



Safety
Resource Pack
For
Coaching Events



<u>INDEX</u>	<u>Page</u>
Introduction	2
Key Functions	3
Escalation Steps in an Emergency	6
Media/Communication Guide	7
Local Contact Numbers	8
Coach Pre Requisites	9
Working Templates	
1. Event Request Form and Checklist	10
2. Daily Risk Assessment Form	11



Introduction

This Safety Resource Pack is intended to set the framework for the various functions and principles by which staff, contractors, volunteers and other representatives should discharge their responsibilities as an organiser of coaching events.

The objective is to achieve a high standard of safety within Irish Sailing coaching events, without unduly constraining the sailing activities. Where these aims conflict, the needs of safety will take precedence.

The underlying documents listed or referred to in this Safety Resource Pack comprise a series of guidelines, checklists and templates which set out details concerning the implementation of the safety protocols, risk assessment and descriptions of the roles of key functions involved with coaching events.

It is the responsibility of those involved with a coaching event to familiarise themselves with this Safety Resource Pack and apply the principles according to the checklists and complete the risk assessment before each session afloat.



KEY FUNCTIONS

OVERVIEW / PRINCIPLES

It is expected that in all Events, regardless of methodology or set up, the same key elements of responsibility will **ALWAYS** be adopted.

Depending on the size and nature of the event, those organising the event may allocate responsibility for more than one function.

Eg; The **Safety Coordinator** responsibilities may be adopted into the **Local Coordinator** or **Beachmaster** roles – as formally appointed and declared by the **Event Organiser**

The Club will appoint the safety coordinator for all events run out of their facilities regardless of the Event Organiser.

“Event Organiser” - Has overall responsibility for ensuring the success of the event

“Safety Coordinator” - Carries the ultimate responsibility for the Safety of the Event

“Sailing Coach” - Has ultimate responsibility for safety whilst on the water

“Local Coordinator” - Responsible for ensuring the availability of adequate resources

“Beachmaster” - Responsible for launch & recovery, and accounting for all sailors

“Assistant Sailing Coach” - There to assist the Sailing Coach

“Nominated Spokesperson” – Spokesperson in the Event of an Emergency

EVENT ORGANISER

Has overall control of the Event

- Sets up the programme strategically
- Agrees venue and local requirements (see **Event Request Form and Checklist**)
- Sets the GOALS from which the **SAILING COACH** defines activity plans.
- Selects and appoints the coach/coaches (see **Coach Pre-requisites**)
- Selects and appoints personnel for the roles (see **Event Request Form and Checklist**)
- Gains commitment from the sailors over this period – list of participants
- Provides the **Local Co-ordinator** with contact information and special medical history of participants
- Check-in with key personnel and venue ahead of each event to ensure resources are in place

SAFETY COORDINATOR

Carries the ultimate responsibility for the Safety of the Event

- Will be appointed by the **Event Organiser**
- Accountable for the summary decision to launch based on the completed **Daily Risk Assessment Form**.

SAILING COACH

Has ultimate responsibility for safety whilst on the water

- Provides a plan for the Activity Day – in the event of going afloat or being shore based
- Check requirements in **Event Request Form & Checklist** with the **Local coordinator**
- Jointly carries out the Risk Assessment with the **Local Coordinator/ Safety Co-ordinator/Beachmaster** as appropriate on **EACH** event date
- Briefs sailors
- Confirms with **Beachmaster** when ready to release sailors from shore.
- Advises **Beachmaster** when returning to shore, and remains afloat until released by Beachmaster.



LOCAL COORDINATOR

Responsible for ensuring the availability of adequate resources

- Check requirements in **Event Request Form & Checklist** with the Sailing coach
- Jointly carries out the **Coaching Daily Risk Assessment** with the Sailing Coach
- Seeks (if required) local permissions eg Harbour Master etc
- Sets up a duty rota of **Beachmaster** to ensure that they are on site for the Duty Day
- Provides the **Beachmaster** with contact information, 'launch list' and special medical history of participants

BEACHMASTER

Responsible for launch & recovery, and accounting for all sailors

- Arrives at venue ahead of the time of "Rig and Ready" request
- Await confirmation from the Sailing Coach to launch
- Observe the launch process and check boats against the launch List
- Confirm numbers afloat with **Sailing Coach** updating for late arrivals
- Remains on site and in communication with **Sailing Coach** during the session
- When advised by the **Sailing Coach** of any early returns will monitor their progress until ashore
- When boats return, check each off against the "Launch List" and release **Sailing Coach** when all sailors are ashore

ASSISTANT SAILING COACH

There to assist the Sailing Coach

- Carries out support duties under the direction of the **Sailing Coach**

NOMINATED SPOKESPERSON

Spokesperson in the event of an emergency

- In the absence of a crisis management plan for the organisation, the nominated spokes person is the sole channel of communications to press/media.

ESCALATION STEPS IN AN EMERGENCY

The procedure to follow when the situation deteriorates on the water due to changing weather, equipment failure or injury.

When a situation arises, or weather deteriorates the Sailing Coach should immediately assess the situation, inform the Local Coordinator, place priority on sailors not equipment and decide:

If the Situation is Under Control:

- Sailing Coach to advise the Local Coordinator/Beachmaster the action being taken and what/if action required from shore.

If Additional Support is Required

- Local Coordinator/Beachmaster to keep Sailing Coach advised re mobilisation of the additional resource
- Sailing Coach to direct resource once afloat.
- If casualty, Medical Information Sheets to be provided to Emergency personnel
- Local Coordinator/Beachmaster to notify Event Organiser as appropriate
- Event Organiser to contact parent/guardian if appropriate



IF ESCALATION TO EMERGENCY

Sailing Coach to declare Emergency:

- **Broadcasting clearly on VHF Channel 16:**
 - **MAYDAY (announcing 3 times)**
 - **State their identity and position**
 - **Describe the nature of the incident or injury**
 - **Repeat until acknowledged and follow directions from Emergency Services.**
- Confirm with Local Coordinator/Beachmaster that an Emergency has been activated.

Local Coordinator/Beachmaster to:

- Advise Event Organiser
- Monitor VHF Channel 16.
- Assemble details of all personnel afloat and Medical Information sheets.
- Activate the organisations Emergency Plan as appropriate.
- Advise (if relevant) local Harbour Master/Port Authority

MEDIA COMMUNICATION GUIDE

If in place - follow the procedures of the organisation's Crisis Management Plan.

In the absence of such a plan, the following guidelines to be followed.

- The **Nominated Spokesperson** and no one else will make statements to the press and media.
- All other queries and requests for information should be referred to the Event Organiser or Local Coordinator.
- Information that could identify casualties must not be released until the next of kin have been informed.
- Great care must be taken to ensure the accuracy of the information released and there must be no speculation regarding the cause of the emergency or accident



LOCAL CONTACT NUMBERS

DUBLIN CONTACTS

Clubs:	Irish Sailing	01 280 0239
	National YC	01 280 5725
	Royal St George YC	01 280 1811
	Royal Irish YC	01 280 9452
	Howth YC	01 832 2141
	Malahide YC	01 8453372
		087 6346914 Dinghy Centre
	Sutton Dinghy Club	01 839 3135
	Dun Laoighre Motor	01 280 1371

Emergency Services:	RNLI Howth	01 839 3311
	Dun Laoghaire	01 280 2667
	Swords	01 895 1800
	Coast Guard	01 662 0922
	Dublin Port	01 855 0888
	Gardai	999 or 112

CORK HARBOUR/KINSALE CONTACTS

Clubs:	Irish Sailing	01 280 0239
	Royal Cork YC	021 483 1023
	Monkstown Bay SC	021 485 9935
	Alan	087 825 2855
	Kinsale YC	021 477 3433

Emergency Services:	RNLI	
	Crosshaven	021 483 1999
	Kinsale	087 991 9918
	Coastguard	112 or 999
	Port Ops Cork	021 481 1380
	Port Ops Kinsale	021 477 2503
	Gardai	999 or 112



COACH PRE-REQUISITES

The following are the minimum requirements for Irish Sailing contracted coaches

- **Min 17yrs of age with Racing pedigree** – Reference or Log provided
- **Qualified** either under Irish Sailing Coaching Programme, or under the programme of their own National Authority.
- **Valid First Aid** – Certificate to include Hypothermia, Shock and CPR
- **Powerboat** – Minimum Irish Sailing National Powerboat Certificate, or national equivalent
- **Valid Garda Vetting** – Compulsory for all regardless of Nationality
- **Valid Safeguarding (Online)**

EVENT REQUEST FORM AND CHECKLIST

EVENT:			VENUE:		
Date Requested For:			Time:		
EVENT ORGANISER:			Mobile No:		
SAFETY COORDINATOR:			Mobile No:		
HEAD COACH:			Mobile No:		
LOCAL COORDINATOR:			Mobile No:		
ASSISTANT COACH:			Mobile No:		
NOMINATED SPOKESPERSON			Mobile No:		
MEETING ROOM / CADET ROOM	Y	N			
CHANGING FACILITIES	Y	N			
RIB's	Y	N	NUMBER REQUIRED:		
			Y/N	Comments	
RIB Equipment	KILL CORD				
	FUEL TANKS FULL, SECURED				
	SPARE KILLCORD				
	STEERING FREE?				
	THROTTLE FREE?				
	FIRST AID KIT?				
	BOW LINE (should not reach engine)				
	STERN LINE (long, floating)				
	ANCHOR PRESENT AND SECURE				
	MEANS OF BAILING				
	WHISTLE				
	KNIFE				
	2 ADDITIONAL WARPS (for towing)				
	ALTERNATIVE MEANS OF PROPULSION				
BRIDLE					
FLARES OR DAYGLOW FLAG					
VHF'S	Y	N	NUMBER REQUIRED:		
BOUYS AND WEIGHTS	Y	N	NUMBER REQUIRED:		
ADDITIONAL SAFETY RIB'S and Crew	Y	N	NUMBER REQUIRED:		
(All items on Safety ribs as per coach rib listed above to include minimum of two crew. including VHF					
I confirm the resources indicated above are available.					
LOCAL COORDINATOR:					
SAILING COACH:					



The Risk Assessment template shall **ALWAYS** be completed before launching.

<u>DAILY RISK ASSESSMENT FORM FOR COACHING</u>				
Venue:			Date:	
Coach:			Mobile:	
Local Coordinator :			Mobile :	
No. of Sailing Boats:			No. of Coach Boats:	
VHF Channel:				
Forecast for Duration of Training:				
LEVEL	LOW	MEDIUM	HIGH	RISK LEVEL
WIND DIRECTION	Onshore	Cross Shore	Offshore	
WIND STRENGTH	0-14 KNOTS	14-20 KNOTS	20-30 KNOTS	
GUST RANGE	0-14 KNOTS	14-20 KNOTS	20-30 KNOTS	
TEMPERATURE (AIR)	MORE THAN 15	10-15	5 - 10	
VISIBILITY	>1000 METERS	<1000 METERS	<500 METERS	
COMPETENCE of SAILOR	Advanced	Intermediate	Novice	
SAILING TIME	0 - 3 Hrs	3 - 4 Hrs	4 Hrs +	
COACH RATIO	1 rib to 6 boats	7 - 8 boats	Over 8 boats	
Other Factors (eg Tide, Sailing Area, Water Temp, Wind Chill etc)				
Risk Assessment performed :				
Sailing Coach :		<input style="width: 40px; height: 20px; border: 2px solid blue;" type="checkbox"/>	Time :	
Local Coordinator :		<input style="width: 40px; height: 20px; border: 2px solid blue;" type="checkbox"/>	Time :	
Summary Decision:				
<i>Note : **In the event on site personnel do not agree, Safety Coordinator to resolve the decision **</i>				