

Sandwell Valley Sailing Club
Health and Safety Policy



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Scope

This Health & Safety policy is to be implemented by all persons engaged in sailing, canoe/kayaking, or sailboarding as an activity under Sandwell Valley Sailing Club (SVSC). It includes persons manning powerboats being used as safety or rescue craft in support of waterborne activities.

This document is to be read in conjunction with the Club Rules, the Training Centre Operating Procedures, the SVSC risk Assessment and the Safe Food Policy.

At all times Safety shall be considered of paramount importance.

Responsibilities

The Commodore in consultation with the committee shall have overall responsibility for the safe operation of the club.

The Commodore in consultation with the committee shall have responsibility for accident procedures.

The Principal of the Training Centre shall be responsible to the committee and the RYA for training activities under the club's name.

Each club member shall be responsible for their own safety, the safety of other members, visitors to the club and members of the public.

The Vice Commodore shall be responsible to the committee for all aspects of Health and Safety in the club premises and for those areas used by the club for watersport activities. This does not include on the water activities.

The Rear Commodore shall have overall responsibility to the committee for all aspects of waterborne activities and for the equipment used in pursuance of those activities. He may delegate certain of those responsibilities to the Officer of the Day (OOD) for the purposes of racing.

The Rear Commodore together with the Secretary or Training Centre Principal shall be responsible for carrying out accident investigations.

The OOD shall be responsible to the Rear Commodore and the committee for ensuring safety whilst racing and for security whilst they are on duty.

The designated First Aid Officer is responsible for checking and replenishing the first aid box and for administering the accident report book.

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On the Water and Jetty

The OOD is responsible for safe operation of the club whilst on duty.

The OOD, at his/her absolute discretion shall disallow or stop waterborne activities if they feel the conditions are unsafe.

The OOD is responsible for ensuring the Jetty area is clear of avian faeces or any other pollutant which could give rise to a Health and Safety issue.

The safety of persons shall at all times take precedence over property or equipment.

Organised racing shall only take place when a rescue boat is on the water and ready for immediate response to an incident.

The RRS Fundamental Rule 1.1 (giving assistance to others in danger) is to be understood and acted upon by all.

Notwithstanding the rules for racing, every person shall take appropriate action to prevent a collision.

A rescue boat in the racing area shall be considered as an obstruction. Similarly the water between a rescue boat and the craft to which it is standing on shall be considered as an obstruction.

All boats must be fitted with appropriate buoyancy either built in or as separate flotation bags.

The rescue boat is to be helmed by a person in possession of at least an RYA Powerboat Level 2 qualification.

The rescue boat should be ideally manned by two persons, suitably dressed, fit and able to enter the water if necessary.

The rescue boat crew should only enter the water if safety of life is at risk.

On contact with any person in the water the safety boat engine must immediately be switched off.

Wet Suits or Dry Suits must be worn between 1st November and 31st March by anyone undertaking sailing, canoe/kayaking, sail boarding and by rescue boat crews operating in support of those activities. Powerboat crews involved in training during which they are not intending to deliberately enter the water e.g. Safety boat training, are advised to wear wet/dry suits, but must wear clothing appropriate to the conditions.

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Anyone requiring assistance should remain with their craft and attract attention by waving their arm(s) above their head. All water users should be aware of and be on the lookout for this signal.

All members or visitors using their own boat must have in force an insurance policy providing an indemnity of not less than £2 million.

Access for Emergency vehicles may be required at any time, therefore, all vehicles must be parked so as to allow free access of emergency services at all times.

Launching trolleys must not be left in shallow water, whilst the owner is afloat.

Launch trolleys must be parked so as to not pose a risk of injury to other members or to members of the public.

Consideration shall be given by the OOD to the accumulation of Algae on the slipways. These are to be cleared to the water level as necessary. All users are to be mindful of the slippery nature of the slipways and are required to take care of their own safety in this regard.

Buoyancy Aids

Personal buoyancy apparatus, correctly fitted and inflated (if appropriate) must be worn at all times when afloat irrespective of the type of craft being used. It is recommended that persons operating on the jetty in support of waterborne craft e.g. beach master, should also wear buoyancy aids.

Children must wear buoyancy aids whilst on the jetty.

Wet suits and Dry suits do not constitute buoyancy aids.

Rescue Boat

A general and safety equipment checklist is located on the wall adjacent to the powerboat storage areas and on the club notice board.

Before taking charge of the safety boat the helm is responsible for performing all the checks and confirming that equipment is present and in good working order.

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The helm shall fill in the Rescue Boat Maintenance Logbook (located in the OOD box) noting any defects, omissions or problems. The logbook is to be signed to show the checks have been completed.

The rescue boat is only to be fueled by a person possessing at least an RYA Powerboat Level 2 qualification, or someone under the supervision of such a person.

Refueling is only to take place out of doors.

The helm is to ensure sufficient fuel is carried to complete the duty period.

On return of the rescue boat the helm shall complete the Rescue Boat Maintenance Logbook noting the condition of the boat on return, identifying any new problems or issues noted and the quantity of fuel added (if any) alternatively to state the boat to be in good order.

General

First Aid

A list of currently qualified First Aiders is displayed in the club house.

A first Aid box is provided in the marked cupboard in the clubhouse (galley). Additional First Aid boxes are carried on each rescue craft.

A First Aider attending an accident must complete the accident book in the main first aid kit.

Major incidents – Emergency Action Plan

Any accident resulting in hospitalisation or the involvement of the authorities is regarded as a Major Incident and the following procedure must be followed:

The OOD should ensure that a designated first aider attends the incident. In the event of a serious accident the OOD should notify the Rear Commodore or Secretary as soon as possible.

The designated first aider will determine the immediate course of action.

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If necessary the emergency services will be contacted by the OOD giving all relevant details of the incident. The club mobile phone(s) are kept with the OOD in the caravan and in the Galley. The closest alternative phone is Forge Farm or Park Farm.

The location of the club and instructions are in all the first aid kits.

A suitable person will be sent to the road to open the security gate and to direct the emergency services. They should collect the gate key and a high visibility tabard from the OOD box in the galley.

If the Commodore is not present then he/she is to be contacted as soon as practicable.

In the event of a Major Incident all personnel must observe the following:

- Only the Commodore will speak to the press (the Rear Commodore may fulfill this role if the Commodore cannot be contacted)
- Everyone involved or witnessing the incident will provide a written statement as soon as is practicable
- All equipment is to be quarantined until the Rear Commodore, Secretary (or authorities) release it.

Clubhouse

There is to be no smoking in the clubhouse.

Doors are to be kept free of obstructions.

Only authorized persons may serve in the galley.

No items are to be placed on radiators or other locations which could give rise to fire.

Radiators shall not be sat on.

Floors are to be kept as dry as practicable, (taking account of the nature of the sport and that clothing may be very wet). All persons must take due care to avoid slips.

Boat trailers must be kept clear of yellow lines inside the clubhouse unless a hazard sign is suitably placed.

Inner doors are to be kept shut when the building is unoccupied.

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Equipment shall only be used by those persons trained and authorized for its use.

Faulty or damaged equipment is to be reported immediately.

Fire Safety equipment is provided at relevant points in the building by the council. In addition a fire blanket and fire extinguisher are located in the galley.

Electric fires and heaters are to be switched off after use.

All storage areas are to be kept tidy and free from any material which could pose a risk or hazard.

Tools using naked flames shall not be used inside the clubhouse.

Any heating appliance being used to aid; heating, drying or curing in the repair or maintenance of a boat must not be left unattended at any time.

Flammable Fuel

Storage for Petroleum and LPG is provided within the clubhouse or attached to it.

Spare Petroleum spirit is to be kept in the storage cupboard provided. This is to be kept locked.

All Petroleum storage cans are to be kept firmly closed.

Petroleum tanks on stored power craft are to be securely fixed, closed and the breather cap closed.

The LPG cylinder(s) are to be closed after use.

The LPG storage facility is to be locked when the site is unattended.

Hygiene

Dogs must be kept on a lead on all parts of the club premises, including the dinghy park.

Dogs must not be allowed to foul the dinghy park.

The galley and associated areas are subject to the safe food policy.

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Boat storage areas

Care must be taken in and around stored boats, particularly in respect of accumulations of leaves and tie down points.

Each member is responsible for maintaining the area around their boat free of weeds, leaves and the like.

Other members' boats should as a general rule not be approached in order to avoid unnecessary exposure to trip and slip hazards.

Owners must ensure that their boats do not pose a hazard to other users of the area.