

DSC SAILING EVENT SAFETY STANDARD OPERATING POLICY AND PROCEDURES

Table of Contents

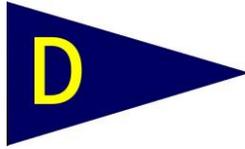
1. Introduction	2
2. Objectives.....	2
3. Overall Organisational Structure	2
4. Radio Callsigns	4
5. Radio Procedures	4
6. Safety Boat Identification.....	4
7. Positions of Safety Boats during a Race	4
8. Personnel and Equipment	5
9. Operational Guidelines.....	5
10. Procedure to get boats to the race area	6
11. Procedure to get boats back to the shore base	7
12. Procedure for retiring boats	7
13. Guidelines for use in fog.....	7
14. Guidelines for use when strong winds arrive	8
15. Emergency guidelines	8
16. Emergency Evacuation.....	9
17. Private Support and Coach Boats	9
Appendix 1	10

Appendices:

1. Abbreviations
2. Call Signs and Safety Fleet List
3. Radio Channels
4. Safety Fleet Briefing Schedule
5. Safety Fleet On-the-water Information Sheet
6. Safety Boat Registration Form
7. Safety Boat and Support Boat Briefing Document

References:

1. DSC Safety Boat Management Manual
2. DSC Club Racing Risk Assessment
3. DSC Major Incident plan
4. The Racing Rules of Sailing
5. DSC Child and Vulnerable adult Policy
6. Byelaws of DSC
7. Insurance policies of the DSC



1. Introduction

RRS Rule 1 and 3 as well as standard sailing Instructions confirm that a boat accepts that it is entirely responsible for her own safety. Nevertheless, the DSC has developed these operating procedures as guidelines for good practice in the overall management of the safety of all those competing in DSC-organised events.

This document sets out the procedures to be used as the basis for managing the Safety resources to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP). This plan has been written because of the DSC Risk Assessment.

These procedures are intended for use in DSC-organised events and are not intended to be used for events organized by bodies other than the DSC. Nevertheless, other DSC associated event organizers (Mersea Week, Cadet Week, Sunset Series) should refer to the DSC's procedures as set out below and adopt or adapt such provisions as they may consider to be appropriate for their particular events

2. Objectives

The Objective of the Safety Fleet is to provide efficient, competent safety cover at the event to allow competitors and all those involved maximum enjoyment whilst minimizing the risks to the safety of the sailors and boats.

3. Overall Organisational Structure

Overall safety management at an event is the responsibility of the Principal Race Officer and is delegated to the Course Race Officers (CROs) from the time the first participant is permitted to go on the water until the time that all the competitors are off the water and have been accounted for.

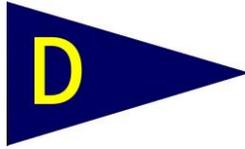
The PRO's and CROs have absolute authority to employ all the resources available to them as they see fit, and to direct the work of all those assisting.

In discharging this responsibility, the PRO should appoint a CSL for each course. The CSL/ESO/CSL or Organising authority will prepare the Risk Assessment and Safety Plan for the event based upon the overall club Risk Assessment.

Normally for multi-fleet regattas, the ESO/CSL should not also be a CSL or perform any other role within the Safety Fleet.

The CSLs should consult with Beachmaster, any Motherships allocated to their course, the mark layers, jury boats, selector boats and any unofficial support boats on their course. It is the CSL's responsibility to decide where the motherships should be anchored.

The Safety Fleet will consist of dedicated Safety Boats with any associated motherships. At the request of the CSL to the CRO, the mark layers, pin end boats and jury boats may be brought into the Safety Fleet. They should then operate under the direction of the CSL until the need passes, where after they should be released back to the CRO.



Each CRO will have operational responsibility for the safety of competitors on their course. The CRO should work with the CSL to communicate the safety cover plan with their race and safety team.

Each CRO and CSL should define and manage how cover should be overseen on each course and should manage the movement of their competitors from shore to the course area.

The ESO/CSL will host a safety briefing for all the Safety Fleet drivers and crews at the beginning of the event. They should also attend any competitors briefing and give the competitors a safety briefing. The ESO/CSL should attend any daily Race Management briefing and should thereafter brief the Safety Fleet before sailing to ensure adequate communication of weather data, daily organisational plans, etc. The ESO/CSL should also brief the Motherships as to their role – particularly with regard to retiring competitors.

When young people are involved a parent declaration will have been signed at entry and a list of contacts must be prepared. Where medical conditions have been declared to the organising authority a procedure must be in place for communicating the facts only to those that need to know. Any food allergies notified to the organising authority should be listed in the bar and the galley together with, if possible, a photograph in case of emergency

All First Aiders should be aware of the locality of the nearest First Aid Kits and Defibrillators

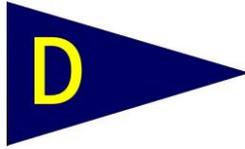
The ESO/CSL is responsible for the overall management of the Safety Fleet both on and off the water. This should include delivering the organisational structure, adherence to this document, and management of the Safety Fleet infrastructure (e.g., boat allocation, boat resourcing, refueling, mooring, etc.).

The ESO/CSL would normally set up a VHF Radio Control Base (Bridge), often ashore when there are a number of radio channels to monitor. This location should have a facility for a Base radio to monitor all calls on each channel and keep a record of all essential information. Instructions from the PRO and ESO/CSL are often passed through bridge to ensure that all stations can hear, and the information is correctly logged. Bridge may also control shorebased flag signals and launching through the beachmaster who may be on a separate channel to the safety fleets.

All Safety Boats and all other Official Boats should tally daily. A schedule of the names of all safety crew afloat should be kept, usually through the event office. The CSLs or Bridge may perform a radio check with each boat in their fleet as it leaves the shore. The CSL should decide when there is sufficient safety cover for his/her course and then advise CRO/ESO/Bridge and ask for their fleet to be launched once the CRO has given permission.

Bridge/ESO/CSL should then advise that the launch flag is displayed, and the competitors may leave the shore after the Beachmaster has tallied them out. The CSLs should then manage their respective fleets for that day's sailing from launch to return ashore at the end of the day.

At the end of the day, the CSL's should escort their fleet ashore. The Beachmaster should tally the fleet in and inform Bridge when the whole fleet has been accounted for. The CSL



should inform the ESO/CSL usually via Bridge when the fleet is ashore. The ESO/CSL should communicate with Bridge and release each Safety Fleet when they are no longer needed. No Safety Boat may go ashore until released by the ESO/CSL/Bridge.

4. Radio Callsigns

The Race Office should allocate callsigns to each Safety Boat, Medic Boat, Mothership, and other safety related individuals as well as to race committee boats (committee boats, mark layers, pin boat, jury boat etc) and should produce a comprehensive list of boats and their call signs and (if appropriate) identification flags that should be given to each member of the Safety Fleet. This list should include mobile telephone numbers.

5. Radio Procedures

The Race Office should allocate radio channels for each course which should be used by the Race and Safety Teams for that course. If there is a separate Safety Channel this should be used by all the course Race and Safety Teams, Event Director and ESO/CSL, in the event that either the Event Director or ESO/CSL declare a fleet wide emergency covering all the courses. The CROs and CSLs should monitor both the Safety Channel and their course's own channel.

Bridge should monitor all channels and should have at least one radio operator for every two channels.

The Beachmaster should be in communication with Bridge and may monitor the fleet or safety channels and be able to communicate directly with any safety boat coming into the launching area.

The Event Director and ESO/CSL should be contactable via the Safety Channel but can call up the CROs and CSLs on their appropriate course channels. The Event Director/PRO, ESO/CSL, CROs, CSLs and Beachmaster should also have mobile telephones.

The Motherships and support boats should monitor and be contactable on the Safety Channel. (Note: If allocated to a course, they should monitor the course channel as well).

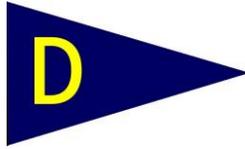
NB. Radio transmissions should be kept to a minimum to prevent clutter.

6. Safety Boat Identification

All Safety Boats should carry unique identification flags when asked. They must be returned to the Race Office at the end of the event.

7. Positions of Safety Boats during a Race

Each Safety Boat should be allocated a position on the course that they should assume for the duration of the race. These positions should be allocated in advance but can be modified by the CSL, as necessary.



8. Personnel and Equipment

All Safety Boats should normally have a minimum of two competent adults aboard, in suitable clothing. There will be no maximum number of crew, but Safety Boats should not be overloaded with crew and should be able to accommodate a minimum of five additional sailors. It should be unusual for a Safety Boat to have more than three crew members. The ESO/CSL may withdraw a Safety Boat from the Safety Fleet if he feels that it is inappropriately crewed.

It is not normal to require on-the-water medical support to a standard above that of First Aider. However, the ESO/CSL should attempt to have a doctor or trained paramedic at the event who can be used for initial rapid response in the event of a medical emergency at major events.

Essential Equipment which should be carried by all Safety Boats:

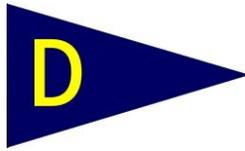
1. Adequate fuel for approx. 6 hours on the water use.
2. Fully functional VHF radio which should operate for 9 hours (this may require spare batteries).
3. A sound generator (whistle or foghorn).
4. Compass
5. Anchor and warp suitable for the race area.
6. Sharp knife preferably serrated and easily accessible.
7. Kill cord and spare, which must be used by the driver at all times when underway.
8. Personal buoyancy for the crew, to be worn at all times.
9. Safety Tape to identify abandoned boats (to be issued by the ESO/CSL).
10. Paddles and bailer.
11. Drinking Water.
12. Tow rope (preferably made of floating line) and towing bridle.
13. Waterproof first aid kit and survival bag or thermal protective aid.

Desirable Equipment, which should be carried by at least two Safety Boats on each course:

1. Wire Cutters, to cut away rigging and trapeze wires
2. Tool kit
3. GPS location equipment
4. Torch
5. Spare radios

9. Operational Guidelines

1. ESO/CSL should produce a schedule of briefings for Safety Fleet personnel and communicate this to the relevant attendees (Appendix 4).



2. ESO/CSL should ensure that all Safety Boats are tallied out and back and ensure that safety cover is provided in a timely manner.
3. ESO/CSL may provide appropriate waypoints and bearings to the Safety Boats (Appendix 4). Additionally, each Safety Boat should take its own bearings and satisfy itself that it can independently navigate back to the launch area in the event of poor visibility.
4. ESO/CSL may arrange for a radio check to be performed with each boat as it leaves the shore. The CSL will decide when there is sufficient safety cover for his fleet to be launched and then advise Bridge and will then manage his fleet for that day's sailing.
5. The CRO should advise Bridge when he is ready for the competitors to be launched. Once the Event Director/PRO has given permission to launch the fleets, if Bridge is satisfied that there is sufficient safety cover, he should advise the Beachmaster and CSLs that the launch flag may be hoisted, and the competitors may leave the shore.
6. The Beachmaster should tally all of the competitors afloat and confirms the number of boats afloat in each Fleet and informs Bridge who then informs ESO/CSL. **This is critical to the safety of the fleet.**
7. The Safety Fleet's objective is supporting a challenging but enjoyable event making it as safe as reasonably practical.
8. All retirements from racing are to be notified to the CSLs and Bridge who should keep a record and inform the CRO.
9. Once Beachmaster has informed Bridge that all boats are safely ashore, ESO/CSL should inform the Safety Fleet that it can stand down unless they are needed to help another fleet.
10. If the Beachmaster finds that one or more boats are missing, they are to inform Bridge immediately, who will immediately alert the ESO/CSL. ESO/CSL should direct a number of Safety Boats back to the Race Area to start a search. Meanwhile, Beachmaster should urgently investigate the missing individuals – if they are not accounted for the ESO/CSL should be informed immediately and, at this point, should declare an Emergency Situation.

10. Procedure to get boats to the race area

The CSL should nominate safety boats to accompany the various sections of the racing fleet to the race area (lead boats, main fleet, late launchers). Safety Boats should spread themselves along the route to the racing area to assist any boat that capsizes and follow their section of the racing fleet whilst leaving no area of the route out uncovered. A designated sweeper shall remain at the launching site until all boats that are ready to launch have launched and then follow the fleet out.

The Beachmaster and/or CSL should record the numbers of the last 2-3 boats to launch within a reasonable time of the launch flag being displayed and relay them to the CRO, through Bridge.

If other boats decide to launch and follow the fleet out that is their responsibility. The beachmaster should inform Bridge who will try to ensure that the boat is watched as it proceeds to the race area.



11. Procedure to get boats back to the shore base

The racing fleet will head for the launching area once the CRO has signalled that no more racing will take place (AP or N over H or A). Usually this starts immediately the first boats have finished the last race of the day.

The CSL should nominate safety boats to accompany the various sections of the racing fleet to the launching area (lead boats, main fleet, late finishers). Safety Boats should spread themselves along the route to the launching area to assist any boat that capsizes and follow their section of the racing fleet whilst leaving no area of the route home uncovered. A designated sweeper shall remain at the finish until all boats have finished and then follow the fleet home.

Often there will be disabled boats to tow home. These should be sent home as soon as boats start finishing as they will always take a long time.

12. Procedure for retiring boats

Normally the Sailing Instructions do not prevent retiring boats leaving the race area if they wish to. If a safety boat sees a boat leaving the racing area it should approach the boat, ask if they are retiring and if they are informing Bridge and the finish boat or their sail number.

If the situation warrants it, they can point out that there is no safety cover on the way in and that they will be safer if they wait until a safety boat can be dispatched to accompany them in (with a group of other boats).

If the competitor insists on sailing in the safety boat should inform Bridge who will attempt to have their progress monitored and warn the Beachmaster that they are coming.

This procedure will vary depending on the sailing instructions.

13. Guidelines for use in fog.

1. If fog arrives prior to the start of a race – Event Director/PRO or CRO postpone racing and ESO/CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by CSLs and Safety Boats to stay close to the Committee Boat and CSL to consider taking boats in tow.
2. If fog arrives during a race – Event Director/PRO or CRO decide to shorten or abandon racing and CSL requests the Safety Fleet to implement Fog Guidelines. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together near a known reference point such as a mark or safety boat. Safety Boats count competitor boats near them and report to CSL/Bridge.
3. The CSL calculates the total number of Boats and informs Bridge. If the total number does not equal the total of the boats that went afloat, Bridge will inform the ESO/CSL so that a search can commence.



4. CSL / ESO makes decision whether to tow home or not. If not towing send ashore in small groups keeping in sight of accompanying RIBs. If boat capsized all group stops whilst boat being righted. If decide to tow, then boats instructed to drop their sails if possible and take tows.
5. If a competitor cannot see a Safety Boat or reference point, they are to STOP, stay with any other boats that they can see and use a whistle to attract attention. If they can drop their mainsail, it is usually advisable.
6. Boats should be tallied ashore as normal.

NB. Under no circumstances are Boats to proceed ashore unescorted.

14. Guidelines for use when strong winds arrive

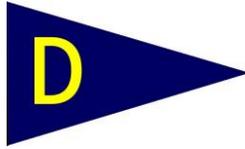
1. If strong winds arrive prior to the start of a race – Event Director/PRO or CRO postpone racing and requests CSLs to implement Strong Wind Guidelines. Fleets are informed by CSLs and Safety Boats to stay close to the RIBs and to lie to or heave to.
2. If strong winds arrive during a race – Event Director/PRO or CRO agree to shorten or abandon racing and CSL requests Safety Fleet to implement Strong Wind Guidelines. Fleets are informed by the Safety Boats either at the finish or on each leg of the course to stop, stay close together and either proceed slowly ashore, to stay close to the RIBs and to lie to or heave to.
3. Safety Fleet should either form a corridor to escort the boats ashore or gather competitors together in groups and once sensible groups are formed, CSLs should request each Safety Boat to get the competitors to safely sail ashore. Each Safety Boat should be asked to escort approximately ten boats in a group.
4. In the event of a capsize, either a nearby safety boat stands by or the group should stop until the boat is righted and ready to sail again or another safety boat takes overlooking after the capsized boat.
5. Once ashore, competitors should be tallied ashore as normal.

NB. Under no circumstances are Boats to proceed ashore unescorted.

15. Emergency guidelines

In the event of an emergency occurring (injury to a sailor or anyone at sea supporting the event, structural damage endangering the safety of a boat in the event, etc.), the first boat on the scene should inform all stations using the code words "**CODE RED**" and its **location**. The safety or mark boats nearest to the "CODE RED" boat's location should immediately proceed to help. All other stations should minimize radio traffic. The CSL, who should immediately assess the situation, may call appropriate support to the scene, assist in stabilizing it and, if appropriate, inform the ESO/CSL, who should decide whether to declare an Emergency Situation on the radio.

Only the minimum numbers of boats are to remain involved with the Emergency, all other Safety Boats are to continue to provide safety cover for the fleets in the normal manner.



Any boat should, if essential, request the Emergency Services to attend, however this is best done by the ESO/CSL. If necessary, the casualty should be taken ashore in an appropriate boat to the Emergency Drop off point (see 14) to meet up with the Emergency Services.

ESO/CSL should take control the situation as soon as possible to allow the CSL to go back to managing his fleet. If appropriate he will make the situation safe, then arrange recovery of the crew and boat or hand them over to the appropriate authority.

If the situation is considered by ESO/CSL to be hazardous to the rest of the fleet, ESO/CSL should request that the CRO shortens or abandons racing. In this event, after the fleets have gathered, they should be instructed to make their way ashore under the control of the CSLs - both Bridge and the ESO/CSL should be kept fully informed by the CSLs of progress.

An Emergency is only declared closed when the situation has been resolved, the danger has been removed, the damaged boat made safe, or the casualty evacuated to the safety of the shore. The CSL or ESO/CSL informs all stations that CODE RED is Cleared.

The Safety Fleet is only able to stand down and to return ashore when the Beachmaster has confirmed that all boats and crews are safely ashore and permission to stand down is granted by ESO/CSL.

16. Emergency Evacuation

The Emergency evacuation point is West Mersea Pontoon (hammerhead).

When brought ashore the casualty should be met by either the beachmaster/First aider/Responsible adult and as much as possible protected from intervention by the General Public. If the services have been called, they should be directed to this location

If the "Major Incident Plan" needs to be activated the Event Organiser should contact a flag officer or Club Manager

17. Private Support and Coach Boats

At most DSC events there are private support and coach boats that provide assistance to specific sailors. These will be out on the water both during racing and at other times. They will often tow competitors to and from the race area and will provide safety cover for their sailors.

It is important to manage these boats so that they do not interfere with other sailors or the racing and also so that they can be brought into the tactical reserve to provide safety support in case of emergencies, which will allow racing to be run when otherwise it would not be possible.



It is best practice to have a Sailing Instruction that requires non-official boats to keep a long distance away from the race area otherwise sailors linked to that boat will be penalized.

Private support boats can then be registered, supplied with these instructions, and asked to display flags or national insignia and allowed with a reasonable distance of the racing. It is sensible for the ED/ESO/CSL to meet with these boat skippers discuss any problem areas and agree a communication system.

Appendix 1

List of Abbreviations

ESO/CSL	Event Safety Officer
CSL	Course Safety Leader
ALARP	As Low as Reasonably Practical
ED	Event Director
PRO	Principal Race Officer
CRO	Course Race Officer
BRIDGE	VHF Radio Control and Monitoring Base.