



## **Health and Safety Plan (master/combined)**

**Club Activities, including sailing at Whanganui River and Pauri Lake**

**Approved by Committee 4 March 2020**

# DR 01 DOCUMENT REGISTER

Doc no.	Document title	Document owner	Version no./date
DR 01	Document Register	Safety Officer	v2 4 Mar 2020
DR 02	Patrol Boat Maintenance Log	Safety Officer	v2 4 Mar 2020
DR 03	Hazard Register	Safety Officer	v2 4 Mar 2020
DR 04	Training Register	Safety Officer	v2 4 Mar 2020
PR 01	Emergency Procedure - General	Safety Officer	v2 4 Mar 2020
SMS 01	Safety Management System	Safety Officer	v2 4 Mar 2020
SMS 02	Safety Objectives	Safety Officer	v2 4 Mar 2020
SMS 03	Crisis Management Plan	Safety Officer	v2 4 Mar 2020
SMS 04	Documented Information	Safety Officer	v2 4 Mar 2020
SMS 05	Hazard Management	Safety Officer	v2 4 Mar 2020
SMS 06	Incidents	Safety Officer	v2 4 Mar 2020
SMS 07	Kitchen/Bar Area		
SMS 08	Patrol Boats Policy	Safety Officer	v2 4 Mar 2020
SMS 09	Legal and Other Requirements	Safety Officer	v2 4 Mar 2020
SMS 10	Risk Management(Display)	Safety Officer	v2 4 Mar 2020
SMS 11	Cancelling / postponing sailing	Safety Officer	v2 4 Mar 2020
SMS 12	Patrol Boats - Operation	Safety Officer	v2 4 Mar 2020
SMS 13	Helmets policy	Safety Officer	v1 4 Mar 2020
SMS AMP	Activity Management Plan	Safety Officer	v2 4 Mar 2020
SMS F1	Incident Report	Safety Officer	v2 4 Mar 2020
SMS F2	Patrol Boat Assessment	Safety Officer	v2 4 Mar 2020

**All documents Final/updated**

## DR 02 PATROL BOAT MAINTENANCE LOG

Date	Patrol Boat	Action needed	Action taken	Initials

## DR 03 HAZARD REGISTER

Hazard #	Hazard	Significant Yes/No?	Risk	Management strategy
1	Water	Yes	Drowning Hypothermia	<ol style="list-style-type: none"> <li>1. Wear fit for purpose buoyancy aids</li> <li>2. Wear suitable warm, windproof clothing</li> <li>3. Patrol boats on water during boating activities</li> </ol>
2	Spars	Yes	Injury, esp. to head and face area	<ol style="list-style-type: none"> <li>1. Take care when carrying booms and masts</li> <li>2. Rig boats head to wind</li> <li>3. Take care when moving around rigged boats</li> <li>4. Comply with Helmets Policy SMS 13</li> </ol>
3	Vehicles on grounds	Yes	Injury Verbal and/or physical conflict	Inform
4	Other water users e.g. motor boats moving up and down the river	Yes	Injury/death	<ol style="list-style-type: none"> <li>1. Observe collision regulations</li> <li>2. Patrol boat skippers to observe speed restrictions and take care around other craft</li> <li>3. Understand and acknowledge that yachts, even while racing, do not always have right of way</li> </ol>
5	Boats - moving in and out of sheds	Yes	Injury	<ol style="list-style-type: none"> <li>1. Take care when moving boats - use spotters, ask for help</li> <li>2. Use cones as appropriate to divert pedestrians, cyclists, and vehicles</li> </ol>
6	Logs and drift wood in river	Yes	Injury	<ol style="list-style-type: none"> <li>1. Help each other launch boats to avoid hitting logs</li> <li>2. Taken care while racing to avoid floating logs</li> <li>3. Take note of logs at low tide - not always able to be seen at high tide (covered)</li> </ol>

Hazard #	Hazard	Significant Yes/No?	Risk	Management strategy
7	Public boat ramp	Yes	Injury	<ol style="list-style-type: none"> <li>1. Take it slow on ramp</li> <li>2. Involve more people to help</li> </ol>
8	Patrol boat propellers	Yes	Injury/death	<ol style="list-style-type: none"> <li>1. Approach swimmers and boats slowly</li> <li>2. Approach capsized boats from upwind generally - drift down</li> <li>3. When near swimmers, put motor into neutral or switch off</li> </ol>
9	Vehicles - public roads	Yes	Injury/death	Supervise young children
10	Boat shed doors	Yes	Injury	Ensure they are tied back as they can move quickly in strong winds
11	Towing Patrol Boats	Yes	Injury	Ensure use of the safety chain between the car and trailer is on at all times and ensure the boat is secured on the trailer not just by the winch but with the safety chain as well

# DR 04 TRAINING REGISTER

Name of Participants	WSC Rescue Boat Course	WSC Rescue Boat Assessment or Prior Learning	YNZ Learn to Sail Coach Course	YNZ Race Coach Course	YNZ Race Management Course	YNZ Judges Course	YNZ Teams Racing Umpire Course	WSC First Aid Course	VHF Course

# PR 01 EMERGENCY PROCEDURE - GENERAL

## TAKE CONTROL

- Assess the situation and communicate
- Ensure safety of responders
- Prioritise actions
- Delegate roles

## TAKE ACTION

- Remove person(s) from life-threatening environment
- Issue helmets if carried on Committee Boat in accordance with the Helmets Policy

## TREAT

- Treat person(s) for injuries

## COMMUNICATE

- Notify clubhouse and/or other support boats
  - Person In Charge to contact emergency services
  - Person In Charge to contact Commodore
  - Commodore (or someone so delegated) to initiate crisis plan - contact relatives, next of kin etc, and media spokesperson (Commodore unless delegated)

## EVACUATE

- Package and transport person(s)

## STABILISE

- Look after others involved in the emergency situation
- Debrief the situation with relevant persons
- Report and record

# SMS 01 SAFETY MANAGEMENT SYSTEM

## PURPOSE

The purpose of the Safety Management System (SMS) is to provide Wanganui Sailing Club with a framework for managing, measuring and improving our safety performance.

## SCOPE

### *In scope of SMS*

Nearly everything we do has some relation to safety. Therefore, the SMS covers all the boating-related activities that are carried out within the club operating areas and buildings by club members and those people under the control of the club.

- The main operating areas are the Wanganui River and Pauri lake
- The buildings include the clubhouse and associated sheds.

In addition, the SMS covers boating-related activities that are carried out away from the club, bearing in mind that there could be some overlap or jurisdictional issues with other agencies and organisations. Examples include:

- Transporting club equipment to regattas
- Transporting equipment to the lake

### *Out of scope of SMS*

The SMS does not cover:

- activities conducted by groups that have hired the club facilities, particularly the clubhouse.
- sailors that are out sailing when the club is not operating organised training or racing.

We recognise that members of the public use grounds surrounding club which is recognised as a public park. The SMS does not cover these activities, however, we will take all reasonable and practicable steps to ensure no foreseeable hazard could potentially injure someone.

When reasonably required Sailing Wanganui should contact (as appropriate) Horizons Regional Council or Wanganui District Council about safety issues around club facilities.

## ROLES AND RESPONSIBILITIES

### **Commodore**

The Commodore is responsible for the SMS achieving its goal.

The Commodore (on behalf of the club) is committed to:

1. Ensuring that the importance of effective safety management, and of conforming to the SMS, is communicated to members, visitors and other interested parties.
2. Providing the resources to establish, implement, maintain and continually improve the SMS.
3. Requiring and reviewing regular reports on safety performance.
4. Ensuring operations comply with health and safety legislation, and that the SMS achieves its intended goals and objectives.



## **Safety Officer**

The Safety Officer is responsible for:

1. Coordinating the development and/or annual review of the SMS, in consultation with relevant persons.
2. Ongoing monitoring of the status of action items identified in the SMS, particularly in the Hazard Register.
3. Reporting to the Commodore and Committee on the achievement of safety objectives.
4. Keeping the SMS up to date.
5. Ensuring relevant parts of SMS are communicated appropriately internally and externally.

## **Committee**

The club Committees are responsible for reviewing the SMS in consultation with the Safety Officer and monitoring the implementation of any actions affecting the club.

## **Club members**

All club members are responsible for identifying potential safety issues and reporting them to the Safety Officer.

## **PROCESS**

### **Develop and annually review the SMS in consultation with relevant persons**

The development and/or review of the SMS must be based on:

1. Analysis of relevant data relating to identified hazards, and reported incidents.
2. A consultation process with committee members, club members and other interested parties.
3. A review of the club's legal and other requirements.

### **Prepare a draft SMS and secure proper authorisations**

Approval of the updated SMS must be sought annually from the Commodore and will be recorded in the revision history table.

### **Publish the SMS**

Store for use at committee meetings and other occasions when safety is to be discussed.

Print and display, or otherwise disseminate, relevant safety information to members, visitors, public and other interested parties.

**All club members and visitors are required to comply with the requirements in the SMS.**

**Everyone is encouraged to contribute to the success of the club and the continual improvement of the SMS.**

## SMS 02 SAFETY OBJECTIVES

	Objective	Actions	Indicator	Responsible
1.	Prevent injury	<ol style="list-style-type: none"> <li>1. Implement and continually improve SMS</li> <li>2. Communicate SMS requirements</li> <li>3. Competent people in safety-critical roles</li> <li>4. Fit for purpose equipment</li> <li>5. Correct decision-making on event days – ‘go/don’t go’</li> </ol>	No injuries in sailing season	Safety Officer
2.	Embed safety into club decisions, processes and activities	<ol style="list-style-type: none"> <li>1. Safety always on meeting agendas</li> <li>2. Safety briefings carried out before events</li> <li>3. Constantly review safety policies and procedures for relevance and accuracy and effectiveness</li> </ol>	Positive culture of safety discussion, reporting and analysis	Commodore
3.	Ensure all incidents are reported and recorded in accordance with Incident process	<ol style="list-style-type: none"> <li>1. Simplify processes</li> <li>2. Make forms available from control tower</li> <li>3. Inform members of reporting process</li> </ol>	Completed forms for each incident	Safety Officer
4.	Ensure all significant risks are reported and recorded	<ol style="list-style-type: none"> <li>1. Simplify processes</li> <li>2. Inform members of reporting process</li> <li>3. Active committee members</li> </ol>	Revisions and additions made to risk register  Changes made to SMS at time of review	Safety Officer

5.	Compliance with legislative and other requirements	<ol style="list-style-type: none"> <li>1. Identify relevant legislation and other requirements</li> <li>2. Communicate requirements to relevant people</li> <li>3. Monitor compliance internally</li> </ol>	No negative compliance issues	Safety Officer
6.	Increase volunteer participation in safety-critical roles	<ol style="list-style-type: none"> <li>1. Simple registration process</li> <li>2. Scaffolded progression</li> <li>3. Provide warm, comfortable gear</li> </ol>	Patrol boats crewed with competent people for every event	Safety Officer Club Captain

# SMS 03 Crisis Management Plan

## WHOLE FLEET EMERGENCY - FOUL WEATHER

- In the event of danger to life the race will be abandoned and the rescue co-ordination will be done by the Race Officer (RO).
- The Race Committee Signal Boat will remain stationary or move to a more suitable position to co-ordinate with Yacht Club base to delegate roles. It will accept sailors on board and will tie boats up behind if necessary to speed up the process of ensuring everyone is accounted for. Issue helmets (via rescue boat) if carried in accordance with Helmets policy SMS 13.
- Rescue boats will, in the first instance, provide support. If necessary, request further assistance. When their area is clear seek advice from RO as to which area to cover.

## RADIO BLACKOUT

- Deal with immediate emergencies in your area and visibility.
- Consider which is the quickest way to report your situation and actions - e.g. cellphone, another boat that may have communications or go to Race Committee Signal Boat.
- Continue to operate as per the above routine duties and emergency instructions

## CREWLESS BOAT AND NO ORANGE (CREW SAFE) TAPE

- Immediately communicate with RO (or Shore Base if an emergency has already been declared).
- Stop and scan everywhere. Check that the sailor is not trapped under the boat or under the sail.
- Consider the line of drift (wind and tide). Scan more carefully both ways on this line.
- Search upwind over a 60° triangle from the boat to a distance at least 200m. Patrol boat crew standing if possible.
- Once other boats arrive initiate a line abreast (20mtr apart) search from 200m downwind of the boat, then proceed to windward.

## MISSING SAILOR AT THE END OF THE DAY I.E. NOT SIGNED BACK IN

- Safety Officer/Club members check for the boat, trolley, results list and support team ashore.
- Call on water support team to check subject boat and sailor. Shore team contact a teammate/coach.
- Official club boats (committee/rescue) asked to remain on water (possibly launch additional rescue boats). Report any relevant information as to whereabouts of the subject boat/ sailor
- If none: 5 min later Race Officer will call police and coastguard.

# SMS 04 DOCUMENTED INFORMATION

## PURPOSE

The purpose of the Documented Information document is to ensure documented information is controlled, revised and issued with accuracy and relevance.

## DEFINITION

The term **documented information** covers policies, procedures, plans, forms, records, templates, and manuals whether electronic or paper-based.

It also refers to safety-related information on our website and in emails or e-letters.

## SCOPE

This process applies to all safety-related documented information generated and/or used by the club to ensure ongoing currency of all documented information used by club members and other interested parties.

The Safety Officer and Secretary are responsible for ensuring documented information is:

1. Readable, identifiable and traceable to the activity.
2. Periodically reviewed, and revised where necessary.
3. Signed off as adequate by the Commodore.
4. Current and available at appropriate locations.
5. Adequately protected from unauthorised modification, deletion and publication.
6. Removed from circulation if obsolete, or clearly marked that it is not to be used.

## PROCESS

1. Ensure all existing documents are reviewed each year.
2. Create new documents using the appropriate template.
3. Ensure the document contains the following information, where appropriate, in the relevant section of the document:
  - Document title – clearly stating what the document refers to
  - Purpose – summary of the intent of the document (unless obvious such as maintenance records)
  - Title and date (for combined master plan include on cover page)
  - Record version data (date, reference, author, approver etc)
4. Documented information will be protected, where appropriate, by password or other access restrictions, or as a .pdf.

# SMS 05 HAZARD MANAGEMENT

## PURPOSE

The purpose of the Hazard Management document is to set out the process for managing hazards in a systematic way.

## DEFINITION

A hazard is something that can cause harm or damage.

A 'notifiable event' is defined in Health and Safety at Work Act 2015 (HSWA) and includes fractures, laceration, crushing, loss of consciousness and burns.

## SCOPE

This process relates to the identification, assessment and control of hazards relating to all related activities at Sailing Wanganui activities.

## PROCESS

### Identify Hazards

1. Discussion and brainstorming sessions with the relevant committee members to identify potential and actual hazards.
2. Determine where, when, why and how hazards could injure someone. Use the following sources to assist determination:
  - a. Personal observation
  - b. Maintenance safety inspections
  - c. Incident investigation
  - d. Comments from members, visitors or the public.
3. List identified hazards on DR 03 Hazard Register.

### Assess Hazards

1. Assess each hazard for significance – could the hazard cause serious harm?
2. If the hazard is assessed as significant, determine the control method.
3. Ensure all hazards identified are assessed with the assumption that there are no controls in place, or that controls will fail.

### Control Hazards

1. Decide whether to eliminate, isolate or minimise the hazard.
2. State the control method(s) and action.

### Monitor and Review Hazards

1. Monitor hazards constantly to provide on-going assurance the control methods are effective.
2. Review the Hazard Register on a quarterly basis to evaluate the effectiveness of the existing controls in place, and evaluate whether any changes to our boating activities may impact the current assessment of identified hazards or introduce new hazards.
3. Evaluate the effectiveness of our hazard management as part of the scope of the internal review.

# SMS 06 INCIDENTS

## PURPOSE

The purpose of the Incidents document is to ensure incidents are managed appropriately, conform to legislative and other obligations, and inform improvements to the SMS.

## DEFINITION

An **incident** is defined as an event that leads to an accident or has the potential to lead to an accident.

An **accident** is an event that results in death, injury.

## SCOPE

This policy applies to all incidents arising from our activities under the control of the club.

The focus is on harm to people, not damage or loss of property.

## RESPONSIBILITIES

All club members are responsible for responding to incidents that are within their competence, and then communicating the details of the incident to either the Safety Officer or the Race Officer.

Trained club members are responsible for responding to on-water and off-water incidents.

The Safety Officer is responsible for overseeing the incident management process and reporting to the Committee.

The Committee is responsible for reviewing and analysing incidents to determine trends and any corrective actions needed.

## PROCESS

1. Incidents must be reported to the Safety Officer, or another Committee member, as soon as possible after situation is made safe.
2. 'notifiable event' must be reported to Maritime NZ through a two-step process:
  - a. Verbally as soon as possible to either landline 0508 222 433 or on VHF Ch.16
  - b. Online using [form](#) on Maritime NZ website.
3. Incidents, such as collisions resulting in damage to navigational aids, must be reported to the local harbourmaster.
4. Incidents must be recorded on SMS F1 Incident Report (unless already done so on Maritime NZ form).
5. Incident records will be stored by the Safety Officer in secure storage.
6. Incidents will be investigated and reviewed to determine causes and any corrective actions needed. Changes, if warranted, will be made to the SMS and communicated to relevant persons.
7. The annual SMS review will take into account the incident history.

# SMS 08 PATROL BOATS - POLICY

## PURPOSE

The purpose of the Patrol Boats - Policy document is to set the expectations for the use of the club's patrol boats.

The Patrol boats are some of the most critical items held by the club. Without them we cannot operate our boating activities. They are valuable assets in their own right, expensive to run and maintain, and require careful handling.

The club currently has FOUR Patrol boats:

Boat name:	Boat colour:	Length of boat:	What is the boat made of:	Powered by:
Terry Coles	Yellow	4.2	Plastic	50H Suzuki
	Orange	5.7	Plastic	90H Suzuki
Craig Mills	Yellow	3.6	Plastic	15H Suzuki
John Rummery	Red	3.6	Plastic	15H Suzuki

## POLICIES

1. We will use the Patrol boats for their primary purpose, that is, support and rescue, and not be distracted from this purpose.
2. We will comply with the relevant sections of the Maritime Transport Act 1994 and Maritime NZ guidelines, including the YNZ MOSS Exemption.
3. We will follow the recommended Yachting NZ safety and maintenance guidelines.
4. We will ensure competent skippers and crewmembers operate patrol boats, and that skippers have completed the Wanganui Sailing Club Patrol boat course and assessment.
5. Skippers will be aged 15 years or over unless they are under the direct supervision of a person over the age of 15 years, who is in immediate reach of the controls. [Maritime NZ Rule Part 91.5]
6. Skippers will be responsible for ensuring the correct equipment is carried each time the boat is used.
7. Skippers will wear 'kill cords' when boats are under power.
8. We will ensure the patrol boats, and the equipment they carry, are well maintained and relevant records kept.



# SMS 09 LEGAL AND OTHER REQUIREMENTS

## PURPOSE

The purpose of the Legal and Other Requirements document is to identify the legislation (including local bylaws), standards, codes of practice, guidelines, and similar information that are relevant to the safe management of our boating activities.

This information will be used to develop and improve the SMS, and will assist the club in meeting its various obligations.

## RELEVANT LEGAL AND OTHER REQUIREMENTS

	Document	Comment
1.	Maritime Transport Act 1994	<p>Although the club is not a workplace, there is no exemption to certain health and safety provisions of this Act. Volunteers are covered.</p> <p>In short, skippers are responsible for their actions and inactions (section 19), every person on a patrol boat must act safely (section 65), and vessels must be 'suitable for purpose'. There are also duties about incidents (sections 30-33).</p> <p>The patrol boats are exempted from Maritime NZ 'maintenance and survey' requirements because NSC will have apply for the YNZ MOSS Exemption. This means the patrol boats do not have to be in a Safe Ship Management (SSM) programme administered by Maritime NZ.</p>
2.	Maritime Rules Part 91: Navigation Safety Rules	Sets basic navigation standards and includes wearing of PFDs, age limits, give way rules, wakes and access.
3.	Crimes Act 1961	<p>Section 155 Duty of persons doing dangerous acts - legal duty to have and to use reasonable knowledge, skill, and care in doing any such act.</p> <p>Section 156 Duty of persons in charge of dangerous things - legal duty to take reasonable precautions against and to use reasonable care to avoid such danger.</p> <p>Relevant but an unlikely prosecution – main point is to exercise care when operating patrol boats and any other equipment, or doing any other thing, that could endanger life.</p>
4.	Health and Safety at Work Act 2015 (HSWA)	Sets out the principles, duties and rights in relation to workplace health and safety at our club. Areas of focus for us are leadership, participation, working with other businesses and organisations, and consultation where activities are conducted in common, or overlap.



5.	Yachting NZ Safety Regulations Part 1	Applies to all racing centerboard yachts, open yachts and sailboards at all times – not just during racing.  In short, sailors must wear buoyancy aids and be able to swim and tread water, boats must be sound and equipped, and trailers must be identifiable.  Skipper responsibility is stressed.
6.	Yachting NZ Club Safety Responsibilities Guide, Dec 2005	Recommended guidelines about general safety, running events, and manning and equipment of patrol craft.
7.	ISAF Rules of Sailing/Club NOR/Sis	Abide by the current rules of sailing and the Notice of Race and Sailing Instructions as issued.
8.	Building Act 2004 Building Code	Applies to the construction, alteration, demolition and maintenance of new and existing buildings.  Ensure all buildings to code.
9.	Food Act 2014	Relates to food that is sold or traded. Comes into force in 2016.  BBQ on deck likely to be excluded.  Main point is to ensure food processes are safe – from purchase to storage to preparation and consumption to re-storage.
10.	Fire Service Act 1975 Fire Safety and Evacuation of Buildings Regulations 2006	Responsibility of NSC as building owner to take fire safety precautions in our buildings including documented emergency procedures, fire management equipment, fire safety information (available to everyone at the club), and implementing fire evacuation procedures.  The club is required to have an 'approved evacuation scheme'.
11.	Sale of Liquor Act 1989	Operate the club bar and hall hire within the requirements of the Act, and follow our Host responsibility rules for Wanganui Sailing activities.
12.	Occupiers Liability Act 1962	This Act regulates the duty which an occupier of premises owes to visitors in respect of dangers, due to the state of the premises or to things done or omitted to be done on them.

## PROCESS

The Safety Officer (in consultation with other club Committee members) will identify and list the relevant legal and other requirements.

# SMS 10 RISK MANAGEMENT

We must identify and manage the significant safety risks before, during and after our boating activities.

<p><b>Drowning</b></p>	<p><b>Hypothermia</b> <i>getting really cold</i></p>	<p><b>Impact</b> <i>hitting or being hit by something solid</i></p>
<p>To manage the risk of <b>drowning</b>, we will:</p> <ol style="list-style-type: none"> <li>1. Wear lifejackets at all times on the water.</li> <li>2. Have patrol boats ready to help from the start to the finish of our boating activities.</li> <li>3. Sail within our limits. If we are in doubt, we won't go out.</li> <li>4. Stay with our boat if we capsize</li> </ol> 	<p>To manage the risk of <b>hypothermia</b>, we will:</p> <ol style="list-style-type: none"> <li>1. Wear suitable clothing for the conditions.</li> <li>2. Get on top of our capsized boat if we get tired and too cold.</li> <li>3. Have patrol boats ready to help from the start to the finish of our boating activities.</li> </ol> 	<p>To manage the risk of <b>impact</b>, we will:</p> <ol style="list-style-type: none"> <li>1. Avoid collisions on the water.</li> <li>2. Be careful when carrying things like masts and booms.</li> <li>3. Take care when launching in waves.</li> <li>4. Help each other get boats in and out of the sheds, and to and from the water.</li> <li>5. Watch out for swinging booms when rigging and around rigged boats, and when sailing.</li> <li>6. Wear a helmet depending on wind conditions and level of experience.</li> </ol>

# SMS 11 - CANCELLING / POSTPONING DUE TO WEATHER CONDITIONS

## PURPOSE

The purpose of this document is to set out the process for deciding when sailing would be cancelled or postponed due to the weather conditions on the day of the event.

## SCOPE

This process relates to the sailing events under the control of a Race Officer. In most cases, the events will be the general weekend club racing, but may include other regattas.

## RESPONSIBILITIES

1. Race Officer – ultimate responsibility for deciding whether to continue, cancel or postpone an event.
2. Safety Officer – support decision-making process with assessments and advice.

## PROCESS

### ASSESS

Weather conditions assessed through:

- A. Weather forecasts
- B. Metservice and other weather app/website
- C. Observation – clubhouse and around sailing area
- D. On-water observation
- E. Discussion with relevant club members
- F. Decision made one hour before start time

### Decide

Race officer makes the decision to continue, cancel or postpone in consultation with safety officer and the sailing committee.

### Communicate

#### 1. Continue

Event proceeds as normal but additional safety precautions are implemented, such as extra support boats and crews, more frequent radio communication, advice given to less capable sailors, shortened courses, helmet requirement notified and so on.

#### 2. Cancel or postpone

Communicate as appropriate

# SMS 12 PATROL BOAT - OPERATION

## PURPOSE

The purpose of the Patrol Boat Operation document is to ensure the Patrol boats are used safely and effectively.

## SCOPE

This procedure covers the:

1. Equipment to be carried
2. Skipper and crew requirements
3. Use of the patrol boats.

## PROCESS

### Equipment

1. The following equipment will be carried and/or worn:
  - Buoyancy aid for each person on board
  - Anchor, plus chain and warp
  - VHF radio
  - Shackle spanner
  - Tow rope (with bridle if needed)
  - Basic first aid kit
  - Bailer or pumping system
  - Paddles
  - Whistle
  - Knife
  - Removed sailor indicators (orange danger tape)
2. Boat Captain is responsible for ensuring boats are equipped and maintained to the required standard.
3. Safety Officer will carry out periodic inspections of equipment.

### Skippers and crewmembers

1. A competent skipper will operate the patrol boat. The skipper will be assisted by at least one other capable person acting as a crewmember. Exceptions to this are permitted - and include:
  - a. coaching
  - b. low speed manoeuvring and repositioning around jetty, ramp areas, beaches and so on
  - c. to the committee boat
  - d. performance testing before or after servicing
2. Skippers and crewmembers will be dressed appropriately for the conditions, including a buoyancy aid.
3. Skippers and crewmembers are expected to get in the water to help sailors in difficulty.
4. Skippers will be trained, assessed and monitored by the Boat Captain as per SMS 08 Patrol Boats Policy. Further development and/or re-assessment will be at the Boat Captain's discretion.
5. Training and assessment will be conducted in a range of expected conditions.
6. A list of competent skippers (matched with the patrol boats they can operate) will be kept in the WSC race committee room and kept up to date.

## USE

1. For organised club events patrol boats must be on the water with engines warmed up before the first sailing boat leaves the beach, and only after the last sailing boat is safely at the beach does the last patrol boat leave the water.
2. Patrol boat skippers will follow Maritime NZ regulations, local by-laws, YNZ sailing and racing regulations, and all WSC policies and procedures relating to patrol boat use.
3. At the Race Officers discretion, a briefing will be held before all patrol boats depart on tasks and, if needed, a debriefing at the end of the on-water activities.
4. Patrol boats must be washed down after use, engines flushed - use isolation control to keep people away from propeller - and any mechanical, hull, equipment or other problems reported and recorded.
5. Reports should, in first instance, go to Boat Captain or, in that person's absence, to another Committee member. If this is not possible, reports should be written on the patrol Boat whiteboard in the boat shed.
6. Boat Captain is responsible for recording incidents or issues (DR 02 Maintenance log or SMS 06 Incident report), initiating an action plan to resolve them, and ensuring they are resolved.

## ON-WATER COMMUNICATIONS

### VHF RADIOSW

#### VHF Radio:

WSC operates on channel 77 and a radio check should be done with "Yacht Club Base" or RO with POBs - when transmitting hold radio out of wind - call person (or boat name) you want twice and your name (or boat name) once - use radio only when required. Ask ROs permission to leave the course for any reason. Ensure handhelds are returned on charge in the WSC race committee room. VHF radios must be switched on and audible at all times when patrol boats are being used.

1. **Emergency procedure** (see Crisis Management Plan SMS 03).
2. **Fuel:** All WSC outboards are four stroke engines. Never leave shore unless tank is full (you never know how the day will go).
3. **Bungs:** Some boats do and some don't have bungs so always check.
4. **Clothing:** Support boats are sometimes wet boats and yacht racing is sometimes held in rough conditions where you cannot just come in when you want, so make sure you have good wet weather gear on board even on calm days. Clothing should be appropriate for entering water at boat ramp if necessary.
5. **Manning:** Rescue boats would normally have two people aboard where as a coach boat may only have one.
6. **Kill cord** always use the kill cord on the boats that are fitted with them when a single driver without crew, they have a piece of 2mm spectra and a Velcro strap to go around your ankle to allow you to move around the boat.
7. **Stay out of commercial channels** - Reduce speed - "take early and substantial action to keep well clear".
8. **Launching Boat:** - Slipways - ramps (can be slippery) - don't unhook boat from winch until boat is in water (can roll off trailer).
9. **Retrieving Boat:** If in waves be sure not to get between the boat and the trailer when hooking up - In surf conditions it is safer to beach boat and winch on to trailer. Retrieve/Launch Warf Street boat ramp. When retrieving boat at boat ramp WSC recommends the 'man handling' of the boat onto the trailer if motoring on becomes difficult.

10. **Laying Buoys:** If laying start pin trail buoy out behind boat holding onto the anchor, when in position drop anchor into water – when laying other marks run anchor to the bottom rather than throw the whole lot over at once.
11. **Retrieving Buoys:** Approach buoy from leeward of the buoy - Retrieve buoy and motor slowly to windward to ease the weight on the warp – in deep water use anchor puller – ensure warp is well clear of prop.
12. **Assisting yachts in difficulty:** In flat water you can approach from windward of the yacht to assist, in swells or waves approach from the leeward side of the yacht.
13. **Boat full of water,** Ask sailor to bail as you tow if full of water.
14. **Sailor in Water:** When pulling sailors from water use life jacket shoulders or lift sailor from the back under arms.
15. **Yacht Capsized,** manoeuvre into a position where you can spot the sailor without too much disruption to others still racing.
16. **Towing,** when towing loop the tow line around the mast base once with the sailor holding the tail. When towing lift the centreboard up a bit, don't take them right out in case they capsize. **Note:** any boat with a broken rudder may need the centreboard fully up when towing. Pull yacht in close to the rib when approaching shore (so not to hit other boats when turning).
17. **Sailors signed off:** Radio sail number of boat you have in tow to yacht club or race committee.
18. **Removing sailor from boat** – in extreme conditions when a sailor is removed from their boat some sort of identification needs to be left attached to the boat (e.g. orange or red danger tape).
19. **First Aid:** Where possible you should get an injured sailor to shore as quickly as possible.
20. **Engine flushing & wash down.** Club maintenance records & procedures.
21. **Incident:** Report any incident to the Safety Officer; incident forms are available from the club.

## CLASS SPECIFIC RESCUE PROCEDURE

**Optimist:** If inflatable is big enough remove centreboard and slide onto pontoons, derig and if in front of the console tie it down. All optimists should be fitted with their own painter (towline) – make yourself familiar with the mast clamps now mostly used on. Optis – if removing the rig in waves hold one foot on the boat to stabilise then remove the rig in one go – most Optis now have a loop tied in their painter approx 1mtr in front of the bow to link the next boat onto.

**Starling:** If inflatable is big enough remove centreboard and slide onto pontoons, Starlings do not have a tow line so you will need your own one (or use their mainsheet) ensure it is not too thick – you will need to loop the tow line around the mast once and let the sailor hang onto the other end – if no rig up loop around the bow handle and then back to the sailor. **Note:** the bow handles on the hang onto the other end – if no rig up loop around the bow handle and then back to the sailor. If sailor is struggling to get boat up make sure they have released their kicker.

**Laser:** Same as starling except you would struggle to get it onboard a Rib, bow fairleads are strong enough to tow from.

**420:** will have its own tow line – centreboard up – get sailor to steer.

**Righting a multihull:** The boat is likely to be upside down rather than on its side. If upside down:

- First stand off some distance and check whether the sailor wants help or whether they can manage themselves. Position your boat to windward If they want help, it is likely they will have their own rope to pull the boat upright.
- This should be attached to the leeward hull; it should pass around the leeward hull, across the boat and travel out to the rescue boat.
- It may be necessary to extend the length of the righting rope with one from the rescue boat if they don't have their own.
- It is best to attach the rope to the main beam just next to the leeward hull, passing it under the hull and around the outside.

- Have the sailor sit on the windward hull by the main beam.
- Motor slowly to windward.
- Ease off the power as the mast and sail comes to the surface and the boat is now on its side.
- The sailor may be able to stand on the hull in the water and pull the upper hull down to right the boat. If the sailor can't manage it, continue to motor slowly to windward. It is important to bring the boat up into the wind.
- If you try bringing it up with the wind it will merely capsize again.
- Don't let the rescue boat get close to the catamaran as they are fragile and a minor collision could hole it; then the hull might sink and you will have a bigger problem trying to recover it.

**Trailer Yacht:** only the bigger patrol boats will be able to tow a trailer yacht full of water after a capsize. Tow from the towing eye on the bow of the boat.



# SMS 13 HELMETS POLICY

## PURPOSE

The purpose of this policy is to mitigate the risk of head injury in sailing craft from high impact (e.g. boom strike or collision with boat during capsize).

This policy applies to junior, intermediate, and secondary school sailors (*Students*), and may be applied to other sailors at the discretion of the any Authorised Officer.

The NZOBA (Open Skiff) has passed a rule making helmets mandatory for sailors competing in NZOBA associated events. Helmet policies for other competition classes, sailing clubs or events will be as notified by their governing organisations.

WSC endorses the helmet purchase options endorsed by the NZOBA on the Open Skiff website, but will accept other helmets (e.g. kayaking or other appropriate water sport helmets) where, in the opinion of an Authorised Officer, they are deemed to be suitable.

## POLICY

1. Any person wanting to wear a helmet at any time is welcome to do so regardless of weather conditions or the boat he or she is sailing. There will be zero tolerance for other sailors, parents, or coaches teasing or harassing that student for wearing a helmet.
2. Boats such as Optis, which have lower potential kinetic energy, generally will have padded booms to lessen potential impact. Even with this padding, should wind speeds or the likelihood of unpredictable gusts warrant it, an Authorised Officer may require the use of helmets.
3. The use of helmets on all boats will depend on weather conditions, and the Authorised Officer's discretion.
4. The Authorised Officer may require sailors to wear helmets at any time. If a person refuses to wear a helmet, he or she may not be allowed to sail, not be allowed on the water, or be sent home for the day.
5. All Students are encouraged to purchase their own helmet for use at WSC activities.
6. WSC has a set of helmets that may, with prior notice, be available to be borrowed for a session. If a helmet is lost, the replacement fee equal to the then current price of a new helmet will be charged to the parent/guardian.
7. Helmets can by prior arrangement be stored on the committee boat and distributed as needed.

*Authorised Officer* means the Race Officer, the Safety Officer, the Coaching Co-ordinator and any instructor of Students authorised by the Coaching Co-ordinator to conduct an activity in conjunction with WSC.

# ACTIVITY MANAGEMENT PLAN (EXAMPLE)

<b>Activity - Site</b>	Centreboard dinghy & Trailer Yacht sailing – Whanganui River Estuary						
<b>Activity Description</b>	Organised club sailing events, such as racing, coaching etc						
<b>Location</b>	Whanganui						
<b>Parking</b>	Club Car Park						
<b>Grid Reference</b>	N/A	<b>Water</b>	taps	<b>Toilets</b>	yes	<b>Shelter</b>	yes - clubhouse
<b>Access Permission Required</b>	None required						
<b>Supervisor requirements</b>	Competent Race Officer. Competent skipper as per SMS 08.						
<b>Participant competencies</b>	Water confidence min.						
<b>Previous Incidents</b>	ref. Incident Register						
<b>Hazard ID / evacuation maps</b>	Beach in first instance						
<b>Emergency Response</b>	As per notes on reverse; ref. NSC SMS 03 and NSC PR 01						
<b>Other resources and notes</b>	SMS						
<b>Specific Policies</b>	None						
<b>The following identified hazards have been rated as significant and require management.</b>							
<b>Site Specific Hazard</b>	<b>Management of Hazard</b>						
Waves and river current	Position patrol boats ready for assistance. Change operating area or halt activity depending on swell, wind and sailing ability.						
Jetty, beach waves	Encourage collaboration and mutual assistance, especially for launching and retrieving patrol boats. Ramps can be a slippery area.						
Rocks and logs etc	Position racing marks appropriately. Explain river environment expected hazards – submerged logs, some rocks, sand and mud, low water levels. Position patrol boats ready for assistance.						

Other traffic / kite surfers	Communicate and monitor – position racing marks accordingly. Position patrol boats ready for assistance – be prepared to tow
Car park and roads	Communicate importance of road safety. Appoint supervisor for regatta days, particularly when lots of minors involved
<b>Activity Specific Hazard</b>	<b>Management of Hazard</b>
Water	Patrol boat crews monitor capsizes and other immersion events – ready to assist as required – field comms and response plans in place. Buoyancy aids and appropriate clothing worn by all sailors and patrol/committee boat crew.
Approved by	

# SMS F1 INCIDENT REPORT

*This form should be completed as soon as possible after the incident and passed to the Safety Officer.*

**ID#:** **Safety Officer to complete**

<b>1</b>	Details of person reporting incident										
Name: Role at time of incident: Skipper / Crew / Safety Officer / Committee Member / Witness / Other <i>(Please circle one)</i> Preferred contact 1: Preferred contact 2: Address:											
<b>2</b>	Details of person(s) involved in the incident										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Name:</td> <td style="width: 33%;">Name:</td> <td style="width: 33%;">Name:</td> </tr> <tr> <td>Phone no:</td> <td>Phone no:</td> <td>Phone no:</td> </tr> <tr> <td>Address:</td> <td>Address:</td> <td>Address:</td> </tr> </table>			Name:	Name:	Name:	Phone no:	Phone no:	Phone no:	Address:	Address:	Address:
Name:	Name:	Name:									
Phone no:	Phone no:	Phone no:									
Address:	Address:	Address:									
<b>3</b>	Details of boat/craft										
Name of boat/craft/type:											
<b>4</b>	Time and location information										
Date of incident: Time of incident: Location of incident:											
<b>5</b>	Environmental conditions										
Visibility: Good / Fair / Poor Other factors: Sun strike / Fog / Rain / Hail or sleet / Dark / Change of light / Tide State of water: Calm (glassy) / Calm (rippled – 0-0.25m waves) / Smooth (0.25-0.5m waves) / Slight (0.5-1m waves) / Moderate (1-2m waves) / Rough (2-4m waves) / Very rough (4-6m waves) Wind force (knots): None / Light (4-10) / Moderate (11-27) / Near gale (28-33) / Gale (34-39) / Strong gale (over 40)											

<b>6</b> What happened? <i>Tick, highlight or circle one or more</i>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> petrol or other harmful substance spill</li> <li><input type="checkbox"/> flip / overturn</li> <li><input type="checkbox"/> person overboard</li> <li><input type="checkbox"/> collision</li> <li><input type="checkbox"/> flooded</li> <li><input type="checkbox"/> propeller entangled</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> hit submerged object</li> <li><input type="checkbox"/> steering gear failure</li> <li><input type="checkbox"/> entrapment</li> <li><input type="checkbox"/> structural failure</li> <li><input type="checkbox"/> equipment failure</li> <li><input type="checkbox"/> mooring line failure</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> grounding</li> <li><input type="checkbox"/> electrical power failure</li> <li><input type="checkbox"/> explosion</li> <li><input type="checkbox"/> near miss / close quarters</li> <li><input type="checkbox"/> contact</li> <li><input type="checkbox"/> propulsion failure</li> <li><input type="checkbox"/> other – explain here:</li> </ul>

<b>7</b> Was another boat/craft involved?
<input type="checkbox"/> No <input type="checkbox"/> Yes Name (if known):

<b>8</b> Description of incident
If you need to write more, attach a blank sheet with details of what happened

<b>9</b> Injury information for <name>		
<b>Body Part Injured</b> (Indicate which side of the body, eg right or left)  <b>Type of Injury:</b>	<b>Source:</b> <input type="checkbox"/> First aid <input type="checkbox"/> Hospital <input type="checkbox"/> Ambulance <input type="checkbox"/> Doctor (GP) <input type="checkbox"/> Hospital <input type="checkbox"/> Other	<b>Follow Up Treatment:</b>

<b>Declaration:</b> The above report provides a true and accurate account of the incident. Name (please print): Signature: Date:
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**Safety Officer to complete**

<b>10</b> Safety Officer's review	
What were the causative factors of this incident?	How can this incident be prevented from happening again?

New hazard identified:    Yes        No Significant hazard:        Yes        No Eliminated                Isolated                Minimised Changes to SMS made:    Yes        No Changes communicated:    Yes        No Has regulator been notified?    Yes        No Further investigation required?    Yes        No	<b>Action summary:</b>
<b>Report completed by: Name:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____	

# SMS F2 PATROL BOATS - ASSESSMENT

The following assessment requirements should be passed before any NSC club member is authorised to use the patrol boats.

Name of skipper being assessed:

Name of assessor:

Patrol boat used:

	Task	✓ / X	Any further action	Initialled	Date
1.	Pre-use checks - hull & engine condition; tube inflation; fuel system; trailer; bungs; on-board equipment				
2.	Launching and retrieving in various tides, wave and wind conditions. Conditions when 'man-handling' is recommended				
3.	Starting procedures - cold; hot				
4.	Driving skills - gear shifts; manoeuvring; stopping; holding position; laying & retrieving marks				
5.	Driving skills - approaching & leaving boats; transporting & transferring people; rendering aid				
6.	Communication on water – VHF radio; voice (positioning); non-verbal distress signal				
7.	Towing - alongside; behind; multiple 'in line'				
8.	Emergency response – kill cord; MOB; first aid				
9.	After-use - engine cleaning and flushing; radios; fuel; marks; incident reporting and recording				
10.	Responsibilities – crew; racing; other water users; regulations; safety				