



# Sailability Hong Kong Limited

## Sailing Procedures and Risk Assessments

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## SECTION 1 CONTENTS

### **1a. Introduction**

This document covers all dinghy sailing, dinghy races and other related events under the control of SHKL or when using SHKL equipment.

Any form of sailing, especially on the open sea, carries an element of risk. The charity Sailability Hong Kong Limited (SHKL) Instructors, volunteers and clients take part in sailing and in any events organized by SHKL at their own risk.

The following document includes operating procedures and risk assessments for SHKL. All instructors, volunteers and carers should read the appropriate sections before sailing or taking part in SHKL Activities.

Instructors and Safety Boat Helms (SBHs) must be familiar with all sections of this document.

The decision on whether or not to sail on any given day rests ultimately with the SHKL instructor in charge of the session. SHKL however, has a responsibility to ensure that safe sailing is promoted for all participants at all times. Therefore, SHKL has produced these guidelines to assist the persons responsible for our activities in the making of those decisions. The guidelines are based on risk assessments of SHKL's principal activities and built on the accumulated evidence of people who have sailed in this environment and with SHKL for some time.

SHKL operates a safety culture. Extensive research has identified certain elements that contribute greatly to maintaining a safety culture. These elements are described as:

1. **Clearly defined expectations;** It is important that all involved with SHKL at all levels of an organisation clearly understand what is expected of them and what standards are required.
2. **Good communications;** Effective communications and involvement is crucial in ensuring a safe and effective operation. Communication is a two-way process. There is a need to be able to exchange information and knowledge.
3. **Clear leadership;** Research confirms the huge impact of leadership on the safety of an organisation. Effective Safety depends heavily on how leaders approach its implementation, and this in turn depends heavily on the skills and qualities of leaders – both afloat and on shore.
4. **Good planning;** Good planning is essential in ensuring safety. Adequate control of risks can only be achieved by ensuring that all involved are aware of any plan, activities are coordinated and good communication is maintained by all.
5. **Risk awareness;** If all participants are fully informed and aware of the risks to their health, safety and welfare, they are much more likely to ensure they avoid the risks and remain safe.
6. **Accountability;** Maintaining a safe environment, is a shared responsibility of all. Everyone who has a role to play and they can adversely affect others by their acts and/or omissions. For these reasons, it is important that: the procedures in this document are clearly understood and their responsibilities are clearly defined for all involved in an activity. The consequences of unacceptable safety behaviour must be made clear and there must be a fair, transparent and consistent response to unacceptable safety behaviour.

**7. Effective knowledge management.** This does not have to be complicated or difficult. Many of the elements are in place already, it is a case of ensuring that we are all working together and that information is given and is in a format that can be easily understood.

SHKL therefore request that these 7 items above are taken into consideration during all activities.

Due to the nature of our activities, clients do not need to provide evidence that they have read this document. SHKL however, has the right to remove any participant from any activity if they are not following these procedures or cause risk to themselves or others.

SHKL operate from HEBE Haven yacht club, this provides an additional level of control. While SHKL provide specific Risk Assessments (RAs) related to specific SHKL activities SHKL also operates under the rules and regulations of HEBE Haven Yacht Club.

SHKL may organise races in addition to the normal programmes (for example; a Regional Championship, a National Championship or an International event). In these cases, a specific risk assessment will be carried out for that particular event.

This is an active document that should reflect a true account of policies, procedures and Risk Assessments that will be reviewed on an Annual Basis. Persons who wish to comment on the Risk Assessments should contact a member of the organization.

#### **1b. Definitions and abbreviations used in this document**

HKSF	Hong Kong Sailing Federation
LJ	Lifejacket
MOB	Man Overboard
PFD	Personal Flotation Device (buoyancy aid)
PVOL	Pleasure Vessel operator licence also known as 'Pleasure vessel Operator Certificate of Competency'
RA	Risk Assessment
RAs	Risk Assessments
RYA	Royal Yacht Association (UK equivalent of HKSF)
SHKL	Sailability Hong Kong Limited
SBT	Safety Boat Team
SBM	Safety Boat Helm
SBC	Safety Boat Crew

Sailors – Any person on the water under the umbrella of SHKL or using SHKL equipment.

Hazard - The potential for something to cause harm

Risk - The possible consequences of the hazard.

Risk factor - The product of the likelihood and the impact of the risk being realised.

Control measure - The method used to control the risk factor. The guiding principle should be to implement strategies that reduce risk factors as low as is reasonably practicable.

**Risk Levels;**

**HIGH Risk Level, (H)**

**MEDIUM Risk Level, (M)**

**LOW Risk Level, (L)**

## **SECTION 2. RECREATIONAL SAILING (THE NORMAL SHKL OPERATING ACTIVITY)**

### **2a. Operational and Sailing Areas**

1. Hebe Haven Yacht Club (HHYC) (The start and end point for all activities)

Approved sailing areas;

2. Trio Beach; Weather and marine traffic dependent.

3. Nam Wai; Weather and marine traffic dependent.

4. Hong Kong University & Science & Technology (HKUST); Weather, skill and marine traffic dependent

5. Port Shelter; Weather, skill and marine traffic dependent

If other areas are to be used then approval must be gained and a specific RA carried out. This assessment must include consideration of but not limited to the following;

1. Extra safety cover (additional safety boats).

2. Additional communication equipment (2 separate communication units capable of maintaining communications with the designated person shore).

3. Addition fuel for safety boats.

4. A longer range consideration of the expected weather conditions.

5. The identification of places of safety should the weather unexpectedly change for the worse, there be equipment failure, injury to personnel or some other unforeseen circumstance.

### **2b. General Sailing Procedures**

The Instructors are in charge of the activities afloat, the SHKL shore staff must be in agreement with any session proceeding. If there is any disagreement then the session must not proceed. The instructors and the shore staff **MUST** remain in contact (via radio, telephone or other suitable means) throughout the session.

Immediately before any activity the latest weather report from the Hong Kong Observatory must be consulted. If the report includes warnings regarding lightning, thunder storms, Tropical Cyclone Warnings or Strong Monsoon Signals, the advice **MUST** be followed. This must be reinforced by local observation of the SHKL and instructors involved in the activity. Caution with regard the weather conditions must be used.

As the instructors used by SHKL are qualified instructors, and the ability of our clients is very variable these procedures below are mainly regarding the safety of the operation rather than the actual teaching of the art of sailing.

1. The instructors should make themselves available to discuss safety issues with SHKL shore staff prior to each session.

2. The instructors must check the Safety Boats and their equipment before each activity.

3. The instructors should always discuss any concerns about safety of sailors in a pending activity with the SHKL shore staff and agree a return to club time after the activity has finished.
4. All sailors must be briefed as to the activity they are about to be involved in. Emphasis must be put on the safety aspects of the activity.
5. All sailors have to be checked by the instructor, to have all equipment that they need to complete the session. For example; lifejackets, PFD, water, and solar protection. Radios or whistles may be used to attract attention especially if a client has a medical condition that may need immediate attention.
6. All sailors must be placed in their dinghies prior to leaving the sailing club pontoon. Care has to be taken that the sailors board their dinghies safely with regard to falling between the craft and the pontoon and that they do not trap hands or fingers between the craft and any other object.
7. A safety boat or boats must be on the water and ready to perform their duties for the whole planned session before any client leaves the pontoon.
8. If a sailor or sailors wish to sail through the moored vessels on route to the sailing area then they can be allowed to sail to the working area. SHKL shore staff and the instructor must agree that the sailor has the ability and experience to safely navigate their way to the selected sailing area. A safety boat MUST be available to escort and provide safety cover to the dinghies sailing out. All dinghies MUST remain in sight by the designated safety boat and the safety boat must have no other duties while carrying out this escort.
9. The sailors of dinghies to be towed out to the sail area must be briefed while in their dinghy so they can see all the equipment that they will be requested to monitor. As this is an high risk operation, (the tension that will be on the tow line) all equipment and the transfer of information must be double checked.
10. The safety boat towing out the sailors and dinghies must take care as listed below, (this is possibly the most hazardous part of our operations);
  - Simple hand signals must be agreed so that the sailors are able to communicate any issue.
  - The tow line must be confirmed to be secure.
  - Any strain on the line must be taken up slowly to allow the safety boat crew to confirm that all is in order with the tow.
  - The Safety boat with the tow must only proceed along the main navigation channel, unless there is an exceptional circumstance and this is agreed with the SHKL shore staff.
  - There must be a second person in the safety boat as per the general safety boat instructions. The second person must keep the tow in view at all times.
  - The helm must allow for the tow while operating the safety boat. The speed must be adjusted to a safe speed with respect of the dinghies on tow.
  - The helm must allow a wide berth to any obstructions and ensure that the tow which will 'cut the corner' clears any obstructions.
  - After reducing speed, when slowing down the tow will catch each other up and may contact each other this has to be allowed for.

## **2c. Sailing Activity Procedures**

1. When the dinghies are at the sailing area, The SHKL shore staff and the Instructors must operate in a safe and responsible manner keeping a constant lookout and attending/observing any issues or signals for assistance.
2. The welfare of people must always be put before the welfare of boats and equipment.
3. Priority should be given to capsized (especially inverted) boats. Capsize and Inversion is very unlikely due to the design of the dinghies we use, therefore if this does occur this is a major incident, and assistance must be provided as soon as humanly possible.

4. Safety boats should be positioned appropriate to the areas likely to need attention. For example, cover the downwind side of any course and between any craft and any hazard, which maybe marine traffic, shallow water or rocks.
5. The fleet must remain in sight at all times and regular head counts must be made during the session.
6. A constant watch must be maintained on the craft under the care of the safety boats.
7. The weather is to be monitored throughout the session. Any possible change in weather must be anticipated to allow the return to the club in suitable conditions.

#### **2d. Procedures for Return to the Club after an activity.**

This is a reverse of the outward voyage.

This procedure is once again a high-risk part of our activities. Please refer to the outward section of the outward procedure.

1. The dinghies are to be gathered and picked up in tow line astern.
2. Ensure all lines are clear of any propeller and connected as required.
3. Some clients may be allowed to sail back to the club. This can be allowed after an assessment by the Instructor and only if there is sufficient safety boat cover. Extra thought needs to be taken;
  - a. if the wind is blowing towards the club with respect to whether the client can make a safe approach to the pontoon or not.
  - b. The wind strength and any gusts with regard to close manoeuvring through the moorings, any heavy traffic for example other dinghy fleets returning at the same time and also a safe pontoon approach.
  - c. The client or helper must be able to furl both sails, understand when to do this and be able to do it while steering the dinghy.
4. The instructor in charge must report to the shore team that the activity has finished and that the fleet is returning to the club pontoon. This allows for assistance on the pontoon to be arranged for the fleet's arrival.
5. This can be a stressful and busy part of the session. Therefore, a close watch on the dinghies and the clients must be maintained.
6. Arrival at the pontoon must be slow and the approach adjusted to the prevailing weather conditions.
7. The speed is crucial and must be reduced before arrival at the pontoon to allow for close control. And to allow for any impact between the dinghies and each other or the pontoon to be low impact.
8. The helm must ensure the safety boat crew are fully aware of the plan for the approach and that the crew can arrange the tow rope to be passed to the support ashore as smoothly as possible. It is essential that the safety boat propeller is kept clear of the tow rope during this close manoeuvre.

All craft must be accounted for before any safety boat is taken out of service, and all dinghies must be tied to the pontoon or ashore before the safety cover is removed.

The shore staff as a double check must complete a head count to confirm all clients, volunteers and staff have returned to the club.

The instructor must then complete a debriefing before the session is considered closed.

**Any concerns about safety of a child or client should always pass on to that child's or client's parent or guardian as soon as is practicable.**



## **2e. Preparation of the sailing craft for sailing and the return to the stowage area at the end of a session**

The craft are stowed at the HEBE Haven yacht club. The majority Hansa 303's, Liberty's and 2.4m's on trailers, while the 2.3 dinghies are stowed on a rack.

This procedure will cover our main fleet of 303 Hansa sailing dinghies. The rigging and derigging of the 2.3 is similar but it does not have a jib mast or sail. The 303 dinghies are normally stowed covered on a trailer. The trailer with the dinghy on it is light and can be manoeuvred by hand. Caution has to be taken once the boat is in line with the fall of the slipway as it may appear heavy as it moves down the slope. This is also a factor when moving the dinghies up the slope for stowage, the boat may require extra effort to move it up the slope.

The main masts and their sails are stowed in tubes at the head of the main slipway, while the jib mast and its sail remains with the boat, it is stowed under the cover on top of the boat.

The rudder and centre board are also stowed in the boat along with jib Jamb cleats, Boom, painter, joy stick (tiller), long and short pins and the main sheet with the traveller arrangement. Therefore, the only item that is

## **2f. Rigging the Boats (303's) for and derigging after a sailing Activity**

### **Rigging stage 1.**

#### **Dinghy on the trailer.**

**This should be carried out under supervision. The directions here only cover the basic tasks for illustration.**

1. The dinghies should be clean and in order once the cover is removed.
2. The mast must be retrieved from the tube at the top of the slipway. (each mast and set sails are matched to a particular boat, the correct mast and sail must be used for each boat). The name of the boat is on the hull and cover of the boat and sails. The mast has the name of the boat it is to be fitted to on the disc attached to the main sail and mast. The mast sleeve cover is to be removed at this point.
3. The furling system ropes are both to be pulled so that the knot in hard against the bulkhead on the Starboard side not the port side.
4. The main mast clamp is situated under the ford deck, this is to be made slack before the main mast is slotted into place. The clamp is to be tightened once the mast is in place to secure it to the boat and the furling system. This important for furling and to ensure the mast does not flex while sailing and does not fall out due to some exceptional circumstance. Ensure the foot of the mast is located into the socket on the floor of the cockpit.
5. The boom can now be pushed on to the main mast and the main sheet attached to the traveller. The main sheet must be checked to see it is not twisted and free to be pulled in and out. And threaded through the central jamb cleat.
6. The rudder will stay **in** the boat and the dagger board remains 'up' and secured by the 'short pin' until it is on the water. The dagger board and rudder will be lowered when the water is sufficiently deep so the rudder and dagger board do not catch on the sea bed. Note the boat is somewhat unstable until the dagger board is lowered. The tiller can be slotted into place at this point.
7. The boat can sail with just the main sail at this time. The instructor will decide if the boat requires the jib mast and sail.

8. The jib mast if required can now be fitted. The mast sleeve cover is to be removed at this point. The mast is slotted into the hole on the bow of the boat, and the furling line passed around the disc at the bottom of the mast.
9. The jib sheets can now be passed through the jamb cleats at the side of the boat. Once through the jamb cleats the painter can be secured with a figure of 8 knot, leaving a tail that the clients can easily catch when they need it.
10. After any water has been removed from inside the boat the plug near the keel at the rear of the boat can be secured. Do not over tighten this plug.
11. The boat now must be checked by the instructor to ensure that all parts are correct and in good order.
12. The boat can be launched.

## **Rigging Stage 2**

### **Boat afloat alongside the pontoon.**

**This should be carried out under supervision. The directions here only cover the basic tasks for illustration.**

**The dagger board is quite heavy so it must be handled with care, and persons must protect their back by using good lifting techniques.**

1. The boat must be held steady by one person while a second person stands in the boat.
2. The person in the boat slides the long pin through the top hole in the dagger board, they then lift the daggerboard so that the second person can remove the short pin. The dagger board is then lowered (slowly) into a position where the long pin is holding the weight of the dagger board. The handle at the top of the dagger board is then held and lifted slightly until the long pin is removed by the second person and the dagger board is lowered into its final position. The long pin is now placed into the fore and aft hole in the dagger board until it locks into the hull of the dinghy. This is very important, it is a safety design feature to ensure the dagger board does not move from its position if there is a catastrophic capsize of the dinghy.
3. The rudder is now placed into the slot at the stern of the boat. And locked into place by using the elastic rope fixed to the slot.
4. The instructor will now decide if the boat is to be sailed out and therefore fully rigged or partly rigged and made ready for towing.
5. Once the instructor has checked the boat is ready and all is in order the client or clients can board the boat.

## **Derigging and stowing the equipment**

**The dagger board is quite heavy so it must be handled with care, and persons must protect their back by using good lifting techniques.**

1. Dingy Alongside the pontoon
2. The sails if not already wrapped around the masts are to be wrapped around the masts. This can be mainly done by using the furling rope. The outhaul on the main sail is removed and the sail tied to the mast once wrapped. The jib sheets are removed from the jamb cleats and the sail wrapped around the jib mast and secured with the jib sheets.
3. The rudder is now to be removed from its slot and placed in the boat.
4. The dagger board can now be lifted first by the handle until the long pin can be slid through the top hole in the daggerboard. The boat must be steadied by a second person while this is being carried out. Then the dagger board is lifted until the short pin can be slid into the lower hole in the dagger board. It is prudent to stop lifting before the lower hole comes clear of the daggerboard housing, this is to allow water to drain from the dagger board. Standing on the fabric seat is to be avoided while carrying out this operation.
5. The dinghy can now be taken to a waiting trolley and pulled out of the water.

6. Removal of the bung from the lower part of the rear of the boat may assist in making the boat lighter. It may be best to pause to let the water flow out of the boat.
7. Once the boat is clear of the slipway and water's edge the boat can be washed down with fresh water and then mopped dry, the boom can be freed from the mast and laid on the boat.
8. The main mast clamp can be slackened and the main mast slipped from its housing. The mast is long and can be heavy so care must be taken. The mast cover can be slid onto the mast before it is put in the tube for safe stowage.
9. The jib can now be removed and its cover slid onto it. The jib mast is then left on the boat.
10. The rudder is left in the boat with the top in the bottom of the boat to allow any water to drain from it.
11. The ropes are to be checked for damage and knots before being placed on the seat along with the tiller and long pin.
12. All rubbish and anything left behind is to be removed from the boat.
13. The cover is then to be placed over the boat and secured. No ropes or sail should be visible once the cover is in place.
14. Any damage or missing items are to be reported to the SHKL staff.

Finally, this section is an important stage, the boat must be left in a condition where the boat has all its fittings ready for the next client to use. This acts as a 'double check,' it is put away in order and the next time it is to be used it is checked again before use. If something is 'not right' and it is reported then the SHKL staff have time to rectify the situation before the next session or take that dinghy out of service (not allot it to a sailor).

### SECTION 3. SHKL OPERATING RESPONSIBILITIES AND PROCEDURES

This section must be read in conjunction with Sections 1 and 2.

#### **3a. THE RESPONSIBILITIES OF SAILORS**

SHKL welcomes all sailors from beginners to those with more experience and people who find it difficult to access sailing.

All sailors please be advised that SHKL is operated for the benefit of the clients. Everyone has a responsibility for their own Health and Safety and the safety of others, particularly our junior clients. It is the participants responsibility to follow the advice and guidance laid down in the risk assessments and not to engage in any activity that puts them or others at risk of harm.

With the above in mind all sailors considering taking part in any activity must be willing to take instruction and assist as required.

All sailors should ensure that there is Safety Boat Cover before leaving the pontoon. The instructor will also ensure safety boat cover is available but if the sailor also checks it ensures that no boat leaves without safety cover.

All personnel taking part in SHKL activities must familiarise themselves with the SHKL Risk Assessment for Sailing.

No guidelines can replace the core responsibilities of all participants in Sailability activities to support each other on and off the water, including: -

- Signing in for any activity so that the activity supervisor can keep track of all sailors and safety boat crews involved in our activities, this includes additional persons for example members of the press or spectators.
- Arriving in good time for activities so that everyone can launch the required number of boats with appropriate assistance.
- Wearing appropriate clothing and personal buoyancy equipment as required for their need.
- Attending and paying attention to the pre sailing briefing.
- Assisting other members, particularly those who are less experienced, or able in launching and recovery of boats.
- Giving assistance to the cleaning of boats and the de-rigging before leaving the site.
- Ensuring that boats and sailing equipment is in good order and adequately stowed away.
- Reporting dangerous (or potentially dangerous) occurrences to SHKL. (See Incident Personnel Report)
- Reporting equipment damage to SHKL. (See Incident Equipment Report)

Client and Volunteer **feedback** is an important part of any safety culture and should therefore be encouraged to be candid. Anonymity frees people to report and should be preserved. The management team should not discuss with the instructor any points until anonymity can be ensured. Lessons learnt will be communicated to the Instructors and incorporated within future plans.

### **3b. EXPERIENCE AND ABILITY**

All instructors and Safety Boat Helms personnel should be at a minimum standard of RYA or HKSF Level 2 certification. Most importantly, they must be able to:-

- Launch/recover their dinghy correctly
- Sail on all points of sail
- Tack and gybe with confidence
- Know the importance of keeping the boat tidy to prevent entrapments.

If the Safety Boat crew is new they must receive instruction on the plan of the session and what is to be expected.

### **3c. ROLE AND RESPONSIBILITIES OF INSTRUCTORS**

1. The instructor is the 'person on scene' for any Session, or Activity they are therefore designated person in charge, in consultation with the person a shore.
2. The instructor must obtain an up-to-date weather forecast including wind strength and direction, sea state and visibility before deciding on any aspect of the session.
3. The instructor, must take into account of the weather conditions and the sailing abilities or skills of the participants, they are therefore empowered to;
  - Make a decision about whether some boats/sailors should not partake in the activities.
  - Limit the number of participants.
  - Discuss with SHKL the number of safety boats required.

The instructor will instruct during the session. SHKL use certificated instructors therefore this procedure will not direct instructors how to instruct but set out the safety parameters within which instructors will operate.

Minimum Certification for an Instructor is HKSF or RYA instructor and First aid certification.

### **3d RESPONSIBILITIES OF SAFETY BOAT TEAM (SBT)**

The welfare of people must always be put before the welfare of boats and equipment.

**No alcohol is to be consumed onboard the safety boat. No person under the influence of Alcohol or any Narcotics is to be allowed on the safety boat (unless being rescued)** this is a vital point, it is the presence of the safety boat that gives confidence for people to sail. Everyone involved in our operations should expect and give the best service possible. If anyone was seen to be under the influence it would destroy any confidence in our operations, which is needed as our clients are generally in a vulnerable group and deserve the best possible support.

The Safety Boat Helm (SBH) must be experienced a powerboat and competent power boat drivers. i.e. appropriately qualified to be in charge of the operation of a powerboat providing safety cover during SHKL activities afloat.

The minimum certification is a 'Pleasure Vessel Operator Licence' (PVOL) level 2 issued by the Hong Kong Marine Department, a Powerboat Level 2 certificate with sufficient training by a suitably qualified or experienced person on SHKL activities and requirements. A HKSF or RYA Safety Boat qualification is strongly recommended and a First Aid qualification is desirable. SBH must have knowledge of appropriate rescue techniques for sailing dinghies.

The minimum crewing of a safety boat is 2 persons.

### **General procedures**

1. SBH should make themselves available to discuss safety issues with the instructor prior to each activity.
2. SBH to check Safety Boat and equipment before each activity.
3. SBH should always discuss any concerns about safety of sailors in a pending activity with the Instructor.
4. SBH and Safety Boat Crew (SBC) must operate in a safe and responsible manner keeping a constant lookout and attending/observing any signals for assistance.
5. Priority should be given to capsized (especially inverted) boats. Capsize and Inversion is very unlikely due to the design of the dinghies we use, therefore if this does occur this is a major incident, and assistance must be provided as soon as humanly possible.
6. Safety boats should position themselves in an appropriate areas likely to need attention. For example cover the downwind side of any course and between any craft and any hazard, which maybe marine traffic, shallow water or rocks.
7. The fleet must remain in sight of one safety boat at all times and regular head counts must be made during the session.
8. SBH's must call the instructor for advice if they are unsure of action to take in any situation.
9. If they are unable temporarily to provide safety cover for any reason they must inform the Instructor.
10. If the situation is deteriorating for some reason, for example worsening weather the information must be communicated to the Instructor.
11. The SBT is able to end their duty when, after the session has ended, all clients have returned to the club and have been released by the instructor.
12. SBH should always pass on any concerns about safety issues or equipment to the SHKL staff and the Instructor.

### **3e SAFETY BOAT OPERATING PROCEDURES**

**The boat should be reliably powered and fully functional.** This is at the core of SHKL safety afloat.

The boat must be crewed by no less than two experienced persons, at least one of whom must be experienced in handling the boat. Lifejackets and if necessary, suitable protective clothing, must be worn by all personnel.

The helm should ensure an even and safe distribution of personnel on board and an even distribution of weight on board their craft.

The instructors safety boat will be considered the parent craft (main Safety Boat). This craft should establish communication with other craft under its control prior to the commencement of any activity and should maintain continuous visual contact with all boats taking part in the activity. It is recommended that the boat should carry a VHF radio, however mobile telephone coverage communication is excellent in SHKL operating areas and can be used to back up any VHF communications.

## Ratios

The maximum ratio of safety boat to dinghies is to be decided by the SHKL staff and the Instructor, taking into account the conditions, experience, and course.

The instructor has full authority to limit numbers.

## Procedures

- The SBH must check fuel, the presence of first aid kit and VHF radio before Safety Boat use (see Safety Boat Equipment 3f below).
- KILL CORDS AND PFDs must be worn at all times.
- Kill cord and key must be separated for use.
- Steering mechanisms should be free and easy to use.
- Throttle and gear changing mechanisms must be positive and reliable.
- Engines must be switched off when bringing persons on board from the water or persons in the water are close to the craft. Keep the boat between the engine and any person in the water.
- No planing in restricted speed areas, that is the hull lifting from the water surface, changing from a displacement mode unless rescuing or to ensure sufficient visual contact maintained.
- Consideration is to be shown to other water users. This is especially important when in close proximity to other craft. For example when moving through moored craft where excessive wake can cause a craft to move and result in a person falling over board or overwhelm a small craft such as a kayak.
- Engines must be left up when boats are left moored, even for a short period of time. To allow for tidal height and avoid grounding.
- There must be NO RUBBISH left on board the boats, fuel, safety kits, anchors and paddles must be secured at all times.
- There must be no smoking on board any Safety Boat.

## EMERGENCY PROCEDURES - Accident on water

- INFORM other safety boats on scene and SKHL Shore Staff IMMEDIATELY BY VHF or telephone. who should contact Emergency Services if necessary.
- Use “SCOOP AND RUN” procedure - Return the casualty to shore AS QUICKLY AS POSSIBLE and ensure that appropriate first aid is carried out.
- If possible and appropriate return to Safety Boat duties.
- Any emergency end of session decision will be made by the SHKL shore Staff or Instructor.
- After any dangerous or emergency situation, even if avoided, there should be a discussion between the SHKL and all safety boat crews and any other appropriate person so that procedures are reviewed so that any similar incidents are avoided.
- ANY TREATMENT UNDERTAKEN, HOWEVER MINOR, MUST BE RECORDED IN THE ACCIDENT REPORT Book.

### **3f Safety Boat Equipment**

1. VHF Radio.
2. Key & Kill cord.
3. Appropriate clothing and PFD.
4. Powerboat Safety Kit.
5. Sufficient fuel. Additional can of fuel if required.
6. Sharp Knife – readily accessible, may be stored in first aid box.
7. First Aid Kit (waterproof).
8. Sound signalling equipment e.g. whistle or horn.
9. Spare kill cord.
10. Paddle / oar / boat hook.
11. Throw line.
12. Tow line.
13. Bailer / bucket.
14. Anchor, chain and warp.
15. Fire extinguisher.
16. Whistle.

- Tow lines and painters must be tied and stowed during boat use,
- SBH must take care in shallow water and trim the engine appropriately if required.
- The VHF radio should be switched to an agreed Channel.
- Key and kill cord (clipped together for convenience) must be returned for correct storage when not in use.
- Radio(s), first aid kit and fuel to be stored correctly once the session is completed and boat has been secured at a berth.
- The SBM are to Notify the SHKL staff if fuel reserves are running low.

#### **REPORT BOOK.**

- If an incident results in a fatality or serious injury, then the SHKL staff and local authorities must be informed immediately for advice. SHKL is responsible for dealing with any media enquiries.



## SECTION 4 RISK ASSESSMENTS

### 4a Sailing Dinghy - Activity Risk Assessment

SHKL ACTIVITY: SAILING DINGHY RISK ASSESSMENT						
1	2	3	4	5	6	7
HAZARD	POSSIBLE INJURY	PERSON OR PERSONS AT RISK	INITIAL RISK	CURRENT CONTROL MEASURES	FINAL RISK	COMMENT
SLIP WAY - SLIPPINESS, STONES LEFT ON SLIP WAY, KERBED EDGE OF THE SLIP INVISIBLE.	CUTS AND BRUISES	CLIENT STAFF VOLUNTEER	M	Personnel should; wear suitable footwear, not run on wet slip, should be aware that green on slipway indicates Slippiness, should always remove stones and Sailors should be aware of where the edge of the slipway is.	L	
MOVING OR CARRYING BOATS ON LAND.	CUTS/BRUISES TO HANDS AND FEET BACK OR MUSCLE INJURY	CLIENT STAFF VOLUNTEER	M	Good briefing and sufficient helpers to handle lifts and shifts	L	
INJURY ON UNDERWATER OBSTACLES/ FOOT ENTRAPMENT/ WORKING ON SLIPWAYS.	CUTS, BRUISES OR SPRAINS	CLIENT STAFF VOLUNTEER	M	Staff and users all wearing appropriate PPE and footwear, communication between all staff and users	L	
ADVERSE WEATHER CONDITIONS	CUTS/BRUISES MORE SERIOUS INJURY IF AT HIGH WINDS AND POSSIBLE BEACHING	CLIENT STAFF VOLUNTEER	H	Forecast Before start of activity and monitoring during activity. VHF radio monitored for possible shoreside and government warning. Operate within insurance parameters.	L	
POOR RIGGING, THE TWISTING OF MAIN SHEET ASSEMBLIES AND INCORRECT RUDDER / TOW LINE	CUTS/BRUISES MORE SERIOUS INJURY IF AT HIGH WINDS, COLLISION AND	CLIENT STAFF VOLUNTEER	M	Volunteers trained in the rigging of boats. Suspect equipment, broken or missing parts be reported to the Instructor and remedied	L	

CONFIGURATIONS PRIOR TO TOWING OUT AND/OR SAILING	POSSIBLE BEACHING. LOSS OF CONTROL			before sailing. Where this is not possible, a label will be attached to the boat to indicate it is unserviceable for that sailing session and an appropriate repair will be made by those authorised to do so.		
PONTOON, FALLING INTO WATER, TRIP ON EQUIPMENT OR ROPES	CUTS/BRUISES, DROWNING OR HEAD INJURY.	CLIENT STAFF VOLUNTEER	H	Personnel to wear LJ (none swimmers) buoyancy aids for confident swimmers. Ropes tidy to reduce trip hazards	L	
TOWING OUT	INJURY TO FINGERS ENTANGLEMENT	CLIENT STAFF VOLUNTEER	M	Ensure tow lines are attached properly and are free from entanglement. extra care to be taken to ensure lines are not caught under rudders or centre boards prior to the tow	L	
COLLISIONS BETWEEN OTHER CRAFT OR OTHER HAZARD OR OBJECT	CUTS/BRUISES MORE SERIOUS INJURY IF AT HIGH SPEED	CLIENT STAFF VOLUNTEER	H	Defined sailing area craft operated by competent sailors only, supervision by safety team	L	
SNARING IN MOORING AREA BY ROPES AND SUBMERGED BUOYS	INJURY IMMERSION	CLIENT STAFF VOLUNTEER	M	Sailors should be observant if sailing through the area of moored boats to avoid becoming accidentally caught up in ropes/chains/buoys associated with moorings	L	
ILLNESS	ANY PRE-EXISTING ILLNESS OR INJURY THAT COULD CAUSE PROBLEMS FOR THOSE AFLOAT	CLIENT STAFF VOLUNTEER	M	Pre-session forms and safety boat teams to be informed of any issues. Users to take medication that they need during the activity e.g. Asthma inhaler. Whistle or VHF for certain conditions	L	
REACTION TO CLIMATIC CONDITIONS	SUNBURN HEAT STROKE HYPOTHERMIA	CLIENT STAFF VOLUNTEER	M	Briefing to all participants on the need for skin protection, hydration, and reducing exposure.	L	

	HYPERTHERMIA DEHYDRATION			Activities adapted to reflect the prevailing conditions. Safety teams to monitor crews afloat as appropriate		
CAPSIZE	CUTS AND BRUISES DROWNING	CLIENT STAFF VOLUNTEER	H	Staff to ensure competency for conditions and sufficient safety boat cover. Design of dinghy and centreboard lock is a priority. PFD. If secondary drowning suspected access A+E.	L	
TRAPPED FINGERS IN ROPE, EQUIPMENT OR BETWEEN BOATS	INJURY TO FINGERS DURING SAILING/COMING ALONGSIDE/LAUNCH AND RECOVERY	CLIENT STAFF VOLUNTEER	M	Briefings, sufficient support to manage craft. Most care required at pontoon and when towing dinghies in from or out to sailing	L	
SEPARATION FROM CRAFT OR GROUP	HYPOTHERMIA EXHAUSTION LOST AT SEA	CLIENT VOLUNTEER	M	Briefings, clearly defined sailing area adherence to sailing instructions safety boat ratio and guidelines.	L	
ENTRAPMENT/ ENTANGLEMENT	DROWNING CUTS AND BRUISES	CLIENT VOLUNTEER	H	Staff to carry knife and use as appropriate. Design of dinghy and lock of centreboard as priority.	L	

#### 4b SHKL ACTIVITY: SAFETY BOAT RISK ASSESSMENT

SHKL ACTIVITY: SAFETY BOAT RISK ASSESSMENT						
1	2	3	4	5	6	7
HAZARD	POSSIBLE INJURY	PERSON OR PERSONS AT RISK	INITIAL RISK	CURRENT CONTROL MEASURES	FINAL RISK	COMMENT
LOOSE EQUIPMENT SLIPS AND TRIPS OR FALLS	CUTS AND BRUISES	HELM, CREW, VOLUNTEER CLIENTS	M	Crew are to carry out general good housekeeping. All to keep work areas clear and equipment secured	L	
FALLING OVERBOARD	DROWNING	HELM, CREW, VOLUNTEER CLIENTS	H	All those on the power craft must, at all times wear An appropriate PFD, which on entering water contains sufficient inherent	L	

				buoyancy to keep the person afloat.		
ADVERSE WEATHER CONDITIONS	HEAT STROKE AND SUN BURN	HELM, CREW, VOLUNTEER CLIENTS	M	The Helm and Powerboat Drivers must dress according to the weather conditions. They are responsible to ensure persons on their craft are dressed according to weather conditions.	L	
MANUAL HANDLING & PETROL HANDLING	FIRE, SKIN REACTION, POLLUTION	HELM, CREW,	M	All petrol / oil mix must be carried to the boat carefully from the shore and placed in a secure position in the craft. All spillages within a boat must be cleared up with the operator wearing suitable gloves. Tanks to be filled to leave an air gap to avoid spillage. Correct lifting techniques are to be used (straight back bent legs)	L	
FIRE	BURNS	HELM, CREW, VOLUNTEER CLIENTS	H	The craft are equipped with fire extinguishers. If the Helm feels that they are competent to use it and the fire is not excessive use the extinguisher. If not exit the craft and at a suitable distance await assistance.	L	
HUMAN ERROR	SEVERE INJURY	HELM, CREW, VOLUNTEER CLIENTS OR OTHER WATER USERS	H	All Helms must exercise care whilst driving any craft and be aware of other water users and the effects of their craft on them. All helms must kill their engine when contact is made with a person in the water. All helms must be HKSF or RYA Level 2 qualified and hold a valid Hong Kong PVOL.	L	

UNINTENDED MOVEMENT OF OR AN OUT OF CONTROL CRAFT	CUTS AND BRUISES SEVERE INJURY	HELM, CREW, VOLUNTEER CLIENTS OR OTHER WATER USERS	H	No boat may leave the dock without the helm wearing a functional kill cord. The helm must check this when starting the craft.	L	
SHALLOW WATER	DROWNING OR SEVERE INJURY	HELM, CREW, VOLUNTEER CLIENTS	H	The helm must be aware of all shallow sections of operating areas and the possibility of submerged rocks and be aware of the tidal height.	M	
UNQUALIFIED USE	DROWNING OR SEVERE INJURY	HELM, CREW, VOLUNTEER CLIENTS OR OTHER WATER USERS	H	No unqualified use is authorised. At any time.	L	
OVERLOADING	CAPSIZE	HELM, CREW, VOLUNTEER CLIENTS	H	The number the boat is certified to carry must not be exceeded	L	

## **Section 5 EMERGENCY PROCEDURES**

### **5a. An Incident on the water**

The following procedures must be followed in the event of an accident leading to injury or the need for first aid or emergency medical treatment:-

Injury sustained whilst afloat

1. Initial first aid treatment will be given by the safety boat team where appropriate.
2. The safety boat will coordinate by radio or some other means with the shore team so they can prepare shore reception, leaving the craft safety team to ensure the injured person can be brought ashore as soon as possible.
3. The Safety boat helm will stay with the injured person until another first aider or the emergency services take over.
4. If the injury is more serious and an ambulance is required the safety boat helm will inform the shore team. (If necessary an ambulance can be called directly by the Safety boat at the pontoon).
5. The shore team will coordinate:-
  - Shore assistance and reception to aid bringing the injured person ashore.
  - A first aider to relieve or assist the safety boat helm.
  - The calling of an ambulance if required.

### **5b An Incident on land**

- Stay with the injured person and get security staff or others to find a first aider.
- Administer first aid treatment where appropriate.
- Call for an ambulance if the injury is more serious.
- Post security staff or others to direct the ambulance to the most appropriate place.

First aid kits are located in each safety boat and at various points around the HEBE Haven Club. There is a heart Defibrillator also available. These items are inspected periodically to ensure they are operational.

## **Section 6 MAJOR INCIDENT PROCEDURES**

These plans specify the action to be taken for the following incidents should one or more occur during a SHKL Activity:

1. Missing Boat
2. Multiple Capsized Dinghies - Safety Boats Having Difficulty Recovering Boats And Or Crews
3. Serious Injury (Immediate Evacuation of the Casualty is Required)
4. Non-Life Threatening Injury (Immediate Evacuation is not Judged Necessary)

In an emergency time is of the essence, so act promptly and follow the procedures.

### **6a. MISSING BOAT; ACTION**

#### Boat Missing;

1. Initial Checks by Instructor: Double check group using another observer if possible, has the boat returned to the shore? Contact SHKL Shore Staff. Has any other group seen the boat? Call other safety boats on VHF.
2. If no Sign - boat still missing: Have the Instructor and/or Other safety boat to start search. In conjunction with SHKL ashore, Instructor is to organise the search using any available RIBs and any other available club boats plus members' private boats as required.
3. Course Instructor or SHKL to contact other local clubs for assistance working through areas to declare them 'clear'. It is extremely unlikely that a dinghy could sail or drift beyond Shelter Island.
4. Course Instructor to make an initial call to the marine police or the marine department on Ch 12 (MARDEP); They will require details of the boat and the number of people on board and lifesaving equipment carried.
5. Abandon training activity and escort remainder of the group back to the shore.

#### If the boat is still missing;

1. Course Instructor to ensure someone ashore is checking all returning crews so that their names can be recorded.
2. Assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

#### When the boat is located;

1. Inform all involved in the search - especially The marine Police and Marine Department Ch 12 (MARDEP).
2. Ensure all search boats are accounted for and recovered safely.

**The Coast Guard recommend the initial call be made within 15 minutes of the boat being categorised as "missing".**

## **6b. SAFETY BOATS HAVING DIFFICULTY RECOVERING BOATS AND OR CREWS MULTIPLE CAPSIZED DINGHIES; ACTION**

### Immediate Actions by Instructor:

1. Ensure all capsized boats are checked as soon possible for injured crew; priority is always “people before boats” so they should only start to recover boats once the crisis is over. Every effort must be made to mark abandoned boats (tie a buoyancy aid or fender to the top of the mast to stop inverting and signify crew safe). Marking the hull of a capsized boat with a marker pen “crew ashore” is also effective.
2. Call up additional Instructors for assistance.
3. Call up any Club RIBs (or members private boats) or launches that are supporting other courses or on other tasks and request their assistance ensuring that anyone that they have been supervising are left safe.
4. Ensure that Instructor makes an initial call to the SHKL and (MARDEP) They will want to know the type and approximate numbers of boats involved and details of the emergency.

**Note: When picking-up people from the water, do not overload the safety boat and put it at risk of being swamped. This will only make the situation worse.**

### Follow Up Actions:

1. Instructors (or supporting safety boats) to recover any crew (and boats once capacity exists) from boats drifting towards danger (i.e. Main Shipping Channels etc.).
2. Notify (MARDEP) on Ch 12 as there may be shipping movements.
3. Abandon activity and ensure that the remainder of group/course are escorted safely back to shore.
4. Maintain radio watch on Ch 12.
5. Assist with the search and keep what notes you can of events and see that these are kept safe when you get ashore.

### When all crew and boats are recovered:

1. The Instructor to inform all involved in the search - especially MARDEP.
2. Ensure all search boats are accounted for and recovered safely. Return children to the care of their parents as quickly as possible.

**The Coast Guard recommend the initial call is made within 15 minutes of the multiple capsized.**

## **6c. SERIOUS INJURY (IMMEDIATE EVACUATION IS REQUIRED); ACTION**

1. Ascertain what the nature and extent of the injury is. Provide immediate First Aid.
2. Course Instructor to initiate a MAYDAY RELAY call on VHF Ch 16 or may have success on Ch 12 (MARDEP) so that the Coastguard can get emergency transport (a helicopter or ambulance) to the scene with the minimum of delay.

The call if made from ashore **may** consist of; “MAYDAY RELAY, MAYDAY RELAY, MAYDAY RELAY This is [\*\*\*\*\*]. MAYDAY // [\*\*\*\*\*]. His location is [\*\*\*\*\*]; he has a seriously injured male child aged 10 who has a bad head wound and is unconscious. He requires immediate assistance. There are two other people on board, he has orange smoke flares and has a VHF radio, over”.



3. The Instructor is to ensure that the SHKL shore support and parents are aware and that provisions are made to look after the remainder of the group.
4. Instructor to complete Accident Book in the office as soon as possible on return.

#### **6d. NON-LIFE THREATENING INJURY (IMMEDIATE EVACUATION IS NOT JUDGED NECESSARY); ACTION**

1. Instructor to ascertain what the nature and extent of the injury is. Provide immediate First Aid. It is difficult to provide little more than immediate First Aid in a boat, so get the casualty ashore as quickly as it is safe to do so. It is the instructors decision however we would advise that a para medical attends.
2. Instructor to call up any Club RIB, or other boat in the vicinity and get them to pick up the casualty and make best possible speed for the Club pontoon or take over safety duties.
3. Instructor to keep SHKL shore support informed of progress.
4. Shore support – depending on the initial assessment of the casualty – to phone for an ambulance.
5. Shore Parents to be warned to meet boat with casualty on the pontoon and escort (if walking) to a suitable spot where additional First Aid can be applied.
6. Instructor to complete Accident Book in the office as soon as possible on return.

#### **6e. ACTION AT THE CLUB HOUSE DURING A MAJOR INCIDENT**

Depending on the nature of the emergency during activities, the Instructors afloat are likely to require considerable shore-based assistance. Therefore, when the Instructor first seeks help whoever responds from SHKL ashore they should locate senior Staff or suitably experienced member who should act as the Ashore Co-ordinator.

Organizing the following

1. Communications.
2. Organise someone (ideally holding a VHF operator's certificate) to man the radio. It is important that radio transmissions are brief.
3. Organise someone to answer the land line telephones.
4. Both to keep a written log as best they can.
5. Find Extra Boats and Radios. There will usually be some unused club safety boats or launches available. Additionally, there may well be members around the club who own power boats and who providing they are suitably experienced and equipped could act as emergency safety boat crews. Therefore if the situation requires (lost boat, multiple capsized) you should:
6. Nominate someone (probably one of the instructors) to get together sufficient numbers of helms and crews to man any spare club RIBs.
7. Brief all those deploying to help on the incident and provide them with radios and the means of marking those abandoned boats the crews of which have been rescued.

**Note: Over enthusiastic help from those without good boat handling skills will only make matters worse; in bad weather they might themselves become casualties.**

8. Organize the Reception of Returning Sailors after a Multiple Capsize Incident.
9. Ensure an experienced person and at least one assistant are nominated to control and brief boats returning to the slipway.
10. Nominate someone to set up a checkpoint by the slipway so that all course participants and safety boat crews are logged in and therefore can be accounted for.
11. Inform the kitchen of the situation as hot drinks may be required. (a hot sugary Drink is good for those suffering shock).
12. Some may be injured and require First Aid and ambulance transport.
13. Someone should be nominated wait outside the club to direct the ambulance.
14. If there have been any injuries, ensure that the Accident Book is completed.

**Reception of a Seriously Injured Sailor (if not evacuated by helicopter).**

1. Phone for an Ambulance.
2. Arrange for a First Aider and at least one shore parent to be positioned on the Pontoon with a full First Aid Kit.
3. Ensure cars are moved to allow ambulance access to the top of the pontoon.
4. Ensure a guide is positioned by the club car park to show the ambulance the way in.
5. Ensure Next of Kin is informed that an accident has occurred and that an ambulance has been called.
6. Update the appropriate instructors (if still afloat) of progress.
7. Ensure that the Accident Book is completed.
8. Subsequent to casualty reaching hospital, request a follow-up SITREP

**6f. Press/Public Relations**

In the event of any serious accident or incident which directly or indirectly concerns or involves HEBE Haven yacht Club and or SHKL the following procedures must be followed:

1. Report the incident to SHKL or a senior club official.
2. Initially it is only necessary to discuss the incident with members of the relevant public services e.g. Police, Ambulance, Fire, Coastguard etc.
3. SHKL management will liaise with senior management at the club manager who will then initiate and maintain contact with other agencies and parties.
4. SHKL and the Commodore will authorise all communication with the media (press. TV etc).

## **SECTION 7. INCIDENTS REPORT FORMS**

SHKL requires its employees, volunteers, and clients to report all accidents and 'near-miss' events to the SHKL management. This is so that the accident or event can be investigated and when necessary reported as required under any Regulations.

Accidents to employees should also be recorded in the SHKL & HHYC accident books.

SHKL is obliged to report some accidents, diseases and dangerous occurrences. Reporting accidents and ill health at work is in some circumstances a legal requirement

Marine accidents, including reporting of near misses, maybe required to be reported to the Marine Department.

The following must be reported:

- 1. A death or major injury;**
- 2. An over three day injury; when a person has an accident and is unable to work for over three days but does not have a major injury.**
- 3. A work-related disease; or a dangerous occurrence which does not result in a reportable injury but which clearly could have done.**
- 4. Accidents should be reported to SHKL in the first instance for a decision on action to be taken.**

### **7a. INCIDENT REPORT FORM; PERSONAL INJURY & Equipment**

- via [kay@sailability.org.hk](mailto:kay@sailability.org.hk) when reporting the incident
- Incident Reporting File in the SHKL container at HHYC
- Website [www.sailability.org.hk](http://www.sailability.org.hk) under documents from the Incident Reporting File in the SHKL container at HHYC or via the website [www.sailability.org.hk](http://www.sailability.org.hk) on the **downloads page**