



Conway Yacht Club

Major Incident Plan

Version	Date	Author	Change
1.0	08/05/2025	Dr Robert Smith, CYC Safety Officer	First draft
1.1	13/09/2025	Michael Leahy Captain of Sailing	Minor amendments
1.2	15/02/2026	Michael Leahy Captain of Sailing	Reviewed, no changes. Redated

Contents

Definition of a Major Incident	2
Major Incident procedures	2
Incident coordination.....	2
Water borne incidents.....	3
For an Incident in the Club	5
Emergency Services	6
Media enquiries.....	6
Contact sheet	8



Definition of a Major Incident

A Major Incident is one where there is loss of life, serious injury or substantial damage to property and/or the environment.

Examples of serious incidents or accidents are:

- An incident leading to a fatality, serious or multiple fractures, traumatic amputation or other serious injury leading to hospitalisation
- Major damage to vessels afloat (whether owned by CYC members, or not) or property ashore
- Serious illness (including medical emergency such as heart attack or stroke) to an individual
- Other circumstances in which an individual or group might be at serious risk of harm (i.e.. food poisoning)
- Incidents involving the Club requiring the assistance of search and rescue services (HM Coastguard, Lifeboat) or other Emergency Services (Police, Fire, Ambulance)
- Any situation that presents a serious risk to the reputation of CYC

In the event of a Major Incident, the first priority is preservation of life and the safety of participants.

Incidents may occur in which those directly involved may not consider it to be serious. However, to the inexperienced observer (don't forget we are in a popular holiday area and some observers may have little experience of water-related activities but considerable personal experience of social media) or as a result of statements released from Search and Rescue (SAR) authorities, a perception of apparent seriousness may be created. In the event that SAR become involved or **media attention** being attracted, it is good practice to be prepared to deal with an incident under the media spotlight.

Major Incident procedures

Incident coordination

With a water/sailing related incident, the Race Officer (RO) should take immediate charge of the situation and request appropriate emergency services, in this case usually the Coastguard in the first instance then ambulance services (WAST).



It may however be more appropriate for someone else to take the lead, usually a Flag Officer) but in doing so it is essential to communicate clearly and concisely with the new lead before they take control.

Water borne incidents

The helm and crew are responsible for deciding whether or not to sail or to leave moorings/berth. From a safety standpoint, regardless of legal liability, safety start with the individual sailor ensuring the boat is seaworthy, that the boat is properly equipped, that all gear is serviceable, and that helm and crew are appropriately skilled for the conditions.

When an emergency situation arises, act as quickly, calmly and effectively as possible.

Incidents which may occur during or as a consequence of sailing/water related activities:

- Person overboard
- Medical emergency (heart attack, stroke, serious physical injury (hit on head by boom, crush injuries, severe lacerations, severe uncontrolled bleeding, broken bones, eye injury, etc.)
- Lightning strike (realistically less likely)
- Sudden weather change
- Other Mayday event (may include serious collision between boats under way or between a COD and a moored boat in the river – any collision with a boat or pontoon in either Marina should in the first instance be dealt with by Marina controllers and collision with a boat in the river by the Harbour Master).

For an accident on the water involving sailing boats

- Alert Guard Boat (Sior) crew if they are not already aware of an event and to proceed immediately to the scene
- Crew of Sior to administer First Aid
- Sior crew will inform and update RO and keep RO informed at all times (it may be appropriate to use mobile phone contact as VHF Tx are public and may lead to confusion/misunderstanding by others not directly involved)
- RO should consider calling 999

If you call 999, be prepared to tell them:

- **Who you are, your name and call back number** (usually mobile #)
- **Current location** of injured person
- **Description and location of boats** (if requesting on-water help)



- **Where you plan to bring the injured person ashore** (Deganwy Jetty, Morfa Jetty, Conwy Marina, etc.)
- **Number, gender, age of injured people**
- **Type of situation** (man overboard, head injury, uncontrolled bleeding, unconsciousness, heart attack, etc.)
- If appropriate, Sior crew will affect / oversee the return of a casualty to the shore
 - This may be achieved by towing a COD bearing the casualty to the nearest landing stage/Marina, or
 - By transferring the casualty aboard Sior and proceeding at best possible speed to the nearest landing stage/Marina
 - If it appears the casualty may need paramedic assessment/assistance Sior crew should request ambulance assistance from the Coastguard on VHF (Ch67)
 - It may be inadvisable for those without the necessary skills to transfer someone between boats following a suspected cardiac event, in which case call the Coastguard for lifeboat assistance
 - The Coastguard helicopter will not be able to evacuate a casualty from a stationary or slow-moving yacht as the mast will make transfer impossible; the helicopter needs to transfer into wind from a fast-moving rib
- If a casualty has been transferred ashore from Sior, it should immediately return to watching over the other CODs whilst the casualty is being attended to by others.
- At this stage, providing racing has continued, the RO should keep other COD crews updated on developments as they will be concerned.
- If the casualty is taken to hospital, ensure the ambulance crew tells you which one (Bangor or Glan Clwyd)
- RO to inform Commodore or appropriate Flag Officer
- Once all participants (racing/non-racing) are ashore meet with all parties (in the Club) and arrange a formal evaluation, preferably within the next 2 days, with all parties involved in handling the incident as well as any experts who may be required (legal, insurance, etc.). This meeting should finalise all records of the event and determine any follow up action(s) that may be required.
- Complete the Incident Report Form as soon as possible to ensure accurate recollection of events.

A record should be made of:

- The event and circumstances leading up to it
- Lessons learned



- A plan developed for implementing ways to improve procedures

For an incident on the water involving rowing

- Retain all equipment such as boats, lifejackets, safety equipment, etc. involved in the incident in an unaltered condition so that an investigation can take place (preserving the scene).

(for further completion by rowers)

For an Incident in the Club

All members should consider themselves responsible for their own safety and the safety of others, including guests.

Potential incidents in the Club may involve:

- Electrical safety
 - Water
 - Fire
 - Food safety
 - Injuries/accidents
-
- In the event of Fire within the Club premises or in adjacent properties. Evacuate immediately by the shortest possible route; attempt to ensure that others present in the building are aware but do not put yourself at risk. Whilst there are fire extinguishers in the building it is generally inadvisable to attempt to put out a fire yourself and to call the Fire and Rescue Service (999).
-
- Electrical problems can arise for a variety of reasons:
 - All electrical wires should be treated as potentially live wires
 - Appliances should be used in accordance with makers instructions
 - If a fuse /circuit breaker blows it indicates a potential overload or short
 - Any sparking or smoke or unusual odour coming from an electrical appliance should be reported
 - Any equipment being used in the Club should be withdrawn from use if considered unsafe or the user cannot prove that it is safe
 - Normally, if a piece of equipment has passed a PAT test within the past year and is not damaged, it can be deemed safe
-
- Water ingress/flooding: turn water off at the mains stop tap



- Food poisoning: this can occur at the best-managed events. Ensure that there is an up-to-date list of attendees and a complete list of foods served, who food items were prepared by, how foods were stored and at what temperature and for how long prior to serving. Be prepared to ascertain the amount of foodstuffs consumed by individuals (1 or 2 or even 3 servings as there is often a dose-response in an illness; usual culprits are *Salmonella* spp, *Campylobacter* or *E. coli*). Food poisoning investigations will usually be carried out by Environmental Health Officers (EHOs) from the local authority, sometimes assisted by Public Health Wales.
- Injuries and accidents can occur and are most likely to be falls, trips or slips but can arise from knife wounds, especially in kitchen areas.

Emergency Services

In the event of emergency services being involved, they will take control of the immediate incident response and be responsible for situations relevant to them eg. Police (fatalities, searches), Coastguard (marine rescue incidents), Fire and rescue Service (fire/rescue incidents) and Ambulance (casualty treatment and removal to hospital). In the event of a major incident, the Police will usually be the lead agency, to ensure a co-ordinated response.

Incidents may occur which those involved may not consider serious. However, to the inexperienced/untrained observer or following statements released by other agencies a perception of seriousness may be created. Involvement of Search and Rescue authorities (SAR) will often attract a great deal of attention and potential media involvement. Be prepared to deal with an incident or non-incident that falls under the media spotlight (including social media).

Media enquiries

Do not talk to the media or allow other participants to do so other than one person appointed to do so (probably the Commodore). Do not get drawn into speculating about causes, apportioning blame or possible outcomes.

Do not publicise or confirm the name(s) or ages of the casualty/casualties until you know formal identification has been confirmed by the Police, even if members of the press appear to know who it is (they will often appear to do so, even speculatively)

If contacted by the press or other media, the initial response is:

- To acknowledge that an incident has taken place, and
- The Club will issue a press statement as soon as possible



Direct statements and interviews should be avoided.

The nominated person may prepare a written statement for the press:

“The Conway Yacht Club regret to announce the death/injury of a member who fell overboard/suffered an injury whilst.....

When....

Whilst.....

We extend our deepest sympathy to the relatives.

A full statement will be given at XXpm tomorrow (gives time to collate all the information).

If it becomes necessary to give an interview it is better to read from a prepared statement unless confident in being able to cope with unexpected questions.

- Don't hold a press conference
- Only the nominated person should speak to the press
- Do not allow well-meaning but ill-informed members of the public (or indeed other Club members) to make public comments
- Keep a record of whom you have spoken to, who has contacted you, and what you said to them



Contact sheet

Category	Details
Coastguard (Holyhead Coastguard)	VHF Ch 16 / 67 Tel: 999 (ask for Coastguard)
Ambulance / Police / Fire	Tel: 999 (ask for appropriate service)
Guard Boat & Fleet	VHF Ch M2
Deganwy Marina	VHF Ch 80 Tel: 01492 576888
Conwy Marina	VHF Ch 80 Tel: 01492 593000
Conwy Harbour Master Harbour Office	VHF Ch 14 Tel: 01492 574000
Club Officers	See separate sheet
Defibrillators	<ul style="list-style-type: none"> • Sue's Café /Start Tower Deganwy Promenade • Dentist, Station Road, Deganwy • Conwy Quay • Cricket Pavillion, Bodlondeb
Keys to Club	Ben Nichols / Michael Leahy
CYC clubhouse postcode:	LL31 9DF
CYC clubhouse W3W:	scanty.dozen.exposes
CYC start line W3W:	townhouse.cure.juggle
Deganwy Marina postcode:	LL31 9DJ
Conwy Marina postcode:	LL32 8GU
Conwy Quay postcode:	LL32 8BB
Deganwy Jetty postcode:	LL31 9EJ
Conwy Beacons W3W:	decisions.these.flushes
Conwy Morfa W3W:	wound.repair.solutions
West Shore Beach Postcode:	LL30 2AG
W3W:	doghouse.jazz.opponent
Navigation buoys	See separate sheet for Lat & Long