

## 1 Major Incident Procedure

**This plan should be implemented in the event of loss of life, serious injury or there is substantial damage to property and/or the environment at Shropshire Sailing Club.**

The following are examples of serious incidents or accidents:

- An incident leading to a fatality, serious or multiple fractures, amputation or other serious injury leading to hospitalisation.
- Any situation that presents a serious risk to RYA reputation / brand.
- Major damage to vessels afloat or property ashore.
- Circumstances in which a group or individual might be at serious risk of harm.
- Life threatening illness of an individual or group.
- Any adverse situation in which the media are or may be involved.

It is important that a single person is responsible for managing the incident until a senior club officer (table below) has been contacted and has arrived on site or management of the incident has been handed to a designated **Incident Officer** as described in this plan. In the first instance that responsible person would normally be the Officer of the Day (OOD), Saturday Duty Officer (SDO) or Safety Officer (SO). **Until professional care is on site the priority should be the victim and the objective should be to ensure their situation does not deteriorate further.** An Emergency Checklist and Emergency Response Card are available by the club telephone for guidance and assistance.

1. Stop all water based activities immediately; ask everyone other than those directly involved or witness to the incident to pack up and go home. Remind people not to use social media to publicise the accident.
2. The Incident Officer will brief the Emergency Services when they arrive on site.
3. **In the event of a fatality do not contact the relatives if they are not present at the club** – the police will undertake this role by sending officers to inform the relatives in person. This process may take some time if next of kin do not live locally.
4. Contact the most senior club officer available (work through the table below from the top). If the incident occurs during an RYA Training Course you must also contact the Training Principal.

Club Officer	2016/18	Telephone
Commodore	Chris Cater	h: 01691 624745 m:07885 188224
Vice Commodore	Colin Smith	h: 01939 251138 m:07837 194602
Rear Commodore	Brian Rapson	h: 01743 272650 m:07976 615310
Training Principal	John Ridgers	h: 01691 653128 m:07908 485421
For a full list of General Committee members please see separate sheet.		

5. The Commodore, or most senior club officer in the Commodore's absence, shall take responsibility for management of the incident or nominate someone to do so. This person will become the **Incident Officer**.

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6. The **Incident Officer** will appoint someone to manage an incident log and respond to all enquiries to ensure the club responds with one voice and in a consistent manner.
7. The **Incident Officer** should seek to understand what has happened; ask for witnesses and take statements. Take photographs if practical and prepare a report on what happened, however simple and support with drawings.
8. No Club Officer should admit responsibility either personally or on behalf of the club. Do not hold a press conference even if under pressure to do so. A simple “It would be inappropriate to comment further until we’ve had the opportunity to consider all the factors contributing to the incident” **Never give out the name of the incident victim even if the press appear to know; it is very important the relatives hear of the incident from the police first.**
9. The **Incident Officer** should consider contacting the Club’s Insurers on the next business day: Groves, John and Westrup Ltd 0151 473 8000 (Business Hours).

During or following a major incident, the club may consider contacting RYA Training for guidance. **(0844 556 9528 or 023 8060 4181).**

RYA Press Office (Business Hours) **023 8060 4209.**

Outside these hours: **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.

Health and Safety Executive

Reporting of fatal and major injuries only – call the Incident Contact Centre on **0345 300 9923** (Mon-Fri 08.30 – 17.00). 24/7 Duty Officer: - **0151 922 9235**

All Club Officers and RYA Instructors should be familiar with the RYA guidelines regarding “[Dealing with a Major Incident](#)” and [RYA TG14-15](#) are obtainable from the RYA and club websites (A copy is also held in the RYA Training Centre Master File).

## 1.1 Emergency Checklist

		Tick
<b>PROTECT LIVES</b>	<ul style="list-style-type: none"> <li>• When advised of an emergency situation, act as quickly, calmly and as effectively as possible.</li> <li>• Provide emergency first aid.</li> <li>• Protect individuals from further harm.</li> <li>• Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved.</li> <li>• If lives are at risk or there is serious injury, contact the emergency services.</li> <li>• Isolate the cause of the incident (e.g. turn off electricity, isolate gas)</li> <li>• Clear the water of boats as necessary, while you deal with the incident.</li> <li>• Evacuate the premises as necessary.</li> </ul>	
<b>TAKE CONTROL</b>	<ul style="list-style-type: none"> <li>• The Officer of the day (OOD) or, if operating as a Training Centre, Principal / Chief Instructor, will take immediate charge of the situation until an incident co-ordinator and incident log recorder are appointed.</li> <li>• Appoint a small management committee, with outside advisors to support the incident co-ordinator if required – dependant on the severity of the incident.</li> <li>• If there is fatality, the prime responsibility for notification of next of kin lies with the Police.</li> <li>• Maintain a record of key information, actions and communication with the media using an incident log sheet.</li> <li>• Retain all equipment such as boats, buoyancy aids or life jackets, safety equipment etc involved in the incident in an unaltered condition so that an investigation can take place.</li> <li>• Protect and ensure the welfare of all those involved and any witnesses.</li> </ul>	
<b>INFORM AGENCIES</b>	<ul style="list-style-type: none"> <li>• Make sure you have the following information: what the problem is, you location, how many are involved, when it happened. Refer to the Emergency Response Card for guidance.</li> <li>• Liaise with local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media.</li> <li>• Notify the relevant RYA Senior Manager and if there is a press interest, the RYA Communications Team.</li> <li>• Determine if you need to contact other agencies?</li> <li>• In the UK, if it is a water-based incident on a coded vessel, you are legally required to inform the Maritime Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats (as is the case for Shropshire SC) this is recommended but is not a legal requirement.</li> <li>• If the incident involved is a work-related fatal or major injury, you must inform the Health and Safety Executive.</li> <li>• Where a school or a youth organisation is involved then notifying the Adventurous Activities Licensing Authority (AALA) should be considered.</li> </ul>	

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		Tick
<b>MEDIA RESPONSE</b>	<ul style="list-style-type: none"> <li>• Do not proactively approach the media. If the media take an interest, appoint one person to deal with them; this person will be designated as the <b>only</b> person to make any public statements to the media.</li> <li>• Don't allow well-meaning but ill-informed members, volunteers etc. to make public comments.</li> <li>• Contact the RYA Communications Team for assistance and guidance with handling the media.</li> <li>• Make sure that your key facts are up-to-date and ready to hand.</li> <li>• Manage any media that are on site – if necessary provide a room or area away from the witnesses, victim's relatives and other participants.</li> <li>• Do not publicise or confirm the name of the casualties until the Police have confirmed that the next-of-kin has been informed, even if the press appear to know who it is.</li> <li>• Do not be drawn into speculating about causes, blame or possible outcomes.</li> <li>• If necessary the RYA Communications team can arrange interviews or a local press briefing; larger incidents may require a formal press conference.</li> <li>• Remember – declining an interview or say “no comment” will almost certainly look like you have something to hide. It is far better to give a factual response such as “It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to the incident”</li> <li>• Remember, if you do not provide a comment when asked to do so the media will speculate!</li> <li>• Never lie to the media about something you know to be factually correct.</li> <li>• Be accurate in what you say and respect the families of those involved. Remember that rumour spreads quickly!</li> <li>• “Pity, Praise and Promise” is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping with the recovery – they may be members or the emergency services; and promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the risk of it happening again.</li> </ul>	
<b>POST INCIDENT</b>	<ul style="list-style-type: none"> <li>• Keep the incident log safe for future reference as required.</li> <li>• Complete the Accident or Near Miss form accordingly.</li> <li>• Arrange a debrief of all members and identify any additional member welfare needs (e.g. counselling) or rewards.</li> <li>• Use information gained from the debrief to review and update your Emergency Action Plan.</li> <li>• After the incident, review and critique your safety procedures and equipment.</li> </ul>	

## 1.2 Emergency Response Card

Name of Organisation: Shropshire Sailing Club  
Whitemere  
Spunhill  
Nr. Ellesmere  
Shropshire  
SY12 0HU

Lat/Long: N52 53.57 W002 52.33  
OS Map Reference: SJ414332  
Telephone No: 01691 624065

### Emergency or Life Threatening Injury – Key Steps

1. Render assistance
2. Make contact with volunteers, coaches, instructors for assistance and incident log recording.
3. Call for Help and Emergency Medical Attention
  - 999 or 112 - Police, Ambulance, Fire
4. Monitor and administer first aid
5. Send someone to meet the emergency service at the crossroads with the A528 and another person to the gate entrance.
6. Transfer injured to care of Emergency Team
7. Inform key people:
8. Complete an Incident Report

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Commodore	Chris Cater	h: 01691 624745	m:07885 188224
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For a full list of General Committee members please see separate sheet.

### Be prepared to tell the Emergency Services

- Who you are; your name and call back number.
- Current location of injured person.
- The planned location of the injured person.
- Age/gender/number of injured people.
- Type of injury/situation.
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### Emergency Response Pick-Up Location



Crossroads  
with A528

Club  
Entrance

A528  
Ellesmere -  
Shrewsbury



#### 1.4 Full List of General Committee Members

<b>Club Officer</b>	<b>2016/18</b>	<b>Telephone</b>	
Commodore	Chris Cater	h: 01691 624745	m: 07885 188224
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Rear Commodore	Brian Rapson	h: 01743 272650	m: 07976 615310
Training Principal	John Ridgers	h: 01691 653128	m: 07908 485421
Hon. Treasurer	Tim Allan	h: 01939 220744	m: 07802 923369
Hon. Secretary	Jim Simpson	h: 01939 261021	m: 07818 458495
Membership Secretary	Chris Endacott	h: 01743 361796	m: 07860 636465
GC Member	Mike Davy	h: 01829 270614	m: 07802 591068
GC Member	Kieran Dwyer	h: 01691 774223	m: 07580 022890
GC Member	Roger Hilliard	h: 01691 830837	m:
GC Member	John James	h: 01939 200212	m: 07725 039777