

WSC HEALTH and SAFETY POLICY STATEMENT

1. General statement of safety policy.
2. Assessment of risks.
3. Accidents and Hazards. Recording and reporting.
4. Emergency procedures.
5. Instructor Training.
6. Equipment – Maintenance and Inspection.
7. Annual Review.

1. WSC – HEALTH and SAFETY POLICY STATEMENT.

- 1.1 The Safety of all persons visiting WSC is the highest priority. All Club members must at all times take appropriate action to ensure the safety of all persons on WSC property.
- 1.2 The Safety Co-ordinator has overall responsibility for Safety on WSC property, but may delegate individual areas of responsibility to “Nominated Persons or Office Holders”. An up to date list of same is to be displayed on the Club Notice Board.
- 1.3 Individual members have a particular responsibility for ensuring their own personal competence and safety in the conditions prevailing at the time. They should be aware of Club Rules re buddy sailing, the availability of Rescue Boat cover, and the right of the OOD to order “Abandon Racing”, or “All boats off the water”.
- 1.4 Nobody must interfere with/misuse any equipment or materials provided in the interests of member’s safety and welfare.
- 1.5 All members are requested to cooperate with this Policy and Club Rules, to ensure the Safety of all persons on WSC property.
- 1.6 All members should receive adequate information, instruction and training to enable them to avoid risks, and to contribute to their own and all visitors’ safety whilst on WSC property. Members should not use equipment or machinery unless they are familiar with its operation, and should report all faults to the listed Nominated Person. Repairs should not be attempted unless they are authorised.

2. ASSESSMENT and CONTROL of HEALTH and SAFETY RISKS.

The following points were considered when drawing up the Health and Safety Statement Policy and Club Rules.

- 2.1 Overall safety for persons on club property.
- 2.2 Members capabilities.
- 2.3 Weather conditions and the need to abandon racing/sailing.
- 2.4 Dangers of drowning and hypothermia.
- 2.5 Possession of adequate personal and boat buoyancy.
- 2.6 Availability of Rescue Boat cover and equipment.
- 2.7 Availability of Trained Rescue Personnel.
- 2.8 Dogs on club premises.
- 2.9 Dangers of fire.
- 2.10 Responsibilities for individual areas and items of equipment.
- 2.11 Needs of fishermen.

3. ACCIDENTS and RISKS TO SAFETY.

3.1 Accidents

All injuries must be recorded in the Accident Book kept adjacent to the First Aid Box, in the cupboard situated in the Wet Room.

3.2 First Aid Boxes

Located as follows – Kitchen area
 - Rescue Boat Poly bottles.
 - Start Hut rear wall.

3.3 First Aiders

A current list of qualified First Aiders to be kept with Kit in Kitchen Area, and on the Training Notice Board.

3.4 The Safety Co-ordinator must make regular checks of the Accident Book, so that the cause of any Accident can be investigated and steps taken if necessary to improve safety.

3.5 Risks to Safety

On finding any Risk to Safety, all members should submit a Hazard Report to the respective Nominated Person so that action can be taken to eliminate the Risk.

4. EMERGENCY PROCEDURES.

4.1 RESCUE BOATS

Two fully equipped rescue boats to be available at all times when organised sailing takes place.
 To be double crewed whenever possible.
 Kill cords to be used at all times.

4.2 KIT TO BE CARRIED

Anchor crate containing anchor, warp and chain.
 Towing line.
 Stern quarter ropes.
 2 paddles.
 Bucket.
 Waterproof bottle containing First Aid Kit, knife and whistle.
 Fuel tank and bottle to be secured in boat whilst in use.

4.3 FIRE/EXPLOSION

In the event of a fire or explosion within the compound, all persons should evacuate the affected area and assemble in the car park. The hooter should be sounded continuously for 1 minute.

The emergency services should be contacted by telephone stating:

Location – Lake 26 Whitefriars Lane

The problem

The gate access number

Gate manned pending their arrival

Attempts to extinguish fires should only be made if this can be done without endangering yourself.

Fire exits must be clearly marked and kept clear at all times.

5. INSTRUCTOR TRAINING.

5.1 Training and ratios of Instructors to Pupils to be within RYA guidelines for all RYA courses.

6. EQUIPMENT.

The Safety Co-ordinator has overall responsibility for Site Safety and Supervision of Inspection Checks.

Nominated Persons/Office Holders are responsible for items listed below, and for ensuring that safety checks are carried out as per the Inspection Forms held by the Safety Co-ordinator.

Rear Commodore House.

Compound, fences and gates.
 Club buildings including start hut and garage.
 Gas tank, stove and portable gas heaters.
 Electrical supply.
 Jetties, Pontoons and Slipways.
 Sewerage.
 Telephone.
 Water supply.
 Winch.

Rear Commodore Sailing.

Buoys.
 Moorings for Rescue Boats and Disabled Groups boats.

Bosun –Club.

Rescue Boats, Engines, and their RYA listed equipment.
 Rowing Boat.
 Bosun's locker – contents of.
 Fuel store and supplies for outboards and mowers.
 Lawn mowers.

Bosun – Junior Sailing Group.

Group's boats and their equipment.

Social Secretary.

Kitchen area and food cupboards.
 Vacuum cleaner.

Disabled Group.

Crane for their use.
 Group's boats.

Principal of RYA RTE.

Training boats and sail locker.

Safety Co-ordinator.

Fire extinguishers and Blanket.
 First Aid kit(s).
 Lifebuoys.

Environmental Sub Committee.

Trees and wildlife.

Frequency of inspection – As per check lists.

7. ANNUAL REVIEW.

- 7.1 The Health and Safety Policy and Club Rules shall be reviewed annually between December and March, so that whenever possible, revised safety matters can be implemented prior to the start of the season.
- 7.2 The RYA Training Centre Operating Manual must be similarly reviewed so as to be kept in line with current RYA guidelines and the Centre Inspection Report Form.

Dated 2004