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# RPNYC

## Inshore Safety 2024-2025

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This safety sub-plan has been written to assist with managing competitor, volunteer, employee and third-party safety during the RPNYC inshore sailing season.

The Duty Officer (DO) and Race Officer (RO) are the people responsible for executing this plan and will be the event safety officers. The Duty Officer and Race Officer may be assisted by additional safety officers and others as required.

In the event of an injury or vessel damage event occurring, the RO or a delegated RA must inform the VC or Commodore as soon as practicable of the incident and keep them informed of any developing situation.

This plan (excluding appendix four) will be published on the event notice board, and its general tenor will be explained to competitors at the pre-season briefing. This plan will be updated, modified and improved as required.

### In scope:

- All inshore racing other than racing covered by a separate safety plan
- On-the water competitor safety
- On-the water volunteer safety
- On-the water safety of employees performing a role normally performed by a volunteer
- Safety of the general public interacting with competitors or volunteers on the water

### Out-of-Scope:

- Offshore racing (separate safety sub-plan)
- On-shore safety of competitors, volunteers and employees, other than those performing a race management function
- Safety of competitors while rigging and de-rigging yachts
- Safety of competitors while delivering yachts to or from the marina on race day

This plan recognises the difference between (a) safety and (b) compliance with safety regulations. A person who complies with safety regulations may not be safe, while a person who does not comply with safety regulations may be safe. This plan will compensate where the safety regulations do not adequately address a safety issue.

### Reference Documents:

- Notice of race
- Sailing instructions
- RPNYC Compliance Inspection Manual
- Appendix 1: Risk analysis and treatment
- Appendix 2: Safety inspections
- Appendix 3: Keelboat Inspection Worksheet
- Appendix 4: Sportboat Inspection Worksheet
- Appendix 5: Mitigation tasks
- Appendix 6: Briefing notes

### Abbreviations:

- DO – Duty Officer
- RO – Race Officer
- RA - Race Assistant
- VC – Vice-Commodore
- RS – Racing Secretary
- TD – Mark laying boat Skipper

# APPENDIX 1 – RISK ANALYSIS AND TREATMENT

		Severity of Harm				
		1 – Little or No Harm	2 – Some Harm	3 – Moderate Harm	4 - Significant Harm	5 – Extensive Harm
Likelihood of Harm	A – Very Unlikely					
	B – Possible					
	C – Even chance					
	D – Likely					
	E – Almost certain					

Potential Risk	Risk Rating	Mitigation of Risk	Treatment of Injury	Responsible person
Man Overboard	D4	<ul style="list-style-type: none"> <li>- Competitors shall wear Personal Floatation Device (PFD) at all times, unless the person in charge of the boat considers that conditions are such that there is no significant risk to the safety of any competitor through not wearing a PFD, and expressly gives permission for PFD's not to be won.</li> <li>- "Y" flag in adverse conditions. Active decision made each day.</li> <li>- Promotion of Man Overboard drills by yachts in the fleet.</li> </ul>	<ul style="list-style-type: none"> <li>- Yacht to recover</li> <li>- Other yachts</li> <li>- Mark laying boat (if on the water)</li> <li>- Police</li> <li>- Coastguard</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> <li>- Crew</li> </ul>

Potential Risk	Risk Rating	Mitigation of Risk	Treatment of Injury	Responsible person
Boat Running Aground	B5	<ul style="list-style-type: none"> <li>- Warn competitors of shallow water.</li> <li>- Set courses to protect from with shallows.</li> <li>- Set courses that are appropriate to the weather conditions</li> <li>- Enhance safety regulations to require boats to carry Wellington Harbour charts</li> </ul>	<ul style="list-style-type: none"> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Interference with divers	B5	<ul style="list-style-type: none"> <li>- Lay marks well east of the wreck in Island Bay</li> <li>- Brief skippers on their obligations to boats showing "A" flag</li> </ul>	<ul style="list-style-type: none"> <li>- Yacht/Skipper to keep clear</li> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Interference with swimmers	B5	<ul style="list-style-type: none"> <li>- Lay marks to keep yachts as offshore as possible from Oriental Bay and other know swimming areas</li> <li>- Reminder of 5 knot areas</li> <li>- Brief skippers to keep a good lookout</li> </ul>	<ul style="list-style-type: none"> <li>- Yacht/Skipper to keep clear</li> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Injury to sailor	B5	<ul style="list-style-type: none"> <li>- First Aid by crew on the yacht</li> <li>- Medivac if required</li> </ul>	<ul style="list-style-type: none"> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Collision between yachts	C3	<ul style="list-style-type: none"> <li>- Skippers and crew to know right of way rules in RRS</li> <li>- Skippers and crew to know the IRPCAS</li> <li>- Crew to contain situation and reduce risk of sinking.</li> </ul>	<ul style="list-style-type: none"> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Collision between yacht and other vessels	C3	<ul style="list-style-type: none"> <li>- Skippers and crew to know the IRPCAS</li> <li>- Crew to contain situation and reduce risk of sinking.</li> </ul>	<ul style="list-style-type: none"> <li>- Mark laying boat (if on the water)</li> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> </ul>
Collision between yacht and Mark laying boat	B4	<ul style="list-style-type: none"> <li>- Warn competitors to keep clear of Mark laying boats when laying marks, etc.</li> <li>- Mark laying boats to use 'impaired ability to maneuver flags.</li> </ul>	<ul style="list-style-type: none"> <li>- Police to attend.</li> <li>- Coastguard to attend.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper and TD</li> </ul>

Potential Risk	Risk Rating	Mitigation of Risk	Treatment of Injury	Responsible person
Adverse Weather	C3	<ul style="list-style-type: none"> <li>- Publish weather so that skippers are aware of risks</li> <li>- Consider postponement and "Y" flag as appropriate.</li> <li>- Set courses that are appropriate for the conditions</li> <li>- Consider postponement or abandonment</li> </ul>	<ul style="list-style-type: none"> <li>- Abandon race.</li> </ul>	<ul style="list-style-type: none"> <li>- RO, DO</li> </ul>
Interference with harbour traffic	C3	<ul style="list-style-type: none"> <li>- Warn competitors of their obligations.</li> <li>- Set courses that avoid known avoidable movements.</li> <li>- Attempt to coordinate racing with likely movements</li> </ul>	<ul style="list-style-type: none"> <li>- Yacht/Skipper to avoid situation</li> <li>- Abandon race.</li> <li>- protest competitor.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> <li>- RO, DO, RS</li> </ul>
Failure of communications	B4	<ul style="list-style-type: none"> <li>- Maintain redundant communications (cellphone, land line, VHF)</li> </ul>	<ul style="list-style-type: none"> <li>- Change communication method</li> <li>- If necessary abandon race</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> <li>- RO</li> </ul>
Unsafe boats	B2	<ul style="list-style-type: none"> <li>- Conduct safety inspections and warn competitors about safety inspections (see appendix).</li> <li>- Use "Y" flag to test carrying of life jackets (and other similar 'whole fleet' tests)</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper to complete safety check requirements</li> <li>- Protest unsafe boat.</li> </ul>	<ul style="list-style-type: none"> <li>- Skipper</li> <li>- RO, RS, VC</li> </ul>

# APPENDIX 2 – SAFETY INSPECTIONS

## PRINCIPLES

- The purpose of a safety inspection is to promote safety.
- Safety inspections should have an educative component.
- The items inspected should mainly represent high value safety items (eg: lifejackets).

## PROCEDURE

- Yachts to be inspected may be advised (by a Mark laying boat and/or by VHF) that they will be inspected, or may simply be met at the dock by the person conducting the inspection.
- Official Inspections may also be conducted on the water.
- Each boat will be required to produce certain safety equipment to the safety officer.
  - In general, the list of items will not be disclosed to boats prior to inspections. The list of items may vary from day to day and from boat-to-boat.
  - For sportboats, every item listed in the safety regulations will be inspected, apart from stability and the adequacy of the engine.
- The inspector shall report his findings to the Sailing Committee.

## NON-COMPLIANCE

- Non-compliance with safety regulations is a breach of the rules and can be protested.
- Not every instance of non-compliance demands protest action:
  - Insignificant, inadvertent, technical or trifling breaches of the safety regulations ought not be the subject of protest action. Such breaches must be remedied and boats rechecked on the next race day. Examples of insignificant, inadvertent, technical or trifling breaches may include:
    - flares or fire extinguishers being less than 1 month beyond their expiry date;
    - a full flare kit, less one flare;
    - carrying sufficient buckets but of incorrect capacity;
    - not having the yacht's name marked on lifejackets that are the property of crew
  - Significant breaches of safety (into which category most breaches are likely to fall) and repeated insignificant breaches should be protested except in exceptional circumstances. Examples of significant breaches of safety include:
    - not carrying a suitable first aid kit, VHF radio or life buoy;
    - carrying too few lifejackets or insufficient fuel;
    - not carrying the correct fire extinguishers or not having them in the correct location;
  - Any breach which results in the boat obtaining a material advantage or a refusal to be inspected should either be the subject of a RRS 2 protest or a RRS 69 report.

# APPENDIX 3– KEELBOAT SAFETY INSPECTION WORKSHEET

<b>RPNYC SAFETY INSPECTION AND COMPLIANCE CHECKLIST</b>				
<b>KEELERS AND MULTIHULLS</b>				
<b>Boat name:</b>		<b>Inspection date:</b> /    /		
<b>Sail number:</b>				
Item	Expected standard	Passed	Comments	YNZ Safety Ref
1	Buckets, 2, at least 9 litres, each bucket to have a lanyard	<input type="checkbox"/>		13.19
2	Toilet, securely installed, or fitted bucket	<input type="checkbox"/>		16.03
3	Fire extinguishers, at least 2, total weight not less than 4	<input type="checkbox"/>		17.02
4	Lifejackets, one for each crew member	<input type="checkbox"/>		17.05
5	Harnesses for 50% of crew	<input type="checkbox"/>		17.08
6	Lifebuoy marked with boat name, with drogue, pea-less whistle and self igniting light	<input type="checkbox"/>		16.18, 17.13
7	Heaving line 16 m	<input type="checkbox"/>		17.14
8	Emergency knife accessible to crew	<input type="checkbox"/>		17.15
9	1 anchor, complete with tackle, ready for immediate use, and securely fastened in position when not in use	<input type="checkbox"/>		17.29,17.30
10	First aid kit, Cat 5	<input type="checkbox"/>		17.35 (a)
11	VHF	<input type="checkbox"/>		18.04
12	Flares, 2 x red hand flares, 2 x orange smoke day signal all less than 3 years old	<input type="checkbox"/>		18.07
13	2 x flashlights (preferably water resistant), spare batteries and bulbs	<input type="checkbox"/>		18.08
14	Wellington harbour chart No NZ 4633, plotting equipment, tide tables	<input type="checkbox"/>		19.03 a,b,c,
15	Depth sounder	<input type="checkbox"/>		19.04 (d)
16	Navigation lights	<input type="checkbox"/>		19.07
17	Fog horn	<input type="checkbox"/>		19.09
18	Fuel, minimum LWL(m) / 0.4 = minimum litres	<input type="checkbox"/>		20.08
19	Soft wooden bungs, attached to each seacock	<input type="checkbox"/>		20.16
20	Bosun's chair	<input type="checkbox"/>		15.12
<b>Name of Inspector:</b>				
<b>Signature:</b>				

August 2022

# APPENDIX 4 – SPORTBOAT SAFETY INSPECTION WORKSHEET

RPNYC SAFETY INSPECTION AND COMPLIANCE CHECKLIST			
TRAILER YACHTS, SPORT BOATS AND MULTIHULL SPORT BOATS			
Boat name:		Inspection date:    /    /	
Sail number:			
Item	Expected standard	Passed	Comments
1	Lifejackets to be worn by crew at all times (interpret as requiring one lifejacket per crew member when inspected ashore)	<input type="checkbox"/>	
2	Sports Boats shall be fitted with a towing position at the bow, suitable for towing the boat in adverse conditions, and shall carry a suitable towrope	<input type="checkbox"/>	
3	Rudders, tillers, and retractable keels shall be fitted to the boat in such a manner	<input type="checkbox"/>	
4	All sails shall be secured in such a way so that they can be lowered readily	<input type="checkbox"/>	
5	All equipment must function properly, be readily accessible, and suitable and adequate for intended use and the size of the boat	<input type="checkbox"/>	
6	All heavy items of equipment shall be secured to maintain their positions in the	<input type="checkbox"/>	
7	All buoyant equipment shall be marked clearly with the boat's identification	<input type="checkbox"/>	
8	A basic first aid kit shall be carried in accordance with Safety Regulations	<input type="checkbox"/>	
9	A 600 mm x 600 mm or larger orange flag shall be carried for waving in an	<input type="checkbox"/>	
10	A sharp knife properly housed shall be stowed in the cockpit, accessible to	<input type="checkbox"/>	
11	Outboard motor	<input type="checkbox"/>	
12	A retractable prod shall be retained in its fully retracted position when not being	<input type="checkbox"/>	
13	A paddle suitable for propelling the boat shall be carried at all times	<input type="checkbox"/>	
14	An anchor chain and warp appropriate to the size of boat, capable of holding the boat moored safely in moderate weather (15-20 knots)	<input type="checkbox"/>	
15	Boat number shall be displayed on side of boat and all sails as required by the Racing Rules of Sailing	<input type="checkbox"/>	
16	Fire extinguisher	<input type="checkbox"/>	
17	Fog horn	<input type="checkbox"/>	
18	One orange hand-held smoke torch	<input type="checkbox"/>	
19	One red hand-held flare	<input type="checkbox"/>	
20	A waterproof VHF radio or a VHF radio in a waterproof bag	<input type="checkbox"/>	
Name of Inspector:			
Signature:			

Aug-22

# APPENDIX 5 – MITIGATION TASKS

*This section should be populated using the risk analysis and treatment appendix above.*

## PRIOR TO THE SEASON STARTING

*A number of the risks are to be mitigated or treated in ways that require us to complete tasks prior to and during the regatta. These should be listed and monitored here.*

<b>Task</b>	<b>Responsible Person</b>	<b>Comments</b>
Design courses that avoid shallow water and harbour movements to the greatest extent possible	RS, DO, RO	Course design should take account of shallow water and known patterns of harbour traffic (but need not totally mitigate the risk, as this will be further mitigated during the year through careful course selection).
Brief competitors of certain risks at the pre-season briefing.	VC, RS	Refer to the briefing notes in appendix 5.

## PRE-RACE TASKS

*A number of the risks are to be mitigated or treated in ways that require us to complete tasks prior each race. These should be listed here and monitored on a race planning sheet.*

<b>Task</b>	<b>Responsible Person</b>	<b>Comments</b>
Consider the impact of the weather conditions on racing	RO, DO	<p>Greater care should be taken before running a race in adverse weather conditions. In particular:</p> <ul style="list-style-type: none"><li>• consider whether "Y" should be used;</li><li>• consider course options including which marks should or shouldn't be used</li><li>• consider length of the course to be sailed</li><li>• consider whether the race should be postponed;</li><li>• consider whether a different start line or course type should be used; and</li><li>• have regard for the availability of rescue assets.</li></ul> <p>Adverse weather should not preclude running a yacht race. After all, if sailors are not occasionally exposed to adverse weather in a controlled environment, they may lack the ability to safely operate their boat when those conditions occur unexpectedly.</p>



Task	Responsible Person	Comments
		It may be appropriate to publish a weather forecast on the notice board prior to racing, and may be appropriate to broadcast a weather forecast, especially in adverse conditions.
Set an appropriate course	RO, DO	Harbour traffic and shallow water should not prevent the use of a course, although greater care needs to be taken before they are used. For example: have regard for the type of harbour traffic (ferry vs tanker), consider posting a Mark laying boat at the perimeter of the shallow water as a warning, and consider the characteristics of the fleet. Lay the island Bay marks well east of the HMNZS Wellington wreck.
Redundant communications available	RO, TD	Redundant communications are likely to be provided by a second VHF radio and a cellphone. <ul style="list-style-type: none"> <li>• RO to ensure that at least two VHF radios and one cellphone are available for the start box.</li> <li>• TD to ensure that both s VHF radio and cellphone are available for the Mark laying boat.</li> </ul>

## APPENDIX 4 – BRIEFING NOTES

*This section should be populated using the risk analysis and treatment appendix above. A number of the risks are to be mitigated by bringing them to competitors' attention. These should be addressed in the briefing.*

- Warn competitors:
- Obligations under RRS Rule 1 – Safety, Rule 2 – Fair Sailing, Rule 3 – Decision to Race, Rule 4 – Acceptance of the Rules
- Use of lifejackets and when they should be worn
- Navigation preparation. Chart NZ4633. Skippers to review regularly and gain understanding of features and hazards on the harbour.
- Navigation hazards as appropriate for the race:
  - Swimmers in Oriental Bay and other locations. Eg Scorching Bay, Petone Foreshore, Ballena Bay
  - Dinghy sailing on the harbour, Evans Bay, Worser Bay, Rona Bay, Petone Foreshore
  - Rowers practicing on the inner harbour
  - Reef on the northern side of Mokopuna Island
  - Shipping on the harbour and down the main channel
  - Windsurfers in Evans Bay
  - New wharf, rock islands and artificial reefs in the vicinity of the BP service station on the motorway between Nauranga and Petone
- Obligation to keep clear of vessels larger than 500GRT (within Wellington harbour limits)
- Safety category requirements. Checklists available.
- About safety inspections and briefly outline our approach
- Remind boats of their obligation to:
  - use correct navigation lights
  - keep a proper watch
- Weather

- Decision to start, continue or finish a race is a decision for each skipper to make.
- Obligations under RRS Rule 3 – Decision to Race
- Recommend man overboard drills to be undertaken regularly
- Hypothermia. Prevention, recognition
- Recommend the practice reefing mainsails, and ability to change headsails on any point of sail
- Recommend use of heavy weather sails