

# HEALTH & SAFETY POLICY

## MEMBERS' RESPONSIBILITIES

- 1.1 All Club members have a 'Duty of Care' to others involved in Sailing Events. Final responsibility for Health and Safety will rest with the Club Committee.
- 1.2 The member in charge of an event will have overall responsibility for the safety of the event except that the Safety Boat driver(s) will be responsible for deciding whether the safety cover is adequate for the conditions.
- 1.3 All members should comply with all health and safety requirements and report any potential hazards to a committee member at the first opportunity.

## ACCIDENTS

- 2.1 The main First Aid Kit is kept in a wall-mounted box in the Kitchen. An additional small First Aid Kit is carried in each Safety Boat.
- 2.2 A list of those trained in First Aid is posted inside the First Aid Kit box together with the name of the person responsible for restocking the kit.
- 2.3 The Accident Book is kept at the First Aid Box. Details of any accidents requiring First Aid treatment should be entered into the Accident Book by the First Aider involved. In the event of a serious accident the person in control should inform the Emergency Services and the next of kin of casualties.

## DINGHIES

- 3.1 Dinghies should be maintained in a seaworthy condition.
- 3.2 Organised events should not take place unless adequate safety cover is in position.
- 3.3 All sailors should wear appropriate buoyancy aids or life jackets when afloat.
- 3.4 If practicable, sailors who are non-swimmers or have medical conditions that might affect their safety should be notified to the Safety Boat driver and given special consideration.
- 3.5 All boats may be recalled by flying Code Flag N accompanied by suitable a sound signal.

## KEELBOATS

- 4.1 Keelboats should be maintained in a seaworthy condition.
- 4.2 All junior sailors must wear appropriate buoyancy aids or life jackets when afloat.
- 4.3 Adult sailors should also wear appropriate buoyancy aids or life jackets when afloat.
- 4.3 Keelboats should carry the safety equipment appropriate to the event.

## SAFETY BOATS

- 5.1 Appropriate buoyancy aids or life jackets should be worn at all times.
- 5.2 The kill-cord should be fitted and used when the engine is engaged.
- 5.3 Safety Boats may be recalled by flying Code Flag Q accompanied by suitable sound signals or by Personal Mobile Radio (PMR).

## RACING AREA

It should be noted that the racing area includes Restricted Shipping Channels. In these areas ships have right of way.

## KITCHEN

- 6.1 Appropriate care should be taken especially when using electrical equipment.
- 6.2 All kitchen equipment, sinks and surfaces should be left clean and hygienic after use.

## **NON-ORGANISED SAILING AND USE OF CLUB FACILITIES**

- 7.1 Parents and guardians are warned that the club is only able to provide rescue facilities during the hours of club racing and training sessions. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot be expected to exercise supervision or control. Even during club racing the club cannot accept responsibility for children, or any other persons, not engaged in racing.

## **POLICY STATEMENT ON CHILD PROTECTION**

- 8.1 The Club will follow RYA guidelines with respect to child protection issues, a copy of which is on the Club noticeboard and summarise in the following points.
- 8.2 The child's welfare is paramount.
- 8.3 All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- 8.4 All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- 8.5 As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

## **EMERGENCY PROCEDURES**

**GENERAL:** These instructions outline the action(s) to be taken in the event of an Emergency such as a fatality or an injury requiring the urgent attention of a doctor or evacuation to hospital.

**CONTROL:** Overall control of the situation should be assumed by the Commodore or Vice- Commodore if present and in their absence, the member with overall responsibility for the event or training in progress at the time. If there is no organised event in progress at the time control should be assumed by an appropriate responsible member.

**EMERGENCY SERVICES:** The person in control should arrange for any necessary First Aid and assume responsibility for contacting the appropriate emergency services as follows:

**COASTGUARD:** when Emergencies afloat are beyond the capabilities of OSC Safety Boat provision.

**AMBULANCE:** for major injury, serious illness, severe hypothermia or fatality.

**POLICE:** to be advised of any emergency situation even if not required to assist. In a less serious case it may be sufficient to call for a doctor or arrange for the casualty to be taken to hospital but in any case professional advice should be sought.

**NEXT OF KIN:** If known, the next of kin should be notified as soon as possible. Consult the members in this handbook for contact telephone numbers.

**MEDIA:** Any emergency situation is likely to attract the attention of the Media. The person in control should arrange for a suitable person to make a statement or issue written statement to the Media if required. Members should not make casual comment or give their personal opinions.

**REPORT:** The person who took control should write a report outlining, where possible, the events leading up to or the cause of the Emergency, the actions taken and the outcome.

**FOLLOW UP:** As soon as practicable following an Emergency a special meeting of the Club Committee will be convened to establish, where possible, the cause of the emergency and implement any appropriate measures to avoid a recurrence.