

EMERGENCY PROCEDURE DURING SAILING WITH SAIL HYSTS

The Senior Instructor is responsible for emergency procedures afloat, the Principal is responsible when the sailors are ashore. The Senior Instructor is to report an accident or emergency on the water to the Principal at the first opportunity.

Action to be taken by the **Shorebase** contact person (normally the Principal) in the event of a serious accident/incident on the water or ashore, for example:

- an accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
 - circumstances in which a group member might be at serious risk or have a serious illness
 - any situation in which the press or media are or might become involved.
- 1) Record the telephone number of the person who reported the incident. Record:
 - a. what happened
 - b. to whom
 - c. where
 - d. when
 - e. what has happened since the incident.
 - 2) Inform:
 - a. The emergency services.
 - b. The parents/guardians or next-of-kin of the casualty.
 - c. The RYA - Out of office hours Incident line **07789 556080** for advice on media and safeguarding.
 - d. The parents/guardians of the rest of the young sailors, AIs, volunteers and instructors, in case the accident is reported by the press or put on social media.
 - 3) Support or transport for parents/guardians to their injured child if they are hospitalised.
 - 4) If necessary, set up the Shorebase as an incident centre.
 - 5) Refer all press/media enquiries to the Sail HYSTS duty Principal (generally Bill Walworth):
07802861744.
 - 6) Throughout sailing session the Shorebase party must hold:
 - a. A list of telephone numbers of volunteers and instructors and the contact details including addresses and telephone numbers of their next-of-kin
 - b. A list of addresses and telephone numbers of parents/guardians (or other emergency contacts) of all young people sailing
 - c. complete details of the session itinerary
 - d. telephone numbers of all relevant Shorebase contacts and the RYA - Out of Hours Incident Line.

Action to be taken by the Senior Instructor in the event of a serious accident / incident on the water or ashore:

- 1) Protect the individual and group from further injury or danger. If feasible, send the other boats back to the boat compound.
- 2) Render first aid or other service as appropriate.
- 3) Call rescue services (112 / 999) and/or police, if required. The Principal or Shorebase contact can call the emergency services to allow the SI to focus on the incident.
- 4) The parents/guardians or next-of-kin of everyone should hear of the event first hand from the Shorebase team. Ask the volunteers and sailors not to publicise the event on social media until at least everyone is ashore and the Shorebase team have confirmed they have contacted parents/guardians or next-of-kin.

Recovery Phase – General Principles to be followed by all:

In the event of a serious injury the Sail HYSTS instructors, volunteers and young people may be in a state of shock, therefore:

- 1) Remove them to the Shorebase under the care of a Sail HYSTS Trustee.
- 2) If necessary, request the police (or other emergency service) to assist.
- 3) Reassure the young people and arrange for their parents or responsible adults to collect them.
- 4) Do not make any statements to the press/media or allow anyone else to make statements. Refer all press/media enquiries to the Sail HYSTS Principle / duty Principal.
- 5) Retain all equipment involved in the incident in an unaltered condition.
- 6) Do not allow anyone to talk to any young person or any other sail HYSTS team member without an independent witness being present. (No-one, unless they are in a relevant Sail HYSTS official capacity, has the right to see anyone who does not wish to see them.)

Following the incident the Chair of Trustees should ensure all Sail HYSTS members involved in the incident are offered support.

Sail HYSTS Base contacts – for the Shorebase

Bill Walworth (Principal / Welfare Officer) 07802 861744

Geoff Lynch (Deputy Welfare Officer) 07703 881754 or 02392 256603

You are located at:

**The Havant Youth Sail Training Scheme
Shore Base**

The Ship Inn Car park

Langstone P09 1RD

Sail HYSTS Mobile: 07396 566915

Chichester Harbour Conservancy Harbour Office: **01243 512301** - Opening Hours:
Weekdays: 0900 – 1700, Saturdays: 0900 - 1300 (April - September).

OR

Chichester Harbour Control/Patrol on VHF Channel 14 or Coastguard on Channel 16.

RYA - Out of office hours Incident line **07789 556080**. By calling this line you can receive out of hours support and advice on dealing with the immediate issues and communicating with the media. The nature of the incident will be assessed and, if necessary, an RYA manager with relevant expertise will be asked to contact you to offer more specific advice.