

Helensburgh Sailing Club

STANDARD OPERATING PROCEDURE

Event Notification and Risk Assessment

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|--------------|------------|-------------|----------------|
| Procedure No | 06 - Rev03 | Prepared By | Donald McLaren |
| Date Issued | March 2021 | Checked by | Tim Flatman |
| Supersedes | 06 - Rev02 | Approved by | James Miller |

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1. Purpose:

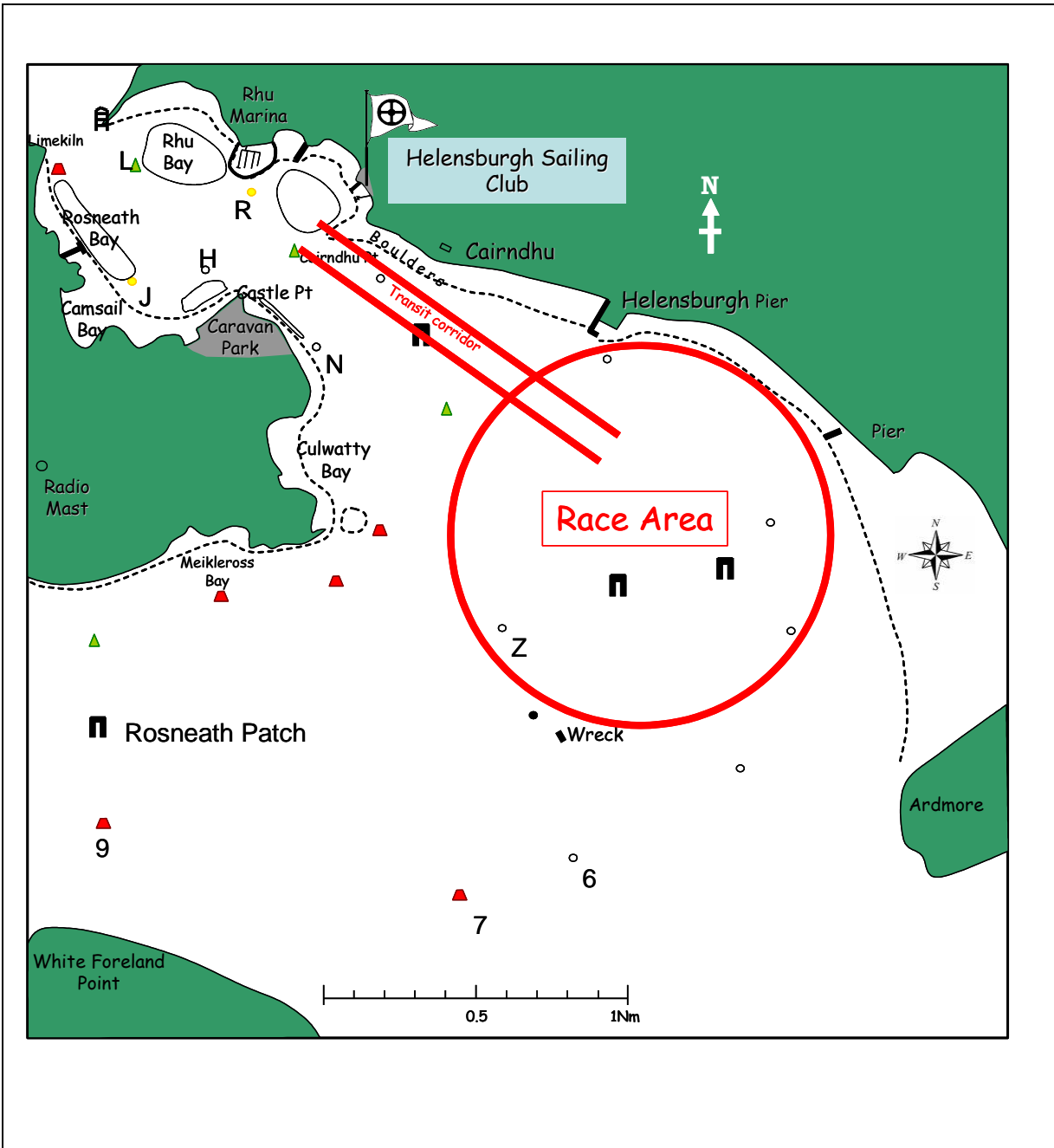
- 1.1. This procedure uses a sample risk assessment and event notification example to identify all the key elements that must be covered to ensure the safest possible organisation of an event of activities
- 1.2. The extent of notification is governed by the size of the activity but all of the principles for a larger event are relevant to any activity

2. Example from 2009 Topper National event

Event Notification and Risk Assessment

| | |
|-------------------------------------|---|
| Event title | Craftinsure Topper National Series 5 |
| Date(s) of event | October 24th and 25th 2009 |
| Organising authority | International Topper Class Association (GBR) in conjunction with Helensburgh Sailing Club |
| Event/Club websites | ITCA (GBR): www.gbrropper.co.uk HSC: www.helensburghsailingclub.co.uk |
| Principle Race Officer (PRO) | Donald McLaren (RYA appointed National Race Officer since 2001) |
| Operating period | 1000 – 1800 both days |
| Operating area | Race Area: approx 1 nm ² south of Helensburgh Pier Transit corridor: approx 1 cable wide from HSC |
| VHF channels | 16 and 77 |
| Committee callsign | SIGMATIC |
| PRO Mobile No and email address | 07831-546224 donald@helensburgh.info |
| Clubhouse No: | 01436-673424 |
| Risk Assessment prepared by | Robin Flannagan (Event Safety Officer) |
| Authorities informed: Copies to: | MCA Belfast RNLi Helensburgh; Clydeport Estuary Control, QHM Faslane |
| Accompanying Documents | |

Plan of race area.



Risk Assessment Ver 3 2/08/2009

| Hazard | Risk without controls | Severity | Controls | Risk with controls |
|--|------------------------------|---|---|---------------------------|
| Collision; racing dinghy/racing dinghy (to/from race area) | Low | Minor damage, minor injury | Competency, marshalling (RIBs) | Low |
| Collision; racing dinghy/racing dinghy (during race) | High | Minor damage, minor injury | Competency, Sailing Instructions, Racing Rules of Sailing, course design. | Med |
| Collision; racing dinghy/official boats (during race) | Low | Major damage, serious injury | Competency, marshalling (RIBs), communications | Low |
| Collision; racing dinghy/spectator boat (during race) | Low | Major damage, serious injury | Port authorities informed, VHF communications, IRPCS, marshalling (RIBs) | Low |
| Collision; event boats/commercial vessels | Low | Fatality/major damage | VHF Communications, RIB cover | Low |
| Falling overboard/capsize | High | Drowning | Personal buoyancy, competency rescue cover | Low |
| Environment (sea state/weather) | High | Discomfort, distress, hypothermia, dehydration, fatigue | Weather forecast, tidal prediction information, CRO monitoring, rescue cover, correct clothing, event time limits, designated mother ships for shelter/citadels | Low |
| Minors/youths- (unaccounted for) | Low | Distress | Tally system, rescue cover, marshalling, race control (committee) | Low |
| Fog | Low | Medium Distress | Tally system, rescue cover, marshalling, race control (committee) | Low |

Notes:

- A daily pre racing safety briefing will be conducted by the CRO or his designated person. At least one crew member from each safety boat shall attend. Level of safety cover safety equipment and communications shall comply with *International Topper Class Association (GBR) Safety Manual July 2009*.
- Coastguard (Rhu) : Neil Watson - "Rhu Marina is the preferred destination for serious casualties".
- Medevac helicopters are called in by ambulance crews and our nearest preferred access landing site is the field between Rhu & Helensburgh, beside Helensburgh Sailing Club.
- Helensburgh Pier is the nearest point of land, for events off Helensburgh but access for vehicles and boats cannot be guaranteed, nor can safe disembarkation of casualties. Although we can get a casualty there quickly we would be waiting for professional medical help so we may as well contact emergency services and continue to treat the casualty en route to Rhu Marina .
- The marina has good access and provides shelter and stability for casualty handling.
- Casualty scenarios: including drowning, spinal and head injuries.
- Handling and minimum moving requirements for spinal and head injuries.
- Designated citadels for walking wounded and competitors needing shelter
- First aid cases can be dealt with onboard the mother ships and taken back to parents at HSC as.
- For a "MajAccs", RNLI, Rhu lifeboat would be deployed and they have the option of very quickly heading to Greenock Navy Buildings slipway (which kept clean for this purpose), where casualties are then taken to hospital via Motorway to A&E Unit at RHA or Queen Elizabeth University Hospital as appropriate.
- Multiple capsizes and victims needing comfort are best dealt with onboard the mother ships.
- Inform Clydeport and QHM early.
- RA and Event Notice to QHM (separately to Clyde Marine Unit, Clydeport, Coastguard, RNLI, local Police.