



## ARUN YOUTH AQUA CENTRE PROCEDURE

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TITLE	ACCIDENT AND EMERGENCY	
ISSUE DATE	5 <sup>th</sup> July 2010	Issue Number 4
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

### **1. PURPOSE**

This procedure responds to the AYAC Risk Assessment Co-ordinating document regarding the requirement for an Emergency procedure to be followed in the event of a major incident occurring during an AYAC session.

### **2. SCOPE**

This Procedure covers the following:-

- i. Accidents resulting in blows to the head whether or not loss of consciousness results.
- ii. Major injuries.
- iii. Medical emergencies arising from existing conditions e.g. Asthma.
- iv. Emergency situations arising from incidents arising from activities on the water e.g. changes in weather conditions (fog, strong or light winds, etc.), multiple capsizes.
- v. Hypothermia and drowning.

### **3. DEFINITIONS**

Crew	All personnel in a Safety Boat, dinghy or canoe for the duration of the session.
Instructor	A qualified person who retains the appropriate valid certificate of competence from the RYA or BCU.

### **4. RESPONSIBILITIES**

The Management Committee will ensure that the Senior Instructor's who are responsible for the sailing and canoeing activities are aware of this procedure.

The Senior Instructor's are responsible for ensuring that all members, temporary members, adult helpers are aware of the principles contained within this procedure and where appropriate are instructed on the procedure.



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## 5. PROCEDURE

1. All Instructor's who retain a valid certificate of competence from the RYA or the BCU are trained to administer First Aid and should be called to attend to all emergency situations.
2. For any Medical Emergency the Procedure as Appendix I should be followed.
3. For any Emergency on the Water the Procedure as Appendix II should be followed.
4. For any blow to the head, ***whether resulting in loss of consciousness or not, MUST*** be notified to the parents/guardians of the child at the earliest opportunity. In the event of a severe blow immediate transport to the local A & E Hospital at Worthing or Chichester should be considered. The child **MUST** be met on the beach and not allowed to cross Sea Road unaccompanied.
5. The nearest landline telephone to the Centre is located in the Reception area of the Littlehampton Swimming Centre.
6. The Centre's location should be given as
7. Arun Youth Aqua Centre  
Boat compound to rear of Littlehampton Swimming Centre  
Hendon Avenue  
Littlehampton  
West Sussex  
POST CODE BN16 2NB  
GRID REFERENCE Sheet 197 TQ 044 013
8. The VHF Radio equipment located at the Centre **MUST NOT** be used for calling the Coastguard on channel 16 unless a specific request is made by the Senior Instructor responsible for the session, use a telephone if required.
9. All injuries however minor **MUST** be entered into the Accident Log retained at the Centre. The individuals parent/guardian must be made aware of the entry and sign the log entry.
10. All incidents which potentially could have led to serious injury must be reported to the person responsible for the session and entered in the Near Miss Log (located with the Accident Log in the Meeting Room).

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## **APPENDIX I**

### **MEDICAL EMERGENCY PROCEDURE**

1. If the Emergency is life threatening THE FIRST PRIORITY MUST BE TO CALL THE EMERGENCY SERVICES. The nearest landline telephone to the Centre is located in the RECEPTION AREA OF THE LITTLEHAMPTON SWIMMING CENTRE. The Centre's location should be given as:-
 

Arun Youth Aqua Centre  
 Boat compound to rear of Littlehampton Swimming Centre  
 Hendon Avenue  
 Littlehampton  
 West Sussex  
 BN16 2NB
2. GRID REFERENCE Sheet 197 TQ 044 013
3. All the Centre's Senior Instructor's and Instructor's are trained First Aiders and will take appropriate measures until assistance is present.
4. The First Aid kit is located in the Meeting Room.
5. Blankets and spare clothing are located in the Meeting room in a cupboard clearly marked "blankets and spare clothing."
6. Medical information on members with a specific medical condition is located in the Centre's First Aid Box together with Doctor's telephone number and a contact number/s. Parental Consent Forms/Medical Forms for ALL members are stored in the top drawer of the right hand filing cabinet.
7. Facilities are available at all times for making hot drinks if appropriate.

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## APPENDIX II

### WATER EMERGENCY PROCEDURE

1. For any life threatening emergencies THE FIRST PRIORITY MUST BE TO DETERMINE THE FASTEST LIKELY RESPONSE FROM EITHER THE SHORE-BASED OR WATER BASED EMERGENCY SERVICES. IN MOST CASES FOR SAILING IT WILL BE MORE APPROPRIATE TO CONTACT THE COASTGUARD ON CH.16 AND ARRANGE FOR AMBULANCE PICK UP FROM THE SHORE.
2. The Centre's safety boat crews carry at least one person as a First Aider. At least one Canoe Instructor will be qualified First Aider
3. All sailing crew at a session will understand the emergency signal of two oars raised from ANY safety boat meaning GO ASHORE directly. Canoeing will have a similar signal.
4. The Senior Instructor or Chief Canoeing Instructor present will attend to the Emergency as "Incident Controller" and will as far as reasonably practicable maintains communication with the shore. **RESPONSIBILITY FOR THE FLEET WILL BE TRANSFERRED TO THE MOST APPROPRIATE ADULT PRESENT WHO WILL TAKE THE NECESSARY ACTION.** It is not possible to attend to an emergency situation and provide the necessary attention to the fleet.
5. For multiple incidents which could affect the safety of the whole fleet the Senior Instructor / Chief Canoeing Instructor present will take the appropriate actions to inform:-
6. The Coastguard if necessary.
7. The person on shore at the Centre related to the circumstances of the emergency.
8. Other useful contacts are Littlehampton Harbour Board operating on CH. 71 and Littlehampton Marina who maintain a listening watch on CH. M1(37A)
9. The Centre's Ramp location is CHART REF LAT 50°48' 08.22"N LONG 00°31' 25.47"W
10. Ordnance Survey GRID REFERENCE Sheet 197 TQ 044 013

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### APPENDIX III

#### DEALING WITH A MAJOR INCIDENT

1. The first priority is, of course, the safety of participants and instructors. However, once ashore the following should be need a strategy to deal with the authorities and the press.
2. Get a statement from competent witnesses ;
3. Remove the instructor and key witnesses from the Centre to somewhere you can talk to them away from the press;
4. Produce a **written** statement for the press, such as:

“Arun Youth Aqua Centre regrets to announce the death of a member who was entrapped under a Sport 14 dinghy. The incident occurred during a short trip to the West of the Centre’s launching area at xxxxhrs on the xxxxx of this month. Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow” (or an appropriate time to collate all information)

5. Don't hold a press conference, but decide who will speak to the press.
6. Don't allow well meaning but ill informed people to make public comments.
7. Keep a record of whom you have spoken to, who has contacted you etc.
8. Inform RYA Training (023 8060 4180) who can assist with compiling a statement to the press.
9. If the rescue services have been involved the press will have probably obtained some information from them; (Do not respond to press queries even if they “appear” to have all the facts, and try and advise everyone else the same until the Centre is able to release its statement.....the press will try to obtain a statement ahead of their publication time!)
10. If there has been a fatality **the police will contact the 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.
11. Keep any relevant equipment such as lifejackets, logbooks etc.
12. When dealing with any major incident, it helps if:
13. our paperwork is up to date with information such as contact numbers for the next of kin
14. our boats and instructors comply with our own safety policy and the RYA ’s conditions of recognition



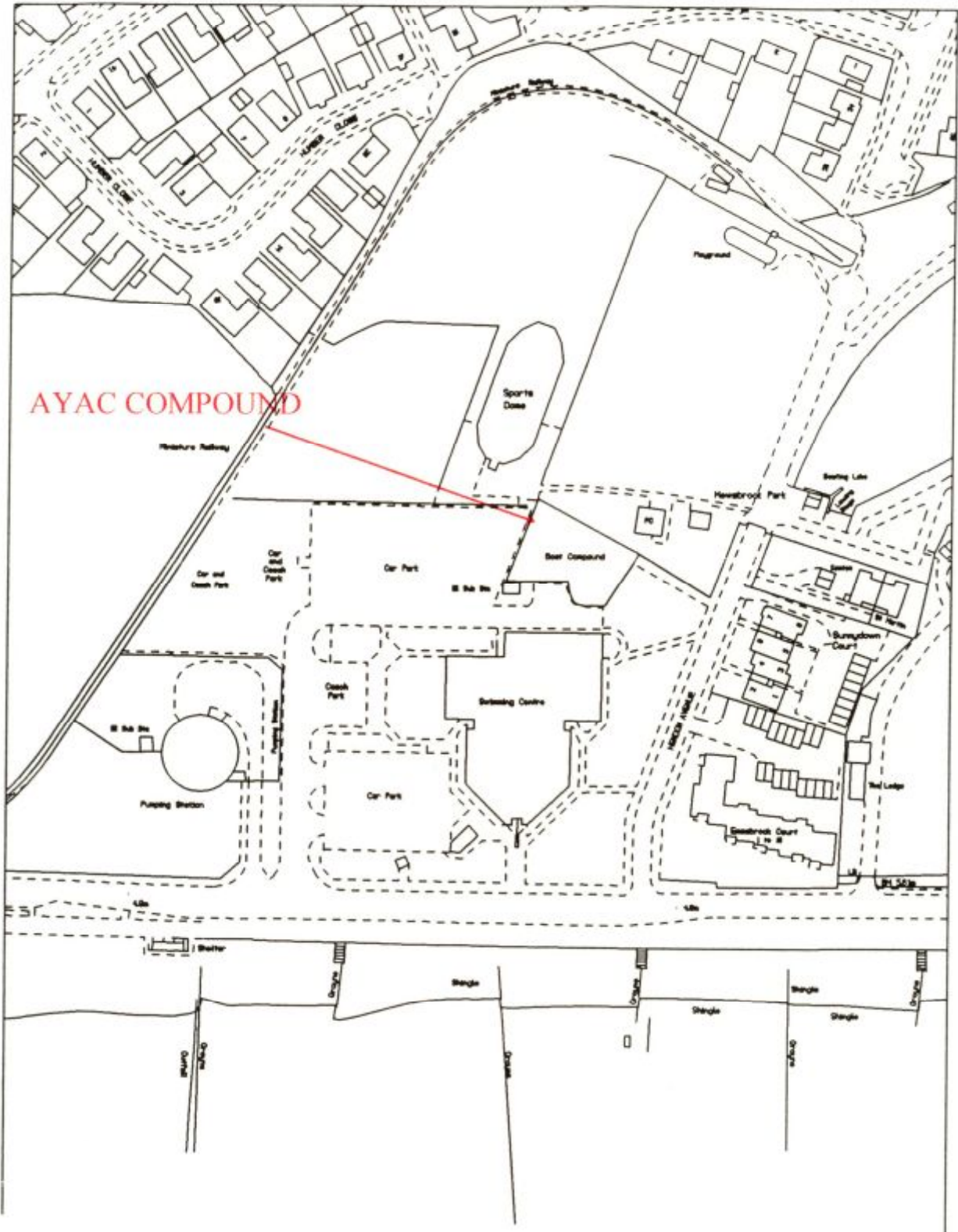
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Arun Youth Aqua Centre Immediate Locality





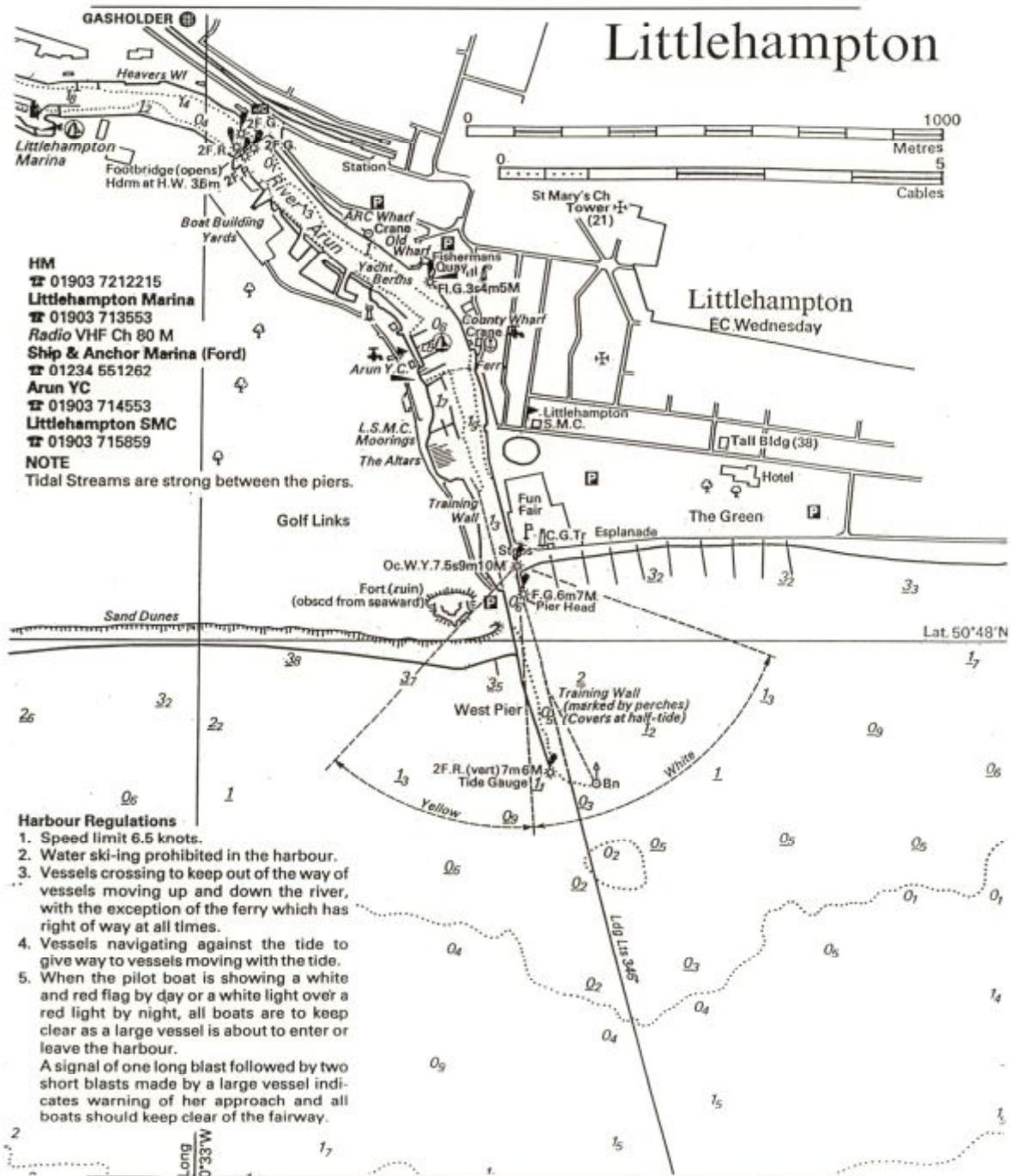
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### Littlehampton Harbour Entrance and Lower Reaches of River Arun





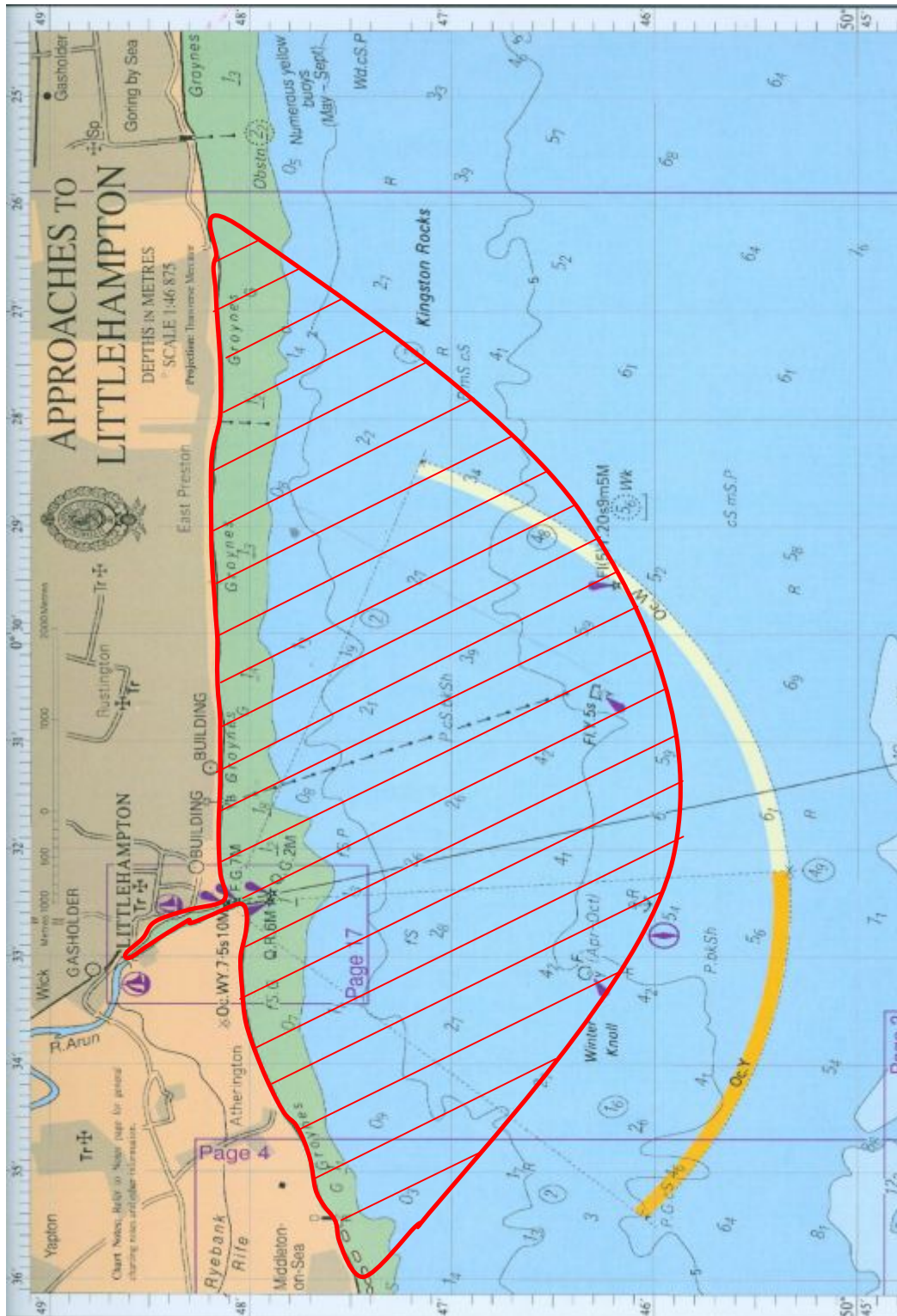
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## General Sailing Area for Arun Youth Aqua Centre



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