



Wilsonian Sailing Club

Major Incident Policy

Aim

The aim of this policy is to assist all persons involved in a major incident to give guidance on the management of such a situation to affect the best possible outcome. The safety of all is paramount this includes participants, instructors, members of the emergency services and the general public.

If an incident occurs where the emergency services are called it may or may not be deemed as a major incident.

A major incident may be judged to be when there has been a serious injury that threatens life or loss of limb or multiple casualties.

The Emergency plan flow chart *WSC RTC 01 Emergency Services Call Out* document shows the steps that should be taken to gain assistance in the event of an emergency or major incident.

The advice below, provided direct from the RYA, must be followed once a major incident has been identified.

Advice to Principals of RYA Training Centres

These notes give guidelines in the aftermath of a major accident.

1. Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
2. Get a statement from competent witnesses
3. Remove the instructor and key witnesses from the school to a place you can talk to them away from the press.
4. Produce a written statement that you can give to the press.
 - E.g. "**** sea school regret to announce the death of a crew member who fell overboard at night from a training yacht.
 - When
 - Where
 - Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).
5. Don't hold a press conference
6. Decide who will speak to the press
7. Don't allow well-meaning but ill-informed staff to make public comments.

8. Try to keep a record of whom you have spoken to, who has contacted you etc.
9. Inform RYA Training (023 8060 4181) who can assist with compiling your statement to the press.
10. If the rescue services have been involved the press will have probably obtained some information from them.
11. If there has been a fatality the police will contact the Training Centre and inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.
12. If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phone on 023 8023 2527. They will inform you within 28 days whether they intend to investigate.
13. Keep any relevant equipment e.g. Lifejackets, logbooks etc
14. If required send a report to the MAIB (refer to RYA booklet G27).
15. Complete the club incident report, attach copies of sailing instructions, risk assessments and sop's to the report.

Major accidents at RYA Training Centres are very rare but if you are ever unfortunate enough to be involved in one, it helps if:

- your paperwork is up to date e.g. you have a contact number for the next of kin .
- your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

