



# Shustoke Sailing Club

## Health and Safety Policy



### **Club Policy:**

Shustoke Sailing Club is a voluntary organisation run by the members of the club. The club provides sailing facilities for its members and guests at Shustoke Reservoir for recreational dinghy sailing and dinghy racing. The club is an RYA Recognised Training Centre and runs dinghy sailing and powerboat courses in accordance with the RYA National Sailing, Youth & Powerboat Schemes for its members.

It is the policy of Shustoke Sailing Club to provide a safe environment for its members and recognised visitors. To this end the club endeavours to ensure that all risks are identified and appropriate control measures are put in place in compliance with HSE and RYA guidelines and Seven Trent Water policy.

A formal assessment of the club activities and facilities are performed on a regular basis not exceeding two year intervals by a qualified member of the club. Weekly records of maintenance requirements, accidents and incidents are reported on a standard form by the Officer of the Day (OD). In addition, first aid related accidents and near miss incidents are recorded on forms by the first aid box and daily training report forms are completed by the training course organiser. All these risk assessment and incident reports are discussed at the club committee meetings and appropriate action taken.

### **Competency and Personal Equipment:**

It is the responsibility of each sailor to ensure that they have the necessary skill level to participate in the on-water activities at the club under the prevailing conditions and have suitable clothing and safety equipment.

Persons are not allowed on the water or the pontoon without suitable buoyancy. A wet or dry suit must be worn between December and March inclusive. The OD has the right to refuse to allow persons onto the water if he has concerns due to the weather, the competency of the person or other conditions affecting the safety of the individual or of all water users.

Members boats and trailers are regarded as personal equipment and the member is responsible for ensuring that it is maintained and stored in a condition that is suitable for the events in which they participate, such that it does not present a hazard to themselves or to other water users.

Each members boat shall be insured to a minimum of £2,000,000 against third party personal injury or accident as defined in the club constitution and rules.

### **Water Safety:**

All water based activities have a nominated Officer of the Day (OD) who has overall responsibility for the safe operation of sailing on that day.

### **Sailing is prohibited unless there is a powered safety boat on the water**

Safety boats provide cover for all water based activities. The number required is related to the number of sailing boats on the water, the competence of the people sailing them and the prevailing weather conditions and is the responsibility of the OD who can terminate sailing if there is insufficient rescue cover.

Safety boats should only be operated by trained drivers and it is the policy of SSC to ensure that new members are trained in driving and rescue skills by an RYA qualified instructor.

**First Aid:**

The First Aid box is located in the cupboard to the left of the galley entrance. Powerboats have small First Aid boxes under the driver's seat. The contents of each First Aid kit will be checked monthly. In view of the small size of the reservoir, it is recommended that in the event of an accident on the water, the injured person is returned to the pontoon as quickly as possible rather than starting any treatment in a rescue boat.

Any incidents that need First Aid should be recorded in the Accident Book which is kept next to the First Aid Box. Completed First Aid Sheets from the book should initially be filed in the Accident File next to the Accident book before being transferred to the Accident file in the locked chiller room of the bar.

In the event of a serious accident the duty OD or SI will take charge and call the emergency services. The *Serious Incident Procedure* document is displayed on a Club notice board by the clubhouse phone.

Fire Procedure instructions are displayed on a Club notice board by the clubhouse entrance opposite the galley.

An automated external defibrillator (**AED**) is located in the OD office.

**Child and Vulnerable Adult Protection Policy and Guidelines:**

It is the policy of SSC to encourage young people and others to take part in sailing activities but to ensure they are safeguarded from physical, sexual or emotional harm. The club endeavours not to discriminate on the basis of age, gender, disability, culture, ethnic origin, colour, religion, belief, social status or sexual identity.

The club has a child protection officer and further details including a more detailed statement on Child Protection can be found on the club website.

All young people under 16 must have a parent / guardian or other adult (nominated with written consent), on site at all times and who is responsible for their child at all times (and having particular attention to the use of the changing and boat storage areas)

**The following related documents may be found on the Shustoke SC Website:**

- Accident and Emergency Procedure
- Serious Incident Procedure
- Child Protection Good Practice Guide
- SSC Child Abuse
- SSC Code of Conduct