

CVSS

Sailing for People with Disabilities

Accident, Emergency & Fire Procedures

CVSS SERIOUS ACCIDENT/INJURY/HEALTH EVENT ACTION PLAN

If someone with CVSS is taken ill or hurt on land talk to them/their parents/carers and establish how ill they feel, if it is part of an on-going condition etc. If they look really ill or they say they are then-

1. If you are not the shore officer or leader quickly pass this information to one of these people
2. Leader/Shore Officer should make a quick (though reasoned) decision with the sailor and the carers (if appropriate) if emergency services are required.
3. If the decision is “yes,” decide who from CVSS is now going to be responsible for handling the management of the situation.
4. Use the BLYM landline **01923 772015** to telephone the emergency services (ES) Tel no 999. The handset can be taken outside the building with you if necessary (the base unit has a long range). The ES will want to know which service you require, the telephone number you are ringing from, the location, the nature of the problem

LOCATION OF CVSS

“CVSS IS AT BURY LAKE YOUNG MARINERS THE SAILING CLUB IN THE AQUADROME, RICKMANSWORTH, POSTCODE WD3 1NB.

TEL: 01923 772015

(you may also give CVSS mobile no 07756 442721 if you have that phone to hand, or that of your own mobile)

DIRECTIONS: FROM A404 GOING NORTH FROM BATCHWORTH HILL TAKE FILTER LEFT ONTO HAREFIELD RD, PASS TESCO, TURN NEXT RIGHT INTO FROGMORE ROAD AND INTO THE AQUADROME, CROSS THE BRIDGE OVER THE CANAL. AS THE ROAD APPROACHES THE CAR-PARK YOU WILL SEE A ROAD WHICH REQUIRES A RIGHT TURN THROUGH A METAL GATE, MAKE THAT TURN. GO THROUGH THE GATE AND PROCEED DOWN THE ROAD. BE AWARE THIS ROAD IS A FOOTPATH. DRIVE TO THE END OF THE ROAD YOU WILL SEE THE

SAILING CLUB.” TAKE THE BLYM PHONE WITH YOU OR ASSIGN SOMEONE TO ANSWER IT IF IT RINGS

5. Send someone to go to the gate with a key to either open the gate or, if it is open, direct the ES. If you are alone enlist a member of another group at the base or a member of the public to help OR warn the ES you need the police to come to collect a key from you if you are unable to leave the victim

6. MEANWHILE ..

If the victim is in/on the water ensure their safe return to the jetty. (See Retrieval of Man over Board procedure if this is appropriate.)

If the person is in a boat and they /you/the carer have any doubts DO NOT remove them from the boat, await the arrival of the ES (e.g. the victim is unconscious/ dizzy/fitting or may have had a stroke or heart attack).

If the person is not breathing and you can get them out of the boat safely you should do so and apply CPR

IF THE SAILOR IS USUALLY HOISTED TAKE THE BOAT TO THE HOIST so that it can be used if ES decide it is required.

Consider taking any boat with an immobile, ill sailor to the hoist point at a CVSS jetty if the emergency services are not already present. Discuss this option with them if they are.

7. Ensure appropriate first aid is given

INCLUDING USING THE DEFIBRILATOR IF THIS IS INDICATED. Defibrillator is located in the clubhouse in the cabinet. Follow the “voice” instructions

8. Ensure all CVSS on site are aware there is an ongoing incident

9. Liase with BLYM warden/ other groups on site; be clear what help/support you need

10. Make appropriate arrangements for other CVSS sailors/groups on site- this may include clearing the water if the incident/accident requires more CVSS personnel to deal with it than are available if normal sailing continues

11. Ensure any group leaders/family /carers of the incident/accident victim who are on site are informed/involved in decision-making

12. Continue to support the victim.

13. When the ES arrive be prepared to give a brief description of events. If a carer/parent is present they should be able to provide a health history or the sailor may be able to do so

14. The ES will decide on treatment/how to remove the sailor from the boat but be prepared to give brief information about our resources, hoist, slider boards etc. Do not assume they understand our boats explain briefly about the keel, slipway etc
15. Make arrangements to ensure that others accompanying the victim are cared for e.g. if there are other children in the group ensure they are supervised but kept out of the way, provide them with drinks etc. If an elderly/vulnerable person is accompanying the victim watch them for signs of shock
16. If the sailor needs to be taken to hospital and is alone, or the carer is unable to accompany the sailor, appoint a CVSS volunteer to accompany but make arrangements about how they will get home- CVSS will pay for taxi etc
17. If the sailor is alone try to find out who should be contacted and make contacts
18. Give the victim's carers a CVSS contact number (the group leader's or shore officer's number if they can be available) and/or 1 of the trustees tel nos for contacts later. Give the CVSS mobile number as well if sailing is continuing for some time
19. Complete Incident or Accident form ASAP, include time/date and details. If forms are unavailable write all information down. BLYM will need a copy of this material, as will the CVSS Trustees
20. Remind CVSS present of confidentiality rules
21. Inform CVSS Trustee for Health and Safety/ Chair as soon as is practicable SEE CVSS "Incident Procedure"

Accident procedure – Minor Accident

- Carry out first Aid to the best of your knowledge and experience
- Remember to wear gloves
- Do not administer any pills or lotions
- At the first available opportunity fill in the Accident Book
- Advise victim to go to Dr /Minor injuries clinic at Mount Vernon Hospital on A404 at Northwood (top of Batchworth Hill) HA62RN. Open every day 9-8pm 01923 844201. (Advise to tel first to confirm it is open)

FIRE AND EVACUATION PROCEDURES GROUPS

Each SGL and sailing member has acknowledged receipt of the safety document at the beginning of the sailing season (sent with membership form)

Whilst CVSS will attempt to brief groups at the beginning of the season it is the responsibility of person identified to CVSS as SGL to ensure that those acting in that capacity throughout the season are made aware of the procedures and that staff/carers accompanying groups are briefed. CVSS cannot brief at the beginning of each visit.

INDIVIDUAL SAILORS

Each sailor has acknowledged receipt of the safety document at the beginning of the season. Carers/parents of the sailor are expected to have read this and to act in accordance with it, under the direction of the leader.

Fire Procedures

The fire alarm is the continuous ringing of the fire bell situated by the fire exit double doors in the briefing room.

Evacuation procedures

- On hearing the fire alarm, the base (clubhouse) should be evacuated immediately to the assembly point.
- The assembly point is the grassed area by the BLYM car park.
- SGL are responsible for accounting for all members of their group and will report information to the CVSS SHORE OFFICER.
- Individual sailors will report to the Shore Officer
- The Shore Officer will report to the Leader or his/nominated representative who retains overall operational control.
- No person may re-enter the premises unless instructed to do so by the Leader.

You may need to evacuate the water.

CONSIDER whether returning sailors to the area of the clubhouse is the best option. Would it be safer to keep the boats on the water, or perhaps sail the boats to the most distant area of the lake? Keep safety boats informed as far as possible so they can reassure sailors.