

ABD GROUP Classic Yacht Regatta

22- 25 February 2024

Health and Safety Plan

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1. Introduction

This Health and Safety Plan is for the ABD Group Classic Yacht Regatta (including Setup and Pack down).

The event has approximately 150 competitors who will compete in five divisions.

The event management both on shore and on the water will be managed by Classic Yacht Association including volunteers and Royal New Zealand Yacht Squadron staff. All parties are committed to providing a safe and enjoyable onshore and on- water environment for competitors, officials, and volunteers.

The scope of this document is to:

- Establish the lines of communication for both operational, incident and emergency situations
- Establish safety procedures, incident, and emergency response plan
- Competitors, officials, and volunteers will have access to a copy of this document via briefings and the event website

2. Event Programme

The event comprises three phases:

Phase 1	Set Up	Thursday 22 February
Phase 2	Competition	Friday 23 February 2024 to Sunday 25 February 2024
Phase 3	Pack up	Sunday 25 February 2024

Phase 1: Set Up

Date	Activity	Who by
Thursday 22 February 2024	Equip committee & patrol boats with equipment for race management	Volunteers
	Boat owners will deliver yachts to Westhaven Marina if berthing is required	Boat Owners
	Set up Race HQ with drinks station	RNZYS staff
	Set up registration tables and packs	CYA committee
1830hrs	Registration	CYA Committee
	Drinks and Food	RNZYS staff
	Skippers briefing on the event programme and safety requirements	CYA Committee & Race Officer

Phase 2: Competition

Date	Time	Activity
Friday 23 February 2024	1430 approx	Race Management vessel departs dock, competitors depart marina berths
	1545	Warning Signal Race 1
	1830 approx	Informal drinks/prize giving at Race HQ

Saturday 24 February 2024	0900 approx	Boats depart for racing area
	1055	First Warning signal - 2 races back-to-back
	1730 approx	Informal drinks/prize giving at Race HQ
Sunday 25 February 2024	0900	Boats depart for racing area
	1055	First Warning signal – 2 races back to back
	1900	Prizegiving drinks and food at Race HQ

Phase 3: Pack Up

Date	Process	Who by
Monday 26 February 2024	Final departure for boats still berthed at Westhaven Marina	Boat owners

3. Event Location

The event will take place on the waters of Waitemata Harbour around Northern Leading beacon. The registration, briefing and prizegivings will be held at Royal New Zealand Yacht Squadron.

4. Event Management Organisation

Event Chairman – Richard Cave 021 524 030

Event & Safety Manager - Joyce Talbot 021 818 448

Race Officer – Celia Carson 027 451 6851

RNZYS Te Kouma - Celia Carson, Joyce Talbot, Ann Hamilton, skipper, crew tba

Mark/safety vessel- RNZYS Tiri or Lion, crew tba

5. Communications

Event Chairman, Event & Safety Manager, Race Officer

Communications are in three forms.

Mobile Telephone - all Personnel

VHF Channel 17 for on water communications and ship to shore

RNZYS UHF Channel – Race Officer, Safety/Mark vessel

Whatsapp groups – skippers/boat owners, event volunteers

On Shore Communications

The main activities to be managed from a Health and Safety perspective are:

Identification of known hazards, mitigation where practicable, communication of them to those that could be affected.

Summoning external assistance if required (ambulance, coastguard, Westhaven Marina Security Channel 13 Ph: 0800 MARINA - 0800 627 462)

Managing shore transfer of affected individuals and rendering assistance until qualified personnel arrive.

On Water Communications

On water communications are primarily by VHF Channel 17. The Race Officer has a direct link to the mark/safety vessel (using UHF) and the racing boats (using VHF).

The backup to VHF is by cellphone.

In the case of an evacuation of a person from the water, the Race Officer will be notified by the boat with the patient, or by the safety/mark vessel, once arrangements have been made via emergency services to receive whoever is to be evacuated.

On water emergency evacuation procedures are detailed in the On - Water Safety and Emergency Plan **Section 9**

6. Medical

Medical evacuation from the water will be to the nearest point of contact on the shore, or as directed by Emergency services.

Club primary first aid kits are onshore in the kitchen and main office. There will be a minimal first aid kit on each RNZYS vessel.

Auckland City Hospital and North Shore Hospital are open for emergencies 24 hours a day.

The Race Officer will have a list of both on-shore and on-water volunteer's names and phone numbers.

"If life is at risk, dial 111"

EMERGENCY SERVICES

- Ambulance, Police, Fire: phone 111
- Maritime Police (09) 357 3470
- Auckland Civil Defence: 0800 222 200
- Coastguard VHF 16 or *500 from a mobile phone or (09) 303 9368
- Harbour Master: 0800 80 60 40 or 362 0397 (Ext 0)

7. Fire Safety

RNZYS has a Fire Evacuation Plan.

In the event of a fire the building occupants will be alerted to a fire emergency by:

- Signs of fire
- Verbally by others
- A fire alarm sounding

If a building occupant discovers or is informed of a fire, activate the audible fire alarm;

- Evacuate the building via the nearest fire exit or other
- Call the New Zealand Fire Service - dial 111
- Assist those needing help once egress routes are clear
- Follow instructions from warden
- Assemble in the designated assembly area in the carpark

8. On Shore Contingency Plans

Site Incident/ Injury

Preparation:

Event and Safety Manager will be the first response to any incident that may occur in the club or marina. This person will also either attend to or make arrangements for further treatment.

Response:

Event and Safety Manager will assess the situation and check for further hazards that may escalate the incident. They will decide whether onsite resources are sufficient or whether additional support is required.

They will be informed of:

1. Location of incident
2. Nature of the incident
3. Type of injuries
4. Any hazards present
5. Emergency access if required

Ensure clear safe access for emergency vehicles is maintained.

Arrange for documentation of the incident with photos.

Tsunami

The nearest place of high ground from RNZYS is Ponsonby Road at the top of Shelley Beach Road.

In the case of an impending tsunami, warning messages and signals can come from several sources – natural, official, or unofficial.

Natural warnings

Natural warning signals may be the only warnings possible for local or regional source tsunami.

Examples of natural warnings include:

- Strong earthquake shaking (i.e., it is hard to stand up)
- Weak, rolling earthquake shaking of unusually long duration (i.e., a minute or more)
- Out of ordinary sea behavior, such as unusual and sudden sea level fall or rise
- The sea making loud and unusual noises, especially roaring like a jet engine.

Response:

When experiencing any of the above go immediately to high ground or, if the surrounding area is flat, go as far inland as possible, evacuating all coastal areas. The first wave may arrive within minutes. Once away from the water, listen to a local radio or television station for information from local Civil Defence about further action you should take.

Even if you do not feel shaking, if you learn that an area has experienced a large earthquake that could send a tsunami in your direction, listen to a local radio or television station for information from the local Civil Defence about action you should take. Depending on the location of the earthquake, you may have several hours in which to take appropriate action.

Official warnings

An official warning from Civil Defence Emergency Management may be given through radio or television broadcasts and emergency services. Warning may also be through siren, telephone, text, loud hailer, or other local arrangements. Race officials may receive warnings from one, or several sources. Respond to the first source; do not wait for more messages before you act.

9. On Water Safety and Emergency Plan

Responsibilities

Competitors:

- To read the Sailing Instructions and Notice of Race and any amendments
- To be aware of RRS 1 and 14
- To attend the competitor briefing
- Make their own decision whether to race
- Are responsible for the wellbeing of their fellow competitors should a safety boat not be in the vicinity to assist
- Understand that if they need help on the water, they should inform their skipper who will use VHF channel 16 for emergency services, or contact the race office on VHF 17
- Understand what to do in adverse visibility – see Adverse Weather below

Event Chairman: Richard Cave

- Welcome competitors
- Give house safety briefing
- Ensure programme runs to schedule
- Make known this Safety Plan to competitors, Race Officer, Event & Safety Manager
- Communicate any hazards ashore and advise competitors

Event and Safety Manager: Joyce Talbot

- Communicate with RNZYS staff and volunteers regarding catering and bar
- Oversee set up of venue
- Oversee competitor entries, registration, enquiries and results
- Manage allocation of prizes
- Oversee on-shore single incident events and rearrange resources accordingly
- Assume control of on shore incidents or where resources need to be reallocated

Race Officer: Celia Carson

- Obtain weather forecasts
- Decision to race
- Run briefings for competitors and on water volunteers
- Oversee the day to day running of the racing
- Communicate with the on-water Race Management Team
- Lead the race management team
- Monitor the fleets
- Liaise with Event Chairman, Event & Safety Manager to ensure everyone is safe
- Oversee results

The Weather

- Forecasts will be obtained from Metservice, Metvuw, Predict Wind and other weather applications
- Committee signal vessel (Te Kouma) uses on board wind speed and direction measurement equipment and receives updates during the day from mark/safety boat in locations around the course.

Limits for racing – as per World Sailing policies:

- lower wind speed 5 knots
- upper wind speed 25 knots

On the Water Procedures

The safety of the course area is the responsibility of the Race Officer from the time the first race management boat leaves the marina until all boats are back at the marina.

Race Management

Race Management Vessels

Both vessels will be crewed by people who have experience at club level.

Personal floatation devices must be worn on all inflatable vessels six metres or less (overall length) at all times except briefly while changing or adjusting clothing or personal equipment.

When the engine is running on RIBs the driver shall be connected to a device that will stop the motor if the vessel driver falls out of the boat or is otherwise not in control of the vessel.

Race management vessels will carry following equipment:

- Life jackets for each crew
- Anchor chain and warp
- Tow rope
- Bailer (Bucket and lanyard)
- Tools, and a sharp knife
- First Aid Kit and sunscreen
- Clipboard, pencil and list of competitors
- VHF Radio – batteries to be fully charged each day
- Fuel – checking refueling each day is skipper's responsibility
- Food and drink
- Fresh drinking water

Race Management & Safety Communications

Each race management vessel shall have a VHF radio with a designated Call sign and, if available, a mobile phone. The RNZYS Sailing office shall monitor Channel 17.

The primary method of communication on the water will be by VHF.

In an emergency – when notified by the emergency service all vessels and shore personnel will listen on the nominated VHF channel.

Decision to Race

The Race Officer will consider whether conditions are appropriate for racing and if the Y flag (wearing of personal flotation) is required.

The Race Officer will confirm that racing will proceed and the time of the first warning signal.

Safety and Mark Boat Procedures

Positions Relative to Fleet

When racing begins the safety/mark vessel will take up their position as delegated by the Race Officer. While the primary responsibility for the safety of racing boats is the race officer, the safety/mark vessels and any other race committee vessels will also share that role if required.

During racing, the safety/mark vessel will assist the Race Officer in the monitoring of the fleet. Keeping track of the racing fleet is a significant aspect of the safety plan.

Incident Procedure

Safety/mark vessels should be vigilant in watching the fleet and responding to anything unusual such as a flapping sail or a boat sailing haphazardly. In the first instance a check should be made that the boat is attempting to remedy the situation. If so, it is likely no further action will be needed. Sometimes approaching the boat and standing by will be the best course of action.

In the event of a person overboard, a safety/mark vessel will proceed to the boat as safely and quickly as possible to the last known position, being mindful of the safety of the rest of the fleet and instigate a search.

Remember: The first thirty seconds in a response where life is in danger is the most important.

If illness or injury requires a sailor to be taken ashore immediately, inform the Race Officer that a sailor needs to be taken ashore urgently. Inform them about the injury or illness and whether on-shore assistance has been arranged, including emergency services.

Procedures for assisting a boat in distress

- Approach and account for all crew
- Stand off on windward side alongside the mast
- Ascertain whether the crew require assistance

Procedures for boats retiring

Boats that retire from a race or return to the marina should notify the Race Officer via VHF Ch17.

If a boat is disabled and requires a tow back to shore, the skipper should arrange this directly with Coastguard on VHF 16, before notifying the Race Officer.

Tsunami

In the case of an official tsunami alert being given whilst on the water, advice will be communicated over VHF 17.

Adverse Weather

If adverse visibility arrives prior to a race, racing will be postponed (AP). If conditions are expected to remain then AP/H will be displayed to take the fleet ashore.

If adverse visibility arrives during a race such that racing is unsafe or unfair the race will be abandoned RRS 32.1(a) (N/H or N/A). Boats will be informed by VHF and/or by notification from the safety/mark vessel.

Emergency Procedures for Injuries Requiring Medical Treatment

Injuries to persons involved in any incident should be responded to by the closest available safety/mark vessel. If it appears that ambulance attendance will be required, the request for such is to be made directly with Emergency services by calling 111 and requesting an ambulance, before advising the Event & Safety Manager on VHF 17.

Unconscious / Significant Injury – Code Red. Immediately inform the Race Officer of your position:

“Code Red, Code Red, this is Boat X and report position three times. i.e., ‘200m south/west of Flax Point buoy’.

Give an accurate position with reference to course marks and report the yacht number/name.

For a person overboard ensure their head is clear of the water. This may necessitate one of the boat crew or safety/mark vessel crew going in the water. If possible, get the person aboard and assess symptoms. If not breathing, commence CPR.

Sailor Missing - Code Red

A boat with a missing sailor is an Emergency.

- Press the MOB function on your GPS if you have one.
- Have a crew member point continuously to the position the person went into the water (if known).

Immediately advise the Race Officer:

“Code Red, Code Red, Sailor Missing, Sailor Missing. This is Boat X my position is” report three times.i.e., ‘200m south/west of Flax Point buoy’

Give an accurate position with reference to course marks and report the yacht number.

The Race Officer will dispatch other available vessels to the area immediately and will advise Maritime Police.

A Safety/Mark vessel will take GPS coordinates of the boat and coordinate grid search. Any spectator vessels will be utilised. Form a search line at 20m centres (90 degrees to the wind)

200 metres downwind and centered on marker buoy. Conduct a sweeping search upwind to the top of course area.

If unsuccessful under the direction of the Race Officer:

- Reform the search line with all other available vessels to sweep whole course down wind
- Form up at a right angle to the course (in line with the wind) and sweep course again
- Search to continue until successful in conjunction with the Maritime Police.

In the case of a missing person, the Maritime Police will be notified immediately. The Maritime Police will take over from the Race Officer to coordinate the continued search and rescue.

The Maritime Police are the Search and Rescue Authority under the National Search and Rescue Agreement and the NZ Government. The Rescue Co-Ordination Centre (RCC) is located at the Maritime Police Headquarters and co-ordination of Marine SAR operations is conducted by qualified staff at RCC.

Debrief in conjunction with the authorities.

[Incident Reporting:](#)

An Incident Report Form shall be completed for any injury occurring on the water or on club premises that requires outside medical treatment. Incident forms are available at the RNZYS Race office. The report is to be submitted to the Event Chairman.