



## MERSEA CADET WEEK 2017

*A joint Club event!*

# Cadet Week Safety Plan

July 24<sup>th</sup> - July 28<sup>th</sup> 2017





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### **Philosophy**

The cadet week committee Chairperson is the Event Manager and will have overall responsibility for all aspects of the event including safety.

The Event Manager has delegated the operational aspects of on water safety to the Cadet Week Safety Officer - Nick Purdie - who is responsible for all operational and related preparatory aspects of safety for the event.

For the avoidance of doubt the Event Manager including the Cadet Week Safety Officer (CWSO) is the final authority in deciding whether the racing will take place.

The Cadet Week Safety Officer's decision is final as to who/what is within his team and who/what is not.

The nature of the event is that of a Regatta with two main sailing locations: Inside fleet and Outside fleet. In addition on the Friday afternoon there will be a special race.

### **Definitions**

A **Safety** boat should have on board the equipment defined on the minimum equipment list and at least one person to the standard shown below:

- First Aid Certificate; and
- RYA Level 2 Powerboat Certificate, or equivalent experience.

The minimum equipment list for a Safety Boat is:

- A First Aid kit
- Knife and pliers/wire cutters
- Two 15 meter tow ropes
- VHF Radio
- Lengths of abandoned boat tape



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A **Safety** boat is any vessel with the following characteristics:

Capable of speeds in excess of 15 mph

Capable of carrying at least two people

Capable of operating in a Force 5 wind at the location

Capable of manoeuvring alongside an Optimist or any other dinghy without likelihood of causing material damage

Capable of staying at the race area for the likely duration of sailing, plus 2 hours.

A **Support Boat**.

If the boats and/or crews do not meet the Safety boat standard they will be delegated as Support boat.

### **Safety Briefing for Cadet Week**

The Cadet Week Safety Officer will hold a general briefing for all safety and support personnel the timing of which is immediately after the inside/outside fleet briefing at the DSC downstairs. Estimated at 19:30hrs. In particular the following points will be covered:

- The safety of people will always have priority over equipment.
- There is the additional duty of care for parents and the Event Team associated with working with young people so higher levels of vigilance is required.
- The beach is hard and can be slippery - be careful! The beach area is defined as all launching, recovery and transporting boats from the water to their normal parking area.
- All support and safety boat personnel will wear buoyancy aids and kill cords at all times while on the water and on the pontoons. Failure to do this will



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result in dismissal from the event. All competitors will wear buoyancy aids when on the beach area. Dry suits and wet-suits are not adequate buoyancy.

- All competitors will comply with the requirement that suitable clothing is worn when on the water.
- Safety Boat crews and Support boat crews do not have to wear dry suits or wet suits and may wear appropriate clothing for their duties. At least one Safety Boat crew member shall be kitted out suitably so as to be able to enter the water to conduct safety duties.
- The expected level of sailing competence for this event is wide ranging from competent, to relative beginner.
- The Cadet Week Safety Officer will brief the safety and support teams each morning before the racing at around 08:45am. This will cover who is available for the day and the weather conditions expected.
- The Safety Boat/Support boat driver decides if he/she feels comfortable to provide safety cover in the prevailing and/or anticipated weather conditions. It is then quite simple - No safety cover means No sailing! The Cadet Week Safety Officer will make this call but also relies on members of the safety team to inform him of their own comfort in the prevailing or anticipated conditions.
- For each Fleet there will be a Course Safety Leader (Inside/Outside Safety Officers) who will work with the respective Fleet Race Officer. The Course Safety Leader is responsible to the Cadet Week Safety Officer. The Course Safety Leader will operate from their own Support Boats and will ensure the smooth local operation of the event. The Course Safety Leader will oversee the support cover on their own courses together with boats covering pre assigned marks/areas and mark duties.
- The Mother ship will provide a holding area for a large number of competitors if recovered from their dinghies. The Course Safety Leader will organise the removal of boats from the Mother ship as required using a support boat.



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- It is recommended and desirable from a safety perspective that Support/Safety Boat crews are not drawn into acting as witnesses in protests - providing safety cover is more important.
- Please keep your speed and wash to a minimum
- Outside fleet boats please remain a distance of 100m from the boats unless you are dealing with an incident
- Safety Boats will comply with these minimum equipment levels, it is advised that Support Boats carry them:
  - First Aid kits
  - Knife and pliers/wire cutters
  - Two 15 meter tow ropes
  - VHF Radio
  - Lengths of abandoned boat tape

### **Safety boat levels**

The number of entrants is estimated at 150 boats

The number of safety boats required based on number of competitors is as follows

Number of competitors	Number of Safety Boats
100>	5>
80	4
60	3
<60	3



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The above numbers are based on 150 competitors

There is no restrictions or limitations on the number of support boats

### **Priorities for beach layout & usage**

The beach will be crowded and will need assertive management - the Beachmasters will handle this and are considered part of the safety team. No boat or fleet may launch without the permission of the Beachmaster. Permission to launch fleets may only be given by the Cadet Week Safety officer when he is satisfied that all rescue facilities are in place. The launch will then be co-ordinated by the Course Safety Leaders.

All participants **MUST** sign on and sign off and tally. Participants must untally before they leave the Beach, failure to do so will lead to disqualification. The Beachmaster and assistants should endeavour to ensure that all buoyancy aids are on and fitted correctly, the boats are seaworthy and suitable clothing is being worn.

Emphasise at briefing that due to the number of boats expected, the plan is that they all use the DSC launching.

The Hammer head will be busy and is not for the exclusive use of Safety and Support boats. The WMYC launch service has agreed to us using a number of moorings off the hammerhead in order to keep the hammerhead clear. We will endeavour to organise a launch service to remove crews to the shore. **PLEASE USE IT**, since it avoids confrontations.

### **Timings**

Support and Safety crew briefing will be at 08:45 all mornings, this will be for everyone. There will be items covered relevant to the day's events



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### Communications

VHF Radio Channels:		
Outside Safety:	Fleet	77
Inside Safety:	Fleet	72
Safety Channel	Incident	To be private. Channel selected by Safety Officer and Race Officer

All Safety and Committee Boats will monitor their assigned frequency and should not use others. Please keep traffic to a minimum and listen to the channel before broadcasting.

No boat should use the channel scanning functions whilst involved with this event; experience has shown that you will be on the wrong channel when we need to talk to you!

Please remember that communications make or break an event; thus please remember to use proper voice procedure, **Over** when you mean it and **Out** when you have finished.

If you are within close proximity, a face-to-face conversation is always preferable.

Normal voice procedure is required; callsigns will be listed in a separate sheet.

The Cadet Week Safety Officer in consultation with the Principal Race Officers (Inside or Outside) will instigate **ALL OUTSIDE COMMUNICATION**.

The use of mobile telephones on the water for safety communication is prohibited.



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Mobile phones may be used by Race Management to minimise radio traffic when passing results information to shore.

This will seem very rigid, but we have learnt it is necessary for the smooth running of a large event.

### **TOWING**

If possible all towing should be avoided since with so many moorings it is a difficult operation. Instruction to tow can only be given by the Course safety leader in conjunction with the Cadet Week safety officer and Beachmaster. The rules below are mainly for the inside fleet but the principles may be used for most boats. Skiffs are different and only experienced people in Ribs should undertake this duty

### **Tow Pick up**

It would seem that some confusion has arisen recently so the rules are as follows:

1. There should be in all cases 2 adults on the tug.
2. The beach will prepare the boats as follows:
  - a. Launch the boat and ties a loop in the end of the painter
  - b. Starting from the back of the tow pass the painter of the boat in front through the loop of the one at the back (daisy chain)
  - c. Connect an absolute maximum of 6 (best number is 5) together.
  - d. Unclip the mainsheets
  - e. Remove the dagger boards
  - f. Advise the sailors to sit down in the boat and to steer around obstacles and follow the boat in front.
3. One adult in the water should hold the painter of the first boat ready for the tug.
4. Tug collects the first painter and quickly makes it fast to a strong point on the boat.





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5. One adult watches behind and move off.
6. Make enough speed that the last boat has steerage way. Do not make excessive speed.
7. When passing an obstruction please give enough sea room for the tide and wind conditions.

### **Tow drop off**

If practical pick up a mooring, drop an anchor and switch off the engine. If this is not possible then hold the tug head to wind. Try to be up tide or upwind of the committee boat depending on the greatest effect. When the instruction is given to release.

1. Ask the children to clip on their mainsheets
2. Replace the centreboards
3. When everyone has done this start to unchain them starting from the front.
4. Take your time

Collecting boats to tow in is the reverse of coming out, except hold the boat head to wind.

**Do NOT tie the tows to the toe straps, or wrap it around the tow straps and expect the child to hold on all the way to the course area. Avoid asking the children to tie knots (even some adults). All of the above lead to problems.**

### **LAUNCHING**

The procedure to launch will be as follows:

1. The Cadet Week safety officer will check with the committee boats that they are ready to receive the boats and there is likely to be a race
2. The Cadet Week safety officer will check with the Beachmaster that the fleets are briefed, tallied and ready to launch.



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3. When satisfied that all is ready the Cadet Week safety officer will pass control of the respective fleets to the Course Safety Leaders who will direct the support boats into position.
4. The Cadet Week Safety Officer will issue the instruction to the Beachmaster to launch.

### **SPECIAL ACTION**

#### **Procedure to get boats to the race area:**

Hold the boats in separate fleets and then proceed as a controlled bunch with Support/Safety Boats spread throughout the bunch.

#### **Procedure to get boats back to the shore base:**

Hold the boats in manageable groups of boats (10-15 boats) and then proceed in groups with a Safety Boat /Support per group.

In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the boats sail from the race area.

#### **Procedure for retiring Boats:**

Retiring Boat informs a Safety/Support Boat and is directed by that boat to the mother ship location. The Support/Safety Boat decides whether to remove the sailor from the boat. The Support/Safety Boat immediately informs the committee boat that the boat is retiring and identifies it by sail number. If the sailor is removed, the boat must be attached to one of the buoys or mother ship. Leave the boat with a plastic tape tied to the pintles. If the sailor needs to receive attention ashore, leave the boat with plastic tape tied to the pintles.

The group is escorted ashore, handed over to the Beachmaster who confirms to Cadet Week Safety Officer that they have been accounted for. If they are not accounted for, the Cadet Week safety Officer will deploy boats to commence a search and if appropriate notify HMCG.

**Under no circumstances are boats to proceed ashore unescorted!**



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Guidelines for use when fog descends:

If fog arrives prior to the start of a race - The Cadet Week Safety Officer and PRO agree to postpone racing and Cadet Week safety Officer requests the Safety Fleet to implement Fog Guidelines. The fleets are informed by support and safety boats to stay close to the Committee Boat and to take tows.

If fog arrives during a race - The Cadet Week safety officer and PRO agree to abandon racing and the Cadet Week Safety Officer requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by the safety and support Boats on each leg of the course to stop, stay close together and to take tows. If the boat cannot see a safety boat, they are to STOP, stay with any other boats that they can see and wait.

Safety fleets gather boats together and take in tow. Each safety/support boat will need to secure as many boats as they are able. Keep all others in sight. All sail numbers should be recorded on board and passed when requested to the Cadet Week Safety Officer, the broadcast will be monitored by the PRO/Committee boat who will also record the numbers against the spotter lists. All boats should proceed ashore slowly, collecting other boats as they go.

The Beachmaster calculates the total number of boats in tow/escorted and informs The Cadet Week safety officer. If the total number does not equal the total of the boats that went afloat, The Cadet Week safety officer will instruct for a search to commence and notify HMCG if appropriate.

Boats must be tallied ashore as normal.

**Under no circumstances are Boats to proceed ashore unescorted!**

Guidelines for use when strong winds arrive:

If strong winds arrive during a race - The Cadet Week safety Officer and PRO agree to abandon racing and the Cadet Week safety Officer requests Safety Fleet to implement Strong Wind Guidelines. The Fleets are informed by the Safety Boats on each leg of the course to stop, stay close together, to stay close to them and to heave to.

Safety Fleet gather boats together in groups and once sensible groups are formed, The Cadet Week Safety Officer will request each Support/Safety Boat



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to get the participants to safely sail to the shore. Each Support/Safety Boat will be asked to escort the participants in a group.

In the event of a capsize, the group should stop until the boat is righted and ready to sail again.

Boats will be tallied ashore as normal.

**Under no circumstances are Boats to proceed ashore unescorted!**

### **SPECIAL EVENTS**

Seamanship

Friday SAIL OFF

For these events special arrangements will be made by the CWSO

**Positions of Safety/Support Boats during the race:**

[See chart](#)

**Positions have been allocated to cover the racing.**

### **Emergency Procedures**

The phrase 'Priority Code Red' used twice denotes a situation of a nature critical to the safety of the event and the personnel involved, for example a Medical Emergency, entrapment under a boat, Calling of an external emergency service or an incident of similar severity.

Upon hearing this phrase ALL radio traffic not involved with this incident will cease on that channel.

The sailors not involved will continue as planned with the safety/support under the leadership of the Course Safety Leader, they will continue racing or hold in assigned race area inside the cordon of course buoys if not racing and until instructed to proceed to shore. The Support boats assigned to that fleet will enforce the penning and provide reassurance and comfort!



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The Support boat/Safety boat that has the incident will if possible isolate the problem from the rest of the fleet and give their location. The Cadet Week Safety Officer and the safety boat nearest (if the reporting boat is not a safety boat) will move to assist. The Cadet Week Safety Officer will then redirect additional resources as necessary. All boats involved in the incident will change channel to a channel specified by the Cadet Week safety officer. The Cadet Week safety officer will notify HMCG and ask them to monitor the safety incident channel.

If a casualty needs evacuation to shore the Safety boat will do this as it is faster and has more space, if needed personnel to assist the casualty will be pulled in from surrounding craft e.g. medical personnel, diver or outside agencies. This will be organised by the Cadet Week Safety Officer.

The casualty will be met by the Beach master, shore team and First aiders. When the incident is closed all boats will return to safety channel and the Cadet Week safety Officer will advise the Course Safety Leader.

Individual vessels will not be towed back to the beach, unless so instructed by the Course Safety Leader.

If a dinghy is abandoned a marker tape is to be tied to the rudder pintles and the Cadet Week Safety Officer is to be informed. If possible dinghies should be tied together and to one or more of the various buoys provided that time permits - personnel safety always takes priority. Recovered competitors will be transferred to a mother ship, gathered together and taken ashore on one boat so as not to diminish Safety Boat cover.

Retiring boats will have their details passed to the respective Course Safety Leader and will be penned together at the Mother ship until there are enough boats to send home safely under the supervision of a Support Boat as directed by the Course Safety Leader.

**When Emergency Procedures have been initiated the incident becomes subject to the Major Incident Plan document.**

### **End of Day**

Stand down when told by Course Safety Leader, this will be gradual as the fleets progressively come ashore. The Fleets will not be dismissed until all boats on shore and sweeps done to confirm this. Please do not disappear until you are instructed.



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Safety Boats and Support boats will be fuelled for the next day, those boats staying afloat will be placed on the moorings.

### **First Aid**

All Safety Boats will have trained first aiders, all Safety Boats shall carry first aid kits. First Aid is available in the galley at DSC.

The proximity to shore and the clubhouse means that we do not need to have a dedicated medical staff afloat, though there will be first aiders available, their location and availability will be known and communicated from the Cadet Week safety officer.



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### Contact phone Numbers:

Gordon Eckstein	Chairman Cadet week	07936 668736
Nick Purdie	Safety Control Cadet Week & Outside Safety Officer	07768 076297
James Sanderson	Inside Safety Officer	07971988215
West Mersea Yacht Club		01206 382947
Dabchicks Sailing Club		01206 383786
HMCG	Routine traffic	01255 675518
	Emergency	999

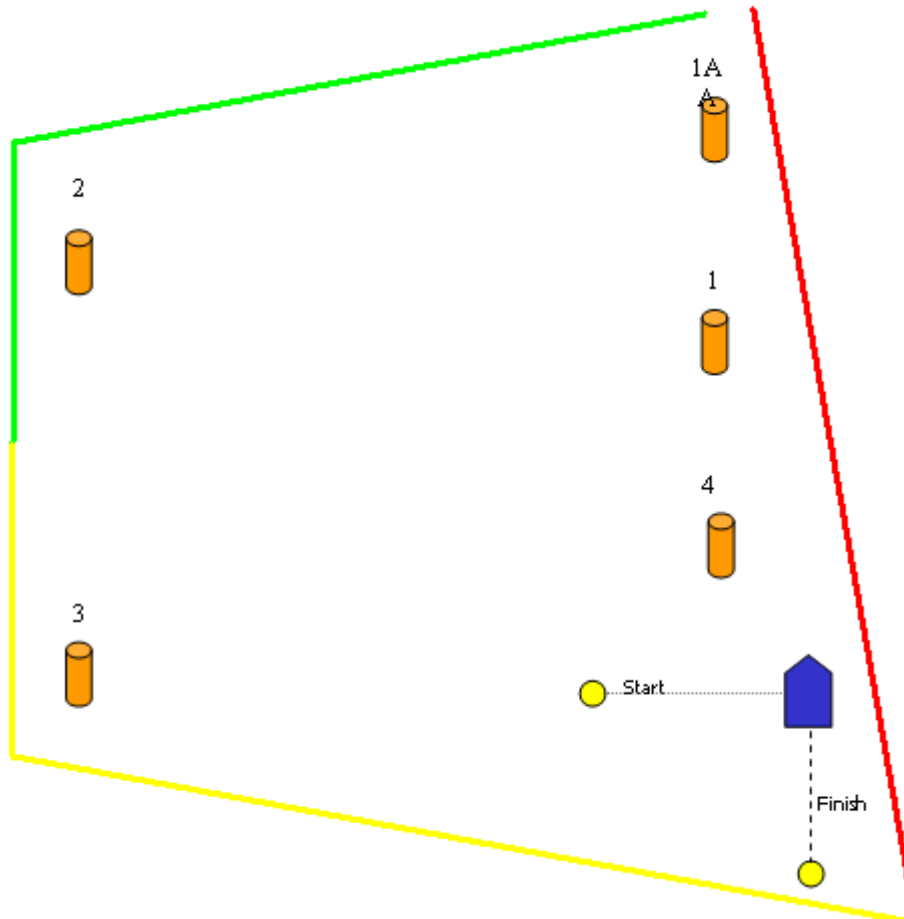


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### Safety/Support boat locations Outside fleet

The course will be divided into coloured sectors. Each boat will be given a sector location to work by the course leader





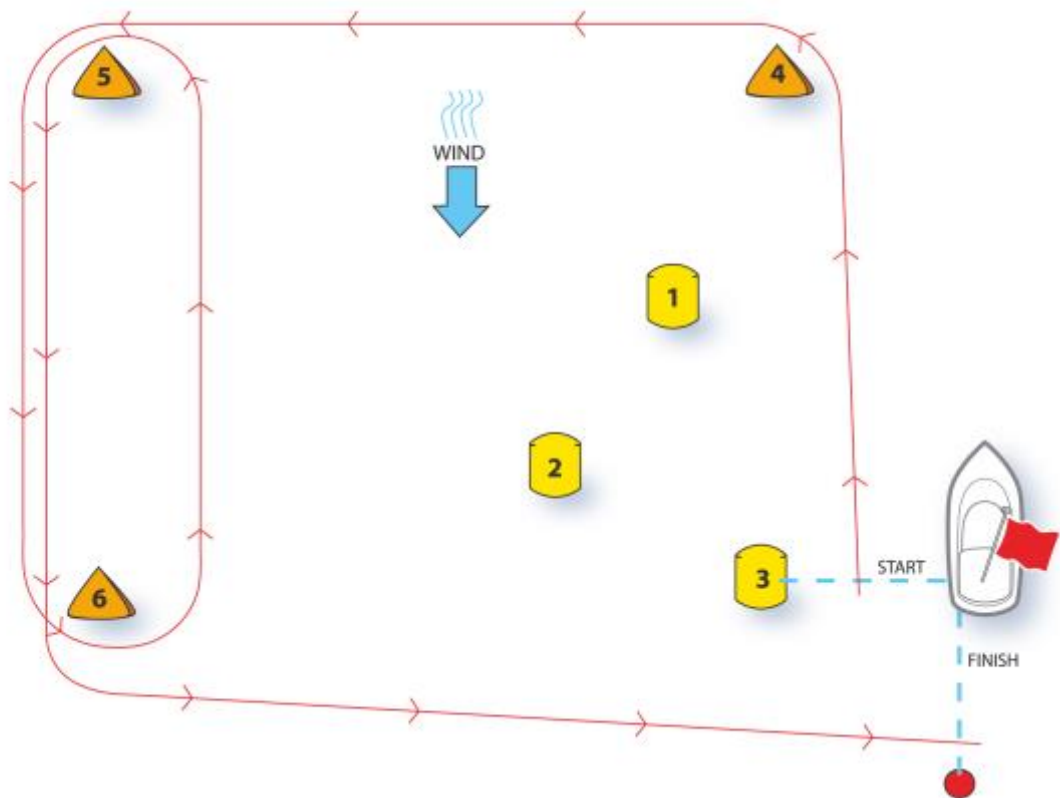
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### Safety/Support boat locations Inside fleet

Support boats will escort around the course as appropriate. Lead boats will be separately identified by Red ,Blue and Green flags.

### RUBY FLEET *START 1*



The event may be run over two courses as appropriate for the standard of sailors. Inside Safety Officer will allocate boats accordingly.



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**SUPPLEMENTARY DOCUMENTS**

**CHILD PROTECTION AND VULNERABLE PERSONS POLICY (A copy is available in the Dabchicks Club race box.)**

**EMERGENCY INCIDENT PLAN (A copy is available in the Dabchicks Club race box.)**