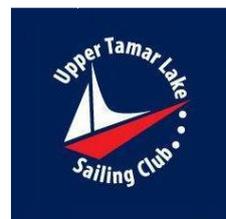


UPPER TAMAR LAKE SAILING CLUB



SAFETY PROCEDURES

Interface with South West Lakes Trust

Our water-based activities take place at Upper Tamar Lake, whose water-based activities are managed by South West Lakes Trust, based in their lakeside Activity Centre. On our race days, the Activity Centre is usually managed by one or two staff, at least one of which is usually qualified to operate their safety boat and holds a current First Aid certificate. They also manage the use of the lake by members of the general public, engaged on water sports including sailing, paddle-boarding, canoeing, wind-surfing and rowing.

It is a condition of our membership of UTLSC that we are also members of South West Lakes Trust, and hence agree to comply with their Water Safety conditions.

The Activity Centre staff maintain a noticeboard which provides current information on the use of the lake for water activities. When the Activity Centre is manned by SWLT personnel, we seek and adhere to their instructions before launching our craft.

The Activity Centre staff maintain contact with each other and our Race Officer using handheld VHF radios.

If it is apparent to the Race Officer that assistance from the safety boat is required, the Race Officer shall communicate this to the Activity Centre staff, either in person or through the VHF radio.

SWLT's Emergency Contact phone no. is 07739 428177

Sailing on the lake when South West Lakes Trust do not provide safety boat cover

In the event that the Activity centre is not manned, or that they are unable to provide water-based safety cover, South West Lakes Ltd have agreed that UTLSC can have access to SWLT's safety boat on condition that it is manned by a qualified safety boat operator.

Our Constitution states that we cannot hold races if there is no safety boat available, manned by qualified personnel. However, sailing is allowed on the "buddy system" so that more than one boat is always on the water.

Additional general safety requirements

- No sailing dinghy or canoe shall pass over the boom provided by the SWLT to prevent boats getting too near to the dam.
- Except as may be authorised by the SWLT, powerboats shall not be used.
- During the winter months (1st November to 30th April), all dinghy sailors shall wear wet or dry suits whilst on the water. This is to give some protection against hypothermia. This shall include rescue boat helm and crew.
- Buoyancy aids must be worn at all times whilst on the jetty.
- Children under 16 years must be supervised by a responsible adult at all times.
- If there is a risk of lightning, all water activities cease. If a race is in progress, it shall be abandoned.
- SWW carry out water quality tests, especially when there is blue green algae present. If they conclude that poor water quality could be a risk to personnel using the lake, they will advise us and, if necessary, close the lake for all immersive water sports.

Safety procedures when racing

The craft's skipper shall:-

Decide whether or not to go out onto the water or to remain on the water according to their experience, ability and fitness level, and ensure the seaworthiness of your craft for the prevailing conditions.

All participants shall:-

- Wear personal buoyancy when afloat - a wet suit alone does not constitute sufficient buoyancy.
- Have a whistle for attracting attention if assistance is required. This should be attached to the personal buoyancy and be readily accessible.
- Wear footwear when sailing that is of an approved non-slip pattern.
- Complete their race entry details on the Race Sign-On sheet

*Refer to **Appendix 3** for our Race Sign-on sheet template*

- For two-handed craft, accept a Club's VHF radio on board to enable assistance with a water-related incident if requested by the RO, or if you suspect that another craft (or other person involved in a water activity) may be in need of assistance. In that event, inform the RO.
- Have due regard for other recreational users and give all possible help to any person or vessel in danger.

Race Officer shall:-

- Manage all safety issues in accordance with our Safety Policy, Safety Procedures and relevant Risk Assessment(s), modifying the Risk Assessment as necessary to meet that day's situation
- Plan the organised sailing event taking into account the prevailing conditions, the types of boats involved, so as to avoid undue risk to participants and other water users
- Enter the measured wind gust speed (and the time and place this was measured) on the Sign-On sheet prior to making this sheet available to potential race participants
- Ensure all those going afloat are aware of their responsibilities whilst on the water and that the Safety Management Plan folder is available for viewing by race participants
- Prior to a race start, check with the Activity Centre staff to ensure communication with them by radio using our own VHF radio(s) so that their assistance can be called upon if required on the water
- Offer a Club's VHF radio to the skipper of two-handed craft so that they can assist with a water-based incident if required
- Observe the progress of the race participants during the race. If it appears that the service of a rescue boat may be required, contact the SWLT staff for their assistance
- If, during a race, the sailing conditions deteriorate to the level where the OOD considers it to be a risk to the safety to any of the competitors, the race must be abandoned, using the Club's flag and sound signals
- Transfer any safety-related comments from the Race Sign-on Sheet to the Safety and Incident Record Book, and pass this information to the Safety Officer and Commodore. These entries will be reviewed at the first opportunity by the Committee and appropriate action taken

Safety boat operator

The Safety boat driver and crew must wear Personal Buoyancy at all times on the water and be ideally dressed for the conditions. The kill-cord must be attached to the driver at all times. A radio should be carried on board at all times.

Health & Safety Risk Assessments

The Club will use Risk Assessments in its management of safety and expects its members to use these as a starting point and to ensure all risks are managed actively and dynamically by them when carrying out a Club activity.

*Refer to **Appendix 1** for our current Hazard Identification and Risk Assessment*

Emergency Management Plan

Reporting Accidents and health-related incidents

All accidents and health-related incidents involving Club members or its visitors must be reported to the Safety Officer and entered in the Incident/Accident Book, which is retained in our Race Hut. Incidents during Club events that might have led to personal injury must also be reported to the Safety Officer. All accidents and health-related incidents will be investigated to learn any lessons and so attempt to prevent a recurrence.

*Refer to **Appendix 2** for our Incident/Accident Report template*

First Aid

A First Aid box is kept in the Club Hut. The Safety Officer is responsible for the provision and maintenance of this First Aid box. A list of current First Aiders is to be maintained and posted on the Club notice board. SWLT Activity Centre also has a First Aid box within the Activity Centre.

If it is apparent that the injury or other health occurrence is beyond the capacity of the on-site personnel (UTLSC or SWLT), the **Major Incident Procedure** should be initiated by SWLT's Activity Centre staff.

Defibrillator

SWLT have an AED (Automated External Defibrillator) defibrillator located on the outside wall of the changing room block. This is available in the event of a cardiac arrest, and best used within 3-5 minutes of the cardiac arrest. It has self-contained instructions so can be operated without any specialised knowledge or prior experience.

Access to it is gained by phoning 999 on its integral phone and requesting its access code. The current access code is C159. Alternatively, use What3Words: *firey.headstone.requested*

Major Incident

In the event of an incident or personal injury that is beyond the capacity of the on-site Club or SWLT staff to handle, the Club's representative on site (usually the OOD) shall, in agreement with SWLT staff, identify this as a ***Major Incident***.

The OOD will immediately abandon any race about to start or already in progress using the Club's Race Abandoned flag and sound signal. SWLT will close the lake for all water-based activities by raising their Red flag.

SWLT on-site staff will take control of the major incident situation. Refer to SWLT's document "Action in the event of a major incident at Upper Tamar Lake".

UTLSC on-site members will provide all assistance to SWLT staff, as requested by them

Appendices:

Appendix 1: Hazard Identification and Risk Assessment

Appendix 2: Incident Report template

Appendix 3: Race Sign-on Sheet template