

Racing Event Safety Standard Operating Guidelines

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Version Control

Scope	Guidance to those involved in on water safety operations at RYA racing events
Version	2
Document name	Racing Event Safety Standard Operating Guidelines
Author	Racing Services Manager
Authorisation	Director of Racing
Authorisation date	04/08/2021

Version	Date	Ref	Change Description
1	04/08/21	All	Consolidation of Version 10.3 of RYA Major Youth Event Safety Standard Operating Guidelines and Version 2.1 of RYA Major Event Safety Standard Operating Guidelines
2	24/03/22	6 & App B 6.8	Correction of minor errors Inclusion of section on towing

1. Introduction

RRS Rule 1 and 3 as well as the risk statement within the Notice of Race confirm that a boat accepts that it is entirely responsible for her own safety. Nevertheless, the RYA has developed these operating procedures as guidelines for good practice in the overall management of the safety for racing events where it is part of the organising authority (OA).

The RYA is the OA for a number of events that cater for a range of competitor numbers, disciplines and ages. For certain events, such as youth and junior events, the OA will assume a higher duty of care. A child is defined as being any person under the age of 18.

This document sets out the guidelines for those responsible for executing the RYA’s safety responsibilities to use in order to reduce the inherent risks associated with sailboat racing to a level as low as reasonably practical (ALARP).

Other race organizers may wish to refer to these guidelines as set out below and adopt or amend such provisions as they consider to be appropriate for their particular events. Care should be taken to carefully read this document and review against their own procedures.

2. Personnel

The safety management at an event is the responsibility of the Event Director (ED) delegated to the Principal Race Officer (PRO), and is in turn delegated to the Course Race Officers (CROs) from the time that the first participant is permitted to go on the water until the time that all the participants are off the water and have been accounted for.

The typical organisational structure used at RYA Major Events is shown in Figure 2-1.

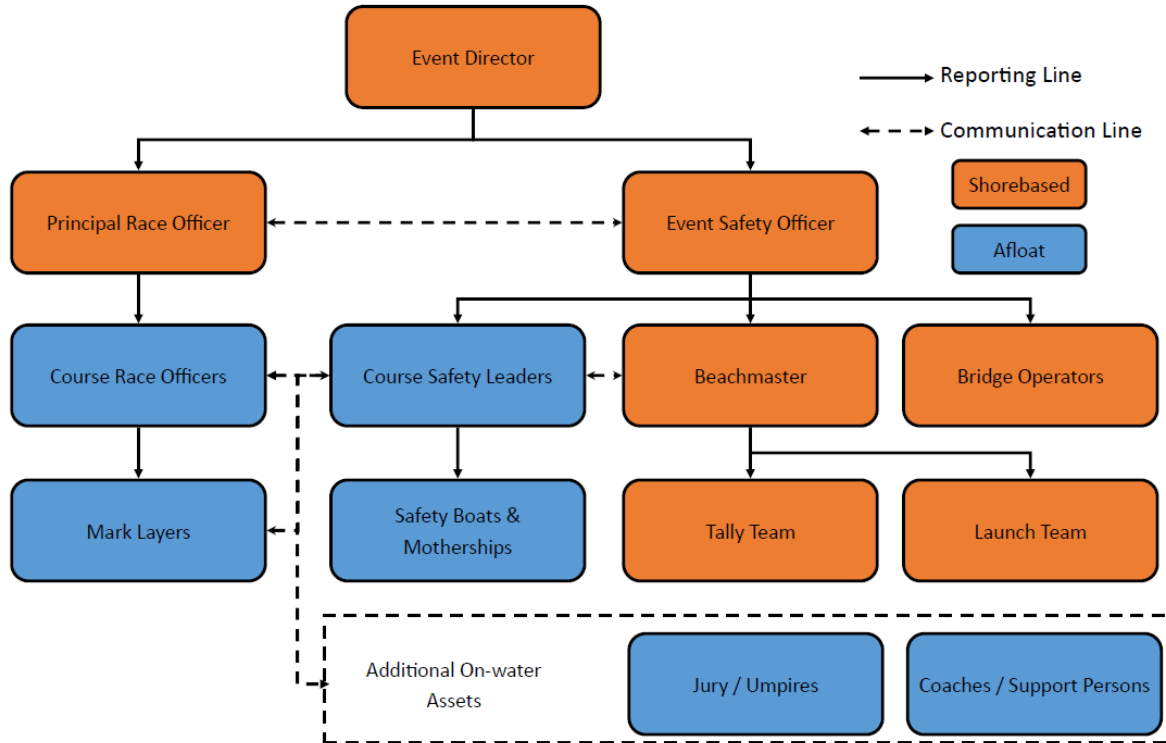


Figure 2-1 Typical Major Event Safety Organisational Structure

For smaller events some roles may be combined, and others may be unnecessary. The decision as to which roles are required should be made by the ED with consideration to the

classes involved, participant age and assistance needs, number of courses and competitors, venue requirements etc.

2.1. Responsibilities

Within the organisational structure of the event there are several different roles which have responsibilities relevant to ensuring the safety of all participants.

Table 2-1 Key personnel roles & responsibilities

Role	Responsibility
Event Director (ED)	Has overall responsibility for the delivery of the event.
Event Manager (EM)	Has responsibility for the delivery of the event on shore and works with the race office team to achieve this.
Principal Race Officer (PRO)	Has the responsibility for all operations on the water. In discharging this role, a number of Course Race Officers (CRO) will be appointed to manage racing on individual courses. For large events, the PRO will not have their own course and will operate from shore or by roving RIB moving between courses. For smaller events, one of the CROs may also be appointed PRO.
Course Race Officer (CRO)	The CRO has responsibility for managing racing on an individual course area. They will allocate roles to mark layers and liaise on safety issues with their respective CSL.
Event Safety Officer (ESO)	The ESO is appointed and is under the direction of the PRO to manage on the water safety. The ESO is responsible for developing the event risk assessment and the safety plan and will coordinate the safety fleets through the CSLs. For large events the ESO will operate from bridge. For smaller events the ESO may operate from the water.
Deputy Safety Officer (DSO)	DSO's operate on the water at events where there is a significant number of course areas or where the racing area may be split or remote from the shoreside facilities. They provide an overview of the conditions and have close contact with Bridge. In the event of a problem on Bridge they can take over the function on the water. The role also allows the DSO to return people / boats to shore without depleting the core safety fleet.
Course Safety Leader (CSL)	The CSL is responsible for managing the team of safety boats on an individual course. They will allocate roles to individual safety boats.
Beach Master (BM)	The Beach Master is responsible for managing the tallying of competitors on and off the water and overseeing the safe launching and recovery of the fleets.
Event Medic (Med)	The Event Medic is responsible for dealing with any injuries on site and determining whether they need to be referred for further medical attention. The medic is also responsible for the management of any medical related data held by the event.

2.2. Competence of personnel

The Event Director is responsible for ensuring that the persons appointed to the event in the key roles are competent to undertake the required duties.

A competent person is defined as a person possessing the knowledge or experience required to enable them to satisfactorily perform the duties required by these SSOGs. Such knowledge and experience can be obtained in a variety of ways. For example, a "competent person" might obtain the necessary knowledge through training provided by the RYA or "on the job" training provided through other similar events.

It is for the Event Director and ESO to determine who is a "competent person" for a particular duty, taking into account their experience with similar events and classes along with any relevant qualifications.

It should not be assumed that because a person holds a particular qualification or certificate that they are automatically competent to carry out the duties required by these guidelines, however it may be used as a base level or as an indication.

Any individual who will be driving a powerboat is required to be qualified to at least RYA Powerboat Level 2.

Any individual who will be operating a VHF radio is required to hold a Short Range Certificate or be under the direct supervision of an SRC holder.

The ESO or CSL may withdraw a Safety Boat from the Safety Fleet if they feel that it is inappropriately crewed or the crew are not suitably competent.

3. Pre-event Planning

3.1. Participant information

The decision regarding what information should be collected will depend on the size of the event and its ability to handle the information in accordance with the General Data Protection Regulations (GDPR).

Table 3-1 Data to be collected from participants

Information	Adult competitors	Under 18 competitors	Event officials, staff & volunteers
Participant name	Yes	Yes	Yes
Participant contact details	Yes	Yes	Yes
Next of kin details	Only collect if capable of effectively using	Yes	Only collect if capable of effectively using
Loco parentis details	No	Yes	No
Fit to participate declaration	Yes	Yes	Yes
Medical information	Only collect if capable of effectively using	Anything parents wish OA to be aware of	Only collect if capable of effectively using

It should be noted that medical information is considered to be 'special category' data for the purposes of GDPR and therefore requires a higher degree of protection.

The Event Director is responsible for ensuring that it is only collected, stored, used and destroyed in accordance with the RYA's data protection policies.

It should only be collected by events that have in place the processes and people to be able to sensitively handle the data. i.e. a small event with no race office or event support team onshore would likely not be able to meaningfully use the data in the event of an accident and therefore there is no point in collecting it. A major event with a fully staffed race office and an event medic on the other hand would be able to identify the data relevant to an individual and hand it over to the emergency services.

Where medical data is collected the event should not ask specific questions but should ask if a participant is fit to take part in the event and then ask if "there is any information you wish to make the OA aware of". This leaves the onus with the participant to determine what information they feel the organisers need to know.

3.2. Competitor support vessels

It is possible that at certain events there may be a number of support vessels associated with individual or groups of competitors. These may be crewed by coaches or parents.

In advance of the event the ED in consultation with the PRO and ESO should have determined if it is necessary to have in place suitable support boat regulations and registration requirements.

These can be used to ensure that support boats are identifiable, that they are required to keep a certain distance from racing and they are aware of how they can be brought into the safety fleet.

3.3. Risk Assessment

The standard risk assessment process used by the RYA for its events is a 3-step process.

3.3.1. *Level 1 Pre-event hazard identification and risk assessment (HIRA)*

This HIRA is conducted pre-event by the ESO and covers the entire water side activities of the event or series (including launching & recovery). It is used to identify all potential hazards and to assess those risks which can be quantified in advance of the event. Mitigations may be imposed through the Notice of Race, resourcing or other actions which can be taken in advance.

For some hazards it may not be possible to assess their risk level until the day, but they should be identified where possible at this stage.

The level 1 HIRA must be documented.

3.3.2. *Level 2 Daily risk assessment*

The daily risk assessment should be used as a planning tool to aid the decision to race or not. It should be completed for each course area by the CRO and CSLs before being reviewed by the ESO and PRO.

The daily risk assessment may lead to mitigations such as reducing fleet sizes or increasing safety cover for a particular day and should be used to capture risks such as weather which are unknown in advance.

The level 2 risk assessment should be documented in a form such as that included in Appendix A. Where venues have their own specific daily risk assessment templates these may be used.

3.3.3. Level 3 Dynamic risk assessment

A dynamic risk assessment is a continual process by all involved in the safety management of the event and can lead to decisions to shorten, postpone or abandon racing or to request additional resources based on the changing risk level associated to a change in circumstances from that initially considered during the level 1 or level 2 assessments.

The level 3 risk assessment is not documented.

3.4. Event Safety Plan

The Event Safety Officer should prepare an Event Safety Plan for each event which contains the specific details relevant to the safety cover of that event.

The safety plan should cover the following items as a minimum:

1. Date, title, and venue of event
2. Key personnel and their contact details
3. Copy of the level 1 risk assessment
4. Template for the level 2 daily risk assessment to be used for the event
5. Overview of event briefings
6. Chart showing location of race areas in relation to launching area
7. Methods of communication and channels
8. Breakdown of competitor numbers by fleet
9. Details of if and how competitor numbers will be confirmed each day i.e. tallying
10. Safety boat positioning and identification on the course area
11. Local and/or class specific hazards/safety concerns
12. Emergency landing & evacuation points
13. Medical and/or first aid provision for event (both on water and ashore)
14. Details of and directions to nearest minor injuries unit and A&E
15. Any other information relevant to the safety of the event

4. Equipment

The ESO should ensure that across the safety fleet there is sufficient provision of equipment on any particular course area to adequately address any safety issues which may arise.

4.1. Essential equipment to be carried by all safety boats

1. Identification flag
2. Adequate fuel (normally 9 hours on the water use)
3. Fully functional VHF radio which should operate for 9 hours (this may require spare batteries)
4. A sound generator (whistle or fog horn)
5. Compass
6. Anchor and warp suitable for the race area
7. Sharp knife, preferably serrated and easily accessible
8. Kill cord and spare, which must be used by the driver at all times when underway
9. Personal buoyancy for the crew, to be worn at all times
10. Safety tape to identify abandoned boats (to be issued by the ESO)
11. Bucket or bailer
12. Paddles or oars (or alternative means of propulsion)
13. Drinking water
14. Tow rope (preferably made of floating line) capable of also being used as a throwline (if separate throwline not carried)
15. Waterproof first aid kit

16. Wet notes book and writing implement
17. Survival bag or thermal protective aid
18. Fire extinguisher 5A/34B
19. Suitable charts or map of operating area and tide times & heights for period of operation (to be included as part of event instructions provided by Race Committee)
20. Flares –2 orange smoke and 2 pinpoint red or 2 day/night flares (for coastal events)

Where individual safety boats are not supplied with the above items the ESO should ensure that either they are provided with equipment from RYA stock or they are operating within a fleet with sufficient reserve to cover (justified through a risk assessment).

4.2. Desirable equipment to be carried by at least one boat 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

Dependent on the classes involved and the outcomes of the level 1 HIRA, the ESO may compile a list of additional equipment to be carried by each boat or per course area.

5. Communications

5.1. Briefings

The ESO and CSLs will host a safety briefing for all on-water volunteers at the beginning of the event. Where competitors briefings are held, the ESO and CSL's should attend and contribute to the briefing. Where briefings are not held, the ESO should ensure that any relevant safety information is communicated to the competitors through joining instructions, notices to competitors or other suitable forms of communication.

The ESO should attend the daily Race Management briefing and should thereafter brief the CSL's before sailing to ensure adequate communication of relevant information such as weather data, daily organisational plans, shipping movements and any amendments to the safety plan etc.

The ESO should produce a schedule of briefings for Safety Fleet personnel and communicate this to the relevant attendees.

5.2. Communications afloat

The PRO should allocate radio channels for each course which should be used by the Race and Safety Teams for that course.

The ESO should allocate call signs to each Safety Boat, Medic Boat, Mothership and other safety related individuals. The PRO should allocate call signs to race committee boats (committee boats, mark layers, pin boat, jury boat etc).

The ESO should produce a comprehensive list of boats and their call signs and identification flags that should be given to each member of the safety fleet. This list should include mobile telephone numbers.

5.3. Ship to shore communications

The ESO would normally set up a VHF Radio Control Base (Bridge), often ashore when there are several 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 important information.

Instructions from the PRO and ESO 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.

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

5.4. Shoreside communications

All key personnel should share their mobile numbers to facilitate communication between them.

For large events with operations spread over a wide area it may be preferable to communicate through UHF radios. In this circumstance the role of Bridge becomes crucial in relaying information from those onshore such as the Beachmaster to the safety teams afloat such as the CSL and acting as the interface between them.

5.5. Crisis communications

The Event Director is responsible for liaising with the RYA Racing Communications Manager to ensure that there is a suitable crisis communications plan in place for the event. A template is provided in Appendix B.

Should there be a crisis during the event, the Event Director should determine whether an incident team needs to be formed and the crisis communications plan put into effect.

6. Operational Aspects

6.1. Safety fleet mobilisation

Each CSL is responsible for ensuring that their safety fleet is afloat with sufficient time to allow the fleet to launch and transit to the race area ahead of the first scheduled race.

For events with large numbers of safety and other boats on the water, the ESO may require each vessel to check-out and check-in with bridge as they depart for the race area and return to the marina.

The ESO should maintain a schedule of the names of safety crew afloat each day.

Only once all competitors have been accounted for any given fleet should the ESO give permission to the CSL to stand down their safety fleet. No safety boat may go ashore until released by their CSL.

6.2. Decision to launch

The ultimate decision to launch the fleet rests with the PRO in consultation with the ESO. In determining which fleets and when to launch the PRO and ESO should give due regard to the level 2 risk assessment, the weather forecast and prevailing conditions, shipping movements and any other factors affecting the safety of the fleet.

Each CSL should decide when there is sufficient safety cover for their course and then advise Bridge and ask for their fleet to be launched once the PRO & CRO have given permission.

For large fleets, the sailing instructions should contain suitable rules to ensure competitors remain ashore until they are released. Typically, this may be signalled by a 'delta flag' over the relevant class flag.

6.3. Confirming numbers afloat

Where a competitor has not tallied out to go afloat at the beginning of the day and have failed to inform race management of their intention to not take part, all necessary steps shall be taken to confirm that those competitors have not gone afloat. This should include on-site announcements, checking ashore to identify any boats or trailers, on the water checks and where necessary phone calls to the competitors or their designated contacts.

On return from racing, the Beachmaster shall tally all competitors as they come ashore. The Beachmaster shall inform, via Bridge, the CSL and CRO when all competitors have been accounted for.

6.4. Transiting to and from race area

Consideration should be given to ensure that adequate safety cover is provided for boats transiting to and from the race area.

One of the five methods below are typically used:

1. Hold the boats in separate fleets and then proceed as a controlled group with Safety Boats spread throughout the group.
2. Hold the boats in manageable groups of boats and then proceed in groups with a Safety Boat per group.
3. Provide a corridor down which the boats sail with Safety Boats spread out along the corridor. Hold the boats at, but clear of, the launching or finish area and, when ready, provide a corridor down which the boats sail with Safety Boats spread out along the corridor.
4. In a particularly safe area and in safe conditions, simply provide safety cover spread out over the route that the boats sail to the race area.
5. Tow the fleet with the safety boats, when approved by the CRO.

6.5. Safety fleet positioning

Safety boats should be allocated positions on the course that they should assume for the duration of the race unless responding to a code red (see Section 8) or repositioning as directed by their CSL.

Example positioning for some typical course types is shown in Figure 6-1 and Figure 6-2. The positioning to be used should be determined by the CSL and communicated to the safety fleet during the initial safety briefing.

When considering the positioning the CSL should consider high performance fleets or non-traditional formats/courses (often Multihulls or foiling craft) where specific positioning requirements may differ to traditional fleets.

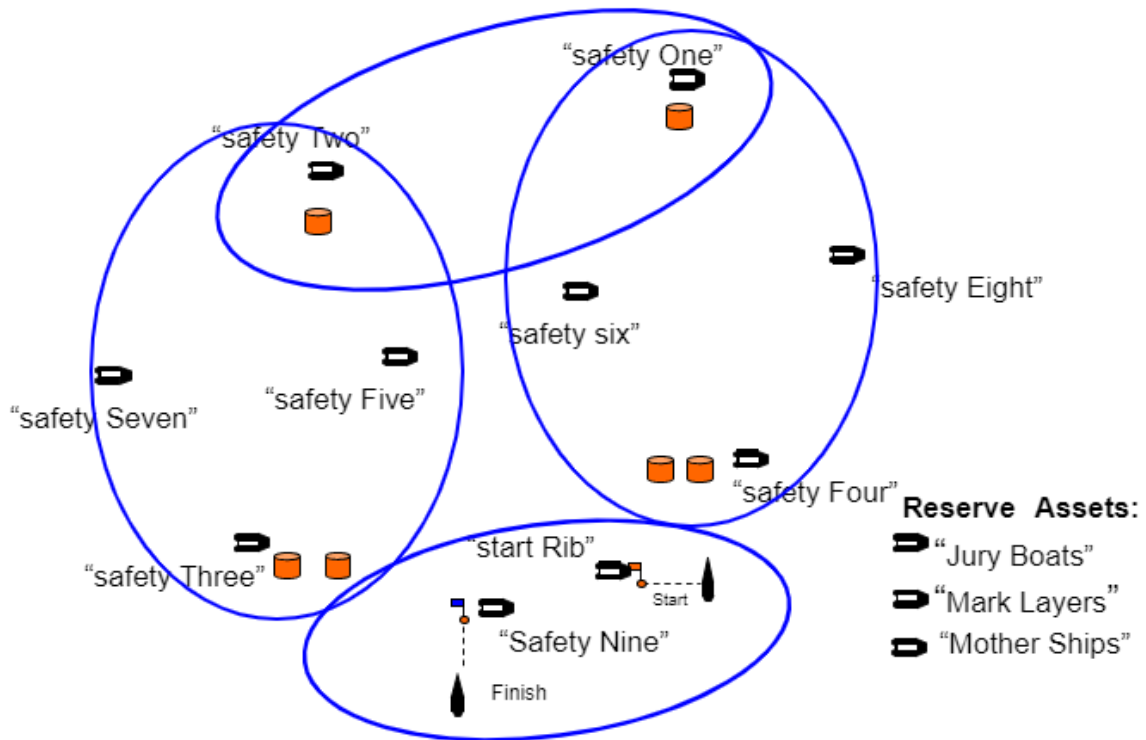


Figure 6-1 Typical safety boat positioning for trapezoidal course

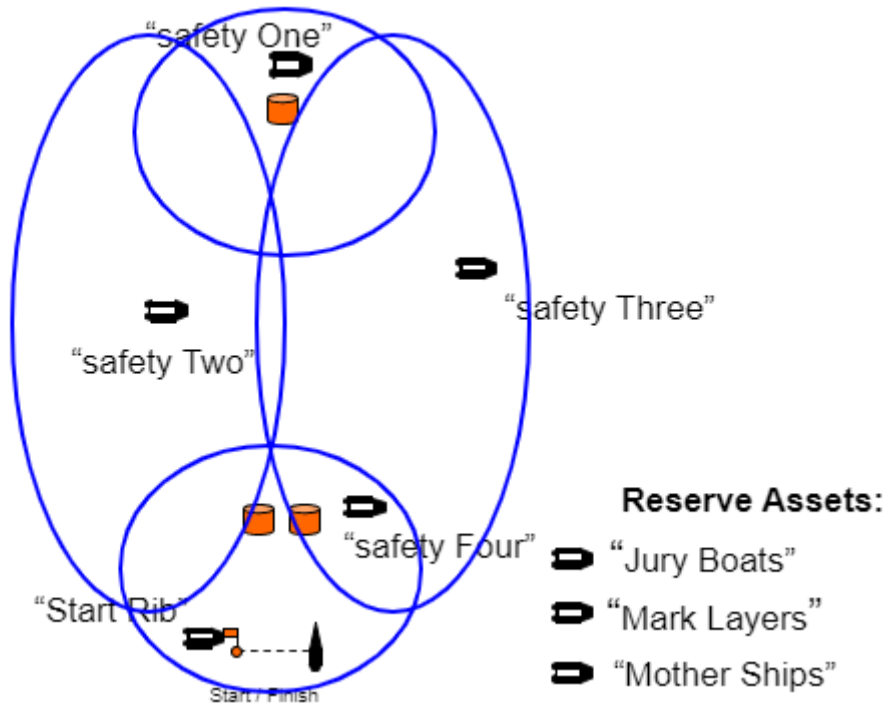


Figure 6-2 Typical safety boat positioning for windward leeward course

6.6. Retiring boats

1. Retiring boats should inform a safety boat of their intentions. The safety boat must immediately inform the CSL or Bridge that the boat is retiring, confirm its location and that of its crew and identify it by sail number or tally number.

2. The safety boat would then decide, with the crew of the retiring boat, what action they would like them to take. For example, escorted on return to shore, retire to a pre-agreed location or boat.
3. CSL or Bridge informs CRO.
4. If conditions permit and a safety boat can be freed from its duties to conduct the escort, the group is escorted ashore, handed over to the Beachmaster who confirms to CSL and Bridge that they have returned to shore.

6.7. Abandoning boats

1. Where it becomes necessary to abandon a boat either due to gear failure, injury or the crew's inability to continue sailing, or as instructed by the CSL, the safety boat will determine the best way to abandon the boat.
2. The safety boat will advise the CSL, that they are abandoning a boat, and advise them of their intended actions.
3. On abandoning any boat this will be marked with 'safety tape' which is usually secured at the stern of the boat to the pintel, unless it is being secured to a pre-agreed holding line.
4. Where possible the safety crew will secure the boat as best they can.
5. Where necessary if a boat is being abandoned, the CSL should notify Bridge and any relevant local authorities. For example, the Harbour Master or the Coastguard.

6.8. Towing

1. Whilst towing is identified above as a means of getting boats too and from the race area, it should only be considered with due consideration to the anticipated weather conditions.
2. Towing takes time, huge effort and resources in terms of Safety Boats and in the case of the start of the day may be more time efficient to wait until there is enough wind for the competitors to sail to the start area.
3. Towing is often notified to the fleet by typically displaying Flag 'T'. This will be identified in the sailing instructions if it is a requirement
4. If towing is restricted, it should be authorised by the Race Officer and communicated by the CSL.

6.9. Fog

1. If fog arrives prior to the start of a race (once the fleet have been released from the shore) – CRO and CSL agree to postpone racing and CSL shall direct the safety fleet to implement these Fog Guidelines and advise Bridge that they have done so.
2. If fog arrives during a race –CRO and CSL should consider shortening or abandoning racing and CSL should then direct the safety fleet to implement Fog Guidelines and advise Bridge that they have done so. 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. Event Director informed.
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, Event Director informed.
4. CSL makes decision whether to tow home or not. If not towing, send ashore in small groups keeping in sight of accompanying RIBs. RIBs to report to CSL the sail numbers or tallies of all boats that they are escorting to shore.
5. If a boat capsizes all group stops whilst boat is righted. If it is decided to tow, then boats should be instructed to drop their sails if possible and take tows. The CSL

calculates the total number of boats in tow and informs ESO. If the total number does not equal the total of the boats that went afloat, ESO should instruct for a search to commence.

6. When all boats are accounted for, ESO should ask the CSLs to tow the boats back to the base.

6.10. Strong winds

1. If strong winds arrive prior to the start of a race – CRO and CSL agree to postpone racing and CSL requests Safety Fleet to implement these Strong Wind Guidelines and shall advise Bridge that they have done so. Fleets are informed by CSLs and Safety Boats to stay close to the RIBs and to heave to.
2. If strong winds arrive during a race – CRO and CSL agree to shorten or abandon racing and CSL requests safety fleet to implement Strong Wind Guidelines and shall advise Bridge that they have done so. 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 heave to.
3. Safety Fleet should then implement the most appropriate method to return to shore.
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.

6.11. Mobilising tactical reserve

If the CSL feels that a situation requires additional support over and above that which can be provided by their core safety fleet they have options to engage other event RIBs and support vessels.

1. liaise with CRO to request on course race management assets be allocated to safety
2. liaise with any other event RIBs i.e. Jury, Measurers etc. on course and request assistance
3. request ESO to allocate additional resource from elsewhere
4. request CRO to require assistance from support vessels

If there are competitor support vessels within the course area, they can be called upon to support by the CRO. Racing Rule of Sailing 37 allows the race committee to display flag 'Victor' and then all boats including support vessels are required to listen in to the race committee communication channel for search and rescue instructions. This provides the CSL & CRO an easy means of activating the tactical reserve of support vessels should they be required. To allow this to be utilized the ESO & PRO should ensure that the support boat regulations (where provided) include details of the relevant communication channels.

7. Medical

7.1. Event medic

The decision as to the appropriate level of medical cover for the event should be taken by the ED in consultation with the ESO. In coming to their decision, they should consider the following factors as a minimum:

- number of competitors
- age of competitors
- classes involved
- likely injuries which may be encountered
- local medical provision

Each course area should have at least one individual qualified to minimum RYA First Aid.

For higher risk events, such as foiling classes where there may be a risk of lacerations, it may be appropriate to appoint a paramedic or an individual with an enhanced level of first aid training aimed towards trauma injuries.

7.2. Medical data

Where collected (see Section 3.1), copies of participant medical information should be made available to the ESO and reviewed by any appointed medic. Where necessary any individuals of particular concern, should be highlighted by the ESO and Event Medic (if appointed) to the relevant CSL who may then cascade the information to the rest of the safety fleet.

It may be necessary to conduct a specific risk assessment for unusual and specific medical conditions.

It should be noted that the medical age of consent in the UK is 16.

7.3. Monitoring injured participants

In the event of a participant suffering an injury that is not an emergency and does not require their immediate evacuation then the CSL shall be informed who shall in turn inform the ESO.

The CSL is responsible for liaising with the event medic (if appointed) and ensuring that the participant's condition does not deteriorate as the day progresses.

For participant under 18, the ESO is responsible for ensuring that the next of kin (NoK) or person in loco-parentis of the participant is informed and are aware of the condition of the participant, where suitable permission is in place.

Upon coming ashore, the CSL should confirm with the ESO the condition of the participant and that, if required, the information has been passed on to the participant's parent/guardian.

7.4. Suspected head injuries

Concussion – also known as minor head injury – can occur during racing from unexpected gybes or capsizes resulting in sailors striking their head on the boat or a piece of equipment. They may also happen to volunteers such as safety crews whilst trying to rescue a capsized boat.

If a participant reports a head strike or if a head strike is witnessed, then the safety boat crew should assess the participant for some of the common signs of concussion.

Table 7-1 Common signs of concussion

Physical signs	Cognitive signs	Emotional signs
Headaches	Poor concentration	Irritability
Dizziness	Forgetfulness	Low mood
Light sensitivity	Difficulty with processing information	Anxiety
Insomnia and sleep problems		Feeling more emotional than usual
Balance problems		
Fatigue		

Failure to answer a few simple questions correctly, such as these, may also suggest a concussion:

1. What venue are we at today?
2. Who is your crew?
3. What is your sail number?

If the safety crew suspects that the participant may have concussion, then they should advise the CSL.

The CSL's actions will depend on the power they have been provided by the rules. For youth and junior events it is common for a sailing instruction to be in place requiring competitors to follow the reasonable instructions of event officials. In that circumstance the CSL should instruct the sailor to return to shore. The CSL has the authority to instruct other race officials and volunteers to return to shore. If the rules do not permit the CSL to issue instructions, then they should advise the sailor in the strongest possible terms.

When it has been decided to remove a participant from the water, they should not be permitted to sail ashore but should be brought onto a safety boat and taken ashore.

1. The CSL should inform Bridge of the reason for the participant returning to shore
2. Bridge should ensure that someone (i.e. medic where appointed) meets the sailor at emergency drop off point and ensures they are referred to a medical professional
3. For participants under 18, the ESO should make contact with the NoK or person acting in loco parentis and advise them of the situation, where suitable permission is in place
4. The participant should only return to the event in accordance with guidance from the medical professional they have been referred to.

Those with suspected concussion must not be left unaccompanied until they have been assessed by a medical professional.

8. Emergency Situations

In the event of an emergency occurring that will require additional resources (significant injury to a participant, 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, and assist in stabilising it.

The CSL should brief the ESO of the "CODE RED", its location, the situation and any assistance required.

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.

CSL should, if appropriate, request the emergency services to attend. If necessary, the casualty should be taken ashore in an appropriate boat to the emergency drop off point to meet up with the emergency services.

If the situation is considered by CSL to be hazardous to the rest of the fleet, CSL should request that the CRO shortens or abandons racing in consultation with the PRO. In this event, after the fleets have gathered, they should be instructed to make their way ashore

under the control of the CSLs - both the Beachmaster and the ESO 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 informs all stations that CODE RED is Cleared.

All code red declarations should be recorded.

When a CODE RED is declared the ESO should advise the Event Director who should determine if the Crisis Communications Plan needs to be put into place.

9. Reporting and Review

9.1. Accident and incident reporting

The RYA wishes to have a culture of instinctively reporting and following up accidents and incidents so that lessons may be learned.

An accident is defined as “an unexpected event resulting in death or injury to a person”.

An incident is defined as “an unexpected event that is hazardous in nature and has the potential to harm a person or property”.

Details on who, how and when an accident or incident should be reported can be found on the RYA Website: <https://www.rya.org.uk/about-us/policies/safety-management/reporting>

The ED is responsible for ensuring that any accidents or incidents occurring at an RYA organised event are recorded. The ED should also ensure that those involved in the safety management of the event review the accident or incident to identify what they believe the root cause may have been and any changes that are required for future events.

If the ED is unsure as to whether something has constituted an accident or incident it is preferable that it be reported.

The reporting process does not seek to lay blame but to allow the RYA to identify any trends and to review and revise this and other safety related documents and processes accordingly.

9.2. Review and feedback

It is important that during the event there is a process in place for reviewing any issues that have arisen throughout the day. RYA events should have a culture where anyone on the water feels empowered to raise a safety concern and to have it listened to.

The ESO is responsible for ensuring that within each event there is a mechanism for reviewing the safety teams performance and continually improving throughout the event.

Appendix A Daily risk assessment template
(to be filed with Event Safety Plan)



Daily risk assessment

Event		Course		Date	
Race Officer		Number of safety boats		Number of participants	
Number of craft		Number of additional RIBs		Shore contact & tel	
Start time		Finish time		VHF channel	
Tide time		Forecast obtained		Day light hours	

Description	1 – Low risk	2 – Medium risk	3 – High risk	4 – Very high risk	Score
Wind strength	0 – 10 knots	10 – 15 knots	15 – 20 knots	20+ knots	
Wind direction	Onshore	On / Cross shore	Off / Cross shore	Offshore	
Dist. to sailing area	½ mile	½ - 1 mile	1 – 2 miles	2+ miles	
Air temp (inc. wind chill)	15+°C	10 - 15°C	5 - 10°C	<5°C	
Sailing standard (lowest)	Good sailor (adult)	Good sailor (under 18)	Intermediate sailor	Beginner sailor	
Total sailing time	0 – 1 hours	1 – 3 hours	3 – 4 hours	4+ hours	
Safety boat : dinghy (ratio)	<1:6	1:12	1:15	>1:15	
Subtotal					

Are there any other factors not previously identified that are:

- medium risk (2)
- high risk (3)
- very high risk (4)

(E.g. tide strength, water hazards, visibility, sea state, medical conditions)

- If so please state and score :
Do any of these factors make it unsafe to go on the water? If a HIGH or VERY HIGH risk is identified, please state what precautions have been taken to reduce the overall risk (Redo assessment to amend TOTAL Score):

Description			Score
Sub total			
Total			
Low risk (<11)	Medium risk (12 – 18)	High risk (19 – 25)	Very high risk (>26)

Signed		Print name		Role	
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Appendix B Crisis communications plan template
(detailed plan to be incorporated with the Event Safety Plan)

RYA Racing Events Crisis Communications Plan

Event:

Event title:	
Venue:	
Dates:	

The purpose of this Crisis Communications Plan is to:

Provide a clear communications process in the event of a crisis or issue occurring during any RYA Major Event between RYA House and the Event Media Manager as well as with the national and international media and public in general.

Primary Media Contact

Event Media Manager → RYA Communications Manager

Name:	
Position held:	
Mobile number:	
Email address	
Days on site	

RYA Head of Communications

Name:	
Mobile number:	
Email address:	

RYA Spokesperson at Event Venue/ Incident Team Leader → RYA Chief Executive

Name:	
Position held:	
Mobile number:	
Email address	
Days on site	

On Water

Individual Safety Boat → Course Race Officer → Bridge → Deputy Safety Officers → Paramedic (if required)

On Shore

Individual → Race Office → Bridge → Paramedic (if required)

Action Plan

To be led by Incident Team Leader:

Functions of role:

- 1) Liaise with the people close to the incident and gain the facts on which to base the action plan, including venue representative.
 - a. Emergency Incident Meeting to be held as soon as incident is under control to include:

Name	Role	Mobile	Email
	Venue Representative		
	Event Director		
	Event Manager		
	Event Safety Officer		
	Event Media Manager		
	Recorder		

- 2) Assume the role of **INCIDENT SPOKESPERSON** – can provide expert, credible, informed and sympathetic comment.
- 3) May also be expected to liaise with friends, relatives and emergency services.

Role of Event Media Manager:

- 1) Liaise with venue press office re: holding statements
- 2) To act as the primary media contact for the incident - provide link between incident team leader and media
- 3) Produce agreed statement and organise distribution
- 4) ID media contacts at agencies responsible for various aspects of situation for e.g. Police, coastguard etc.
- 5) Ensures media activity does not interfere with any emergency operations
- 6) Ensures people involved in the incident are not harassed
- 7) Keep log of all media enquiries and contacts

Holding statement 1:

“We can confirm that there has been an incident at (*event name / location*).
No further information can be given out at this time. We are working with (*name Police/authority*).

“We will advise you of further details in due course. For further media information contact The Event Media Manager *Name/Number*”

Media briefing:

Issued as **PRESS STATEMENT**

“We will be issuing a statement on today’s incident at *XX am/pm*. There will be an opportunity to interview *XXXXXXX* who is the *XXXXXX* at the (*location details*). This statement will also be available by fax or email.
For further media information contact The Event Media Manager *Name/Number*”

Example Press statement:

RYA
Press Statement
Date

TRAGIC ON WATER ACCIDENT

The RYA regrets to confirm that on DATE a tragic accident occurred on the water during EVENT & LOCATION, resulting in serious injury of participant/a fatality.

XXXXXX (XX yrs), was seriously injured/sadly lost their life in the incident. The thoughts and condolences of all at the RYA are with XXXXXX's family.

Following initial police attendance at the scene, as is usual in these circumstances, the RYA is working closely with the authorities on a full investigation into the accident.

Dealing with the media:

- 1) Do not approach media yourselves, wait for them to contact you and refer them to designated media contact.
- 2) Prepare a short news statement – confine to basic confirmed facts but ensure spokesman is briefed with enough detail to be able to answer supplementary questions.
- 3) *Only* reveal names of any victims once advised by the police that it is alright to do so.
- 4) Do not get drawn into speculating about causes, blame or possible outcomes.
 - If you don't know the answer to a question, or are not prepared to give one, be honest – it is ok to say "I'm sorry I don't have enough information to confirm that" or "I think it would be inappropriate to speculate at the current time."
- 5) Always accept a request to be interviewed if possible or offer to read prepared statement if you are concerned about talking live.
 - Declining interview or saying no comment will almost certainly look like you've got something to hide.
 - An e.g. response – "I'm sorry but I don't think it would be appropriate to express an opinion until we've had the opportunity to consider all the factors contributing to this incident."
 - *Never* lie to the media about something you know to be true
- 6) Speak clearly and answer concisely
- 7) When framing answer use the acronym **RACE**
 - **R = Remorse** for e.g. "Our thoughts are very much with XXXXX and their family and we hope they make a rapid and full recovery."
 - **A = Action** for e.g. "Our safety boat reached them very quickly and there is no doubt their prompt action helped prevent a far more serious situation. Nevertheless we will be reviewing our safety procedures to see if any lessons can be learned for the future."
 - **C = Context** for e.g. "This is top level competition, the boats are extremely well-prepared and the leading crews are very experienced."
 - **E = Exception** for e.g. "This is the first time in XX years we've been running this event that there has ever been a serious injury."
- 8) Highlight what we have learned, what we have done or are doing to fix the problem
- 9) Work on rebuilding relationships, especially with social networks where we have made new connections & critics
- 10) Manage residual emotion – continue to demonstrate appropriate empathy