



## Health & Safety Policy

(Issued March 2021)

### Policy Statement:

Our policy is to provide and maintain safe and healthy operating conditions and equipment for all our members, and to provide such information, training and supervision as they need for this purpose.

We accept our responsibility for the health and safety of other people who may be affected by our activities.

Every member has a personal responsibility to take reasonable care for the health and safety of him/herself and of other persons who may be on the club premises.

The responsibilities for health and safety matters and organisational arrangements of duties required to implement the policy are attached.

The policy will be kept up to date. To ensure this, the policy and the way in which it operates will be reviewed annually.

A copy of this statement is available to all members and will be displayed in the policy folder located in the Lower Starter's Box.

Additional Health and Safety guidelines are incorporated into the separate Health and Safety statements for the Club Sail Training Team and Cadets Section. Those additional statements will take precedence over the following guidelines and procedures during training activities.

In the event of a major incident, members should refer to the Club's Major Incident Policy.

This policy will be reviewed on an annual basis or in the event of any incident occurring.

### **Communication of the Policy:**

The Health and Safety Policy is in the Club policy folder located in the Lower Starter's Box.

### **Responsibilities:**

Overall and final responsibility for the health and safety of members both on the premises and/or participating in activities is that of the Executive Committee.

The Executive Committee is responsible for the safety of all equipment located at the Club.

The Executive Committee is responsible for the upkeep of all First Aid kits and the Automatic External Defibrillator (AED)

All members have a responsibility to co-operate to achieve a healthy and safe operating environment and to take reasonable care of themselves and others.

### **Reporting and Communication Structures:**

Whenever a member notices a health and safety problem that they cannot put right, it is their responsibility to immediately inform a Flag Officer or Executive Committee member.

Health and safety training needs should be referred to the Executive Committee.

### **Organisation Arrangements:**

The distribution of health and safety information will be carried out by the Club Secretary.

Complaints arising from an unsafe condition or practices will be referred to the Executive Committee if appropriate.

Adequate first aid provision is the responsibility of the Executive Committee.

### **Accident and Incident Reporting:**

The Race Officer, Sail Training Principal, Senior Instructor or Cadet Captain responsible for the session at the time of the accident should ensure that all accidents, injuries and near misses are properly recorded and reported.

All accidents should be recorded in the Club's accident book, which is located in the Lower Starter's Box.

All accidents should be reported to the Executive Committee which will carry out an investigation in order to identify if changes in procedures are required and lessons learned, which should be reported at the next Executive Committee meeting as appropriate.

If the Emergency Services are required and have been requested, it should be ensured that an assistant to guide the vehicle to the required location is posted at the RVP outside the front door of the clubhouse.

### **First Aid:**

First aid boxes are located outside the galley and in the lower lobby near the race board.

The Automatic External Defibrillator (AED) is located in the lower lobby near the race board.

First aid kits are carried on board all safety boats.

All first aid equipment is regularly checked throughout the year.

All instructors are trained/qualified first aiders.

### **Fire and Evacuation Procedures:**

(See also Fire Risk Assessment)

There is an Emergency Evacuation Procedure posed in the upper and lower lobby, in the main function room and in the bar.

In the case of fire or incident requiring evacuation of the Club, the whole clubhouse should be evacuated immediately to the Emergency Assembly Point by the pagoda on the promenade. Personnel will be accounted for at the Emergency Assembly Point.

Fire extinguishers are located in the safety boats in the boat house, the lobbies and the lounge. They should only be used if safe to do so.

Fire alarm systems and fire extinguisher checks and annual services are carried out by a specialist sub-contractor.

If the Emergency Services are required and have been requested, assistance in guiding the vehicle to the required location should be posted at the Rendezvous Point (RVP) outside the front of the clubhouse.

### **Hazardous Substances:**

All materials that are used for boat repairs, cleaning etc. or that can be identified as a product that is liable to cause a hazard to health, should only be used in accordance with the suppliers' instructions and appropriate precautions taken in line with the COSHH regulations.

The procedure for COSHH is:

- Make a list of all substances used on the premises
- Obtain Material Safety Data Sheets from the suppliers of the substance
- Assess the appropriateness of the substances and substitute them with a safer alternative if at all possible
- Comply with the advice of the Material Safety Data Sheet

### **Electrical Appliances:**

The Club's electrical systems are covered by suitable earth leakage protection devices; however any club member/instructor becoming aware of any suspected defective equipment or circuit should immediately isolate the device or circuit, posting suitable warning notices and advise a Flag Officer/Sail Training Principal to ensure immediate remedial action.

Portable Appliances Testing (PAT) is conducted annually by a competent person to comply with the PAT Regulations.

An Electrical Installation and Condition assessment is conducted by a qualified electrician 5 yearly on the clubs buildings, an Electrical Installation and Condition Report (EICR) is generated from this inspection. The EICR is reviewed by the Executive Committee and where appropriate corrective work conducted.

### **Training:**

Sail Training operates within the guidelines of the RYA and all instructors will have attended the necessary training courses.

All instructors involved in leading or instructing activities have been trained for the specific activities and hold the appropriate qualifications as required. A register of qualifications and first aid expiry dates will be maintained by the Sail Training Principal.

Additional training and refresher training is provided in-house, under the guidance and supervision of the Sail Training Principal, or by the RYA.

Whereas boat maintenance may be carried out in-house, all items of specialist repair will be subcontracted to ensure action by competent persons.

### **Contractors:**

Any contractors engaged by the Club to work on this site must be made aware of our health and safety policy and access requirements must be agreed prior to the work commencing.

They must not be permitted to work in areas which are occupied and being used by members.

Any dangerous practice that is necessary to be carried out by the contractor must be reported to the Executive Committee and the members advised should there be a potential hazard during the times of club activities.

Any electrical equipment brought onto site should have been checked and protected by suitable electrical protection devices.

### **Intruders:**

Due to there not being a formal reception area, people can enter the building without reporting to a Flag Officer or the Sail Training Principal. It is the responsibility of all members to approach any unfamiliar person and inquire if they need assistance and escort them from the premises if appropriate.

All members need to be vigilant at all times and suspicious behaviour should be reported to the Police. A Flag Officer or Sail Training Principal should also be informed.

### **Supervision of New Members:**

All new members using the Club will be briefed on joining, in respect of basic club rules, location of first aid kits, fire exits etc. All members will be issued with a complete set of club rules.

### **Dealing with Violence:**

Members should treat incidents of this nature as an emergency. If possible contain the incident and report it to a Flag Officer or Sail Training Principal as soon as possible. Members should avoid confrontational situations i.e. walk away from where they might be susceptible to violent attack.

The Police should be contacted if any threats of physical violence are made to any member.

### **Hygiene Measures:**

The members shall report to the Executive Committee any area that may involve a health hazard in respect of:

- Cleaning of changing rooms
- Galley cleanliness and food storage
- Bar cleanliness and beverage storage

### **Smoking Policy:**

Smoking is not permitted on any part of the Club premises.

Smoking is not permitted when fuelling or handling/launching safety boats.

### **Manual Handling:**

Members should ensure that adequate personnel are available to move boats to minimize the risk of injury.

The club winches should be used whenever possible to eliminate the need for manual handling. If a member does not feel confident in the operation of the winches, they should not use them and seek advice.

### **Working Alone:**

Members who are working alone should take the necessary precautions to ensure their own safety and should not carry out potentially dangerous activities.

Members alone in the Club should in general lock themselves in and call for assistance if an emergency arises.

### **Beach and Dinghy Park:**

Due to the nature of the activities carried out at the Club these areas are vulnerable to hazards being created. Any member who identifies a perceived hazard must report it to a Flag Officer or member of The Executive.

Members should be particularly vigilant in keeping a lookout for discarded hypodermic needles and broken glass.

### **On the Water:**

Members are expected and advised to be familiar with the current Club Sailing Instructions as detailed in the Club Sailing Programme issued annually to all club members.

### **Club Equipment:**

Any faults, damage or potential hazards should be reported to the Executive Committee.

Any equipment which is considered to be a hazard must be taken out of commission immediately and referred to the Executive Committee for remedial action.

### **Inspection and Audit:**

A review of the Health and Safety Policy will be carried out annually by the Executive Committee and report any recommended changes to the executive Committee.

All powerboats will be checked regularly by the designated person appointed by the Sailing Committee.

All buoyancy aids will be inspected monthly by the Sail Training Principal. The Club has a policy of continual replacement, however unserviceable buoyancy aids should be removed and rendered useless prior to disposal.

The club premises are inspected monthly against a check list of the safety features of the building e.g. emergency exits, fire extinguisher accessibility.

### **Risk Assessments:**

Sailing is a sport of inherent risk. Risk assessments cannot identify and eliminate all potential sources of risk within the sport. We all have a responsibility for our own health and safety and the safety of others, particularly our junior members. No guidelines can replace the core responsibilities of all members who sail to support each other, on and off the water. It is the member's responsibility to follow the advice and guidance laid down in this risk assessment and not to engage in any activity that puts you or others at risk of injury. Members are expected to abide by the decisions of the Race Officer when participating in club organised races/events.

**Off-shore Risk Assessment:**

<b>HAZARD</b>	<b>RISK</b>	<b>ADVICE / CONTROL MEASURE</b>
Tide (Ebb and Flow)	Sailors drifting from sailing area. Low tide collisions with reef causing damage to boats / unseen underwater hazards.	Refer to tide tables or Sailing Programme.  Only sail 3 hours either side of high tide.
Weather e.g. sea state, wind	Inability to cope with conditions potentially causing many of the hazards and risks listed below	Sailors should be confident that they are capable of handling the expected conditions. In some conditions you may be asked to head for shore by a Club Officer, another responsible sailor or instructor. Sailors must cooperate with such a request.
Hot weather	Dehydration Hyperthermia	Appropriate clothing should be worn. Consideration by sailors for water to be carried. Apply sunscreen.
Cold weather	Hypothermia (Drop in Core Temp)	Appropriate clothing to be worn. Wetsuits/drysuits must be worn until the end of April. Be aware of effects of cold and come ashore to avoid hypothermia.
Groynes & rocks / reef	Injury Damage to boats from submerged hazards.	Avoid sailing too close to shore and launch/land in the middle of the beach to avoid hitting groynes.



		<p>Only sail 3 hours either side of high tide.</p> <p>Beware of slippery rocks at low tide.</p>
Launching and recovery	Injury	<p>See above.</p> <p>When coming ashore, ensure there are no swimmers/persons at the water's edge.</p>
Deteriorating weather conditions	Unexpected conditions causing potential risk to Sailors and RIBs	<p>RO and RIB crews must remain vigilant throughout race. Both should report to each other any new concerns via radio monitoring every participant, particularly those young or inexperienced.</p> <p>Frequent headcounts should be carried out. RIB crews (or RO) must stay within visual range of all participants at all times.</p> <p>Sailors to be called ashore should it be deemed unsafe to continue.</p>
Capsize / Inversion	Exhaustion Hypothermia Drowning	<p>Buoyancy aids of 50 newtons plus must be worn at all times when afloat.</p> <p>Novices should consider fitting masthead floatation.</p> <p>RIB crews to be vigilant and assist if necessary.</p>
Sailor becoming separated from boat	Exhaustion Hypothermia Drowning	<p>RO must ensure all participants are identified before the race and know exactly how many should present.</p> <p>RIB crews or RO must stay within visual range of all participants and monitor them at all times. Regular head counts must be made during the session by RO and RIB crews.</p>
Entrapments	Drowning	<p>Use quick release trapeze harness hooks. Carry a knife to deal with entrapment.</p>

		RIB crews to monitor and assist if required.
Collisions	Collision leading to either injury or boat damage	Helmsman should be aware of the 'Rules of the Road' and which boat has right of way but should take all steps to avoid a collision. Seek assistance from RIB if there is injury to persons and/or boat is unable to be sailed ashore. All boats must be adequately insured with cover of at least £3 million against third party claims.
Equipment failure	Injury Drowning Damage to boat	Ensure the boat, rigging and equipment are in good order before going afloat.
Sailors not taking due care Personal Responsibilities	Injury Death	Sailors to be aware of other water users and avoid collisions at all costs. Be aware of swimmers, especially when sailing close to shore. Boat must be adequately insured with cover of at least £3 million against third party claims.
First Aid required on water	Injury Hypothermia Drowning	Any casualties to be brought ashore immediately in RIB, informing Bexwatch prior to arrival, and any request for outside assistance (999). Be aware of the possibility of secondary drowning.
Power Boat not used within its parameters	Driven incorrectly or too fast causing loss of control. Potential significant injury / death to RIB crew, sailors and other water users.	Kill cord to remain attached to the Cox via leg at all times. Cox to inform crew before changing speed. Crew to maintain handhold whilst boat is moving.
Major incident	Significant risk of injury and danger to life	Follow guidelines documented in Club Major Incident Policy.

## On-shore Risk Assessment:

HAZARD	RISK	ADVICE / CONTROL MEASURE
Rigged boats ashore	Injury	Boats with mainsails up should not be left unattended and should be parked head to wind.
Lifting / moving heavy objects	Injury	Basics of manual handling should be followed.
Fuelling Power Boats (also refer to lifting heavy weight)	Fire, fuel leak, pollution	Fill fuel canisters on land using suitable filling equipment. Ensure tank is properly secured on the boat and fuel line is fitted correctly.
Winches	Injury Hazard to third parties	Only competent persons should use winch. Seek advice if unsure. Ask someone to stand at top of beach to monitor.
Boat park and tie down ropes	Discarded items and sharps may cause injury. Trips and falls.	Wear suitable footwear. Members to dispose of any sharps or potentially injurious items safely. Tie down ropes secured under black mats and ends clearly marked. Notify Flag Officer or Executive Committee of any perceived hazard.
Outside steps, walkways and balcony	May become slippery when wet, may cause slips and falls.	Members to be aware. Wear suitable footwear.
Fire		No smoking allowed anywhere on Club premises. No fuel stored in the clubhouse. Fire exits clearly signposted.
Stairs and ground floor lobby	May become slippery when wet, may cause slips and falls.	Members to be aware. Wear suitable footwear. No sailing bags to be left on the stairs or the lobby.

		No cycles to be left in the lobby.
Changing rooms/toilets	Floors may become slippery when wet, may cause slips and falls.	Members to be aware.
Lounge	Floors may become slippery when wet, may cause slips and falls. Trips and falls.	No wet sailing gear to be worn in the lounge. Any spills to be cleaned up immediately. No sailing kit bags to be left in the lounge.
Galley	Risk of Injury Fire	Care to be taken when handling kitchen utensils and equipment. First aid kit situated outside entrance to galley.
Bar	Injury	Basics of manual handling should be followed. Any spills should be cleaned up immediately.

<b>REVIEWS</b>	
<b>DATE</b>	<b>SIGNED</b>