



Emergency Action Plan

Activities on the water are not risk free; even with the best practices and procedures accidents may still occur.

All Skye Sailing Club staff or volunteers have the minimum of an RYA approved First Aid Certificate (one day) and should always be aware of the location of, and have access to, the Club's safety equipment.

Onshore Safety Equipment

- Mobile phone
- First aid kit
- Shower
- Thermal blanket

Safety Boats Equipment

- First aid kit
- 'Throw Bag'
- Fire extinguisher
- Flares
- VHF radio
- Tow line

VHF Communication

Communication between Safety Boats and the shore is always available with the use of VHF radio on Channel 06.

General Accident Reporting

All accidents, however minor the bump or graze, should be logged in the diary located in the changing room desk top drawer.

If there is a serious incident requiring any outside assistance or property damage, the Decision Maker/Senior Instructor must complete an Incident Report Form with input from all those involved. This form will be signed by the persons recognising the forms validity.

Incident Report Forms are kept in the unlocked filing drawer of the changing room desk.

Near Miss Reporting

A near miss is an identified incident that did not go to plan and could have escalated into an emergency. There is a near miss form which should be completed if such an incident is identified. This ensures the club committee are aware of the situation and can then amend procedures if deemed necessary.

On-the-water Emergencies

There are two classification of emergency: *Minor* and *Major*.

Minor

Typically a minor emergency involves a single person that requires first aid to help with small cuts and bruises. Minor Emergencies do not normally affect others on the water assuming safety boat ratios can be maintained.

Major

Major Emergences are more likely to affect everyone on the water. It could be a life-threatening injury that requires the full attention of the staff or volunteers or where a session is abandoned due to severe weather. For Major Emergences it is most likely that all boats are sent ashore or all participants are taken ashore.

An Individual On-the-water

- The Safety Boat crew must prioritise taking a casualty to shore as soon as possible, picking up any help from other boats that may be required (another instructor or staff member to stay with the casualty) on the way.
- Always leave the casualty's boat or equipment where it is when a person needs to be taken to shore – get any casualty ashore without delay.
- After getting the casualty ashore the Safety Boat must head back out to ensure the safety of the remaining fleet – sending all boats ashore if considered necessary.
- As soon as possible, help should be called for – 999 for an ambulance or a Mayday call on VHF Channel 16 if necessary.
- Use VHF radio to call ahead to the “SHORE” (The Boathouse) on Channel 06 forewarning them of the situation.
- First Aid can be given by qualified staff until Emergency Services help arrives.
- Next of kin of the casualty should be contacted.
- All details of the incident should be noted in the diary and on an Incident Report Form if events dictate.

Group On-the-water

- The Safety Boat crew must prioritise quickly and take those at greater risk ashore ahead of the more able bodied. They should consider if a group tow of a number of boats and their crew would be a more efficient and speedy method to safeguard group safety.
- If uplifting persons, always leave any boats or equipment where they are when there are casualties or potential danger to a group – get casualties or vulnerable persons ashore without delay – the equipment comes second to life.
- As soon as possible help should be called – 999 for an ambulance or a Mayday call on VHF Channel 16 if a life is threatened.
- Make sure a sailor headcount is taken and that this tallies with the list ashore – carry this out via VHF to “SHORE”.
- After getting a casualty or vulnerable group safely ashore and the group is fully accounted for, then the safety boat can return to collect boats and equipment.
- Use VHF radio on Channel 06 to call ahead to “SHORE” forewarning them of situation and ask them to prepare as necessary with clothing, shower (cold if hypothermia involved), etc.
- First Aid can be given by qualified staff until Emergency Services help arrives.

- Next of kin of any casualty should be contacted if their session is curtailed ahead of schedule. If for some reason a group's session is brought to an early end, all participants' next of kin should be contacted.
- All details of any incident should be noted in the diary and on an Incident Report Form if events dictate.

Extended Sailing Area

If sailing or powerboating out with Portree Bay then Inver Beach on Raasay is the approved destination.

Additional to the normal onboard equipment of the rib/safety boat the following equipment should be carried.

- A GPS unit to aid navigation
- A mobile phone
- Additional fuel

Weather & Sea State

A clear plan should be included within the trip briefing of what to do if the weather is not as expected or changes during the trip across. In most cases this would be to turn back for Portree. If the weather changes to make it unsafe to leave Raasay then boats and equipment should be stowed at the beach. Participants should walk up the path to the road and on to Raasay House where shelter can be found.