



# **NZ Millennium Cup 2020**

## **Health and Safety Plan**

Reviewed January 2020



# Summary

## Organising Authority

New Zealand Millennium Cup Committee and the New Zealand Marine Export Group Inc. are the organising authority of the New Zealand Millennium Cup, which is being delivered under the auspices of the Russell Boating Club.

Address for all correspondence pertaining to the regatta to:

NZ Marine  
85 Westhaven Drive  
Auckland  
New Zealand

Tel: +64 9 360 0056

Event Manager: Stacey Cook Email: [stacey@nzmarine.com](mailto:stacey@nzmarine.com)

## On Water

### **Superyachts/Entries**

Boat skippers have agreed to the conditions of sailing in this regatta.  
Contact Peter Busfield [peter@nzmarine.com](mailto:peter@nzmarine.com) or phone 021 676 744.

### **Race Committee Boat**

The Race Committee Boat has all required safety equipment on board.  
Contact Tracye Mossman [tracye@nzmarine.com](mailto:tracye@nzmarine.com) 021 026 65365

### **Smuggler Chase Boats**

There is safety equipment as recommended by Coastguard on all Smuggler chase boats.  
Contact Pauline Pringle 021 648 990 or [pauline@smuggler.co.nz](mailto:pauline@smuggler.co.nz)

### **Tender Assistance / Mark Laying Boat**

There is safety equipment as recommended by Coastguard on the Tender Assistance / Mark Laying Boat.  
Contact Tracye Mossman [tracye@nzmarine.com](mailto:tracye@nzmarine.com) 021 026 65365

## Events

### **Race Headquarters - Duke of Marlborough Hotel**

The Duke of Marlborough Hotel has its own Health and Safety Policy. Should any incidents occur please contact the Duke of Marlborough onsite manager. Email [restaurant@theduke.co.nz](mailto:restaurant@theduke.co.nz) or phone 09 403 7829.

There is a first aid kit in Peter Busfield's car – Toyota Highlander JSN70 and Stacey Cooks Car Holden Captiva JSS780 which are both on-site.

Defibrillators are located in numerous places around the Bay of Islands, example of locations:

35 Degrees South Restaurant (Aquarium) Paihia  
Kingsgate Lodge Hotel Paihia  
ASB Bank Paihia  
Duke of Marlborough Hotel Russell  
Russell Bay Four Square  
Opuia Marina

### **Contact phone numbers:**

<b>Peter Busfield</b>	<b>021 676744</b>		
Opuia Marina	09 402 7575	Russell Medical Centre	09 403 7690
Paihia Medical Centre	09 402 8407	Russell Police	09 403 9090
Paihia Police	09 402 7130	Northland Regional Council	09 402 7516

**All staff are responsible for their own safety.**

Report any incidents to Peter Busfield 021 676 744 [peter@nzmarine.com](mailto:peter@nzmarine.com)

## RECOMMENDED ACTION FOR ON-WATER EMERGENCIES

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

1. If there is imminent threat to life and immediate assistance is required
  - Use the Mayday procedures on VHF Channel 16.
2. Otherwise contact the Coastguard:

Calling/working channel VHF Channel 04

Marine emergency 09 303 1303 or \*500

Emergency 111

Bay of Islands office 09 407 4071

The Coastguard will be on duty throughout the regatta. When contacting the Coastguard or race officers, please advise the nature of the problem, giving as much information as possible, including:

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

In the event of a serious injury needing evacuation, you will be directed by the Coastguard as to the nearest evacuation point.

If you are unable to contact the Coastguard, please inform the race officer.

3. If you have to retire from a race or leave the race area, advise the race officer on the VHF Channel for the regatta. Please avoid calling the race officer while he/she is starting a race or setting a course.
4. Incident report forms are available at Race Headquarters, Duke of Marlborough. We encourage you to fill out an incident report as that will help us make the regatta safer.

## **KEY ACTIONS**

The NZ Millennium Cup Race Management team has:

- 1) Spent time considering what risks are associated with the regatta. This includes racing and shore based social events.
- 2) Put in place written documentation regarding safety and safe operating procedures.
- 3) Drawn up a list of potential hazards and procedures to minimize or manage those hazards.
- 4) Reviewed its safety plan as part of our annual duties.
- 5) Where necessary sought the independent advice of legal professionals, liquor licensing authority, Department of Conservation and the local Harbormaster with regard to the regatta.

## **AREAS CONSIDERED**

The following is a list of areas considered when establishing what hazards and risks occur in and around the NZ Millennium Cup. These things have been considered to ensure a safe operating plan and policy for the regatta.

### SPECTATOR / EVENT RESPONSIBILITIES

These relate to key events as well as events that are likely to attract spectators on or off the water. Things considered include:

- Risk Assessment requirements
- Harbor Master approval
- Event Permits
- Legal Responsibilities
- Public Information

### LAND BASED ACTIVITIES

The Duke of Marlborough Hotel has its own Health and Safety Policy. Should any incidents occur please contact the Duke of Marlborough onsite manager. Email [restaurant@theduke.co.nz](mailto:restaurant@theduke.co.nz) or phone 09 403 7829.

### WATER BASED ACTIVITIES

This covers anything likely to occur on the water and could include:

- Racing Rules
- Safety Briefings
- Survey requirements
- Safe Operating Plans
- Operator Qualifications and Training
- Maritime Rules and bylaws
- Vessel use Guidelines
- Training of officials, coaches etc.
- Accidents

## Racing Yachts Potential Risks

Potential risk	Severity	Action	Resources	Person Responsible	Time Frame
Collision of boats during race resulting in injury &/or injury during racing	Minor/Major	Access and treat if minor. If major contact race officer and/or coastguard.	Must carry first aid kit and working VHF Radio. Sailing instructions Coastguard Race support boats Boat safety standards	Boat owner/skipper  Committee	ASAP
Fire or explosion on yacht	Minor/Major	Depending on seriousness, get crew on board patrol craft, call Race officer, Coastguard and 111.	Coastguard, fire extinguisher, emergency services, VHF radio, race support boats, Sailing Instructions	Boat crew, owner/skipper	ASAP
Man overboard	Minor/Major	Retrieve person from water If injured, on board first aid Advise other boats, race organizers, Coastguard by VHF,	First aid kit, Working VHF radio. Sailing instructions Coastguard Sailing Instructions	Boat owner/skipper  Committee	ASAP
High winds	Minor/Major	Update weather report on notice board. Use heavy weather courses.	Sailing Instructions	Committee	
Boat running aground	Minor/Major	Call race officer, or coastguard	Working VHF radio	Boat owner/skipper	As required
Abandonment due to high winds	Major	Notify all yachts	Working VHF radio, Flags	Committee	As required
Risk of injury when launching sports boats yachts	Minor/major	First aid kits available	First aid kits	Committee	As required
Shipping	Minor	Notify all yachts, committee and patrol boats	Working VHF radio, Flags Harbor Master, Fullers	Committee	As required
Anchor puncturing RIBs	Major	Discuss at briefing	Drivers briefed at briefing	Committee	Briefing
Sun burn	Minor/major	Ensure sun cream is available, supply hats and uv shirts	Hats, uv rated shirts, sun cream	Committee	As required
Poor radio contact with race officers and patrol boats	Major	Have spare radios and cell phones available	VHF radios, Cell phones	Committee	As required

## Committee and Patrol Boats

Potential risk	Severity	Action	Resources	Person Responsible	Time Frame
Collision of boats	Minor/Major	Access and treat if minor. If major contact race officer and/or coastguard.	Must carry first aid kit and working VHF Radio.	Boat owner/skipper Committee	ASAP  Briefing
Fire or explosion on committee or patrol boat	Minor/Major	Depending on seriousness, get crew on board patrol craft, call Race officer, Coastguard and emergency services	Coastguard, fire extinguisher, emergency services, VHF radio cell phone	Boat crew, owner/skipper	ASAP Briefing
Man overboard	Minor/Major	Retrieve person from water If injured, on board first aid, if serious call Race office or coastguard and or emergency services	First aid kit, Working VHF radio. Cell phone	Boat owner/skipper Committee	ASAP Briefing
High winds	Minor/Major	Update weather report, return to shore	Working VHF radio, cell phone	Committee	Briefing
Boat running aground	Minor/Major	Call race officer, or coastguard	Working VHF radio, cell phone	Boat owner/skipper	As required
Risk of injury when launching patrol boats	minor/major	Discuss at briefing		Committee	Briefing as required
Anchor puncturing RIBs	Major	File down points, Discuss at briefing	Files. Drivers briefed at briefing	Committee	Briefing
Damage or injury from untrained rescue boat operators	Minor	Roster experienced and inexperienced volunteers together. Discuss at briefing		Committee	Briefing
Sun burn	Minor/major	Ensure sun cream is available, supply hats and uv shirts	Hats, uv rated shirts, sun cream	Committee	As required
Sea sickness	Major	Advise race officer and return to shore	Working VHF radio, cell phone	Committee	As required
Poor radio contact with race officers and patrol boats	Major	Have spare radios and cell phones available	VHF radios, Cell phones	Committee	As required

## **Appendix A MANNING & EQUIPMENT LEVELS FOR PATROL CRAFT**

### MANNING STANDARDS

The Committee is satisfied that the crew/person in charge of each safety patrol boat is adequately experienced to handle the type of boat and conditions that may be encountered.

It is recommended that crew have the appropriate first aid skills for the activity 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 craft is checked to ensure it is suitable condition for the purpose.

In the event of a serious incident, the On-Water Co-coordinator or PRO will complete a "Pleasure boat Accident or Incident Report Form" Appendix 1

### SAFETY EQUIPMENT

A. Craft operating in sheltered waters (harbors / lakes) or close to shore

- 1 lifejacket or equivalent personal buoyancy device per crew-member. YNZ strongly urges that these to be worn at all times whilst on the water.
- Adequate bailer or pumping system
- Anchor and adequate chain and warp
- Paddles or oars (or alternative propulsion)
- Signaling equipment - whistle/horn
- Throw rope
- Shackle Spanner
- Screw Driver
- Knife

B. 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 operator's certificate)
- First aid kit
- Correct navigational lights and torch if operating at night
- Flares
- Suitable fastening for towing

## **Appendix B ON-WATER ACTIVITIES GUIDELINES CONSIDERED IN THE SAFETY PLAN**

### YACHT RACING RULES AND REGULATIONS

To ensure at least minimal protection for participants and officers all Races must to be conducted in accordance with current "International Sailing Federation Racing 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 yachts must comply with the Safety Requirements of the Category that they race under. Clubs running evening or night races should ensure that all yachts carry navigation lights as required by the Collision Prevention Rules. Clubs should resist lowering safety standards just to attract more entries.

## **Appendix B continued**

### INCIDENT & ACCIDENT REPORT FORMS

These should be readily available from the Race office. Likewise safety documents relating to Hazards around the Club Buildings, slippery ramps etc. should be available to participants and Volunteers at all times. These will be kept on file by the regatta committee.

### PATROL AND COMMITTEE BOATS AND TRAILERS

The Regattas' committee and safety vessels are borrowed so a regular maintenance programme is not possible. The status of all vessels and equipment will be assessed by the on water co-coordinator prior to the regatta.

The crews of these vessels should have appropriate experience for the type of vessel to ensure their safe handling. If not, the club should provide adequate training and supervision. Day Skipper or Boatmaster courses are highly recommended. Coastguard are introducing in early 2006 the "Club Safety Boat Operator" course.

Patrol and Committee boats must carry the safety equipment as prescribed by Yachting New Zealand's "Manning and Equipment Levels for Club Patrol Craft." A copy is included elsewhere in this document.

Yachting New Zealand recommends as a guide one rescue boat for every 6 learn to sail sailors and every 10 senior sailors. Obviously this should be applied by clubs as a guide only and factors such as weather conditions, skill level of sailors, tide, ability of boats to be self-sufficient and all other hazards should be considered by individual clubs/Organising authorities when determining an appropriate level of rescue boat support.

### LAUNCHING AND RETRIEVING PATROL CRAFT GUIDELINES

Each club/Organising authority should adopt a set of guideline for their patrol boat users. Things covered in the guidelines should include the following: Check the state of the launching ramp. Prior to launch, check that the bungs are in, check fuel, open tank vent, check that the following items are aboard; lifejacket for each person, boat hook, oars or paddles anchor warp and chain flares, first aid kit, radio, kill cord is attached to kill switch. Take extra care if the ramp is slippery when putting craft away, wash boat and run engine in freshwater, remove bungs, hang anchor warps and life vests after washing in fresh water (ensure they are stored in an area where they can dry)

### PATROL BOAT SAFETY

Know the areas you are to work in and ensure those using your boats are familiar with any hazards in the area. Consult a chart if unsure. Wear your lifejacket at all times. Always wear the 'Kill switch' strap. Safety of competitors is paramount.

Guidelines for operators with regard to attending to competitors:

Attend to competitors in distress before other duties. If absolutely necessary abandon a competitor's boat and pickup sailors in the water, remembering that the skipper is responsible for the safety of his own craft and crew first. Note: A patrol boat will drift faster than a capsized craft. Approach from up wind, switch off motor and drift in to competitor, or in rough conditions, approach from downwind and take care prop does not endanger competitor or rigging etc. Respond immediately to International Signal of Distress. All patrol boats must have a minimum of a driver and one crew. Do not overload at the expense of being able to render assistance. All patrol boats should carry equipment as specified in "Manning and Equipment levels for Club Patrol craft". Standing without a secure handgrip is dangerous, particularly during coaching when the driver can increase and decrease boat speed without warning. Do not drive boats into shallow water as sand can ruin water pumps and can damage props and skegs.

### SAFETY GEAR FOR CREW

Patrol boats and Committee boats must comply with all Safety Requirements and lifejackets must be provided for all crew members.



## AREAS OF OPERATION

Depending on the size of the Patrol Craft they should not proceed beyond designated areas which should be prominently displayed on each craft.

## 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 a speed exceeding 5 knots.

- a) Within 50 meters of any other vessel, raft or person in the water
- b) Within 200 meters of the shore or any other structure
- c) Within 200 meters of any vessel or raft that is flying flag A of the International Code of Signals (Divers flag)

## PART 91 MARITIME RULES – WAKE

Subject to rule 91.6 every person who propels or navigates a recreational craft must do so at a speed that does not cause its 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 Craft.

## MARKER BUOYS

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

**NZ MILLENNIUM CUP  
INCIDENT REPORT**

TIME: ..... DATE: .....

BOAT: .....

INCIDENT:.....  
.....  
.....  
.....

REPORTED BY: .....

MEANS OF REPORT (IF CELLPHONE TAKE NUMBER)

.....

INJURIES TO ANY PERSON: YES NO (CIRCLE)

DETAILS OF INJURIES: .....

.....  
.....

DOES VESSEL REQUIRE ASSISTANCE: YES NO (CIRCLE)

IS VESSEL RETIRING FROM THE RACE: YES NO (CIRCLE)

WHERE IS VESSEL NOW? .....

WHERE IS VESSEL HEADING TO? .....

ETA.....

RACE OFFICER (NAME) .....

ACTION TAKEN TO ENSURE SAFE RETURN OF VESSEL

.....  
.....

.....  
(PERSON TAKING THE ACTION)