

HLSC Sailing Health and Safety POLICY



Review Implemented September 2019

Latest time for further review 2022

Forward

This Health & Safety document is compiled for the benefit of club members and derives from the Health & Safety at work act 1974. this act of parliament encompasses a duty on persons to conduct themselves or others" by Act or omission." That is, do something that is dangerous or foolhardy or not do something that they should have for instance not wear a life jacket when appropriate or fail to report a fault in safety equipment.

1 Principles

There are inherent risks in the sport of sailing, and the club will make sure that members, cadets and their parents are aware of these, and that every effort is made to eliminate dangers and to plan for eventualities.

Continuous review of safety and operational procedures will be encouraged. All Club members (including Cadets) should be encouraged to participate in this process with the aim

of improving both the enjoyment and safe operation of sailing/water-based activities operated by the club

The responsible officer should assess all risks for each area or activity for which he/she is responsible. The Club risk assessment sheet should be used only as a guide or framework within, which to operate.

The precautionary principle should influence all decisions where safety is concerned. In the implementing of the safety procedures, people will always be placed before property.

2 Safety Policy

To ensure that the inherent risks (which are part of the sport sailing) are minimised, and that the risks associated within the club's water sport activities are assessed and addressed.

To ensure that equipment for water-based activities are suitable and in working order

To ensure that those organising or supervising water based activities are aware of the risks involved and have taken appropriate steps to ensure that the safe procedures are followed

To ensure that those organising or supervising water based activities are experienced and competent and that as far as possible, hold nationally recognised qualifications.

3 Qualifications & Training

The clubs policy is to ensure that those organising sailing activities and supporting them are appropriately trained and competent

Possession of a valid, recognised qualification is the best way of assuring competence; however, the responsible person in circumstances will make an assessment of competence and experience where qualifications are not held.

It is the responsibility of those organising sailing activities to ensure that all key personnel involved are competent and that they are aware and understand the Clubs Sailing Health and Safety Procedures

4 The operating Area for club organised events

Keel and Dinghy Racing As defined on the Club's Website and year book

Cadet Training The Holy Loch normally within the vicinity of the Holy Loch Sailing Club north West of a line between Lazaretto point and Grahams point

One -Off events As per committee agreement or as defined within the Clubs Yearbook or sailing instructions.

5 Specific Hazards (Within the Operating Area)

Drowning from Capsize or man Overboard

Injuries from Boom, ropes etc

Slip, trip or fall on launching ramp

Dispersal of Dinghy fleet

Cold from immersion or Exposure

Sudden Storms

Contact with safety boat and outboard propeller

Operation of Safety Boat

Fire ashore or afloat on rescue boat

Lifting and manoeuvring heavy objects

Lifting and laying moorings/racing marks

Fall from Starter box stairs

Rescue boat re fuelling

Injury while lifting toppers from rackin

Risk Assessment for Training and Cadets

Incident or Activity	Likelihood	Severity	Precautions
Drowning from Capsize or man Overboard	Low	High	<ul style="list-style-type: none"> • Personal Buoyancy required • Safety Boat cover provided • Boat buoyancy checked • Anti inversion float at mast head
Injuries from boom ropes etc	High	Medium	<ul style="list-style-type: none"> • Land drills for tacking & Gibing • First aid box in Club house • First aid box in Safety boat • All sharp fittings covered with tape • Boats to be inspected prior to going afloat
Slip Trip or Fall on launching ramp	Medium	Medium	<ul style="list-style-type: none"> • Ramp regularly bleached • Instruction on boat handling • Adult supervision
Dispersal of Dinghy fleet	Medium	Medium	<ul style="list-style-type: none"> • Instructor training • Safety boat cover • Defined sailing areas used • Briefing of those under instruction
Cold from immersion or exposure	Medium	High	<ul style="list-style-type: none"> • Appropriate clothing to be worn • Rescue cover available at all times • Change of dry clothing mandatory • Cont. rolled immersion situations

Sudden storms	Medium	Medium	<ul style="list-style-type: none"> Recognised signals to come ashore Forecast checked prior to going afloat Land locked area
Contact with safety boat and outboard props	Low	High	<ul style="list-style-type: none"> Trained safety boat drivers Safety boat drivers instructed to keep clear
Operation of safety boat	Low	High	<ul style="list-style-type: none"> Manning of two persons mandatory Second boat available if engine fails Buoyancy aids mandatory Kill cord use mandatory
Fire ashore or afloat on Rescue boat	Low	High	<ul style="list-style-type: none"> Appropriate storage and handling of fuel Extinguisher on board Fuel to be stored in Fuel store and refuelling ashore should done in a well ventilated space
Lifting or manoeuvring heavy objects	Medium	Medium	<ul style="list-style-type: none"> Instruction on boat handling Minimum of four persons recovering Rescue boats and Wayfarers Adult supervision

Commented [SC1]: Would change to Safety Boat Coordinator will bring Fuel to the site for refuelling

Lifting and laying moorings/race marks	Medium	High	<ul style="list-style-type: none"> Two persons mandatory
Fall from starters box stairs	Low	High	<ul style="list-style-type: none"> Restricted access to starters box Sign to warn of steep incline Safety chain at top of stairs
Fire while Rescue boat re fuelling	Low	High	<ul style="list-style-type: none"> Tanks are separated from Engine Tanks are filled when engines are cold
Injury while lifting toppers from racking	Low	Medium	<ul style="list-style-type: none"> Adults are on hand to lift toppers from Racking. At least 2 adults are used to lift toppers

Commented [SC2]: Left out as we don't fill up at the Marina Anymore

6 Safety Ratios

Cadet Training Safety Ratios

Up to 6 dinghies	1 Safety Boat
6-15 dinghies	2 Safety Boats
More than 15 dinghies	3 Safety Boats

a. Instructors/ Authorised Assistant Instructors

One Instructor to Three authorised assistant instructors

b. Training Safety ratios

As per Cadet ratio above

c. The safety boat must be afloat and ready for use whenever any cadet training is underway

7 First Aid

Equipment	Location
VHF Radio	Starters box in club
First Aid Box	On wall next to Galley in HLSC Club house
Accident Book	Main clubhouse
The club has trained first aid members	Location list of first aid members

8 Safety Boat Equipment Checklist

Equipment

- Paddles or oars (or alternate means of propulsion)
- Bucket or bailer
- Towline
- Toolkit
- Survival bag or thermo protective aid
- Waterproof first aid kit containing minimum 2 Large and 2 medium wound dressings and triangular bandages
- Anchor and chain or warp
- Distress flares
- Sharp knife preferably serrated
- Spare kill cord
- Fire extinguisher 5A/34B serviced annually
- VHF fixed or handheld
- Radio emergency procedure card
- Fog sound signal
- Laminated charts and Tide tables (coastal)

9 Dinghy Checklist

- Hull to be in good condition with all fittings in working order
- Standing and running rigging to be in good condition. No protruding strands of wire allowed.
- All split pins and rings to be taped
- Painters to be fitted to all boats suitable for towing
- Adequate buoyancy
- Mast head buoyancy for Wayfarers, laser 3000 and ISO
- Buckets for non-self-draining dinghies

10 Accidents

IN THE EVENT OF AN ACCIDENT, THE PERSON RESPONSIBLE FOR THE ACTIVITY MUST MAKE A DECISION ON THE COURSE FOR ACTION TO BE TAKEN.

For all accidents; the circumstances, time, persons involved and action taken must be recorded on an Accident Report Form, which is located in the kitchen area of the club house.

The Principle Training officer (Neil Towart) will report regularly to the committee on any accidents which have occurred and the actions required as a result. A near miss book will be kept.

In the event of a **Major** Accident or incident, the next of kin or appropriate responsible person must be notified immediately. The phone number and emergency phone number for Cadets is in the Cadet Locker.

Whenever a major accident or incident occurs, flag officers should be notified in the

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following sequence;

Duncan Chalmers 0788553700

Scott Crossley (079190460800)

Neil Towart (principle Training Officer) 07808762992

No comment or statements should be made to the press in advance of a debriefing

The most senior representative present or available should:

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1. Ensure that a proper recorded de brief is conducted - ideally away from the pressures of the press and public
2. If there has been a fatality, the police will contact the Health and Safety Executive
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and inform the next of kin. Do not publicise the name of the casualty until you know

that this has been done even if the press appears to know who it is.
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3. Decide who will speak to the press
4. Procedure a written statement that can be given to the press
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5. The RYA Training department will advise on compiling statements and procedures

(tel 02380627451)
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6. Retain all relevant equipment and documentation - it may be required for any

official investigations

11 Major Accident/Incident procedure

Definition of Major Accident/Incident

- Where an injury has been received that requires more than Basic first aid
- Hypothermia
- Multiple capsize, e.g. severe weather incident
- Breakdown of Safety Craft
- Any incident relating to commercial shipping

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- Attend with minimum haste while exercising caution and awareness of hazards
- Identify the nature of accident /incident

Rescue Priority-PEOPLE FIRST/EQUIPMENT SECOND

- If people in water - **COUNT HEADS**-Confirm numbers
- Suspected Hypothermia- use survival bag, space blanket or other for warmth. Transfer to rescue boat and recover to shore- call medical aid
- If an injury Treat cause first; transfer to rescue boat and recover to shore-call medical aid
- If medical assistance is required, use Radio to advise the Officer of the day/shore supervisor- Ask for Ambulance To Meet Rescue Boat in Holy Loch Marina, or use telephone to summon medical aid
- Multiple Capsizes- If possible, prevents drifting of Dinghies into further danger. If necessary, tow dinghies to safer area and secure. Right and recover only after the risks to personnel have been controlled.
- Breakdown of safety craft-Notify race control/Shore supervisor, If safety cover is not adequate, all sailing should be suspended and bring boats ashore until the situation is normalised.

REMEMBER - IF SAFETY COVER IS REMOVED, SAILING ACTIVITY MUST BE SUSPENDED

12 Safety Boat Code of Best Practice

- Priorities

Club Safety boat crews are normally reportable to the Race officer or shore supervisor of Cadet events

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The priorities while on the water as follows;

- Safety of crews being rescued
- Safety of other crews
- Prevention of further damage to disabled boats
- Recovery of disabled boats or capsized craft

Safety boat crews have a responsibility to ensure the safety themselves as well as others on the water.

When dealing with an incident on the water, the crew should remain vigilant towards all craft in their operating area, as another incident may have a higher priority

Should a safety boat crew think that the weather conditions make it impractical to affect a safe rescue, or that the conditions **would** themselves make the situation unsafe, they should inform the race officer/Shore supervisor who is responsible for any decisions in this matter.

Crewing and Personal Equipment

Safety boats should be manned by at least two people, ideally one who is dressed and prepared to enter the water

Life jacket/Buoyancy aids are always to be worn while afloat. Kill cords are to be fitted and secured to the personnel all times, unless the situation dictates otherwise.

Operating Procedures

Before going afloat, all rescue crews should carry the following

- VHF Radio or hand held radio
- Red and Blue flags on pole
- Whistle
- Fuel tank with appropriate amount of fuel and Oil
- Small tool kit

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- First aid kit
- Flares
- Emergency blanket
- Knife
- Anchor and warp
- Paddles
- Towing line
- Two Way Radio Procedure
- Ensure the Two way Radio is set to channel 37
- Establish communications with others users
- Confirm that you have heard and understood. If not request "Say Again"
- Listen a moment before transmitting to prevent breaking into another conversation
- Use correct radio procedures at all times
- Keep All Transmissions To A Minimum
- Remember the Radios primary function is as a Safety Aid

Rescue

- In accordance with the rescue priorities, attend every capsized to check all crews are safe and that you are not needed.
- In multiple incidents, attend to all crews before dealing with any craft.
- If possible, cut the engine when dealing with people in the water
- Be prepared to intervene even if the crew of the craft you are attending do not request assistance, i.e. they appear, in your opinion, to be suffering from the effects of the cold or fatigue.

Boat Handling

- The coxswain of the safety boat should be aware of the effects of the wash, speed and positioning of other craft, persons and his own crew.

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- Care must be exercised when manoeuvring in shallow water to prevent damage to props, engines and hull.
- Within the moorings, a speed restriction of 6 Knots should be observed.

On coming ashore

Ensure the following are carried out:

- All safety boxes, key and hand held radio are brought ashore and stowed in their appropriate place
- If time permits top up fuel used-
- Note down any damage or defects which may have occurred while afloat and bring it to the attention of the appropriate committee member.

13 Drug and Alcohol policy

- No one should undertake any duties scheduled or unscheduled whilst influenced by the effects of drugs or alcohol
- No alcohol should be taken afloat on the rescue boats or any club vessel performing a safety function
- It is the responsibility of any member who felt that someone may be impaired by drugs or alcohol to act appropriately by:
 - Either raising the concern with the individual
 - Or, by speaking to a club official

14 Child Protection policy

- A child protection Co-ordinator will be appointed onto the committee.
- A standalone policy will be available.

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