



Safety Manual Paddle Section



Revision no.: 1
Issue date: April 2018

Preface

The April 2018 version of the LBC Safety Manual Paddle Section is based on the version that was compiled and published in June 2013.

The following (major) changes have been incorporated:

- ***Introduction of Heat Illness***
- ***Introduction of the buddy system***
- ***Update on the emergency numbers***
- ***Introduction on launching a dragon boat***
- ***Introduction of air pollution limitations***
- ***Introduction of a Risk Assessment Plan***
- ***Introduction of Incident Report***

The manual has also been reviewed for typographical errors and the layout has been amended to reflect the incorporation of the changes.

All LBC Paddle Section members are encouraged to carefully read the contents of this manual and to provide any comments or feedback to the LBC safety officer

LBC SAFETY MANUAL FOR OUTRIGGER CANOES & DRAGONBOAT**Contents:**

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1. INTRODUCTION

This manual has been prepared to assist with the safety of Lantau Boat Club paddling members and to reduce the likelihood of damage to club canoes and equipment. The manual is for guidance purposes only. It is important to understand that outrigger canoeing and dragon boating carries with it the inherent risk of physical injury, including serious injury such as permanent disability, paralysis and even death and ***undertaking such activities is done so entirely at your own risk.***

Accidents with boats can happen and do happen. Safety is everyone's responsibility. Therefore, it is very important that we as club members reduce the risk of accidents to as low as reasonably practicable.

Most people feel that safety is a concern for the other person "it will never happen to me".

The manual is not exhaustive and feedback from club members is welcomed regarding potential additions and improvements.

A fundamental element of safety is awareness:

- Awareness of the prevailing conditions and potential risks
- Awareness of what you should do
- Awareness of what you shouldn't do

Please take the time to read this manual to enhance your awareness and develop safe habits to reduce risks when paddling and to protect club canoes from damage. LBC expects that paddlers create a safety culture within the club and will take a personal responsibility for and develop a general awareness of safety matters on and off the water. This includes reading this manual and sharing this knowledge with other members and listening to and understanding briefings. On the water, this means listening for instructions from steerspersons, boat captains and coach (or sessionleader) and being alert to the environment. Should any aspects of these guidelines or instructions given during paddling sessions not be understood, you should ask for clarification.

2. PERSONAL RESPONSIBILITIES

Paddlers have a responsibility to be alert to their own safety as well as that of their fellow crew. They are also responsible for the care and upkeep of the club equipment. Paddlers must be aware of what they should and shouldn't do:

The "Should List"

Paddlers **should**:

- **Be able to swim** 100m (any stroke) and tread water for at least 5 minutes, this WILL BE TESTED each season at times agreed by coach. This is a requirement of club membership and is stated on the waivers that all members must sign. All members who

are not proficient swimmers are strongly recommended to wear a life vest on the water in a club outrigger canoe or dragon boat. The club expects every member to assess their own swimming ability and provide a truthful declaration. Failure to do so puts the member's own life and those of their fellow crew at risk. Should there be any doubt about a club member's ability to fulfill this requirement, the Paddle Section Committee (PSC) reserve the right to request the paddler to demonstrate their swimming ability.

- **Wear appropriate foot wear** especially when launching and landing the canoes (the club beach frequently has sharp debris washed up and/or broken glass - Beware!).
- **Wear appropriate clothing** for the weather conditions (hot or cold). The combined effects of wet and wind (wind chill) can cause rapid loss of body heat even on warm days. This can largely be prevented by wearing wind proof clothing. Paddlers also often get cold after paddling whilst putting the canoes away or between sessions. It is important therefore to bring a warm, dry change of clothes for such occasions. Paddlers are strongly recommended to wear high visibility clothing during paddle session.
- **Use Sun Protection.** As a paddler you will spend many hours of your life on the water – the UV exposure, even on cloudy days will be high due to reflection off the sea surface. Be aware of potential long term damage to unprotected skin and eyes. Use sun block, protective clothing, hats and sunglasses.
- **Drink appropriately.** Hydration is fundamental to health and effective physical performance. At a basic level, severe dehydration can be dangerous and life threatening. This is completely avoidable by correct hydration habits. From a competitive perspective, physical performance declines with fluid depletion even though the signs may be imperceptible to the paddler. To maintain health and ensure you perform at your best hydrate before, during and after an event. Do not wait until you are thirsty to drink! Always ensure you have enough fluids for the length of course you are paddling.
- **Eat appropriately.** Your body is your engine and food is your fuel. Without the correct fuel in the tank and enough fuel you will not perform to your potential. As with hydration, eat well before the event to give your body time to break down the food and store the energy. For long training sessions or events, bring supplementary food to boost your reserves when the body's reserves are depleted. If you have a medical condition that requires special nutritional requirement (e.g. diabetes) bring appropriate nutrition in case of emergency.
- **Warm-up/Warm down:** do warm up before paddling and warm down and stretch after paddling.
- **Be positive and alert:** paddlers should listen to the commands of the steersperson. Alert the steersperson to any potential danger (rocks, approaching boats, floating debris) that he/she might not have seen. If you sense one of your fellow crew members (or yourself) have a problem, alert the steersperson. Paddlers are encouraged to concentrate and to be alert for the entire session and this includes preparing the boats until the boats are stowed away after the paddle. The session starts with boat preparation and ends with boats stored not just the paddle/on the water portion.

- **Heat Illness**

A paddler gets too hot and is unable to cool sufficiently through sweating. This is common in humid environments. The first signs of this are often muscle cramping and headaches – this is known as Heat Cramps. Deal with this early by reducing the intensity of paddling and drink plenty of fluids. This situation is not serious. If it is not dealt with, it will lead to heat exhaustion.

Heat Exhaustion has the same symptoms, but are more serious. The paddler may also have faintness/dizziness, be sweating a lot, and have rapid breathing. If this is not dealt with, it can lead to head stroke.

Heat Stroke can be deadly. Same symptoms, but more serious. (Symptoms can include the absence of sweating, confusion, agitation, disorientation) The paddler may also lose consciousness. This stage is life threatening.

Quite simply, learn to recognize Heat Cramps in yourself and paddling buddies and deal with it before the illness escalates. Different people may have different symptoms and sign of heatstroke.

Treatment

In all cases, stop the person paddling and shade them from sun

If the person is conscious

Get them to sip water/electrolytes and splash them with water and fan them to cool down. Do not cool to the point of shivering

If the person is unconscious

- GET HELP (call a rescue boat/ get the person to shore)
- Check that the airway is open and the person is breathing
- Elevate their legs and lower their head
- Sprinkle the person with water and fan them to cool down
- DO NOT give anything by mouth

- **Care for Club Equipment:** the Club equipment is everyone's responsibility and it will last longer and give better service if looked after. Please treat it carefully and report breakages or damage to the Maintenance Officer or PSC. Please bail canoes in times of rain and help secure and or move canoes to safety in the event of typhoons.
- **Buddy system:** At the start of every session, make sure you buddy up (1+2; 3+4; 5+6) for OC6. During dragon boating your buddy is the person you are sitting next to in the boat. The first row of paddlers are to buddy up with the drummer, while the last row of paddlers in a dragon boat are to buddy up with steersperson. They may save your life. If anything happens to the boat during the practice or race, keep your buddy in sight at all times!
- **File an incident report:** In case of any incident (e.g. personal injury or damage to equipment other than "normal wear and tear"), please fill in the LBC incident report (see chapter 6 for template). Completed form to be submitted to the PS Safety Officer.

The “Should Not List”

Paddlers ***should not:***

- **Paddle if sick or unwell:** do not paddle suffering from colds or flu, infectious medical conditions, or under the influence of alcohol or drugs.
- **Paddle with a serious injury:** regular paddling offers some fantastic benefits in terms of fitness and well-being. However, it also has the potential to cause injury. If you develop an injury, take time off from paddling to rest and heal. Learn to recognize the difference between simple fatigue from paddling, and injury (fatigue quickly eases following rest, injury gives persistent pain). Ignoring an injury by ‘paddling through it’ may result in permanent damage.
- **Let personal issues or self-interest cloud judgement:** once paddling becomes competitive there is the potential for negative dynamics within a crew due to varying abilities, levels of fitness and differences of opinion. This can divert attention from the fundamental focus which should be the safety of the crew then the safety of the canoe. Keep talk within the boat positive and encouraging. Differences of opinion should not be aired afloat – address them afterwards on the beach. The steersperson must ensure that his/her course is safe at all times and put the safety of his crew above any short-term benefits (cutting a corner might be tempting in race conditions but if it risks the boat being holed or swept onto rocks as a result, it is clearly a risk not worth taking).
- **Go out after sunset or before sunrise without an experienced steersperson and/or without experienced paddlers and adequate lighting.**
- **Use any club craft** (OC1, OC2, OC6, hurricane, dragon boat): unless an official booking has been made through TeamSnap. **Note:** No club craft can be booked during club sessions!

3. SAFE PADDLING

Buddy Systems

Where possible, all canoes being paddled outside the bay should adopt the buddy system whereby at least two canoes of equal size should run together. All canoes should remain in hailing distance and if the fleet starts to separate, the leaders should slow down to let the other crew(s) catch up. It is the responsibility of the steers-persons in the canoes to ensure the leading canoe does not get too far ahead of the rest nor the trailing canoe gets too far behind.

Weather

Before venturing outside the bay an official check of the predicted weather conditions should be made so a decision can be made whether the trip can go ahead (the composition of the crews and the experience of the paddlers will have a significant bearing on this decision) and the crew should be briefed as to what to expect.

When a wind signal of Force 6 or above and/or Typhoon signal No. 3 or above is hoisted, (check HK Observatory, <http://www.hko.gov.hk>), members are advised not to take out any Club owned canoes. In case a Club boat is still taken out, the entire crew of the respective boat will be liable for any damage that occurs during the outing and consequently, will bear all costs to repair. If there is any doubt about liabilities, the PSC will have the final word on the matter.

Air pollution

Air pollution plays a key role in safe paddling. The standard used by LBC to decide whether a paddle session is to continue is based on the app AirVisual, available from the App Store / Google Play store. Club sessions are recommended to be cancelled when the pollution level on the AirVisual app reaches 200+ / Purple. No club canoes should be used when pollution levels reaches 300+ . The final decision is with the session leader on the day of the session.

Thunder and lightning

Thunder and lightning can play an unexpected role during a paddling session and therefore it is important that proper pre-session preparation is carried out. In order to anticipate thunder and lightning, the use of MyObservatory is highly recommended.

The final decision remains with the session leader on the day of the session.

Club canoes should also not be taken out during thunderstorms when there is a risk of lightning. If a thunderstorm occurs when canoes are already out on the water, the canoes should return to shore as quickly as possible. If they are a long way from home, the steersperson should consider taking temporary refuge along the nearest coast.

Local Conditions

Tai Pak Bay is generally very sheltered and weather and sea conditions may be very different outside. The steersperson should assess the conditions carefully and if they are too strong for the experience of the crew, paddling should be confined within the bay.

The principle dangers within the bay are as follows:

- **Ferries:** regular ferries arrive and depart from the ferry pier at the southern end of the bay. The ferry lane is marked by a moored yellow metal buoy (which flashes at night). The ferries are aware of LBC's activities and keep watch for small craft. However, it is our responsibility to stay out of their way. The steersperson should be alert to the location of ferries and time any crossing of the ferry lane to miss the ferries. Inexperienced paddlers should stay well away from the ferry lane.
- **Ferry Wake:** the ferries create powerful wakes that washes into the headlands and the beach. Paddlers should be aware of the wakes and take action as it approaches such as towards it rather than let it approach side on. More experienced paddlers may use the wakes for surfing practice. Paddlers should watch for approaching wakes when canoes are

resting on the beach edge. Sudden powerful waves may wash canoes, tip them and cause damage.

- **Rocks:** there are a number of rocks that paddlers should be aware of at different states of the tide. At low tides, there are small sharp rocks just off the beach at the north end of the beach and steersperson should take care on approaching the beach. At low tide, steersperson should also maintain a good clearance from the northern edge of the headland. There is a series of rocks of the end of the southern headland which are visible at mid to low tide but are submerged at high tide. Steersperson should learn these locations and avoid these rocks. In general, paddlers should always keep a safe distance away from the shoreline and be aware of wave and wind direction that might push/blow them onto dangerous rocks.
- **Swimmers:** swimming generally takes place within the nets close to shore. However, there are often isolated swimmers beyond the net and their location should be reported to the steersperson who should take avoiding action.

Longer Trips

Prior to a long trip all steerspersons should be adequately briefed of the route and the arrangements that have been made to paddle through potentially difficult or dangerous sections i.e. Shipping Channels.

- The coach should determine if individuals are capable of doing the distance;
- The crew and steerspersons should be assessed for their suitability in predicted conditions;
- All paddlers must be familiar with the huli drill;
- When possible, huli drills must be practiced in choppy seas as well as calm; in warm seas as well as cold;
- At least one and preferably all paddlers should know the correct way to tow an outrigger canoe (see "Towing an outrigger Canoe" under chapter 4);
- Steerspersons should be trained to take into account the wind direction and tide and steer accordingly;
- Steerspersons should identify safe refuges in case of difficulty;
- Steerspersons should recognize land marks so they can identify their position in case of an emergency;
- Each canoe should have an appointed captain: either the steersperson or other previously agreed boat captain;
- Steerspersons should know boating rights of way;
- Steerspersons and OC1 paddlers should be aware of navigation rules, and are responsible for avoiding collisions even if they do have right of way;
- Paddlers in seats two and four should be aware of their responsibility to keep the ama down;
- Seat five paddler should be aware of his/her responsibility to help the steersperson when instructed to either stay paddling left side or else draw left;
- Where possible, a safety boat should be allocated. If this is not feasible, canoes should travel in pairs.

Crossing Shipping Lanes

Some trips require the crossing of major shipping lanes. This should be planned and certain rules agreed between steersman beforehand:

- Steersperson should be briefed on the location of the shipping lanes and the risks involved in crossing them.
- Canoes are not very visible compared to the larger craft in shipping lanes. Where possible, canoes should stick together to increase the chances of being seen. If there is an escort safety boat, this should stay close to the canoes and position itself between the canoes and oncoming vessels. Paddlers should consider wearing life jackets to increase their visibility.
- The shipping lane should be crossed at its narrowest point and as quickly as possible.
- Steersperson should time their crossing to maximize time between passing vessels. Note: Macau ferries (Jetfoils and Turbojets) move extremely fast and it is difficult to assess their oncoming speed – do not underestimate them!
- All paddlers should wear bright clothing to maximize their visibility.
- A flare should be readily accessible in the event of a huli and oncoming high speed traffic.

OC1s and OC2 Safety

There are OC-1's (with colored stripes to identify them) and OC-2's available for club members use. These can be booked by e-mailing "Managers" on TeamSnap. To book an OC1 or and OC2, club members must have first received a safety briefing and demonstration and been cleared by the Coach. Clearance will be recorded in the paddler's profile on TeamSnap. (Work in Progress). The onus is on the paddler to organize such an induction with the Coach or suitably experienced member of the club (verified by the coach).

As their construction is less robust and they have some moving parts (rudder, peddles) The OC1s and OC2s are more prone to damage and failure. Plan ahead and think what you will do if the worst happens. The key things to be aware of are:

1. Always try and paddle with someone else; if this is not possible stay within the bay or close to shore.
2. Use a lifejacket.
3. Check the rigging and bungs.
4. Use a leash so you won't get separated from the canoe in the event of a huli.
5. Take a spare paddle.
6. Take a phone with emergency contact numbers.

7. Be aware of your own limitations and don't go too far, too soon.
8. Members are encouraged to wear bright clothing to maximize their visibility.

If the rudder fails, the best bet is to try and jam the rudder into a straight position. It is worth taking something to do this with such as a piece of foam or tape. With the rudder fixed straight you should be able to paddle making directional adjustments with paddle strokes.

4. EQUIPMENT & RIGGING

Before setting out, the canoe should be thoroughly checked that it is seaworthy and in particular the rigging (chord on OC-6's, rubber on red OC-2's and clip fittings on OC1's) should be carefully scrutinized. Evidence of chafing, rot or perished rubber is an indication that re-rigging is necessary. Ensure the buoyancy tanks, and amas are drained and the bung plugs tightened once all the water has drained away. Check the hull for damage (particularly OC1's and OC2's which are more fragile and prone to damage). Ensure that all loose equipment (e.g. bailers, buckets but also personal items) is securely fastened.

OC6 Safety Equipment:

The following should be carried by OC6's

- **Life jackets:** A minimum of 6 personal floatation devices (pfd's) ready to wear. Life jackets are stored in the club hut in square shaped red bags and on a rack at the back of the club hut. Check that the zips work and are not corroded and jammed.
- **A spare paddle:** this may be strapped to the aft iaku.
- **Bailers:** one bucket and two bailers tied in with a quick release method (bailers are useful for removing small quantities of water during paddling; the bucket is essential in the event of a huli to shift large quantities of water quickly upon righting the canoe);
- **Safety Bag:** the club safety bags are the red dry bags stored in the small hut under the shelves. They contain the following: spare rigging (snap lashes and rubber tubing); whistle; basic first aid kit; safety knife; duct tape and a flare. Tie the bag into the canoe to steer seat by looping the bag strap around the seat and clipping it back to the bag.
- **Tow rope:** The tow ropes are in the yellow or green dry bags (see below on how to use the tow rope). Where there are powered support craft, the tow rope may be carried in the support craft.
- **Mobile phone:** (in dry bag) with charged battery and emergency number in contacts list.

EMERGENCY NUMBER: 999
Address for emergency services: Seahorse Lane 47

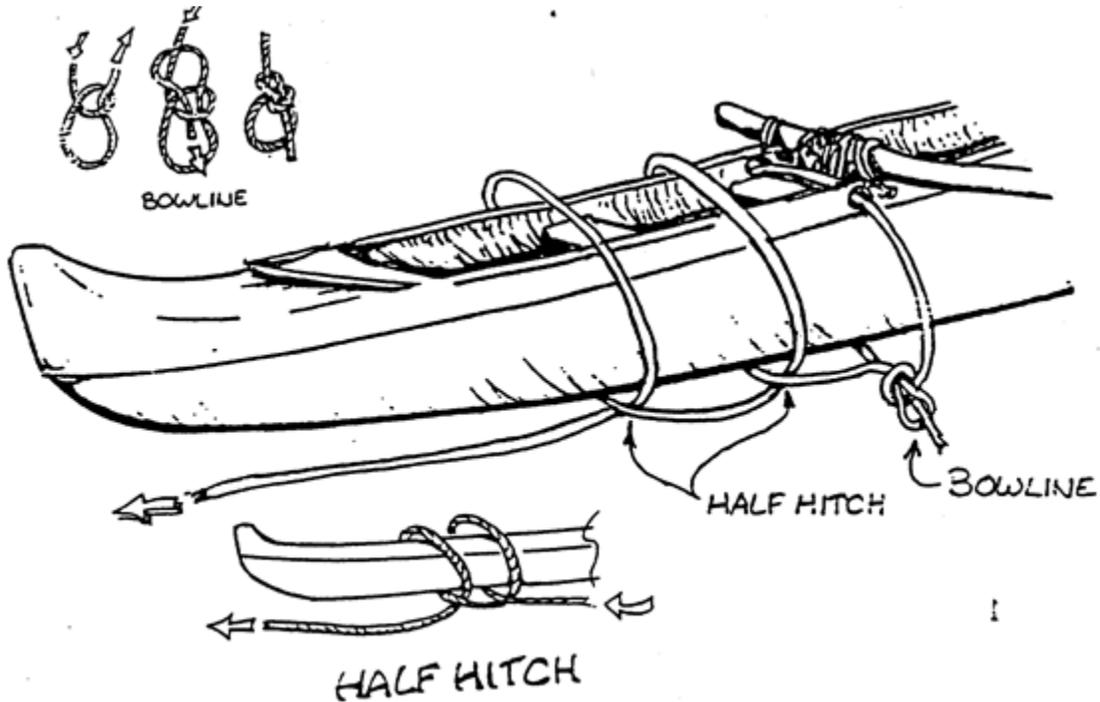
Note 1: The one that calls for emergency services is to send a person to Seahorse lane no. 47 to escort the emergency services to the place where required.

Note 2: The one that calls for emergency services should stay centralised to the incident that is not noisy and should bring paper and pen (if available) to keep track of the incoming calls and act as a liaison and to stay on the phone with 999 operator.

- **Light:** only necessary if paddling after dark or in the event of a very early morning paddle (before sunrise), in poor visibility or heavy rain, or if returning near dusk. The light is not to aid your vision but so that others can see you. (Remember that most motorized craft are faster and heavier than outrigger canoes and an unsighted collision could be fatal). Paddlers are responsible for carrying their own lights.

Towing an Outrigger Canoe

OC6's tow well provided the tow rope is rigged correctly. LBC OC6's do not have iaku holes as shown in the sketch. However, the tow rope can be tied to the strut/bracing beneath the iaku. The bowline loop under the hull is to help the canoe bow to lift and the additional half hitches ease to pressure on the point of attachment and help keep the canoe straight.



OC1 and OC2 Safety Equipment

The following gear should be carried in OC1's and OC2's:

- **Life jackets:** as a single paddler you are more vulnerable if things go wrong as there will be no one else there to provide help and support. It is therefore highly recommended that you wear a lifejacket, particularly if you go out alone and beyond the confines of the bay into open water. (Refer to the section on life jackets below).
- **Leashes:** ankle leashes should be worn, particularly on windy days to prevent paddlers being separated from their canoe.
- **A spare paddle:** a very real risk if you huli in an OC1 is that you get separated from your paddle. Strapping a spare paddle to your iaku if undertaking a long solo paddle.
- **Bailers:** bailers are only relevant if your canoe has a cockpit (such as the red OC2). It can be stored conveniently beneath the seat.

- **Mobile phone:** (in dry bag) with charged battery and emergency numbers in contacts list. In addition, it is important that you let someone know where you are going so that if you do not return when expected, they can raise the alarm.
- **Light:** only necessary if paddling after dark or in the event of a very early morning paddle (before sunrise), in poor visibility or heavy rain, or if returning near dusk. Paddlers are responsible for providing their own lights.

Life Jackets

In the majority of fatalities in boating accidents the victims were not wearing life jackets. There is an international consensus amongst boating safety organizations that the chances of survival at sea increase dramatically if you are wearing a lifejacket. Type 1 lifejackets have padded collars and are designed to keep the head out of the water, even when unconscious. Some come with small air tanks that can be activated to inflate the jacket. Others can be inflated by blowing into a mouthpiece. Type 2 and 3 jackets are buoyancy aids which do not provide head support. All jackets will help keep the wearer afloat, will increase their visibility due to their bright/reflective colors and help conserve warmth through their insulation effect.

Outrigger paddlers generally don't wear life jackets, partly because of tradition and partly because jackets tend to restrict the arms when paddling. However, lifejackets should be carried and there are occasions when it is recommended that they should be worn:

1. All OC6's must carry 6 lifejackets that can be worn in emergencies;
2. It is recommended that OC1 and OC2 paddlers wear lifejackets if paddling beyond the bay and particularly if paddling alone. It is recommended that you invest in your own jacket. It is also possible to purchase personal emergency transponders that will automatically connect to the Hong Kong emergency services and send out your GPS position for them to find you in an emergency. There are many outlets where jackets can be purchased (e.g. www.stromforcemarine.com; RHKYC Kellet Island Chandlers).
3. It is recommended that life jackets are worn during heightened risk situations including:
 - Deteriorating weather e.g. increasing wind and waves, decreasing visibility;
 - Night paddling;
 - During incidents such as equipment failure or swamping of a canoe.

Ultimately, as a paddler you must use your own judgment as to whether to wear a lifejacket or not. If in doubt, wear one – your life may depend on it.

Launching and retrieving canoes

The key goals when launching and retrieving canoes are:

- a) To avoid injury to crew;
- b) To avoid damage to the canoe.

Canoes are heavy. There is probably more risk of injury during launching and retrieving a canoe than during paddling.

Using a trolley:

With practice, an OC6 can be launched with only 3 people. Allocate strong members of the crew to lift the bow up. Another crew member pushes the trolley (or rather swings it into position) beneath the middle of the canoe. The canoe should be balanced on the trolley so that the trolley takes the weight so that all the crew have to do is provide the forward motion. If you have to expend energy lifting the canoe as well, the trolley is mis-placed and should be adjusted. Allocate a crew member(s) to support the ama and push/pull the canoe to the water where it can be floated off the trolley. To retrieve the canoe, float the canoe onto the trolley and push/pull up to beach. If it is low tide, you may need to lift the stern from the beach in order to place the trolley. When taking the canoe off the trolley, lift the bow, remove the trolley and lower into position onto pads. Pads should be placed approximately between seat 1 & 2 and between seats 5 & 6. The ama should rest evenly on the iakus of the adjacent canoe.

The trolley must be stowed and locked after use.

Launching without a trolley

If there are enough paddlers available, the canoe can be lifted and carried into the water without using a trolley. This is potentially much more strenuous and you should not attempt if there are insufficient paddlers. If you do try and find it is too heavy, immediately let the other crew know, lower the canoe to the sand and use the trolley instead. The key to lifting a canoe successfully is distributing the crew correctly. Too often crew do not think about where they are positioned and do not distribute themselves evenly so that some have an easy lift whilst others are overloaded. The goal should be to spread the load evenly between crew members. The centre of balance of a canoe is along the inner side, that is, the side facing the ama. Place your crew evenly along this side opposite seats where they can use the seat for lifting. One or two other crew members should lift and support the ama. If the canoe is still too heavy with this distribution, use the trolley instead. When lifting, bend your knees straighten your back and push up with your legs keeping the back straight. Do not lift with a bent back! (unless you want your paddling career to be short one).

Launching OC1s

OC1s are stored ready rigged on the rack making them quick and easy to pick up, launch and put away. Position yourself halfway down the canoe facing the direction you want to go and place a hand and a shoulder beneath the hull and lift. The canoe should be balanced and you can then walk it down to the water. Be careful on windy days that the wind doesn't catch the canoe and swing it into obstacles. Never place the canoe directly on the sand as this risks damaging the rudder. Walk into the water and place the canoe directly in the water with the stern of the canoe facing out to sea to protect the rudder. If you need to leave the canoe, pull the bow up onto the sand gently enough for it to stop floating away. Watch for ferry wakes as these waves can wash the canoe onto the beach and damage the rudder. Before paddling, check the bungs are tight, that the rudder works and that the attachments of iakus to hull and ama are sound.

Retrieving the canoe is the reverse. Before you go out you should place one or two of the canoe stands from the small hut out near the hose. You can place the canoe on these and wash it down following your paddle. Alternatively, you can put the canoe directly back on the rack and hose it down on the rack. Place the canoe carefully on the rack and ensure that it is evenly balanced. Use

the bungy/inner tube provided to secure the iaku to the rack frame for added stability in case of wind.

Note: if one of the bungs has become loose during the paddle, the canoe may have taken in water. This makes balancing and carrying the canoe very difficult. If possible, get help to lift the canoe out of the water, invert it and drain it.

Note: OC1s and OC2s are more prone to damage than OC6's. If you damage a canoe or notice that a canoe is damaged, please post a note to the Maintenance Officer and put it on the repair rack. This will alert other potential users not to take that canoe out and will also allow arrangements for repair to be made.

Launching OC2s

OC2s are heavier than OC1's and are easier to carry flat rather than in the inclined position. This is manageable for 2 people. If the canoe is too heavy, do not risk injuring yourself or damaging the canoe. Paddlers come in all shapes and sizes so do not be embarrassed to ask for help – other paddlers will be happy to do so. Once again, the most important thing is to protect the rudder. Take care when taking the OC2's off and putting them on the rack. If the OC2 has a cockpit which will collect rainwater, it is best to place it upside down so that rainwater drains off the hull. Always check to see that the canoe is evenly balanced on the rack.

Launching dragon boat

Dragon boats are heavy. Always use the trolley! Make sure you have enough people to launch the boat on the trolley. One crew member pushes the trolley (or rather swings it into position) beneath the middle of the boat. The boat should be balanced on the trolley so that the trolley takes the weight so that all the crew have to do is provide the forward motion. If you have to expend energy lifting the boat as well, the trolley is mis-placed and should be adjusted. Push/pull the boat to the water where it can be lifted off the trolley. To avoid damage to the boat, never drag it on the sand. To retrieve the boat, lift the boat onto the trolley and push/pull up to beach.

The trolley must be stowed and locked after use.

NOTE: All (club) craft should be rinsed and cleaned after use. (Including application of the covers, if applicable (OC6 and dragon boat)).

5. **HULI DRILLS**

OC6 Huli Drill

All outrigger paddlers should undergo regular huli drills, both with warnings and without warnings. They should also be briefed by the steersperson before leaving the beach, particularly if there are new or inexperienced paddlers in the crew. The basic rules:

- Be aware of your role in whatever seat you are paddling in;
 - Listen to the steersperson for instructions;
 - Act decisively and purposefully.
1. **Boat Hulis:** stay calm and don't panic.
 2. **Head Count:** check everyone is accounted for and if someone is missing, every one search quickly (check under the canoe).
 3. **Collect Paddles:** pass paddles to seats 2 and 5.
 4. **Position Boat:** in strong wind, seats 1 and 2 turn canoe so ama is upwind (so when it comes over it is downwind and stabilizing the canoe). In heavy swells, turn the canoe into the wind to reduce swamping once it is righted.
 5. **Right the canoe:** seats 3 and 4 climb from ama side (using iaku for leverage) onto canoe, stand on the iaku stubs, reach over canoe and pull iaku over. Seats 2 and 5 can assist by pushing the ama up, moving back out of the way in case the ama drops back down. Seats 1 and 6 slow the fall of the ama as it falls onto correct side to prevent damaging ama or rigging.
 6. **Bail:** seat 4 (or the smallest paddler if the boat is heavily swamped) gets in from the ama side and starts bailing with the largest bailer. Seat 3 holds the iaku down. Everyone else swims around or under the canoe and helps stabilize it and keep it aligned bow into swell and wind. Additional paddlers can enter the canoe to help bail once enough water has been bailed and there is enough floatation.
 7. **Start Paddling:** once all crew are back in the boat, start paddling. The boat will be more stable underway. Seat 4 can continue to bail as necessary.

OC1 and OC2 Huli Drill:

1. Don't let go of your paddle. If you are separated try and retrieve but don't get separated from your canoe. Without your paddle you will be safe on your OC1 but you won't be able to paddle anywhere (except by using your hands). You can place the paddle between your butt and your shorts to keep your hands free while you are righting the canoe.
2. Position yourself ama side, reach under for opposite edge of canoe hull and push up on the near side to flip the canoe. Try and control the fall of the ama to avoid damaging it.

3. Pull yourself up onto the canoe from the ama side (doing it from the other side is very unstable). You will find your leash is under the boat so you will have to undo and re-tie. Do not push off the amah with your feet to help you onto the canoe – the ama is easily cracked and if you damage that you have a problem.
4. Practice hulis in the bay before you take the OC1 outside the bay!

6 RISK MANAGEMENT PLAN

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
1	Canoe Management	Launching canoe from the beach	Sprains , strains lifting canoe	Minor	Likely	Medium	Training, only lift with 5 people or more present and use dedicated trolley	Low
		Poor state of equipment	Huli/submerge Personal injury	Minor	Unlikely	Low	Equipment to be checked before each training session	Low
2	Coaches	Training qualifications	Not trained, liable for damage to paddlers and canoes	Minor	Unlikely	Medium	All coaches must be approved by PSC	Low
3	Training Safety	Late canoe procedure - if a canoe has not returned from training	Lack of direction due to lack of light. Loss of vision / direction. Huli – unable to right canoe , crew tiredness, stress, hypothermia, dehydration	Major	Unlikely	High	Training sessions to be logged. White lights to be carried. Carry phone with GPS. Communicate with club member to alert them of situation and whether any assistance is required. Keep them updated on your estimated location and time of return	Low

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
		Lack of light	Limited visibility to other marine craft.	Medium to Major	Likely	High	If training dusk or dawn, all canoes must carry a torch/lantern that has a white light	Medium
		Cross training	Physical injury due to over exertion/lack of technique/insufficient training – lack of fitness	Minor	Likely	Low	Working to fitness and experience level	Low
		Huli	Physical injury, panic, drowning	Minor to major	Likely	Medium	All paddlers must be trained in huli-drills. All paddlers must be able to tread water for 5 mins and be able to swim 100m minimum	Low
		Medical Emergencies	Heart attack, asthma, dehydration	Major	Unlikely	Low	Ensure medical declarations are filled out correctly and coaches are aware of individual's conditions. However, consider whether you are prepared and fit to engage with the session	Low

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
		Jellyfish	Severe pain	Medium	Unlikely	Low	Rinse with warm seawater (no more stinging tentacles in the water you're using). DO NOT RINSE WITH BOTTLED WATER.	Low
		Sun stroke / hyperthermia	Severe pain, possible unconsciousness from dehydration	Major	Likely	High	Train all paddlers in correct sun protection & adequate hydration methods	Medium
		Crossing Shipping lanes / Ferry traffic	Collision, injury, damage to craft	Major	Unlikely	Medium	All canoes to use white light at dusk or dawn. If possible use Support boat. Crew members to wear high visibility clothing.	Medium
4	Weather	Strong wind warning	Huli, blown off course, impact damage to canoe or body, drowning	Major	unlikely	Medium	When a wind signal of force 6 or above is hoisted members are advised not to take out any club owned canoes.	Medium
		Typhoon signal 3 and up or Black	Huli, blown off course, impact damage to canoe or	Major	unlikely	High	No canoes are to be launched.	High

#	Element	Description	Potential Hazards	Consequence	Likelihood	Risk	Control measures / Management Strategies	Residual Risk
		rain warning	body, drowning					
		Typhoon signal 8 and up WARNING	Huli, blown off course, impact damage to canoe or body, drowning	Major	Unlikely	High	No canoes to be launched. Remove canoes from beach and secure canoes.	High
		Thunderstorm / lightning	Struck by lightening	Major	Unlikely	High	If lightening is present, canoes should not be launched	Low
		High / low air/water temperature	Hyperthermia / hypothermia.	Medium	Unlikely	Low	Train paddlers in correct hydration & clothing protection	Low

The primary risk is the potential for interactions between outrigger canoes and marine vessels including fishing boats and general marine pleasure craft. All preventative measures must be taken to avoid collisions including actions such as canoes giving way to larger craft and the use of lights during on canoes prior to sunrise, after sunset and in the twilight hours preceding these events.

All paddlers must be aware of other craft in the area and alert their steersperson when required.



Lantau Boat Club

INCIDENT REPORT

Discovery Bay, Lantau Island, Hong Kong

The following report must be completed at the earliest opportunity following any incident which occurs during an LBC activity. Incidents can be anything from a first aid incident to a serious injury, capsizing, paddling accident, violence, theft, or a heated discussion with a non-club member. An incident can also be a potentially hazardous situation, (for example, if equipment is left in a dangerous condition or position). The report may be completed by any member of LBC, and should be submitted promptly to the appropriate division rep or to the Safety Officer.

Date: _____ Reported by: _____ Phone: _____

Details of incident or concern:

Date of occurrence: _____ Time: _____ Location _____

Description of incident: (use other side of paper if necessary) _____

If injury, detailed description of injury: _____

Was incident caused by equipment failure: _____

Name of attending health professional, if any: _____

Describe action or steps taken at time of incident:

Person(s) involved in incident and/or witness(es)

_____ Name	_____ Address
_____ Signature	_____ Phone number
_____ Name	_____ Address
_____ Signature	_____ Phone number
_____ Name	_____ Address
_____ Signature	_____ Phone number