

## **2023 Top of the South Secondary School Team Sailing Championships**

The Organising Authority for the Championships is Queen Charlotte Yacht Club in conjunction with Marlborough Colleges Sailing Club

### **SAFETY ACTION PLAN**

**Date:** Thursday 30th Friday 31<sup>st</sup> March, Saturday 1<sup>st</sup> April 2023

**Event Manager:** Viv Butcher. Phone Number: 021884781

**Participants:** NZ Secondary School Students,

**Officials** National and Club umpires, judges, 1 Race Officer. umpires/coaches. New Zealand Team Sailing Association (NZTSA) representative, Yachting NZ representative

**Qualifications:** ISAF and Yachting NZ qualified.

#### **Helpers:**

Selected personnel from around NZ, NZTSA, QCYC and specifically from participating schools or families.

**Qualifications:** Previous experience assisting at teams and fleet sailing regattas, YNZ qualifications

**Venue: Picton Harbour** Queen Charlotte Yacht Club, Shelley Beach Picton; Rob Burn (QCYC Commodore) Phone

**Communication** Mobile Phones and Marine VHF on all official boats & at shore base.

**Briefing:** Daily briefing with Principal Race Officer, sailors and helpers to cover safety, weather, daily programme and special considerations

### **ON THE DAY CHECKLIST**

#### **First Aid**

List various first aiders present.

Cell phones and landline at Club house for emergency calls

First Aid Kits: at Yacht club, Start and finish boats

**Cell Phone Numbers** Event Manager, Team managers and/or coaches- List available at event **Ambulance:** Phone 111

## RISK MANAGEMENT PLAN / RISK ACTION PLAN

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<b>Risk:</b> <b>What could go wrong?</b>	<b>Cause</b>	<b>Prevention:</b> <b>Eliminate/ Isolate/ Minimise</b>	<b>Equipment</b>	<b>Check</b> <b>(tick)</b>	<b>Who is responsible?</b>
Sunburn	Fine weather.	Supply bulk sunscreen at clubhouse. Insist sailors apply sunscreen as part of their routine before leaving the beach. Start and coach boats carry sunscreen for sailors to reapply regularly.	Sunscreen		Shore Master. All team managers, umpires, coaches & individuals.
Multiple capsizes	Heavy winds	Obtain quality weather forecast at start of each day & update during the day. Check boats prior to sailing, including to ensure rigging does not fall out of the hull while capsized.	VHF  RIBS		Race Officer
Collision between boats.	Inattention.	All boat users must know collision rules. Keep a good lookout at all times.	YNZ rule books		All boat operators (skippers & crew)

Collisions with harbour traffic	inattention	<p>All boat users must know collision rules. Keep a good lookout at all times.</p> <p>Include reminder in briefings</p> <p>Listening watch on Harbour users VHF channel</p> <p>Liaison with harbour users (Commercial operators) prior and during event</p>	VHF		<p>All boat operators</p> <p>Event organiser</p> <p>Race Officer</p>
Injuries ashore from booms.	Wind gusts	<p>Sails lowered/furled when not in attendance.</p> <p>Traffic management on shore to deter vehicles in areas and pedestrians among boats</p>	N/A		<p>Sailors</p> <p>Shore Master</p> <p>Team managers</p>
Drowning / lost at sea	Sailors fall unconscious from a hit to the head by the boom. Sailors fall out of boat into deep water.	Sailors wear adequate buoyancy and appropriate clothing. Coach/umpire boats attend immediately to all capsizes. Teach good boat handling. Set the sailing course inside Picton harbour	VHF		Race Officer. On site medic/first aider.
Heat exhaustion	Dehydration and salt deficiency	Provide ample bottled water.	Bottled water.		Shore master, Team managers and individuals
Traffic accidents ashore	Inattention of pedestrians & motorists.	Set out cones to slow traffic. Enforce legal parking.	Cones/signs		Shore Master
Hypothermia	Inadequate clothing in cooler weather.	Inform all sailors & support personnel of weather forecast. Encourage wearing of appropriate clothing & carrying of spares.	<p>Dry clothes/blankets.</p> <p>Survival blanket. Warm drinks</p>		<p>Race Officer.</p> <p>Team managers</p> <p>support personnel.</p>