



# SHOREHAM SAILING CLUB

223 Harbour Way, Shoreham-by-Sea, West Sussex, BN43 5HZ  
[www.shorehamsailing.org](http://www.shorehamsailing.org)

## SAFETY POLICY

Shoreham Sailing Club ("the Club") is operated by and for its members for the purpose of providing and developing competitive, recreational and youth sailing in a social and family atmosphere. An elected volunteer committee coordinates the operation of the club and sets out to engender a thoughtful and safe environment with risks as low as reasonably practicable for our sport.

The Club encourages high standards of Health and Safety. The Committee recognise that compliance with Health and Safety legislation, and the recommendations of our insurers, is as important a management activity as any other in providing a safe and enjoyable environment for our sailing.

It is the policy of the Club that all members and guests (Members) are responsible for safety and that the Committee ensures that safety training and instruction are available to its members. Specifically it is the responsibility of the individual to make an assessment of prevailing conditions on land and water and take prudent precautions to ensure their own safety and that of those around them.

The Committee encourages feedback on potential safety risks and reports of accidents or near misses with a view to mitigating the risk if reasonably practicable. Any dangerous occurrence should be made safe if it is safe to do so.

Duties, Responsibilities and Procedures relating to Health and Safety including the Child Safety and Welfare Statement are maintained and updated in electronic format.

Key members of the Main Committee are:

**Chairman:** Sophie Mackley

- 45 Boundary Road, Worthing. BN11 4LL
- 07711519613
- [ssccommodore@hotmail.com](mailto:ssccommodore@hotmail.com)

**Vice-Chairman:** Jeff McTaggart

- 327 Albion Street, Southwick, Brighton. BN42 4AT
- 01273 591257 or 07818036577
- [jeff@dlsLtd.co.uk](mailto:jeff@dlsLtd.co.uk)

**Treasurer:** Philip Ayton (Cheque signatory)

- 152 Balfour Road, Brighton, East Sussex. BN1 6NE
- 01273 553173
- [Joyphil.ayton@ntlworld.com](mailto:Joyphil.ayton@ntlworld.com)

**Honorary Secretary:** Lisa Whitney

- 86 Noel Rise, Burgess Hill. RH15 8BT
- 01444 616740 or 07788 138449
- [lisa.whitney1@ntlworld.com](mailto:lisa.whitney1@ntlworld.com)

**Membership secretary:** Chris Handel

- 13 Hurst Road, Hassocks. BN6 9NJ
- 07985 813859
- [sscmemsec@hotmail.com](mailto:sscmemsec@hotmail.com)



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## **DUTIES and RESPONSIBILITIES with respect to Safety**

### **Members**

Most Members comply with the following in the normal course of responsible sailing, however, all members should read and comply with this Safety Statement and shall:

- Have regard for all safety training and instruction;
- Comply with all notices relating to safety including, but not restricted to, Sailing Instructions;
- Observe safe systems of work and follow safety and operating instructions, including Risk Assessments that are implemented by the Committee;
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- Be responsible for their own safety while afloat;
- Give help to another boat or person in difficulty on the water;
- Co-operate with the Committee in the application of relevant safety legislation, statutory instrument regulations and codes of practice, - members should note that failure to co-operate may lead to a case of contributory negligence in the event of injury being caused to a Member;
- Not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare;
- Use equipment (including personal protective equipment) supplied by the Club on designated work parties for their own safety, health and welfare;
- Be familiar with the operation of the Club's safety equipment including fire extinguishers;
- Draw to the attention of visitors or other third parties relevant safety issues;
- Recognise any personal health limitations that may affect the efficacy of their sailing or work on Club matters;
- Report any accidents or near misses to a member of the Committee.

Members shall report any unsafe practice being carried out by another member, a visitor or a contractor to a Committee member. This reporting may be verbal, or in writing, and may be made anonymously

### **Commodore and Committee**

The Chairman and Committee have responsibilities and duties as defined by the Constitution, including the following Health and Safety related duties:

- The implementation of the Safety Statement;
- Ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement;
- Ensuring that the Committee lead by example in good safety practices;
- Ensuring that a reporting system is in place for reporting all accidents to Committee members.
- Ensuring that all powerboats are maintained and equipped to a safe level.
- The first aid boxes are provisioned.
- A record of members' skill and qualifications relating to use of powerboats and first aid is maintained



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The Committee plans and organises all sailing activities at the Club, developing competitive, recreational and junior sailing through fleet captains, junior leaders and their sub committees. For each day of organised sailing the Committee shall schedule as appropriate:

- A Senior Race Officer who is competent to carry out the RO duties and is trained accordingly;
- Safety Boat drivers and crew who are qualified to the required standard.

## **Race Officer**

The safety duties of a Race Officer include but are not restricted to the following:

- Check the weather forecast;
- In conjunction with the Safety Boat drivers decide if conditions and safety cover are sufficient for sailing to take place subject to the racing Rules of Sailing Rule 4;
- Brief Safety Boat crews as regards duties and what is required;
- Report any deficiencies to the Committee;
- Ensuring that the Safety Boats are adequately manned.

In making the decision to start or abandon the race, the Race Officer shall bear in mind the experience and number of the club team, the type and seaworthiness of the boats involved, the experience and age of the participants, the scale of the event, the weather and water conditions, the safety facilities available and other relevant conditions.

The Race Officer leads the Race Committee which conducts races as directed by the Committee and as required by the Racing Rules of Sailing and Sailing Instructions. It is not possible for the club officials and race organisers to guarantee that event conditions will not change and it will continue to be safe, still less that it will be safe for every boat and crew.

Rule 4 of The Racing Rules of Sailing is therefore adopted and states that "A boat [skipper] is solely responsible for deciding whether or not to start or to continue racing".

## **Powered Safety Boat Drivers**

Safety Boat drivers report to the Race Officer. They are responsible for the safety of their craft and to offer safety cover to other craft during races and other sailing activities. If they feel that they cannot offer adequate safety cover due to weather or other reasons they should inform the Race Officer.

Safety Boat drivers should:

- Have RYA level 2 powerboat certificate or equivalent experience;
- Have a sense of responsibility;
- Be at least 16 years old;
- Have the ability to recognise developing situations;
- Always use a kill-cord;
- Comply with the Club's procedure for checking the power boats and recording any defects.

Drivers should note the importance of proceeding at low speed when manoeuvring in the vicinity of any other water users. This will reduce the risk and consequences of collisions as well as preventing the environmental impact and annoyance caused by wash and noise.



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## SAFETY PROCEDURES

### First Aid

Members who sail are encouraged to have a current first aid certificate, so that they can render assistance to any member, visitor or anyone requiring assistance ashore or afloat. In addition, first aid boxes should be located in the safety boats, and on the premises. These boxes should be stocked with basic first aid equipment. More serious injuries should be dealt with by the local hospital. Transport to the hospital should be undertaken by car or by ambulance depending on the seriousness of the injury.

### Fire

Regular fire safety inspections should be carried out and records kept of such inspections. These inspections should be carried out on all club premises and also on any equipment or craft belonging to the Club. Storage of flammable liquids should be kept to a minimum and should be stored in adequate containers for such liquids.

### Fire protection

Fire is a chemical reaction made up of three main elements, fuel (material to burn), oxygen and heat. These elements if present in the right quantities will result in fire. Fire extinguishers that are placed in the club are as follows:

- Water: for use on ordinary materials e.g. wood, paper, cloth etc.
- Dry Powder: for use on oil and electrical fires
- CO<sub>2</sub> : for use on oil and electrical fires

Instructions for the use of the extinguishers are displayed on the extinguishers. All members should read these instructions. Extinguishers should be used to fight fires only by those trained to do so.

### Personal Flotation Devices (Buoyancy Aids)

All those participating in activities on the water shall wear PFDs. PFDs shall also be worn by Safety Boat crews and by all persons travelling in the Safety Boats or any craft, provided by the Club for whatever purpose. PFDs when worn shall be worn as per the maker's instructions. This means belts buckled, zips done up, crotch straps worn properly if fitted, to name some but not restricted to the above.

In sailing boats all PFD that require inflation to be effective are inflated.

### Safety boats

All Safety Boats will be properly equipped, which equipment will include the following:

- Kill Cords
- Anchor
- First aid kit including thermal protective aids
- Knife
- Radio
- Two fuel tanks (full)
- Distress flares



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Safety Boats should not carry more people than recommended by the manufacturer. All the routine work of safety on the water is managed more easily with a crew of two. At least one of the crew should be ready to enter the water if required. The roles should be defined as driver and crew with the more experienced of the pair being clearly in charge through the operation.

The duty of a Safety Boat crew is to assist competitors on the water to be safe.

## **SAFETY HAZARDS**

Accidents will happen but 99% of accidents are caused by human failure. Accidents cannot be legislated against but with care and forethought may be prevented. Safety Hazards associated with Shoreham Sailing Club include but are not restricted to the following:

- Water borne accidents
- The slipway
- Launching and recovery of craft
- Embarking and disembarking from craft
- Exposure in bad weather
- Slips from litter/debris/spillage
- Misuse of tools
- Chemical hazards
- Electrical equipment
- Lack of responsibility (self and others)
- Lack of good housekeeping
- Drowning

## **Water borne accidents**

The helm is solely responsible for deciding whether or not to launch or to leave moorings. So from a safety point of view, regardless of legal liability, safety starts with the individual sailor ensuring that the boat is seaworthy, that the boat is properly equipped, that all gear is serviceable and that helm and crew are appropriately skilled for the conditions.

Many accidents can be avoided if it is ensured that:

- Buoyancy in dinghies is intact and/or pumped up,
- Fittings are adequate for their intended purpose,
- The boat is properly rigged,
- The crew has been trained to the helm's satisfaction,
- The boat complies with the safety requirements of its class.

Additional Safety Features should be considered such as:

- Alternative means of propulsion, - e.g. a paddle,
- Whistle to attract attention.

## **Launching and recovery of craft**



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This procedure involves pulling and pushing craft up or down the slipway. As the activity involved could lead to injuries to the back, each member should be familiar with safe handling of boats. Members are encouraged to help each other.

## **Embarking and disembarking from craft**

The responsibility for safe embarking and disembarking lies with the person being transferred.

## **Exposure**

Members afloat must recognise the dangers of hypothermia. Any symptoms must be acted upon immediately and the person suffering taken out of the water. If the Safety Boat crew believes the condition of hypothermia exists then they must take action.

All helms and crews should wear suitable protective clothing, appropriate to the weather conditions, whilst afloat.

## **Slips and falls**

About a fifth of all reported accidents are in this category. The floor/ground surface on which people walk and the good maintenance of it will go a long way to cutting down the potential for accidents. A good housekeeping routine, prompt repairs whenever they are required, immediate clearance of spillages and suitable foot wear all contribute to reducing the risk of accidents.

## **Use of tools**

The common hazards from portable tools include cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles. The risks are reduced by safe work practices and good maintenance of tools. Persons using tools should pay particular regard to:

- The maker's instructions and the person using the tool;
- The Risk Assessment and Method Statement for the activity;
- The instructions of the person in charge;
- Tools should only be used for the purpose for which they are intended;
- Chainsaws should only be used by qualified persons;
- Use of unsuitable tools or equipment may lead to accidents;
- Damaged or worn tools should not be used.

Any defects with the equipment should be reported to the person in charge and recorded in the equipment log book (In the workshop)

## **Chemical hazards**

Chemical hazards include amongst others petrol and diesel oil, paints, solvents. Care should always be taken with the storage, delivery and dispensing of these products. Any spillage should be dealt with immediately. All precautions should be taken to prevent naked flames, bulbs, electrical connections, cigarettes and matches or any other items likely to cause ignition from being brought too close to these products. Be aware that fumes given off from these products can be extremely explosive even some distance away. Manufacturers' safety documentation should be kept for reference.

## **Petrol tanks**

The filling of petrol tanks must be carried out in accordance with the HSE requirements under 'The Petroleum (Consolidation) Regulations 2014' which states that all refuelling will be:



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- In a safe position in the open or,
- In a well-ventilated area free from pits and ignition sources such as cigarettes, electrical hand tools, welding sparks, heaters.

The filling of petrol tanks must be carried out next to the fuel store. Use of the correct adapters to allow lack of spillage when decanting fuels is essential. Before commencing, other members, or general public in the vicinity must be advised so that they are aware of the hazardous operation taking place. Spillage of any and all fuels should be kept to an absolute minimum at all times. Use of the correct pipes, adapters and funnels to prevent any spillage when decanting fuels is essential. Jerry cans should be filled to a maximum of 80% capacity to reduce the risk of spillage. Any spillage in the area shall be cleaned up, using the correct spillage kit.

**In all events Personal Risk should be assessed and the Emergency services called immediately.**

## **Electrical equipment**

- Only trained personnel are allowed to install or repair electrical equipment.
- All electrical wires should be treated as live wires.
- Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.
- Make sure the appliance is in good order and the cable and plug are in good condition.
- Use the appliance in accordance with the maker's instructions.
- If a fuse blows it indicates an overload or short, this should be reported to a Committee member.
- Also report any sparking or smoke coming from any electrical motor appliance.
- An officer of the club can stop any equipment being used in the club if they think the equipment is unsafe or the user cannot prove that the equipment is safe. Normally if a piece of equipment has passed a PAT test within the last year it and is not damaged it can be deemed to be safe.

## **Responsibility**

It is the responsibility of the Club Officers, members, employees, contractors and visitors to conduct themselves in a safe manner at all times. All persons are expected to be aware of both the hazard and safety procedures connected with their own duty and to operate in a manner which so fulfils these procedures. If unsure ask a Committee member.

## **Housekeeping**

Good housekeeping is an essential element in promoting health and safety. Equipment and other items should be safely and securely stored. This ensures not only that defects are discovered but that articles can be found when required.