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Appendix A Emergency Incident Log

Appendix B Emergency Response Card

1. Introduction

These guidance notes indicate the types of incidents and emergencies which may occur ashore or on the water and what action should be taken.

To avoid or at least reduce the number of incidents and emergencies members are urged to familiarise themselves with the various user instructions, codes of practice and risk assessments which are freely available in the Marconi Sailing Club document library. Hard copies are held in the clubhouse files and soft copies in the Document Library in the members section of the MSC website.

It is appreciated that illness is unpredictable. Also there have, in the past, been instances of injured or ill people being landed at Stansgate because of the road access.

Plant room: Reference is made in this document to items kept in the plant room. Access to the plant room is restricted. The following people have access to the plant room:

Board members

Clubhouse Manager

OODs

Clubhouse Cleaners

Master key in keysafe in Utility Room (contact a Board member or Clubhouse Manager for access to the keysafe)

2. Responsibilities

2.1 The MSC Board

Details of the Board members are contained in the yearbook and on the clubhouse notice boards.

2.2 Child Protection

The MSC child protection policy is contained in document MSCP16. Concerns regarding child welfare or contact from the police or other authorities about child welfare should be addressed to one of the club's Welfare Officers whose names and contact details are listed on Page 2 of the yearbook and on the clubhouse notice board. If necessary, the Welfare Officers can seek guidance and support from the RYA Safeguarding Manager (023 8060 4104).

2.3 Overall responsibility for site

OOD (on days when OODs are on duty)

(All members have continuous access to the site and clubhouse and there will not necessarily be a member of the MSC Board or Management Committee present when no formal club events are taking place.)

2.4 RYA Training Centre activities

Training Centre Principal and Instructors

Emergency Action Plan

2.5 Saturday Sail Training Days & Cadet Week

Saturday Sail Training Day organiser

Cadet Week organisers

2.6 Club racing

Race Officer

2.7 Members sailing (not part of organised events)

Each member is responsible for his/her decision to go sailing.

3. Shore Based Incidents

3.1 General

Members are free to access the site and clubhouse at any time and therefore it is not possible to keep a record of who is on site. If a member is likely to be on site alone, they are strongly advised to let someone know where they are, what they plan to do and when they expect to return.

Members are expected to ensure the well-being of their guests who may be unfamiliar with sailing club sites and potential hazards.

3.2 Utilities

In case of emergency the services to the clubhouse can be shut off as follows:

Calor gas valve: The master shut-off valve is situated on the outside western wall of the clubhouse near the utility room. For Calor gas emergencies call 0345 7 444999

Electricity: The main switch is situated inside DISTRIBUTION BOARD N° 1 which is located in the plant room. No key is required to open the distribution board. For electricity supply emergencies call 0800 31 63 105.

Water main: The main shut-off valve for the clubhouse water supply is situated in the far corner of the plant room to the right of the boiler. For water supply emergencies call 03457 145 145.

3.3 Fire

If the clubhouse fire alarm sounds the clubhouse should be vacated without delaying to collect property. The assembly point is by the north entrance of the catamaran field (the entrance nearest the clubhouse). As there is no way of knowing who is in the clubhouse at any given time, it will not be possible to take a formal roll call. Members need to be aware of their family and guests and raise the alarm if they suspect that anyone is left in the clubhouse.

People should only return to the clubhouse when authorised by the Fire & Rescue Service or if the alarm has been **proved** to be false and the fire alarm has been cancelled.

Emergency Action Plan

3.4 Flood

There is a flood action plan (MSCP19) in the clubhouse files and on the MSC website.

3.5 Accidents or illness on site

The initial response of anyone observing an accident or illness on site should be to protect the casualty from further harm. The alarm should be raised to summon help either via the OOD (if an OOD is on duty) or via any other person in the vicinity.

4. Incidents on the Water**4.1 RYA Training Centre activities**

Where training afloat only involves the instructor and up to three trainees the names of those afloat will be given to a responsible person ashore (e.g. the OOD) and recorded on the notice board. The instructor will report to the responsible person when all their people are back ashore and remove the names from the notice board.

Where a larger number of trainees take part in Training Centre activities afloat they will carry a numbered tally band and their names and tally band numbers will be recorded before they go afloat. Should there be a serious incident or deterioration in the sailing conditions requiring trainees to be sent ashore they will be accounted for by replacing their tally bands on the board. Any missing tally bands will be investigated.

4.2 Sail Training Days & Cadet Week

A numbered tally band system will also be operated for Sail Training Days and Cadet Week. Names and tally band numbers will be recorded before people go afloat. Should there be a serious incident or deterioration in the sailing conditions requiring trainees to be sent ashore they will be accounted for by replacing their tally bands on the board. Any missing tally bands will be investigated.

4.3 Club racing

Competitors register for club races by signing on. If a major incident or deterioration in conditions result in a race being cancelled, the signing on/signing off sheets will be used to account for all competitors.

4.4 Members sailing (not part of organised events)

One of the attractions of sailing from a club like MSC is that members have the freedom to sail whenever they choose to do so. However, this means that no record is kept of when they go out and when they return. All members are encouraged to let somebody ashore (possibly a relative or friend) know that they are going sailing and when they intend to return.

In the case of dinghies and catamarans there will be some evidence of people still being afloat by the presence of launching trolleys on the hard. In the case of cruising members and sailboarders there is unlikely to be such evidence. Sailboarders are encouraged to sail in company.

5. Summoning Assistance

5.1 Minor injuries

MSC has a number of members who are doctors, nurses, paramedics and qualified first aiders. A list of first aiders (MSCP55) is available by the first aid equipment in the Mamgu Bar lobby, in the clubhouse files (upstairs lounge) and in the Document Library in the members section of the MSC website.

If an injury occurs one of these people can be called upon for assistance. If necessary, a call may be put out on the public address system requesting assistance.

The public address system is located in the plant room and full instructions for its use are provided next to it.

5.2 Local Medical Services

Urgent medical help or advice 24/7 for none life threatening situations:
Call NHS 111 (dial 111)

Doctor: William Fisher Medical Centre, 19 High Street, Southminster, CM0 7AY
01621 772360

Emergency and out of hours dental treatment:
The Sharrow Dental Practice, Moulsham Street, Chelmsford, CM2 0JG
08448 750039 or 01245 354046 (reception)

Dentist: Serenity Dental Practice, 2 Station Road, Burnham on Crouch, CM0 8BG
01621 783065

Pharmacy: Southminster Pharmacy, 15 High Street, Southminster, CM0 7AA
01621 772392

Note: There are other GP surgeries, dentists and pharmacies in the area. It is advisable to telephone before visiting to determine availability and costs, if any, of required medical service.

5.3 Nearest A&E (Broomfield Hospital)

The following information is displayed next to the payphone in the clubhouse.

NEAREST ACCIDENT & EMERGENCY DEPT: **BROOMFIELD HOSPITAL**
COURT ROAD
CHELMSFORD
CM1 5ET

Directions: Turn right at bottom of Stansgate Road and follow signs through Steeple, Mayland, Latchingdon, Cold Norton, Cock Clarks and Danbury. Go through Danbury on A414 towards Chelmsford. Turn right onto A12 (towards Colchester). Leave A12 at next exit and follow A & E signs to Broomfield Hospital.

Note: The journey to Broomfield Hospital is approximately 25 miles. For serious illness or injury call 999 ask for Ambulance and seek advice on best way to get medical assistance.

Emergency Action Plan

5.4 Ambulance (999)

If the injury or illness warrants an ambulance (or if there is any doubt) call 999 and ask for the ambulance service. The Ambulance Control Desk will decide on the appropriate response based on the information given.

Road Ambulance: Ensure that the gate is open. Send somebody to the junction of Bradwell Road and Stansgate Road to direct the ambulance.

Air Ambulance: Because of the distances involved and the description of the injury or illness given to the ambulance control centre the air ambulance may be sent.

Preparations should be made to enable the air ambulance to land. The air ambulance can land on the hard if all obstructions (dinghies, trolleys, cars, people, etc.) are removed. Alternatively, there may be room in the cat field if there is no camping. If there is no space available on MSC land the air ambulance may land on the field to the west of the club site.

CAUTION: There is risk of serious injury or death from rotating blades. **DO NOT** approach a helicopter unless clear instructions are received from the helicopter crew to do so. All 'spectators' must be kept well back.

Confirm with ambulance or air ambulance crews which hospital the injured or sick person will be taken to.

5.5 HMCG (999 from land, Channel 16 from afloat)

If at any time situations develop on the water or there is a serious injury which cannot reasonably be handled by the MSC support boats a call should be made to the Coastguard on 999 (from land) or VHF Channel 16 (from afloat) explaining the situation and requesting immediate assistance. It is better to call the Coastguard sooner rather than later. The Coastguard is able to call on the rescue services who will be able to provide support and medical assistance as required.

5.6 Fire & Rescue (999)

If there is a fire in the clubhouse or on the site call 999 and ask for Fire & Rescue. The clubhouse fire alarm system does not automatically call the Fire Brigade.

Fire & Rescue should also be summoned if, for example, someone was trapped by falling material and needed to be released before receiving medical attention.

6. MAJOR INCIDENT PROCEDURES**6.1 Emergency Incident Log**

A template for an Emergency Incident Log may be found as Appendix A of this document. This log may be used to keep a running record of the incident and action(s) taken. The record should include who you have spoken to, who has contacted you and what was said. It will serve to keep track of events as they happen and also help with any questions which may arise after the incident (see Section 7).

The Incident Log should be retained for future reference.

Emergency Action Plan

Spare copies of the Emergency Incident Log are also kept with the other club documentation (accident book and dangerous occurrences forms) in the upstairs lounge.

6.2 Incident Co-ordinator

An Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage, taking appropriate photographs, preparing plans of the incident, gathering the names of those involved and taking witness statements.

The Incident Co-ordinator will be the most suitable person on site at the time of the incident.

The Incident Co-ordinator will ensure that a Flag Officer, Centre Principal or Chief Instructor is informed of the incident as soon as possible. The RYA Communications team should be contacted for advice and assistance, particularly where there is media interest. (See Section 7.3 for contact numbers.)

6.3 Incident Control Room

Where possible ensure that an incident control room is set up on a suitable part of the site where there are functioning mobile telephones, radio communications, and (if possible) access to the internet and email.

The western end of the upstairs lounge may be best for this. Mobile phone coverage is better upstairs. Internet and email connectivity may not be available. It should be noted that the fixed VHF radio in the upstairs lounge only operates on Channel M2.

In the case of a serious incident, it may be necessary to clear the upstairs lounge of all but essential personnel to prevent distractions.

6.4 In the Immediate Aftermath

- Get a statement from competent witnesses as well as recording their names and contact details
- Remove the key witnesses to a place you can talk to them away from onlookers; again, the upstairs lounge, emptied of non-essential personnel, may be suitable for this.
- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes
- Notes need to be taken and agreed by the witness

6.5 Securing Evidence

- Photograph the incident location, boats, equipment etc.
- Keep and secure any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc. which may be needed for a subsequent investigation.
- Secure any boats and equipment

Emergency Action Plan

6.6 Role of Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment).

In the event of a major multiagency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

6.7 Site Organisation

- If necessary, restrict entrance or exit to and from the site by closing the gate and positioning a club member to act as gate keeper. However, as a public footpath runs through the site it would be difficult to prevent pedestrian access.
- Identify and arrange a separate gathering area for relatives of any injured persons. The function room off the Mamgu Bar might be suitable. If possible, arrange for a supply of hot/cold drinks.
- Keep media away from the gathering area for relatives
- If possible, have a separate briefing area for the media where they can be addressed by the club or training centre representative. This would have to be judged on the day.

7. Dealing with the aftermath of an incident (advice from the RYA)**7.1 Dealing with Relatives or Aggrieved Parties**

It is important to be sympathetic when dealing with relatives and aggrieved parties, without admitting liability. Remain calm and say that every effort is being made to get to the bottom of the incident and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

7.2 Fatalities

If there has been a fatality the Police will inform the next of kin, similarly with injured people when a criminal offence or traffic collision occurs. Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appears to know who it is.

7.3 Dealing with the Press

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that the club or centre will issue a press statement as soon as possible.

Direct statements and interviews are to be avoided unless authorised. Remember any interview you give may well be seen or heard by those involved and next of kin. If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to prepare and read a statement; for example:

(See following page)

Emergency Action Plan

*Marconi Sailing Club/Training Centre regret to announce the death of a member (what, when, where). We extend our deepest sympathies to the relatives and friends of (named individual *). We will publish a full statement as soon as the facts are known (give yourself time to collate the information). In the meantime we would like to thank the emergency services during this time.*

* Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appears to know who it is.

If the incident is attracting attention from the national media, call the RYA Communications Team (Office Hours: 023 8060 4209, Out of Hours: 07789 556080 or 07900 570530) for advice.

- Do not hold a press conference
- Decide who will speak to the press
- Do not allow well-meaning but ill-informed members to make public comments
- Try to keep a record of who you have spoken to, who has contacted you etc.
(*The Emergency Incident Log may be used to record information. See Appendix A.*)

7.4 Information

Consideration should be given to having the following facts available. Their value will become evident in the event of a serious incident or accident:

- Up-to-date training registers, members register and event entry lists
- Details of the event, training course, sailing/operating area and timings including any restrictions
- Details of the key contacts, senior staff, race officers and volunteers, including the validity of their qualifications
- Medical consent forms (where appropriate)
- Details of staff, equipment, safety boats, committee boats involved in the event
- Conditions at the time of the incident
- A record of important contact information, including emergency services and hospitals (see Section 5)

7.5 Notifications

Consider who must be notified in accordance with the requirements of your location.

In the UK:

- If it is water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours for a coded vessel. Telephone 023 8023 2527. (*Seek prior advice from the RYA.*) This is voluntary for a non-coded vessel.
- If it involves work-related fatal or major injury you must inform the Health and Safety Executive. Telephone the Incident Contact Centre on 0345 300 9923 or out of office hours 0151 922 9235. (*Speak to a member of the board before contacting the HSE.*)

7.6 Closure

- The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.
- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.).

Emergency Action Plan

- This meeting should finalise all records of the event and determine any follow up action that may be required.
- A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

8. Emergency Contact Details (summary)**8.1 RYA Contacts**

Office hours (Monday to Friday 09:00 to 17:00)

Training	023 8060 4181
Racing	023 8060 4161
Cruising	023 8060 4233
Club event	023 8060 4193
Safeguarding children or vulnerable adults	023 8060 4104

Communications Team	023 8060 4209
Out of hours	07789 556080 or 07900 570530

8.2 Other key contacts

Emergency (police, fire & rescue, ambulance or coastguard)	999 (Coastguard VHF Ch.16 if afloat)
Police (non-emergency)	101
Environment Agency	0800 807060
Health & Safety Executive	0345 300 9923 (office hours) 0151 922 9235 (out of hours)
Marine Accident Investigation Branch	023 8023 2527
Electricity (emergency)	0800 31 63 105
Water	03457 145 145
Calor gas (emergency)	0345 7 444999

END OF DOCUMENT

Reviewed on 31st January 2024 by the Company Secretary

To be reviewed after 4 years. Next review due January 2028

Appendix A. Emergency Incident Log follows on Pages 11 & 12

Appendix B. Emergency Response Card follows on Page 13

Appendix A

Emergency Incident Log

Date

Time

Nature of Incident

.....

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Casualty Name

Age

Log started by: (Name)

Time	Issue/Action/Decision	Responsible Person	Status

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Appendix B

Emergency Response Card

Location: Marconi Sailing Club
Stansgate Abbey Farm
Stansgate Road
Steeple
CM0 7NU

Emergency or Life Threatening Injury – Key Steps

1. Render assistance

2. Call for Help & Emergency Medical Attention:

Call for First Aider

Call 999* (state Police, Ambulance, Fire & Rescue or Coastguard)

Call VHF Channel 16 for Coastguard (if afloat)

Send someone to direct emergency services

(Ideally to junction of Bradwell Road & Stansgate Road. Ensure gate is open.)

Transfer injured person(s) to care of Emergency Services

Inform key people as appropriate

(Members of the Board, Training Centre Principal, Instructors)

Complete an Incident Report

Be prepared to tell Emergency Call Centre:

Who you are (name and call back number)

Current location (of injured person)

Description of boats (if calling for help to a water borne incident)

Where you proposed to bring injured person(s) ashore

(Usually Stansgate, CM0 7NU but may depend on location of boat)

Age/gender/number (of injured people)

Type of injury/situation