



Lyme Regis Sailing Club

Club Premises and 'On Shore' Emergency Action Plan

Introduction

This document lays out the procedures that are to be followed in the event of an 'on shore' Emergency at Lyme Regis Sailing Club.

This Emergency Action Plan will be reviewed every three years, and after any major incident.

This document is to be read in conjunction with the current Safety Management System documentation.

For full information on safety and risk assessment please refer to the Lyme Regis Sailing Club Safety Management System.

For Emergencies At Sea please refer to the Emergency At Sea Action Plan

Safety Duty Officers

In the event of any incident (on club premises ashore) the Safety Duty Officer shall be the person who organised the club activity or a Committee Member. In the event of a shore based incident when there is no organised activity or when there is no Committee member in attendance, then a Club Member shall nominate themselves to act as the Safety Duty Officer.

Safety Duty Officer – Roles and Responsibilities

- Raising the alarm.
- Assigns a member of the Club to contact emergency service.
- Co-ordinates actions and any evacuation

Members who are qualified in First Aid

A list of Club members trained in First Aid is posted on the Club noticeboard.

Types of Emergency

Fire

In the event of a small fire, Club members may attempt to extinguish it immediately with appropriate extinguishers. Fire extinguishers are located at various strategic points within the club premises



- All extinguishers are maintained annually or after discharge

In the event of a fire that cannot be contained,

- The alarm should be raised immediately.
- Emergency services (Fire Brigade/Ambulance) should be notified (999) ASAP
- All personnel should be evacuated to the Assembly Point at the top of the slipway opposite the Clubhouse
- A sweep of the entire clubhouse should be completed (as far as practical) to ensure that all persons have been evacuated

Medical Emergency

Actions to be taken in the event of a medical emergency:-

- If available, a trained First Aider stabilises the injury with assistance from other Club members.
- If required, Emergency services are to be notified (999 Ambulance).
- Next of kin should be notified as soon as practical
- The incident should be recorded in the Club Accident Book.

A Spill of a Hazardous Substance

In the event of a small spill, Club members may attempt to contain and clean up the spillage using the Emergency Spill Kit (need to get one) which is located in the [DN: Cool Room, Storage Cupboard – Ladies Changing Room, or Fuel Store – Need to choose!] and clean up the spill using cleaning products. [DN: to be complete by July 2025]

- PPE (i.e. gloves, masks, glasses and coveralls) are located with the Spill Kit.
- The incident should be recorded in the Club Accident Book.

If chemicals come into contact with skin

- Follow instructions on packaging and seek medical advice.
- Treat as medical emergency if necessary.

In the event of a spillage that cannot be contained and dealt with by club members

- The Emergency services (Fire Brigade) should be notified (999)
- All personnel should be evacuated away from the area of the club effected.



- The incident should be recorded in the Club Accident Book.

Hazardous Chemicals on site

The following are the Hazardous chemicals stored at Lyme Regis Sailing Club:

[Insert Table of chemicals and locations. To include

Petrol/Diesel (and neutraliser)

Paints/white spirit/paint strippers

Engine oils

Cleaning fluids

CO2

To be complete by July 2025]

SITUATIONS INVOLVING THE EMERGENCY SERVICES

Once the decision has been made to involve the Emergency Services, they will take over and run the situation, but there may be an interim period when they have yet to arrive. To aid their operations and investigations:

- Delegate an incident recorder to gather together all those directly involved and get statements and contact details.
- Make and retain a record of actions taken.
- Gather into a safe area any equipment relevant to the incident such as any safety equipment, fire extinguishers etc.
- In the case of a fatality the police will notify the next of kin.

MEDIA FOCAL POINT

The person designated as the Media Focal Point should be close to the Incident control point (e.g. Harbour Master's Office or Club Office) and take overall charge of communications with the media.

- No press statement should be made until discussions have been held with a senior LRSC Club Flag Officer and Emergency Service liaison.
- He/she should supervise all contact with the casualties' next of kin, parents/guardians as appropriate.

DEBRIEFING

To minimise any trauma, people directly and personally involved in a serious accident should be given the opportunity to discuss the situation with a senior member of the Club within two days of the incident.



EMERGENCY TELEPHONE NUMBERS

- Emergency services – Ambulance, Coastguard, Fire: 999
- Lyme Regis Harbour Master Office: 01297 442137
Mobile: 07870 240645

Defibrillators are located on Victoria Pier and outside the Harbour Master's office.