



MERCURY BAY GAME FISHING CLUB INCORPORATED

HEALTH & SAFETY POLICY



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1. **INTRODUCTION**

The Competition Health & Safety Plan defines the key Health and Safety activities necessary to achieve Health & Safety objectives, and assigns responsibility for these activities and monitors their completion. Among other things, it serves as a reminder to those responsible for performing Health and Safety activities. It does not detail the rules for performing the various activities but references these rules.

The Plan is designed to be used actively by all committee members and competitors involved in the running and entering of fishing and diving competitions, this will provide a systematic approach to the Management of Safety.

2. **SEQUENCES OF COMPETITION**

The competition will be carried out in the following sequence:

- Committee ratification of competitions
- Competition Briefing Evening, Rules, Hazards and Disclaimer information
- Competition
- Prize Giving
- Post Competition update to Committee

2.1 **Pre Competition (Briefing)**

The committee will nominate a sub group to arrange and run each competition but will have the full support of all the committee.

The sub group will ensure the following area are covered at the competition briefing the evening prior to the competition.

- Competition rules, hazard ID and Disclaimer forms are handed out to all competitors and disclaimer form is signed and returned to the nominated sub group.
- Entry of all competitors and boat names into the competition spreadsheet.



- Check of the weather forecast for the competition dates.
- Check with Port Authority for shipping movements and notify them of the competition dates and start and finish times.
- Print out the boat schedule for the radio operator.
- Ensure the radio operator has been arranged for the competition.
- A member of the sub group will run through all of the rules and identify the known hazards for the competition.
- Ask all present at the briefing that they have read and understood the rules and associated hazards.
- Those unable to register on the briefing evening must do so on the first morning of the competition, this can be completed by the radio operator at the clubrooms
- No boats much leave the harbour unless they have read and understood the rules and hazards and completed the disclaimer form.

2.2 Competition

The committee or the designated sub group will identify hazards and control measures for the competition on a daily basis and update each evening at the completion of the prize giving.

In addition, the following will be carried out and communicated to the relevant parties prior to the commencement of the competition:

- Complete a pre start check for weather conditions.
- A nominated sub group members will send a boat out of the harbour to check the sea conditions and report back to the radio operator to the suitability of running the competition, taking into account the size of all boats entered in the competition.
- The radio operator is to check with Port Authorities for shipping movements and update all boats entered in the competition where possible.
- The radio operator will inform competitors if the competition is going ahead or postponed.
- The radio operator will then log all boats into the boat schedule with their POB, destination and ETA.
- The radio operator will then give the approval for boats to leave the harbour.



- A radio schedule will take place during the competition, all boats must update their location and ETA back in to the Radio Operator.
- All incidents and near misses must be reported to the Radio operator immediately and followed up in writing to the designated sub group leader on return to the clubrooms.
- The competition rules outline the fishing times and weigh station closing times, these times must be taken into account when making your plans to fish in each competition. Ensuring you given yourself sufficient time to safely return to Port.
- On return to Port each boat must update their arrival back with the radio operator.

2.3 Post Competition

The designated sub group will update the main committee on any issues, near misses or hazards that have been identified or have occurred during the competition, these will then be reviewed and any modifications made to the Health and Safety plan for future competitions.

3. HEALTH & SAFETY INFORMATION

Safety is everybody's responsibility, however it is the responsibility of the boat owner/skipper to ensure that they are competent in operating their boat in a safe manner. They must have all the required safety equipment on board and are competent in its use.

They must ensure that all people on board their boat are aware of the rules, hazards and control measures associated with them entering these competitions.

The following information will be given to all boat owners/skippers for each competition.

- **Hazard ID form**
- **Boat Safety Checklist**
- **Competition Rules**
- **Supplementary Rules**
- **Competition disclaimer form**
- **Emergency contact phone numbers**
- **Update of additional hazards**



4. INCIDENT REPORTING AND INVESTIGATION

- All accidents or incidents shall be reported immediately to Club Base radio operator followed up in writing on the appropriate incident form and handed to the designated sub group leader on return to the clubrooms.
- All reported accidents or incidents will be investigated and discussed at the next committee meeting.
- All reports will be closed out with the relevant parties
- Update of Health & Safety Plan and hazard ID as required.

① *Responsibility – M.B.G.F.C. Tournament Committee*

5.0 EMERGENCIES

All emergencies will be directed to Club Base Radio operator, Coastguard, and the Police on 111, they will direct the emergency response team as they see fit.

All skippers and competitors must comply with their requests at all times.



APPENDIX A: HAZARD IDENTIFICATION FORM

STEPS – Key Tasks	HAZARDS (Associated with each Key Task)	SIGNIFICANT Y/N	HAZARD CONTROL BARRIERS (How do you propose to eliminate, isolate to minimize?)	RECOVERY (What will you do if the controls/Barriers fall?)
1. Skippers to ensure all safety equipment is carried on board.	Sinking of boat, man overboard, running aground.	Y	<p>Ensure all safety equipment is certified and in good condition and that everyone on board knows how to operate it.</p> <p>Skippers to ensure they have completed the boat safety check list.</p>	<p>Contact Club Base radio operator</p> <p>Contact Coastguard</p>
2. Check Weather	Poor Weather	Y	Check local weather report and sea conditions prior to leaving Port.	Contact Coastguard
3. Use of Boat Ramp	<p>Reversing down the boat ramp</p> <p>Launching and retrieving boat, other boats, vehicles, trailers and people</p> <p>The end of the ramp is dangerous at very low tides</p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Use a spotter to ensure clearway when reversing down the boat ramp, extra caution required in low light times</p> <p>Take care when launching and retrieving boats, ensure there is clear launching area.</p> <p>Ensure sufficient water depth.</p>	<p>Stop and wait until sufficient clearway is available.</p> <p>Seek Assistance</p> <p>Seek Assistance</p>
4. Use of jetty	<p>Damage to boat, people and jetty</p> <p>Minimum room for mooring boat at the jetty when busy</p>	<p>Y</p> <p>N</p>	<p>Take care when approaching the jetty, be vigilant of your speed, other boats and people using the jetty.</p> <p>Use pick up and drop off for passengers to eliminate congestion.</p>	<p>Seek Assistance</p> <p>Seek Assistance</p>
5. Use of Harbour	<p>Boats using the access pathway to and from the boat ramp and jetty</p> <p>Moored boats within the harbor</p>	<p>Y</p> <p>Y</p>	<p>Keep within the 5 knot speed limit, be vigilant of other boats.</p> <p>Take care when navigating from the jetty to the harbor entrance and return.</p>	<p>Stop and report any issue to radio controller</p> <p>Stop and report any issue to radio controller.</p>

STEPS – Key Tasks	HAZARDS (Associated with each Key Task)	SIGNIFICANT Y/N	HAZARD CONTROL BARRIERS (How do you propose to eliminate, isolate to minimize?)	RECOVERY (What will you do if the controls/Barriers fall?)
6. Log trip report	Un-reported trip	Y	Contract Club Base Radio operator and log trip report, stating boat name, call sign, POB, Destination and ETA	Contact Club Base Radio operator
7. Sea Conditions	Poor Sea conditions, waves, wind, tides and rips	Y	Do not leave the harbour if the conditions are even marginally unsafe for your vessel	Contact Coastguard
8. Travelling to and from fishing destination	Obstructions, sea and weather conditions, other vessels	Y	Ensure the skipper is aware of all known obstructions and has completed a sea and weather assessment. Check for other vessel movements and be alert of other boats in your vicinity.	Contact Coastguard
9. Fishing	Falling overboard	Y	Ensure lifejackets are worn where stipulated and two registered anglers are on-board.	Contact Coastguard
	Cuts from knives and other sharp objects such as fish hooks and gaffs	Y	Ensure first aid kit is available	Contact Coastguard
	Sea Sickness	N	Return to Port	Seek medical advice
10. Scuba Diving	Lost Diver (lost or drowned)	Y	Divers to brief boatmen on response	Coastguard channel or call 0800 4 DES 111 for any diving emergency response
	Collision with passing boats	Y	Use Dive Flag	
	Diving injury (bends, respiratory, circulatory)	Y	Divers to be certified and dive within their certification limits	
11. Breakdowns	Boat breakdowns	Y	Ensure the boat is well serviced and maintained	Contact Club Base radio operator or Coastguard and the Police on 111
12. Emergencies	Electrical Fire	Y	Ensure all electrical items are insulated	Fire extinguisher
	Fuel leaks and fire	Y	Ensure fuel is well sealed and contained in certified containers.	Ensure isolation
	Gas Leaks and fire	Y	Ensure gas cylinders are certified	Contact Coastguard or the Police on 111
13. Log out trip report	Unknown location of boat	Y	Ensure a log out of your trip is updated to Club Base radio operator	Log out with Coastguard



SAFETY ITEMS REQUIRED AS SUGGESTED BY COASTGUARD

Anchor and Chain (chain should be equal to boat length)	Yes/No	Flags (Dive Boats must carry Dive Flags)	Yes/No
Bailer	Yes/No	Bilge Pump	Yes/No
Boat Hook	Yes/No	Compass	Yes/No
First Aid Kit	Yes/No	Knife	Yes/No
Navigation Lights	Yes/No	Torch	Yes/No
EPIRB	Yes/No	Fire Extinguisher, in Test	Yes/No
Boat name & Phone Number on Trailer	Yes/No	Life Jackets (one per person)	Yes/No
Boat Name (on both sides)	Yes/No	Anchor Rope	Yes/No
Radio VHF	Yes/No	Photo of boat in Club Register	Yes/No
Flares (in Test) 1 x Parachute and 2 x Hand held and 2 x Smoke	Yes/No		

In entering into fishing and diving competitions, the contests will involve the launching and retrieval of your boat, the navigation of your boat through the harbour and moored boats. You will then be involved in coastal fishing and diving.

We are required to advise you that there is a degree of risk involved in these activities. Underwater obstructions may be present i.e. rocks to side of ramp at low tide and dredge. If you do not exercise sufficient care your boat may be damaged and/or sunk. Fishing and diving in coastal water also contains potential dangers.

By entering into competitions we advise that you should be aware of the potential difficulties and/or dangers faced in this competition by you and your crew. You should familiarise yourself with the area and take whatever steps a prudent skipper and crew should consider necessary in their circumstances. You are also warranting that you have the necessary experience and skill to handle your boat and crew in these conditions.

The Mercury Bay Game Fishing Club advises you that it is not liable to you and/or your family and/or members of your crew or to any other person in regards to any event, and that you are relying upon your own skill and judgement and not upon any warranty and/or promise given by the Mercury Bay Game Fishing Club. You and your crew indemnify the Mercury Bay Game Fishing Club for any loss damage and/or liability suffered by the Mercury Bay Game Fishing club, relating to anything done or not done by you or to any mishap suffered by you in regard to any event.

SIGNED.....DATE...../...../.....

(SKIPPER/BOAT OWNER)

IT IS YOUR RESPONSIBILITY THAT YOU ARE CARRYING ON BOARD YOUR BOAT THE NECESSARY SAFETY EQUIPMENT AND COMMUNICATION GEAR FOR THIS TYPE OF EVENT.

You and your crew indemnify the Mercury Bay Game Fishing Club for any loss damage and/or liability suffered by the Mercury Bay Game Fishing club, relating to anything done or not done by you or to any mishap suffered by you in regard to any event.

SIGNED.....DATE...../...../.....

(SKIPPER/BOAT OWNER)

IT IS YOUR RESPONSIBILITY THAT YOU ARE CARRYING ON BOARD YOUR BOAT THE NECESSARY SAFETY EQUIPMENT AND COMMUNICATION GEAR FOR THIS TYPE OF EVENT.



2015 DISCLAIMER FORM

I have entered into theFishing and/or diving competition. I understand and accept that this contest will involve the launching and retrieval of my boat, the navigation of my boat through the harbour and moored boats. I will then be involved in coastal fishing and/or diving.

I have advised that there is a degree of risk involved in these activities. Underwater obstructions may be present i.e. rocks to side of ramp at low tide and dredge. I understand that if I do not exercise sufficient care my boat may be damaged and/or sunk. Fishing and/or diving in coastal waters also contains potential dangers.

By entering into this competition I have been advised of and understand the potential difficulties and/or dangers faced in this competition by me and my crew. I have familiarised myself with the area and have taken the steps a prudent skipper and crew should consider necessary in these circumstances. I warrant that I have the necessary experience and skill to handle my boat and crew in these conditions.

The Mercury Bay Game Fishing club has advised me that it is not liable to me and/or my family and/or members or my crew or to any other person in regards to this event, and that I am relying upon my own skill and judgement and not upon any warranty and/or promise given by the Mercury Bay Game Fishing Club.

I and my crew indemnify the Mercury Bay Game Fishing Club for any loss damager and/or liability suffered by the Mercury Bay Game fishing Club, relating to anything done or not done by me or to any mishap suffered by me in regards to this event.

I also agree that neither the Mercury Bay Game Fishing Club nor any parties associated with the event shall have any responsibility, financial or otherwise, for any risk incident that may arise, whether or not by negligence, from any direct or indirect loss, injury or death that might be sustained by me or my crew, from my intended or actual participation in the event or related activities.

My accepted entry will not be transferred to another entrant and accept that in the event of any “act of God” conditions causing a cancellation of the event, my total entry fee is not transferable or refundable.

I agree to comply with the event’s rules, regulations and event instructions.

I consent to receiving any medical treatment which may be advisable in the event of illness or injuries suffered during the event.

UI have made by crew aware of these conditions and have authority to sign on their behalf.

SIGNED:.....NAME (Print).....
(SKIPPER/BOAT OWNER)

IT IS MY RESPONSIBILITY THAT I AM CARRYING ON BOARD MY BOAT THE NECESSARY SAFETY EQUIPMENT AND COMMUNICATIONS GEAR FOR THIS TYPE OF EVENT.

BOAT INFORMATION:

BOAT NAME	
BOAT MAKE	
HULL LENGTH	
COLOUR	
POWERED BY	
FUEL CARRIED ON BOARD	
VHF	
TRAILER REGISTRATION	