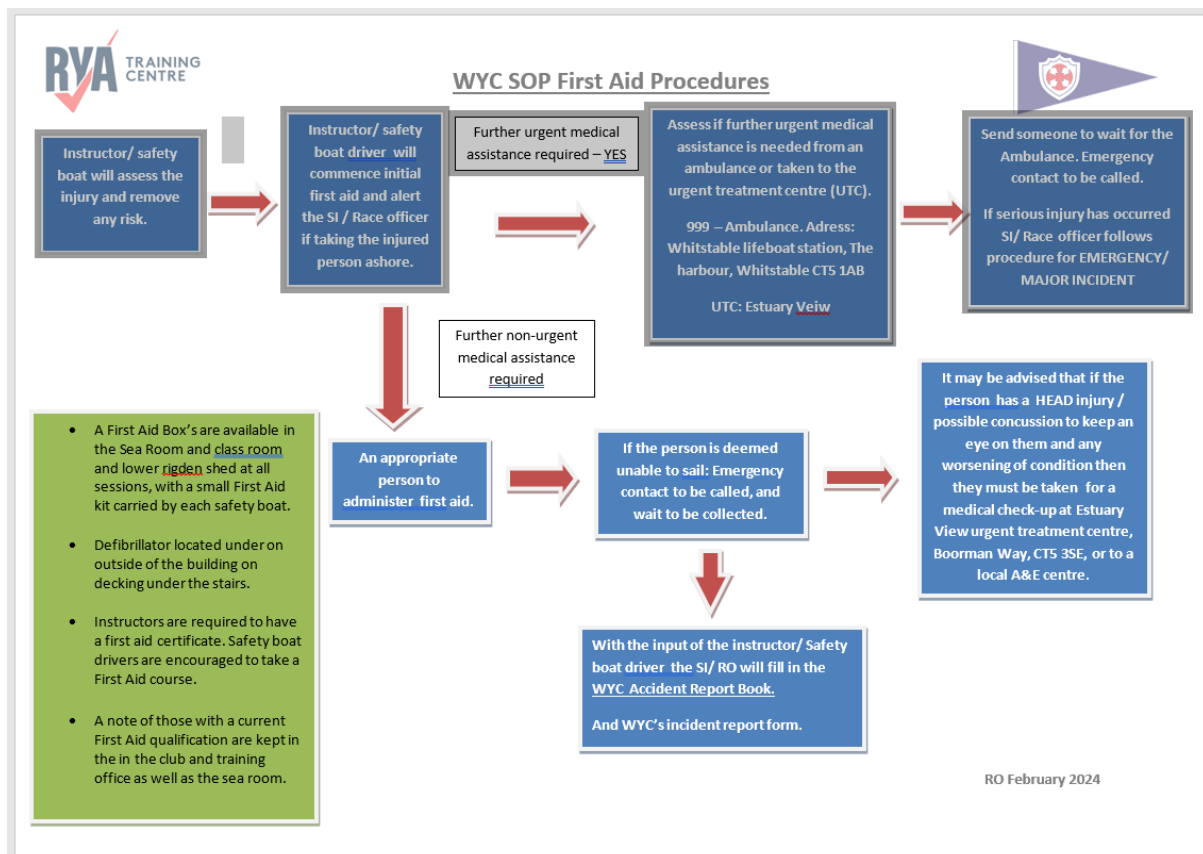
Accident and Emergency Procedures are set out in the chart below which must be followed in the event of an accident leading to injury or the need for first aid or emergency medical treatment:

2.1. Injury sustained whilst afloat

- Initial first aid treatment will be given by the patrol boat driver(s) where/if appropriate.
- The patrol boat will coordinate by radio with the beach or bridge controller to prepare shore reception so that the injured person can be brought ashore as soon as possible.
- The patrol boat driver will stay with the injured person until another first aider or the emergency services take over.
- If the injury is serious and an ambulance is required, the patrol boat driver will inform the shore or bridge coordinator by radio. (If necessary an ambulance can be called directly by the patrol boat by contacting the coastguard by radio on channel 16.)
- The beach or bridge coordinator will coordinate: -
 - Shore reception to aid bringing the injured person ashore
 - A first aider to relieve the patrol boat driver
 - An ambulance to be called if required

2.2. Injury sustained on land

- Stay with the injured person and get someone to find a first aider.
- Administer first aid treatment where/if appropriate.
- Call for an ambulance if the injury is serious.
- A first aid kits are located: -
 - WYC sea room, kitchen, behind the bar, in the committee room
 - WYC Lower Rigden shed, WYC training classroom.
 - The committee boat and each safety boat have a small kit available.
 - There is also a defibrillator located on the rear of the WYC clubhouse under the fire escape stairs.
 - These kits will be checked periodically by the chief instructor to ensure they are properly equipped.
 - A list of qualified first aiders is available in the office.



2.3. WYC Major Incident Procedure

- A Major Incident is an incident involving life threatening or serious injury. Major Incident Procedures are set out in the chart below which must be followed in the event of any serious accident or incident which directly or indirectly concerns or involves WYC

- For incidents requiring medical attention the priority must be to give first aid treatment or call an ambulance or other emergency services as necessary.

Once this is done: -

- Report the incident to the Commodore, Club Manager or any club official if they are not available. (Telephone numbers are in the WYC Programme and on the club website)
- Initially it is only necessary to discuss the incident with members of the relevant public services e.g. Police, Ambulance, Fire, Coastguard etc.
- Any equipment involved in a Major Incident should be “quarantined” pending official investigation
- The Commodore or club manager will initiate and maintain contact with other agencies and parties eg: RYA, MCA, Club Insurers
- The Commodore will authorise all communication with the media.

