BAY of ISLANDS SAILING WEEK Inc

HEALTH AND SAFETY AND EMERGENCY RESPONSE PLAN

Reviewed 2024

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1. Introduction

1.1. Foundation

This document applies to Bay of Islands Sailing Week (Inc.) and acts as a guide and reference for communication and safety procedures during an incident or emergency.

Main points from this document will be explained to participants via briefings. The document is accessible on the Bay of Islands Sailing Week website and located in the Race Hut during the event.

The Bay of Islands Committee and Race Management Committee has:

- Spent time considering what risks are associated with the event. This includes racing and shore-based social events. Things considered were:
    - Risk Assessment Requirements.
    - Harbour Master approval.
    - Event Permits.
    - Legal Responsibilities.
    - Public Information.
- Put in place written documentation regarding safety and safe operating procedures, including:
    - Racing.
    - Rules.
    - Safety Briefings.
    - Maritime Rule and bylaws.
    - Guidelines for vessel use.
    - Training of officials.
    - Accidents.
- Drawn up a list of potential hazards and procedures to minimize or manage those hazards.
- Reviewed its safety plan as part of our annual duties.
- Where necessary sought the independent advice of legal professionals, liquor licensing authority, the Department of Conservation and the local Harbour Master with regards to the event.

All Bay of Islands Sailing Week committee members need to be aware of systems and procedures for dealing with minor and major incidents that may occur.

All skippers have agreed to the conditions of sailing in this event.

There is safety equipment as per Appendix A on board all event-managed vessels and race committee vessels.

1.2. Organising Authority

The Bay of Islands Sailing Week (Inc.) committee are the organising authority of The Bay of Island Sailing Week, in conjunction with the Opua Cruising Club, Russell Boating Club, Bay of Islands Yacht Club and the Kerikeri Cruising Club.

Address for all correspondence pertaining to the event:

Bay of Islands Sailing Week (Inc)
PO Box 45,
Opua 0241
Bay of Islands

Email: admin@bayofislandssailingweek.org.nz
Phone number: +64 27 426 3575

1.3. Event Management Organisation

The event headquarters (Event Base) for 2025 is located at the Opua Cruising Club and adjacent car parking and grass area, Baffin Street, Opua 0200.

Responsibility	Contact person	Contact info
Event Director and Principal Race Officer	Ian Clouston	email: ianclouston@xtra.co.nz ph: +64 27 494 7531
Mark Laying and Official Vessels Manager, On-Water Volunteer Coordinator	Ross Johnston	email: te_papa@hotmail.com ph: 021667103
Race Officers	Megan Kensington Celia Carson Sacha McGregor	ph: 021306180 ph: 0274516851 ph: 0274441070
Event Administrator and On-Shore Volunteer Coordinator	Evita Zarina	email: admin@bayofislandssailingweek.org.nz ph: 0274263575

1.4. Communication

Regular communication between the Event Director and the incident must be maintained at all times.

Forms of communication:

- WhatsApp groups
  - BOISW fleet
  - BOISW on-water volunteers
  - BOISW on-shore volunteers
  - Bay Week Committee
- Mobile Phones
- VHF

If the first point of contact from an incident is from a phone, it is vital that the phone number is recorded for further communication.

A full list of contact numbers of maritime emergency contacts and emergency services is listed in Appendix E of this document.

1.5. Medical emergency

First Aid kit is situated in the Race Hut at the Event Base. Bay of Islands Sailing Week staff will check with the racers and volunteers upon registration or at the main briefing for any qualified medical personnel that may be able to assist in an Emergency.

If life is at risk, dial 111.

- Say 'mayday, mayday, mayday' and state your vessel name and location, then repeat three times.
- If possible please provide details of the emergency.
- Keep calling until you get a response and follow any instructions.

A useful resource is the Good Sam app, which can be accessed by the Administrator to alert medical professionals and first responders in the vicinity to a medical emergency. This is useful for land-based emergencies and for maritime incidents when ambulance services are delayed. The app can be downloaded at goodsamapp.org.

If the emergency is on-board a vessel and an ambulance is required, the preferred pick-up points depending of the vessel's location are:

- Waitangi Wharf
- Paihia Wharf
- Opua boat ramp

At these locations, there should be unobstructed access for both the Ambulance and the Vessel. If possible, the Event Director will meet the vessel and debrief everyone involved if required.

A full list of local hospitals and medical centres with contact numbers and addresses is listed within the Appendix E of this document.

A list of AED locations in Paihia, Russell and Opua can be found in Appendix F of this document.

2. Recommended action for emergencies

2.1. On-shore emergencies

Main activities from a health and safety perspective are:

- identification of known hazards, mitigation where practicable, communication of them to those that could be affected.
- Getting external assistance if required.
- Managing transfer of affected individuals and rendering assistance until qualified personnel arrive.

2.1.1. Site Injury / Incident

Should any incidents occur please contact either the Event Director or Event Administrator.

Response plan:

Event Director or Event Administrator to:

- assess the situation and check for further hazards that may escalate the incident.
- Fill in the Incident Report Form. It may be filled in by any of the committee members

present and handed to the Event Director.
- Ensure clear and safe access for emergency vehicles is maintained.
- Document the incident and take photos for the report.

2.1.2. Tsunami

The warning can come from several sources: natural, official, unofficial.

An official warning from Civil Defence Emergency Management may be given through radio or television broadcasts and emergency services. Warning may be also through a siren, telephone, text, loud hailer, or other local arrangements.

The general plan in Opua is to sound the alarm (automated coastal alarm) and evacuate the marina by BOI Marina Opua staff.

Race officers may receive warnings from one or several official sources. Respond to the first source; do not wait for more messages before you act.

Committee to keep in contact with Harbour Master regarding updates.

Response plan:
- Evacuate the Event Base and go to a high ground – Opua School on Franklin Street.
- Administrator to close and lock the event base gate and go to a high ground.
- Listen to a radio/tv/mobile phone message for information from a local Civil Defence about further actions.

2.1.3. Fire

In case of a fire in the Event Base or nearby area, follow the Fire Evacuation Plan from Opua Cruising Club found in Appendix G of this document.

Response plan:
- Evacuate the event base.
- Call the New Zealand Fire Service - dial 111.
- Assist those needing help.
- Follow instructions from a warden.
- Assemble in the designated assembly area in the car park in front of the Maritime building.

2.2. On-water emergencies

If you have an accident or injury while on the race course or going to or returning from the race area and outside assistance is required, the following actions should be taken:

- If there is an imminent threat to life and immediate assistance is required, use the Mayday procedures on VHF channel 16.
- **If you require on water assistance, please phone *500.**
- **If life at risk, dial 111.**
- Otherwise contact Coastguard:
    - Bay Of Islands Coastguard VHF channel CH 04
    - Bay of Islands Coastguard Office 09 407 4071

If you are unable to contact the Coastguard, please contact the Event Director.

When contacting Coastguard and/race officers/Event Director, please advise the nature of the problem, giving as much information as possible, including:

- Name of vessels(s) involved.
- Current location.
- Nature of incident.
- Details of any person(s) injured.
- Details of damage to boat(s).

If you have to retire from a race or leave the race area, advise the race officer on your course on the VHF channel assigned to that course area. Please avoid calling the race officer while he/she is starting a race or setting a course.

The Incident Report form for on-water vessel incidents is Skipper's responsibility to fill out and hand it to the Race Office. Incident Report Forms are included in the registration pack for each vessel. More forms are available at the Race Hut.

A sample of the Incident Report Form can be found in the appendix of this document.

3. Areas Considered

3.1. Emergency categories

An emergency incident could be maritime, or land based, as well as an outside factor such as natural disaster, tsunamis, flooding, bush fires etc. To categorize them, two severity categories are used.

Minor - no serious injuries or deaths occurred, pickpocketing, and media attention is unlikely. Minor incidents are still required to be reported to the Committee at the earliest possible time.
Examples: food poisoning, sunburn, sea-sickness, small injuries, pickpocketing etc.

Major - involves major safety concerns, serious injury or death, heavy theft and there is a high potential for emergency services and/or Media attention.
Examples are: man overboard, medical emergency, vessel collision, robbery, natural disaster, fire, and major injury, as well as equipment theft.

The following is a list of areas for consideration when establishing what hazards and risks occur in and around the Bay of Islands Sailing Week. These things have been considered to ensure a safe operating plan and policy for the event.

3.2. Potential Risks for All On-Shore Event Participants, Organizers & Volunteers

Potential risk	Severity	Action	Resources	Person Responsible	Time Frame
Cuts from broken glass	Minor	Provide waste bins for disposal. First aid help	First aid kits, gloves, bags, bucket in the Race Office.	Bar Manager	ASAP
Sunburn	Minor / Major	Ensure sun cream is available, and suitable clothing - extra sunscreen in Race Office	Hats, suncream Suitable clothing	Each individual Committee	As required
Theft of equipment and boats	Minor	Discuss at briefing. Encourage sailors to take loose equipment home. Ensure last out of office/bar locks up. Ensure the marina berth access code is not shared with anyone but crew.	N/A Security Guard	Boat owners Committee	Briefing
Intoxicated participants	Minor	Bar managers acts in accordance of Liquor Licence application, involve Security Guards if required	N/A	Bar manager Security Guard	ASAP
Fire in marquee	Major	Act as per clause 2.1.3. - Evacuate the event base. Call the New Zealand Fire Service - dial 111. Assist those needing help. Follow instructions from a warden. Assemble in the designated assembly area in the car park in front of the Maritime building.	Fire Extinguishers located in Race Office	Committee	ASAP
Electric Shock	Major	Ensure no exposed wiring in marquee or around offices. Ensure first aid help. Call 111.	First aid kit in the Race Office	Committee	ASAP
Danger to sailors, officials, spectators, and equipment from vehicles inside event base.	Major	Limited vehicle access to event base.	Signage & fencing Parking permits	Committee	Each event
Falling from seawall	Major		First Aid kits in race hut	Committee	As required
Wind damage of marquee	Major	Assembly area Use reliable and appropriate weights	Event people, emergency services	Committee	As required
Boat ramp	Minor/Major	Discuss at volunteer briefing.	N/A	Committee	Briefing

Public segregation from participants	Minor	Use fencing and clearly marked entrance/exit 24/7 monitoring - presence of security and/or event management	N/A	Committee, Security Guard	24/7
Noise for residents	Minor	Wednesday and Friday night live music finished by 10pm and limited noise from DJ after 10pm Bar closing times no later than Tuesday 23rd Jan 2024 - 9pm Wednesday 24th Jan 2024 - 11pm Thursday 25th Jan 2024 - 11pm Friday 26th Jan 2024 - 12am	Security Guard DJ	Committee, Bar Manager	As required
Unauthorized people accessing boats on marina	Minor	Handout the access code to limited number of people	N/A	Committee, Security Guard	Pre-event, briefing
Keeping vehicles off reclamation	Minor	Follow FNHL and BOI MARINA instructions Use signage and/or direct people	N/A	Management overview	Pre load in/ load out, briefing and as required

3.3. Potential Risks For All On-Water Event Participants

Potential risk	Severity	Action	Resources	Person Responsible	Time Frame
Collision of boats and/or vessels	Minor / Major	Assess and treat if minor. If major contact Race Officer and/or Coastguard	Must carry a first aid kit and working VHF. Sailing Instructions, coastguard, race support vessels Boat safety standards	Boat owner/ skipper Committee	ASAP
Fire or explosion on boat/vessel	Minor / Major	Depending on seriousness, get the crew off the boat/vessel, call the Race Officer, Coastguard, and 111	First aid kit, working VHF radio Coastguard Sailing Instructions	Boat crew Owner/ skipper	ASAP

Man overboard	Minor / Major	Advise other boats, race committee, and Coastguard (if necessary) by VHF Retrieve a person from water. If injured, give on-board first aid.	Sailing Instructions VHF radio Coastguard First Aid kit	Boat owner/ Skipper Committee	ASAP
High winds	Minor / Major	Update weather on the noticeboard and social media, use heavy weather courses	Sailing Instructions	Committee	Morning briefing
Boat running aground	Minor / Major	Call the race officer or coastguard	VHF radio Mobile Phone	Boat owner/ Skipper	As required
Abandonment due to high winds	Major	Notify all boats/vessels	VHF radio Flag signals	Committee	As required
Risk of injuries when launching sport boats and vessels	Minor / Major	Assess and treat if minor. If major - contact Event Director	First aid kits	Committee	As required
Shipping	Minor	Notify all boats, and committee vessels	VHF radio, Harbour Master, Fullers	Committee	As required Morning briefing
Anchor puncturing vessel	Major	Call the race officer & event safety vessel	VHF radio Coastguard	Committee	As required
Sunburn	Minor / Major	Ensure sun cream is available, and suitable clothing	Hats, suncream Suitable clothing	Boat owners, skippers, crew Committee	As required
Poor radio contact with race officers and safety vessels	Major	Spare radios and cell phones, recharge all each night	VHF radios Mobile phones	Boat owners and skippers Committee	As required

4. Media Communications

To protect the privacy and welfare of the committee, volunteers, and racers all media comments will be through Bay of Islands Sailing Week's spokesperson. In instances where other involved people are approached by the media, all inquiries are to be forwarded to the spokesperson and further communication will be guided by them.

Bay of Islands Sailing Week Committee encourages everyone to decline to post on social media regarding the incident.

Bay of Islands Sailing Week spokesperson
Publicity and Media Liaison
Jacob Fewtrell
email: media@bayofislandssailingweek.org.nz
phone: +64 28 414 9800

5. Post emergency

Following any major emergencies, an operational assessment will be carried out of how the situation was handled. An internal investigation will be carried out, review of the incident and this plan will be done as well as recommendations made as necessary on lessons learned.

It is the responsibility of the skipper of the boat/vessel to report all incidents to Maritime NZ.

Bay of Islands Sailing Week (Inc.) has a legal obligation to inform third parties in many situations such as Maritime New Zealand or the Police. This will be done by the Event Director.

Committee members will be assigned to follow up with the people involved post incident.

Third parties may require their own incident report to be filled out. This to be confirmed on a case-by-case basis.

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Appendix A
Manning & equipment levels for official vessels

MANNING STANDARDS

The committee is satisfied that the crew/person of each safety patrol vessel is adequately experienced to handle the type of vessel and conditions that may be encountered.

It is recommended that the crew have appropriate first aid skill for the activity that they are under-taking.

Crew should have knowledge of the collision prevention rules, appropriate rescue and recovery techniques', danger of overloading, local conditions and hazards etc.

MAINTENANCE

Each patrol vessel is checked to ensure it is in suitable condition for the purpose.
In the event of a serious incident, the On Water Coordinator or PRO will complete an Incident Report Form.

SAFETY EQUIPMENT

Vessels operating in Sheltered waters (Harbour) or close to shore:

- 1 lifejacket or equivalent personal buoyancy (PDF) device per crew member
- These shall be always worn while afloat if the boat is under 6 metres
- Adequate bailer or pumping system
- Anchor and adequate chain and warp
- Paddles or oars (or alternatives propulsion)
- Signaling equipment – horn / whistle
- Throw rope
- Shackle spanner or similar
- Screw driver
- Knife
- If boat is powered by and outboard motor the driver must be attached to the engine kill switch at all time when afloat.

Craft operating in more exposed waters (out of sight of clubhouse) or on exposed shorelines - as above, however, extra thought should be given to carriage of:

- VHF (and appropriate operators' certificate)
- First aid kit
- Correct navigation lights and a torch if operating at night.
- Flares
- Suitable fastening for towing.

Appendix B
On-water activities safety guidelines

YACHTING RULES AND REGULATIONS

To ensure at least minimal protection for participants and officials all Races must be conducted in accordance with “World Sailing Rules of Sailing” together with any Yachting New Zealand Prescriptions and Safety Regulations. The entry form, for the event should state that the competitor agrees to comply with these rules.

All competing boats must comply with the Safety Requirements of the Category that they race under. The lowering of Safety Standards should not be considered to attract more entries.

PATROL AND COMMITTEE VESSELS AND TRAILERS.

The events committee and safety vessels are borrowed so a regular maintenance program is not possible. The status of all vessels and equipment will be assessed by the on-water coordinator prior to the event.

The crews of these vessels should have appropriate experience for the type of vessel to ensure their safe handling. If not, the committee should provide adequate supervision. Day Skipper or Boat Master courses are highly recommended.

LAUNCHING AND RETRIEVING PATROL VESSEL GUIDELINES

Check the state of the launch ramp. Prior to launch, check that the bungs are in, check fuel, open tank vent (if fitted). Check that the following items are onboard, Life jacket for each person, oars or paddles. Anchor chain and warp first aid kit, radio, kill cord is attached to kill switch and to be attached to driver when on water.

PATROL VESSEL SAFETY

Know the area you will be working in ensure those using the vessels are familiar with any hazards in the area. Consult a chart if unsure. Always wear the “kill Switch” strap. Safety to competitors is paramount.

SAFETY GEAR FOR CREW

Committee and Safety vessels must comply with all safety requirements and life jackets should be worn.

AREAS OF OPERATION

Depending on the size of the vessel they should not proceed beyond areas in which they don’t feel safe in.

PART 91 MARITIME RULES – SPEED OF VESSELS

91.6 (1) No person may, without reasonable excuse (e.g. responding to an emergency), propel or navigate a vessel (including a vessel towing a person or an object) at speed exceeding 5 Knots.

a) Within 50 metres of any other vessel, raft or person in the water.
b) Within 200 metres of the shore or any other structure
c) Within 200 metres of any vessel or raft flying flag A of the International Code of Signals (divers' flag)
d) Within Marine Mammal Safety Zone

PART 91 MARITIME RULES – WAKE

Subject to rule 91.6 every person who propels or navigates a recreational craft do so at a speed that does not cause a wake to be a hazard to other vessels or persons.

MARINE SURVEYS

Yacht Clubs affiliated to Yachting New Zealand have an automatic dispensation for boats under 6.0m provided they meet the Yachting New Zealand recommended manning and equipment levels for Club Patrol Vessels.

MARKER BUOYS

Crew members involved in laying markers buoys should have some experience in this task or be supervised be a person with the necessary experience. Care is needed to ensure that the chain or warp does not become entangled around limbs or propellors. If winches are to be used for retrieval, care must be taken that the fingers are well clear of Winch Drum. Marker Buoys should not be placed in any major shipping channels. Anchor line should not float on the surface. Points of anchors should be filed down to avoid puncturing inflatables.

Appendix C
On-Water Incident Report Form

It is the Skipper's or nominated crew member's responsibility to fill out this form and hand it to the Race Office. Extra forms will be located at the Race Hut.

Date:	Race Number:	Boat Name:
Design and size of vessel:	Sail No:	
Type of Race: Windward/Leeward or Bay Race What number Bay Race:		
Call Sign:	cat 4 inspected Y / N	POB:
Skipper:		Email:
Ph No.	Address	
Vessel Owner:		
Address:		
Ph Number:	Email:	
Details of Injured person(s)		
Name:		Age:
Address		
Phone Number:	Email:	
Details of their injury:		
Life Jackets: on/off	How many radios on board. What type?	
Where were you when the accident/incident occurred: On board a vessel or vessel involved Observing from a distance Not at the scene		
Your role during the accident/ incident		

Did you have to stop racing:
Where did the Incident occur:
Details of Incident:
Was anybody injured: Yes / No
If so, what type of injury was it:
Did any other racing boats stop to give assistance?
If so. What was the boat(s) name:
Was the Race Committee involved with assistance: Yes/ No
If they were, what was their role:

Skipper/Nominated crew member Signature:

For office use only:

Received By	Date	Time

Appendix D
On-Shore Incident Report Form

This form will be located at the Race Hut.

Date:	Time:	Location:
Details of Injured person(s)		
Name:		Age:
Address		
Phone Number:	Email:	
Details of their injury:		
What is the nature of the incident:		
bruising or crushing cut dislocation marine bite or sting	sprain or strain superficial injury burns decompression illness	fracture or break open wound saltwater aspiration or drowning
Have the Emergency services been called?		
Ambulance	Police	Fire	Coastguard
Are any present?		
Witness Name: Phone: Email: Address:		Witness's Signature

For office use only:

Received By:	Date	Time
Notes:		

Appendix E
Emergency contacts

Maritime Emergency Contacts

Name	Phone	VHF
Maritime NZ	0508 225 522	
Maritime NZ Accident Reporting	0508 222 433	
RCCNZ - 24/7	04 577 8030, 0508 472 269	
Emergency VHF Channel		CH 16
Northland Regional Council (Mon-Fri)	0800 002 004	
Harbourmaster Opua - Emergency & 24 hour Duty Officer	0800 504 639	
Environmental Hot Line (Incidents, Spills, 24/7)	0800 504 639	
Far North Holdings	09 402 5659	
Russell Radio	09 403 7218	CH 63
BOI Coastguard	09 407 4071	CH 4

Emergency Services Contacts

Name	Phone	Comments
Emergency number for Police, Fire and Ambulance	111	

BOI Hospital	09 404 0280	
Paihia Medical Services	09 402 8407	Mon-Fri
Russell Medical Centre	09 403 7690	Mon-Fri

Appendix F
Defibrillator access points

- There are Defibrillators located at the following places in OPUA:
    - Bay of Islands Marine Office: 24/7 Baffin Street, Opua 0200, ph. 09 402 7575
    - Opua General Store: 24/7 1 Beechy Street, Opua 0200, ph. 09 402 7575
    - Opua BoatYard: Baffin Street, Opua 0200, ph. 09 402 7124

- Defibrillators located in PAIHIA:
    - Paihia Medical Centre, 23 Selwyn Rd, ph: 09 402 8407
    - BOI iSite Visitor information Centre: The Wharf, 69 Marsden Rd, Paihia 0200, ph. 09 402 7345
    - BOI Booking and Information Office: Corner of Marsden and Williams Rd, Paihia 7173, ph. 09 402 5663
    - Tipsy Oyster: 50 Marsden Rd, Paihia 0200, ph. 027 777 8872

- Defibrillators located in RUSSELL:
    - Russell Medical Centre, 16 Church st., ph: 09 403 7690
    - Duke of Marlborough: 35 The Strand, Russell 0202, ph. 09 403 7829 - opposite Villa 3 on the retaining wall
    - Corner of Strand and Cass Street, Russell - above post box

- Defibrillators located in OKIATO:
    - Okiato: 2 Tirairaka trc, by letterbox

Appendix G
Tsunami Warning and Fire Emergency evacuation plan

TSUNAMI HAZARD ZONES

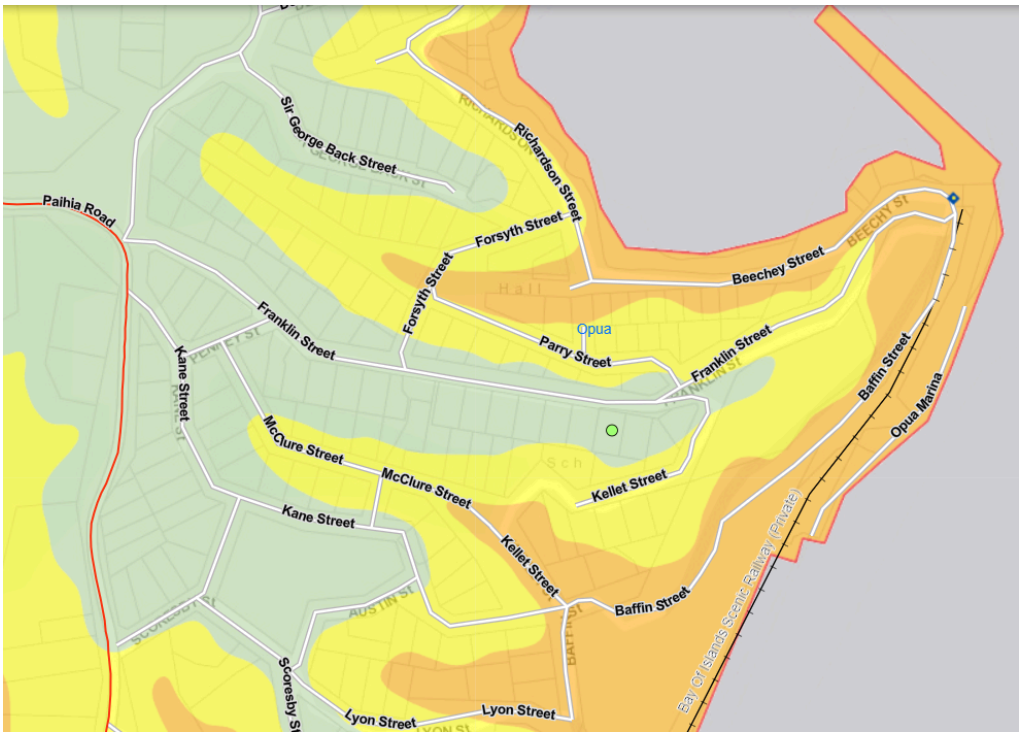
Shore (Red) Evacuation Zone - this zone must be evacuated in response to a 0.2-1 metre wave height. Flooding of land near the shore is not expected

Orange Inundation Zone - this zone matches the 3–5m threat level warning and is to be evacuated in the event of either the 1–3m, or 3–5m threat level warning being issued (area inundated by a tsunami with a 500 year return period). The Orange Zone encompasses the Shore Evacuation Zone

Yellow Inundation Zone - this zone should also be evacuated in an official warning for larger than a 3 – 5 m threat level (2,500 year return period) or in the case of a natural or informal warning where the potential wave height is unknown. The Yellow Zone encompasses the Orange Zone and Shore Evacuation Zone.

Safe Zone - if driving, keep going once out of the evacuation zones to allow room for others

OPUA - Tsunami Evacuation Zones



OPUA MARINA ASSEMBLY POINT
is to the left of the Boat ramp as you face out to the east

Appendix H
Team talk channels and WhatsApp groups

WhatsApp Groups

Bay of Islands Sailing Week Committee
Bay of Islands Sailing Week Fleet
Bay of Islands Sailing Week On-Water Volunteers
Bay of Islands Sailing Week On-Shore Volunteers

VHF Channels and contact numbers

Race Hut	027 4263 575
Outer Course (A B, M Divisions)	CH 77
Middle Course (C, E, SB, Y88 Divisions)	CH 73
Island Racing Divisions	CH 17
Principal Race Officer	027 4947 531