



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

10 August 2016

DQSC Reference: DQSC/01/04/04/05

Safety Boat Operation

REPORTING AN INCIDENT	
WHAT	
WHERE	
NUMBERS INVOLVED	
INTENTIONS	
ASSISTANCE REQUIRED	

Safety Boat Operation

Preparation

- Check weather conditions and tides early on.
- Clothing – appropriate weather gear and buoyancy aids to be worn for helm & crew in the event of going in water (no wellies, hoods) towel, cover for casualty and keep ropes/bags tidy in boat
- Those rostered for Safety Boat operations should arrive at least 60 minutes before the start of racing or other activities.
- Report to the Race Officer/Duty Officer on arrival.
- The Safety Boat should be prepared and checked according to the checklist.
- The Safety Boat should be launched at the earliest opportunity so that it is available for course laying if required.
- If course laying is to be performed, it is considered best practise to use a dory and not Alfie.

Clothing

Adequate clothing for the prevailing (and forecast) conditions should always be worn. Even in summer, a windproof top over a wet suit should be used.

1. Wellingtons should not be worn.

Fuelling

Fuelling must be carried out in the open air, outside of the Black Shed, signs displayed and with a Fire Extinguisher to hand (found in the entrance to the Black Shed). Fuelling must only take place when safe to do so and not in the presence of children.



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Radios

They are to be returned to the sail loft and placed on charge on completion of the day's activity.

All radio transmissions are to be kept to absolutely minimum and restricted to Channel M2.

1. In the event of an emergency a Mayday Call is to be made on Channel 16 with subsequent transmission made in accordance with instructions issued by Solent Coastguard.
2. To unlock club radios, press and hold the 'H/L' button until the lock symbol disappears from the screen.

Radios are to be placed in a protective waterproof bag (Aquapack) at all times when afloat.

1. In the event of the waterproof bag getting punctured and water logged, remove the radio and store in a dry location.
2. Wash and dry outside of bags at end of the duty and ensure radio is dry, especially across the terminals at the back.

A mobile phone should also be taken for an emergency if there is no-one operating Dell Quay Base.

Buoyancy Aids & Kill Cords

Adult DQSC members will take responsibility for their own buoyancy aids. Crews can provide their own buoyancy aid if it is of an approved standard (BS EN 393:1994).

- A lifejacket seriously hinders your ability to perform rescues, therefore, under no circumstances must a lifejacket of any type be worn when boats are deployed as a Safety Boat.

Kill Cords shall always be worn when helming club Safety Boats. See the RYA Kill cord policy available on the RYA website.

General

- **Kill cord ALWAYS to be attached to HELM – spare to remain in boat whilst on water**
- Helm to have **one hand on power and one on steering**
- DO/RO direct safety crews – crew ensure instructions carried out
- Check radios functional Channel M2 for RO/DO
- Check number/types of boats competing & course before on water & with RO after start

On the water

- Assess at start competence of crews and any specific risks. Thereafter, regularly monitor situation especially novices and children whether or not in race.
- Assess where most risk – frequently on downwind run and at Gybe mark - tactical positioning required usually upwind.
- Aim to attend and assess all potential Incidents within 3 minutes. Whilst there is an 8 knot speed limit throughout the harbour, this does not apply when attending a life threatening incident.



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Completion of duty

On completion of duty, the Safety Boats are to be put away and all equipment neatly stowed. Safety Boats need to be washed down and engines flushed. All rubbish is to be disposed of, and any damage, defects, or missing items reported to the Safety Boat Boatswain. Outboard fuel tanks are to be locked up in the fuel store. There is to be no smoking in boats, on club premises, including Black Shed, at any time.

Record in the Maintenance book any issues found during operation of the safety boat that require action to be taken.

INCIDENT

IMMEDIATE RESPONSE REQUIRED/SERIOUS INCIDENT

1. On arrival at incident account for all occupants of dinghy (confirm crew numbers with dinghy crew).
2. If a crew member is unaccounted for consider issuing a 'Mayday Call'
3. Immediately bring dinghy to upright position.
4. Locate missing crew members
5. Provide First Aid as appropriate
6. REPORT TO THE RACE OFFICER/DUTY OFFICER
7. Transfer to the shore as required.

If an immediate response is not required:

- No need to be too zealous - sufficient to stand off rather than intervene – reassure by presence.
- Keep active lookout for other incidents elsewhere whilst attending.

Second Incident

If a second incident occurs coordinate response to second incident with other Safety Boats. If another Safety Boat is not available your response will depend on how far away the second incident is to the first and how much assistance is required at both incidents.

YOUR RESPONSIBILITY

1. Ultimately, you are responsible for the safety of all those afloat.
2. Your priority is to rescue crews before undertaking salvage operations.
3. If need be recover all crew and proceed to second incident.
4. In the event of a capsize involving multiple dinghies, then recover the crew from each boat leaving dinghies adrift (take to nearest shore so that there is space for more crews).
5. Only commence salvage of dinghies when all crews requiring assistance are recovered from the water and are safe.
6. Maintain a careful watch of all competitors until cover is ceased in agreement with the Race Officer.
7. Rescue techniques vary depending on the nature of the incident, the weather and sea conditions and the type of craft requiring rescue. All rescues should be performed following the guidance in the RYA Safety Boat Handbook (copy available from the club library).
8. **Important: IF RACING HAS NOT BEEN STOPPED - once casualty is ashore and handed over to the care of the Duty Officer/Medical Professionals the Safety Boat shall return to duty.**



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Personnel Rescue

With all unconscious or concussed casualties, LEAVE boat, report situation to DQ Base by Ch M2 if operating near DQ, if operating away from DQ issue 'Mayday Call' on CH16, give details of boat, position, emergency & get casualty back to shore ASAP.

When on Safety Boat, injured person should be put in recovery position preferably with head towards stern – make sure airway clear and face not in water.

Dinghy Rescue

- Keep lookout for other incidents whilst recovering boats (people before property)
- Never shout instructions from a moving boat – get within earshot and put into neutral or stop.

First Aid Equipment, Accidents, and Accident Reporting

Each Safety Boat is equipped with a First Aid Kit and the main First Aid Kit on shore is found on the cupboard door inside the club facing the Galley.

When accidents occur afloat the casualty needs to be treated appropriately quickly with the aim of returning to base as soon as possible. If serious and an ambulance is required this information needs to be communicated to Dell Quay Base in order to contact 999. If there is no-one manning Dell Quay Base then Safety Boat Crew will need to call 999 on the mobile phone from the Safety Boat and either return to Dell Quay Base or Chichester Marina whichever is nearest.

Accident Reporting –

1. All accidents, requiring first aid treatment should be reported in the Accident Book.
2. If any items are used they need to be documented in the accident log and communicated to the club's Health and Safety Officer for replacement.

First Aid - Aide Memoire

Hypothermia - check life signs -symptoms – skin colour lips hands blue, confused, uncontrolled shivering, no speech, may not accept in trouble – unconscious. Forget boat – make for base –get out of chill in bottom of boat, cover up – hat reassure input warm fluids, cuddle up. At base put in warm shower with wet gear on and slowly remove clothing – two adult people must stay – if adult suffering from hypothermia they should not drive. Children get cold more quickly but recover faster.

Heat Stroke - take water/flask sun cream, hat in boat – symptoms nausea, dehydration, headaches, sunburn - caused by - wrong drinks, too much clothing, no hats – cool down by water on face hands, hat, fluids.

Unconscious - Place in the recovery position (or as near as can be achieved in a boat) travelling feet towards the bow, head towards the stern. Radio DQ Base and request that an ambulance be called and return to DQ Base at best speed (speed limit does not apply in a rescue situation). If contact cannot be made with DQ Base then issue Mayday Call on Channel 16.

Not Breathing no Signs of Life - Place in the recovery position (or as near as can be achieved in a boat) travelling feet towards the bow, head towards the stern and commence CPR. Radio DQ Base and request that an ambulance be called and return to DQ Base at best speed (speed limit does not apply in a rescue situation). If contact cannot be made with DQ Base then issue Mayday Call on Channel 16.



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Entrapment Guidance

In the event of a total inversion of a dinghy following capsize, it is possible for one or more of the crew to be trapped underneath. They may be caught on rigging or have a limited air supply. The hazard of entrapment arises particularly with modern asymmetric boats that have complex rigging and/or no transom which, on more traditional designs, would create an air pocket. The resultant risk is extremely serious and can be fatal. Following an extensive survey of the risks, the RYA concluded in 2005 that in the event of an entrapment, **the absolute priority of those providing safety cover should be to right the boat as fast as possible**, at least to get the mast to the waterline. The fastest method of achieving this is by using leverage on the centre-board. The Crew of the patrol boat crew will step from the Safety Boat onto the Centreboard of the upturned dinghy add more leverage to the centre-board.

Knives are carried in all DQSC Safety Boats. Their use is secondary to the priority of righting an inverted dinghy. Inappropriate use of knives, can make the situation worse by causing injury to crew who may not be visible, or exacerbate entanglement in the rigging. Knives should only be used when the dinghy has been brought to the upright position and the trapped crew member's face is clear of the water.

Boating Safety on the course

The 'L' flag/radio call/ or whistle will be used as the signal for boats to come within hail or to 'follow me'.

Emergency Recall - If it is necessary for all boats to return to the Club, a series of short blasts will be made on the Club Finishing Line hooter. The sound signals are to be amplified afloat by Safety Boat crews blowing short blasts on their whistles.

If there is a fire at the Club which requires the premises to be vacated the duty officer will advise. RACING WILL BE STOPPED AND THE SAFETY BOAT SHOULD KEEP BOATS AWAY UNTIL DIRECTED TO RETURN by the DUTY OFFICER. The muster point on evacuating the club is Whyche Marine.

11 POINT CHECKLIST

The following Check list is also available on the Safety Boat grey equipment cupboard in the black shed.

1. Competent, appropriately dressed Helm & Crew –

You must dressed and be prepared to enter the water throughout the period of your duty. As a guide you should be dressed like a dinghy sailor.

- a. 50 Newton Buoyancy Aid – **UNDER NO CIRCUMSTANCE MUST A LIFEJACKET BE WORN.**
- b. Wetsuit or Drysuit.
- c. Protection from the elements
- d. Sailing Gloves
- e. Dinghy Boots or similar (no Wellies)
- f. Drink and food



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- g. Ensure you have been briefed by the Race Officer
- 2. Safety Boat emergency Bag containing:-**
 - a. First Aid Kit
 - b. Wire cutters
 - c. Throw rope
 - d. Flare Pack
 - e. Knife
 - f. Survival Bag
- 3. Paddles**
- 4. Radio.** –carry out radio check before leaving, and **MUST** use waterproof bags (Aquapack).
- 5. Anchor and Warp**
- 6. Adequate Fuel**
- 7. Tow Line and Boat Line**
- 8. Kill cord and spare kill cord**
- 9. Boarding Ladder (Dory only)**
- 10. Briefed by Race Officer**
- 11. Safety Boat Equipment Checks.**

The following additional checks are to be carried out before Safety Boats are taken out:

 - a. Engine is secure with water cooling working correctly
 - b. State of the propeller
 - c. Oil levels (as appropriate) are okay