



Major Incident Policy

(Issued March 2021)

Major Incident Policy:

A major incident is an event that has caused or is likely to cause a significant injury to one or more people and is beyond the resources available in the Club to deal with safely.

Initially one must dial 999 and request assistance from the emergency services as soon as a major incident occurs.

999 will connect with the Coastguard.

This policy will be reviewed on an annual basis or in the event of any major incident occurring.

Assuming Responsibility:

"The most senior club member present will assume responsibility, for the following guidance procedures and will announce this leadership clearly. They will site themselves so they can direct activities and other club members can find them easily. This should ideally be a Flag Officer or member of the Executive Committee."

In the event that a major incident occurs whilst racing or an official training session is taking place, then the Race Officer, Sail Training Principal or Chief Instructor will have to prioritize the safety of sailors and others on the water in their care and would not therefore be best choice to take charge of the incident.

Guideline Procedures for Major Incident:

If the incident is at sea

- Appoint spotters to monitor positions of all people at risk
- Note the position (transits) and number of persons in the water
- If the RIBs are unable to effect rescue of all casualties call the coastguard, providing as much information as possible. The use of a mobile phone is preferable or there is the telephone handset outside the female changing rooms or the telephone handset in the main clubhouse lounge by the galley door.
- Direct teams/boats to effect rescue/initiate search only if safe to do so
- Station someone at the RVP outside the front of the club/or on the water's edge, as appropriate, to direct the arriving emergency services by road/sea.
- Evacuate as necessary to give emergency services easy access.
- Seek first aid assistance if appropriate. Club first aid kit and Automatic External Defibrillator (AED) are situated on the ground floor beside the course board adjacent to the back door.
- Call all boats off the water unless this would compromise the rescue and care of casualties. Boats are called off the water by flashing all starter lights and with a continuous blast on the klaxons. Hoist flags N over H and inform the Safety Boats of this instruction.
- Boats landing should be kept away from the incident.

If the incident is not at sea or if the RIBs can bring casualties ashore

- Call the emergency services, providing as much information as possible. The use of a mobile phone is preferable or there is the telephone handset outside the female changing rooms or the telephone handset in the main clubhouse lounge by the galley door.
- Station someone at the RVP outside the front of the club to direct the arriving emergency services.
- Evacuate as necessary to give emergency services easy access.

- Seek first aid assistance if appropriate. Club first aid kit and Automatic External Defibrillator (AED) are situated on the ground floor beside the course board adjacent to the back door.
- If it is not possible to maintain the safety of boats on the water:
 - Call all boats off the water by flashing all starter lights and with a continuous blast on the klaxons. Hoist flags N over H and inform the Safety Boats of this instruction.
 - Boats landing should be kept away from the incident.

General procedures

- Give priority to personal safety and saving lives over equipment and boats.
- Only stand down if directed to do so by the emergency services. The incident is only over when all personnel are accounted for and there is no further danger and all concerned are fully advised (e.g. families of all casualties).
- Keep emergency services up to date with developments.
- Co-opt a beach party to assist boats coming off the water and keep them clear of the incident.
- Make clear notes of actions taken, event happenings, times etc.
- Collate a list of all casualties and possible missing persons from the Membership List, visitors' book, race entry sheets etc. A Membership List containing home addresses and emergency contact numbers is located in the Lower Starters Box.
- Note hospitalisation details of casualties.
- Keep all notes and review the policy after an incident and amend if necessary.

Incident Action Plan

YES

MAJOR Incident declared

Does the incident require the assistance of the emergency services?

Has the incident caused, or is likely to cause, significant injury or loss of life to one or more people?

No

MINOR Incident declared

First Response - Dial 999

The Flag Officers/Race Officer, or if operating as a Training Centre Principal/Senior Instructor, present will take immediate action and inform the appropriate emergency services.

They, or an appropriate member they have delegated, will act as Incident Co-ordinator until the emergency services arrived to take charge of the situation.

Administer appropriate First Aid.

Report incident to Flag Officers/Race Officer/Sail Training Principal/Senior Instructor and record all actions taken in the accidents & injuries book.

Advise next of kin if appropriate & parents/carers for children.

Inform

Inform emergency services on 999 the circumstances of the incident, the number of casualties and the severity of their injuries and the risk to life. Remain on the phone until emergency services arrive.

Give address of Bexhill Sailing Club, De La Warr Parade, Bexhill-on-Sea, TN40 1LA.

Station an appropriate member at the front of the club to await emergency services.

Ask emergency services which hospital the casualty will attend.

Do you need to contact any other agencies; i.e. Environment Agency, Electricity Company?

Protect

Protect individuals from further harm and ensure own life is not at risk.

Provide emergency first aid if necessary.

Isolate the cause of the incident, i.e. turn off electricity or other utilities .

Evacuate the premises as necessary using the Fire Muster Point.

Clear the water of boats as necessary whilst dealing with the incident.

Record & Prevent

Make notes of the incident or complete an Accident Form where necessary and pass the completed records to the Club Secretary / Principal.

Assess cause of incident, rectify issues and review policy where necessary to prevent future incidents.

REVIEWS	
DATE	SIGNED