



## HEALTH AND SAFETY POLICY

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## 1. STATEMENT OF PRINCIPLES

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At Kircubbin Sailing Club (KSC), our Officers, members and staff undertake to provide a safe environment for the promotion of organised sailing, boating and other associated activities.

The Club recognises its duty under current health and safety legislation and will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Officers and staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those likely to be affected by activities at KSC.

We recognise our duty, as far as is practicable, to :

- meet our requirements to maintain safe and healthy working conditions
- provide adequate control of the health and safety risks so identified
- consult with our members and staff on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure the safe handling and use of substances
- provide information, instruction and training where necessary for our staff and members
- ensure that all workers are competent to do their work, and to give them appropriate training if required
- prevent accidents and cases of work related ill health
- actively manage and supervise health and safety at the Club
- have access to competent advice
- seek continuous improvement in our health and safety performance and management through regular (at least annually) review and revision of policy, and
- co-operate and work with other employers and their workers, when these workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work at KSC.

## 2. RESPONSIBILITIES.

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Whilst overall responsibility for all Club issues rests jointly and severally with the Club Officers, specific health and safety policy responsibilities are delegated as follows:

### 2.1 General adherence to principles.

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It is the responsibility of the Commodore to ensure that the general principles and procedures set out herein are adhered to, to ensure the health and safety of those at risk within KSC.

### 2.2 Adherence to principles in the provision of RYA training.

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It is the responsibility of the Safety Officer to ensure that the principles and procedures related to RYA Sail and Powerboat training courses are adhered to and that equipment is maintained to ensure the health and safety of participants in training at KSC.

### 2.3 Provision of shore based facilities and equipment.

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It is the responsibility of the Safety Officer to ensure that the shore based facilities, equipment and procedures, including alarm systems and firefighting equipment, provide a safe environment and are maintained and tested to ensure the health and safety of those at risk within KSC.

### 2.4 Planning of racing events and general organised afloat activities.

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It is the responsibility of the Sailing Secretary to ensure that the forward planning of racing events and the facilities, equipment and procedures provided for all those involved in organised activities afloat (other than RYA training) are appropriate, effective and maintained to ensure the health and safety of those on the water at KSC. These responsibilities may be delegated to individual race organisers, organising committees or race officers for specific events at the discretion of the Committee.

### 2.5 Provision of rescue equipment and facilities.

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It is the responsibility of the Rescue Officer to ensure that the Club's Safety boats, facilities, equipment and procedures providing safety boat cover for all those involved in organised activities afloat are appropriate, effective and adequately maintained to ensure the health and safety of those at risk on the water at KSC. These responsibilities may be delegated to Rescue Maintenance personnel, the Rescue Coordinator, Team Leaders for specified periods or to individual event rescue coordinators for specific events at the discretion of the Committee.

### 2.6 Other facilities, equipment or procedures.

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It is the responsibility of the Commodore to specify other named person(s) who shall carry other specific responsibilities for other facilities, equipment or procedures not specified herein to safeguard or improve the safety of those at risk at KSC.

### 3. PERSONS AT RISK.

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The following categories of persons must be considered for the mitigation of risk within KSC:

#### 3.1 Those within the vicinity of the Club's shore facilities.

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Members  
Visitors  
Instructors  
Course attendees  
Contractors  
Staff  
General public

#### 3.2 Those affected by activities afloat as organised by the Club

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Members  
Visitors  
Instructors  
Course attendees  
Staff  
Other water users

### 4. IDENTIFICATION OF HAZARDS.

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The following categories of hazards are deemed to be present within KSC:

Those within the vicinity of the KSC shore facilities :

- Fire
- Hazardous substances
- Tripping / slipping/ falling hazards
- Drowning
- Movement of equipment, boats & trailers
- Machinery and tools
- Vehicles
- Electrical hazards
- Marine engines
- Pressurised gas containers
- Gas safety
- Scalding
- Enclosed spaces
- Hazardous waste
- Work at heights
- Lone working

Those involved in activities afloat, organised by KSC :

- Fire
- Hazardous substances
- Tripping / slipping hazards
- Drowning
- Movement of equipment, boats & trailers
- Exposure and hypothermia
- Collisions with other craft
- Marine engines
- Pressurised gas containers

## 5. MITIGATION OF HAZARDS.

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The following mitigations of hazards will be used within KSC:

### 5.1 Hazards within the vicinity of the Club's shore facilities.

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#### 5.1.1 Fire.

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The Clubhouse shall be fitted with fire alarm systems, operated and tested in accordance with procedure 6.1.1

Adequate, suitable fire extinguishers will be kept in all areas and inspected in accordance with procedure 6.1.1

Potential fire hazards and the presence or build-up of combustible materials will be identified and addressed in accordance with procedure 6.1.2

Awareness of fire procedures will be ensured by adequate, suitably placed signs

Any officer, member or staff bringing contractors onto site shall ensure adequate fire briefing before any work is started. Any contract work that significantly increases fire risk, or involves the use or storage of flammable materials, must be brought to the attention of the Safety Officer, who shall instigate such additional measures or procedures necessary to mitigate the increased risk. These measures shall be agreed with the contractor before the start of any works.

Marine engine and other fuels shall be stored in suitable purpose-made containers, and kept in the Rescue Boat shed when not in use.

#### 5.1.2 Hazardous substances.

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A register of COSHH (Control of Substances Hazardous to Health) information shall be kept. This information will be updated regularly and shall include handling procedures for regularly-used substances. This information will be drawn to the attention of all members, contractors and staff involved in the handling and storage of hazardous substances. Storage of substances will be in separate, designated places. These storage details will be recorded in the COSHH register.

#### 5.1.3 Tripping / slipping/ falling hazards.

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Boat, cradle and trailer storage in the Boat Park will be managed by the Safety Officer to minimise the risks of tripping.

All slipways and jetties will be regularly treated and cleaned to minimise slipping hazards due to weed growth, algae, rubble, etc.

Any protruding tie-down points shall be clearly marked.

Regular safety inspections of all areas will be carried out to identify and address these hazards.

A risk of falling from height exists in the boat parks, where there is a possible drop of up to 4m from the decks of boats in storage.

#### 5.1.4 Drowning

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Risk of drowning by falling into the sea is present at the shoreline at KSC. All members and staff shall constantly be aware of this risk, and routinely draw it to the attention of visitors, minors etc.

Signs shall be erected at the slipways to draw attention to this risk. This shall also be briefed at the start of all courses and organised events.

#### 5.1.5 Movement of equipment

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The risk of personal injury is present when members and staff are involved in the movement of equipment for Club functions (eg kegs, tables, etc) and sailing-related equipment (eg dinghies, marks with ground tackle, etc). This risk shall be brought to the attention of all those involved, and specifically briefed to new members or staff.

#### 5.1.6 Machinery and tools

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The duties involved in the running and upkeep of the Club and its facilities require the use of machinery and tools that present the risk of personal injury. Duties such as grass cutting, electrical works, engine repairs, slip cleaning, etc., shall be carried out by persons specifically designated for such duties and assessed as competent in the use of such equipment. Visitors and course attendees shall not use such equipment.

#### 5.1.7 Vehicles & trailers

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The parking of vehicles and the maneuvering of trailers with vehicles presents the potential risk of personal injury to those present in the Boat Park. A speed limit of 5 mph shall be enforced in these areas. All members and staff shall constantly be aware of this risk, and routinely draw it to the attention of visitors, minors etc. Parking will be restricted if necessary during major events or when large numbers of visitors are present. All persons must be kept clear of vehicles and towlines pulling boats and trailers up slipways.

#### 5.1.8 Electrical hazards

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All electrical equipment shall be regularly inspected and tested for electrical safety by qualified personnel. A register of such testing shall be maintained. All members and staff shall constantly be aware of the risk of damaged or unsafe electrical equipment and shall report all problems to the Safety Officer.

#### 5.1.9 Marine engines

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Boat engines are run for rinsing and testing in the Boat Park. Propeller rotation presents the risk of injury. Engine running out-of-water shall only be carried out by the boat owner(s), or in the case of the Club's Safety Boats, those holding an RYA Powerboat Level 2 or equivalent certificate, or under the direct supervision of a qualified person.

#### 5.1.10 Scalding

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There are sources of potentially hot water present within the buildings. Warning signage shall be provided at each point of use.

## 5.1.11 Gas Safety

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CO<sub>2</sub> (carbon dioxide) cylinders are stored in the bar stock room. A significant leak and build-up of CO<sub>2</sub> in this room could temporarily reduce the oxygen level in the room to an unsafe level. Serviceability is checked regularly by the Bar Manager.

## 5.1.12 Enclosed spaces

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### 5.1.12.1 Fuel Storage

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Rescue Boat fuel (petrol) is kept in the Rescue Boat shed, and shall be stored only in purpose-made fuel containers. Petrol vapour is hazardous through forming an inflammable mixture with air : to negate this risk, the containers must be kept closed (including tank vents), no smoking is permitted in the building, and adequate ventilation should be maintained at all times.

### 5.1.12.2 Running engines in Rescue Shed

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Running engines inside the Rescue Boat shed can lead to a build-up of CO (carbon monoxide) and CO<sub>2</sub>, if ventilation is inadequate due to some or all of the doors being closed. Boats should be pulled outside for engine testing/maintenance. Short duration testing inside the Rescue Boat shed can only take place with at least the roller door fully open.

## 5.1.13 Hazardous waste

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Hazardous waste at the site may include used lubricating oil and contaminated petrol & diesel fuel from engine maintenance, used tins of paint and antifouling, solvent containers and discarded cooking oil/fat. These must be collected separately and disposed of appropriately at one of the Council's Recycling Centres.

## 5.1.14 Working at heights

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Where work is to be undertaken at height, it shall be properly planned, appropriately supervised, and carried out in a manner which is safe, so far as it is reasonably practicable. Consideration will be given to the most appropriate means of access, the nature of the work and the suitability of the ground conditions.

## 5.1.15 Lone working

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Given that KSC is a small organisation, there are occasions when a member or staff person will be working alone in one of the buildings. The nature of the tasks they are being asked to perform needs to be assessed to see if they are at increased risk, due to being a lone worker. This can involve a wide range of activities. eg cash handling, or can be due to individual health issues.

## 5.2 Those involved in activities afloat, organised by the Club

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### 5.2.1 Fire.

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The risk of fire afloat is present on the Club's Safety Boat/s. All Club boats shall be subject to regular routine maintenance to address this risk. Smoking and the use of any naked flames shall be banned from all Club boats to mitigate this risk.

### 5.2.2 Tripping & slipping hazards.

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Risks of tripping and slipping whilst afloat aboard Club-owned powerboats will be addressed by suitable inspection before each launch. This shall be briefed to those involved in launching boats and included in course briefings. Boat floors shall be washed down immediately after any fuel spillage.

### 5.2.3 Drowning.

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The risk of drowning is inherent in all waterborne activities. To minimise this, all organised activities afloat shall include three areas of mitigation:

#### *5.2.3.1 Personal buoyancy or lifejackets.*

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All those afloat aboard Club safety boats and dinghies must at all time wear adequate personal buoyancy. Other vessels involved in Club activities must carry adequate personal buoyancy for all crew aboard. These rules shall be rigorously enforced by all those involved in the organisation of KSC courses and events.

#### *5.2.3.2 Provision of safety boat cover.*

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Competitors can reasonably expect safety boat cover for all organised dinghy events. Courses afloat also require adequate safety boat provisions. Suitably fitted-out and crewed safety boat cover will at all times be provided such that any vessel can be reached within approximately 3 minutes of an occurrence during an organised dinghy event. Club safety boats shall be in the charge of a member holding an RYA Level 2 powerboat certificate or equivalent. Club safety boats shall be operated and maintained in accordance with the procedures 6.7 and 6.8 in section 6 of this document.

#### *5.2.3.3 Consideration of current and expected weather conditions.*

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All those involved in organising and controlling afloat activities shall take account of the current and imminent weather conditions in respect of the abilities and preparedness of those involved. A nominated person, normally the Race Officer or Senior Instructor, will assess the conditions prior to each session afloat and curtail or stop activities if weather conditions present an unacceptable level of risk.

### 5.2.4 Movement of equipment

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The risk of personal injury is present when members are involved in the movement of equipment, when afloat (e.g. lifting & recovering marks). These risks shall be brought to the attention of all those involved. Course attendees and visitors shall not assist in these activities.



### 5.2.5 Exposure and hypothermia.

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The comments in 5.2.3.3 above also apply to the mitigation of these risks. In addition, race organisers and instructors will ensure that all those going afloat will be briefed at the start of all courses.

### 5.2.6 Collisions with other craft.

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The risk of collision with other craft exists during all organised afloat activities. All KSC boats shall comply with the International Regulations for Preventing Collisions at Sea ; sailing boats whilst racing shall also comply with the Racing Rules of Sailing.

Safety boats and Race Committee boats must be aware of the risk both between boats directly involved in their activities and other water users. KSC safety boats must be helmed at all times either by competent members or specifically designated visitors holding the RYA Powerboat Level 2 or equivalent qualification, or under the direct supervision of the former. Briefing of this risk shall be included in relevant courses.

### 5.2.7 Marine engines.

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The risk of injury from marine engines whilst afloat is addressed by adequate training and the use of kill cords on all Club powerboats. Kill cords shall be worn by safety boats helms at all times except when the engine is stopped for rescue work. Kill cords shall be tested on each day of use. Boats shall at all times be under the control of a competent member or specifically designated visitor holding an RYA Powerboat Level 2 or equivalent qualification.

### 5.2.8 Pressurised gas containers.

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Gas cylinders shall be adequately secured in boats when afloat, to avoid damage to the cylinder valve.

## 6. OPERATING PROCEDURES.

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### 6.1 Safety equipment and inspections ashore.

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#### 6.1.1 Fire equipment.

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Fire alarm systems shall be tested monthly prior to each Committee meeting. A log of the systems to be tested, date of testing, tester, condition found, and any remedial work required shall be maintained and kept in the Bar. This log shall be reported at each Committee meeting. Any problems shall be immediately reported to the Safety Officer for action. All systems shall be the subject of annual inspections by the supplier or other designated specialist contractor .

At least one alarm test per year shall be carried out during a Club function, or when sufficient numbers of members are present, to raise awareness of the alarm system operation.

Firefighting equipment shall be inspected every three months during the safety inspection.

Firefighting equipment shall be thoroughly inspected and serviced, or replaced annually by the supplier or other designated specialist contractor. A log of firefighting equipment shall be maintained and kept in the Bar.

Fire awareness training should take place on an annual basis for all employees and recorded.

#### 6.1.2 Shore Safety Inspection.

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All KSC shore facilities shall be subject to regular safety inspection tours, known as 'Shore Safety Inspections'.

The Shore Safety Inspection shall be carried out by a minimum of three members, at least one of which shall be the Safety Officer. The inspection shall address all potential persons at risk and categories of risks indicated in the KSC Health and Safety policy document.

Potential fire hazards and the presence or build up of combustible materials will be identified and addressed. Safe storage of fuels, hazardous substances, tripping and slipping hazards, and the condition of walkways and slipways shall be assessed and recorded. It shall also address any additional risks not previously identified or inappropriate measures ; this shall be used as a means to update this document as required. A record of inspections shall be kept showing route of inspection, problems found, date of inspection, those present and any remedial works. This record shall be reported at each Committee meeting, where follow-up actions shall be progressed.

### 6.2 Safety equipment and inspections afloat.

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#### 6.2.1 Safety boat inspections.

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Safety boats and engines shall be inspected and serviced at least annually. Condition reports shall be made to the Committee. In addition, the Rescue Officer or other authorised officer shall inspect each boat for safety equipment prior to each occasion of use.

## 6.2.2 Safety Afloat Audit.

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All KSC afloat safety equipment, procedures and planning shall be subject to an annual safety audit, known as the "Safety Afloat Audit".

The audit shall be carried out at least annually by a minimum of three competent members including the Sailing Secretary. The audit shall address all potential persons at risk and categories of risks indicated in the KSC Health and Safety policy document. Opportunity shall be taken to review the use of equipment, procedures and planning for events since the last audit in order to measure successful mitigation of hazards. It shall also address any additional risks not previously identified or inappropriate measures; this shall be used as the means to update this document as required. This audit shall be reported at the Committee meeting, where follow up actions shall be progressed.

## 6.3 Generic RYA course operating framework.

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### 6.3.1 Course preparation and attendee registration.

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A Senior Instructor (SI), or equivalent, shall be appointed for each course. He/she shall assume responsibility for planning for the course, including adherence to the principles herein. All operations should have a Risk Assessment available and this should be shown to the Senior Instructor prior to any course running. Briefings of additional risks shall be sought from the Safety Officer prior to the start of a course.

All attendees shall provide information on medical conditions and shore contacts as part of registration for the course. This must be reviewed by the SI before the start of the course. Any resultant special arrangements or provisions must be briefed to all instructors, assistants and safety crew.

### 6.3.2 Course ashore briefings and sessions.

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A briefing of dinghy instructors is necessary prior to the arrival of the course participants. Courses may consist of either or both ashore and afloat sessions. An initial ashore safety briefing shall be provided to all course attendees at the start of the first session, regardless of the need for other ashore sessions.

Briefings must include:

- Fire alarms, procedures, telephone points and availability of first aid.
- Tripping and slipping hazards in the boat parks, on slipways and jetties.
- Risks from the wash of high speed craft.
- Risks from vehicle movements in the boat parks including towing up slipways.
- Risks from marine engines where appropriate.
- Use of personal buoyancy.
- Provision of suitable personal clothing and where to stow this after use.
- Location of the galley for lunch.
- Location of changing areas and notice about their cleanliness.
- Notice on the use of the wet changing areas.
- Introduction to the other staff at the club.
- Notice about course rules and course procedures.
- Safe operation and mooring of Safety Boats.
- Any specific additional risks identified and not addressed at previous safety inspections.

### 6.3.3 Course afloat briefings and sessions.

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Other than those briefings included above, an additional briefing shall be provided immediately prior to each afloat session.

This must include:

- Current and expected weather conditions.
- Provision of suitable personal clothing.
- Likelihood of abandonment or cancellation.
- Method of indicating return ashore.
- Method of being accounted for at the return ashore.
- Safety cover.

A debriefing after the session must be done, as soon as possible after the course participants have come ashore.

Accidents and incidents must be noted in the report book.

All afloat instructors shall also be briefed in methods of communication with the SI and requirements for reporting of deteriorating conditions.

### 6.4 Clubhouse evacuation procedure.

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Anyone present within the shore facilities at KSC shall be aware of the mechanisms and means of safe escape from buildings. The evacuation procedure shall be briefed at the start of courses and organised events.

The Evacuation procedure is available on the Club's website and in general is as follows :

Anyone detecting a fire shall immediately raise the alarm. The alarm is a continuously ringing bell.

Emergency services should be contacted by telephone using 999 : a competent person should open the gate, and leave it held open for the arrival of the emergency service vehicles.

Evacuation from the building shall be via the marked emergency escape routes to the designated muster point at the sea side of the patio or terrace in front of the Clubhouse. Any disabled person present should be allocated a 'buddy' to ensure that they can evacuate the building safely.

Small fires should only be tackled if it is safe to do so, by a competent person using the extinguishers provided.

The use of fire extinguishers, etc, shall be reported to the Hon Secretary.

### 6.5 Emergency procedure ashore.

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Anyone present within the shore facilities at KSC shall be made aware of the provision of first aid and conduct during medical emergencies. This shall be displayed on notices and briefed at the start of courses and organised events. All course attendees shall be made aware of available first-aiders. A general procedure is as follows: Anyone seeing or finding someone taken ill or hurt, or a fire shall immediately get first aid help and/or contact the emergency services : a competent person should open the gate, and leave it held open for the arrival of any emergency service vehicle. Medical emergencies shall be reported to the Safety Officer or organiser, or directly by telephone using 999. Minor medical emergencies can utilise the first aid equipment available in the clubhouse.

## 6.6 Emergency procedure afloat.

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Anyone going afloat at KSC shall be aware of the mechanisms and means of reacting to emergencies on the water. A specific procedure shall apply for each course or event. For all RYA courses the course Senior Instructor shall be designated as the duty first aider; however every RYA instructor needs to have an up-to-date RYA recognised First Aid certificate, which should be updated every three years. The emergency afloat procedure shall be covered at the start of courses and organised events.

In general the procedure is as follows:

Anyone becoming aware of an emergency afloat shall immediately raise the alarm by informing a safety boat and/or contacting the battery or clubhouse. If necessary, direct contact should be made with the coastguard using telephone or VHF. Injured persons must be immediately brought ashore unless doing so would incur additional injury or risk. Hypothermia is a particular risk afloat at KSC. All those afloat must be aware of this. Anyone who has been immersed for a significant time must immediately be covered with a blanket or warm clothing and brought ashore in a horizontal position for treatment. Once ashore medical emergencies shall be reported to the Safety Officer or staff, or directly by telephone using 999. Minor medical emergencies can utilise first aid equipment available in the safety boats or the clubhouse. In the case of head injuries, ice packs are available in the galley or the bar.

In the event that the emergency services are summoned, a competent person must open the gate, and leave it held open for the arrival of the emergency vehicle/s.

## 6.7 Safety Boat operational procedure.

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The provision of adequate Safety Boat cover to ensure safety for both dinghy events and courses is inherently dependent on the condition and safe operation of the Safety Boats. KSC Safety Boats shall therefore only be operated under the direction of a person holding a minimum of the RYA "Powerboat Level2" certificate, with at least one additional crew of adequate abilities.

The use of KSC Safety Boats shall adhere to the following guidelines:

- Safety Boats shall be checked for fuel, condition and safe operation prior to daily use.
- Safety Boat kill cords shall be tested prior to daily use.
- Safety Boats shall carry out a VHF radio check in daily use.
- Safety Boats shall stay afloat and manned until all competitors or course attendees are ashore.
- Safety Boats shall be secured/moored in a safe manner to avoid damage, with particular care being taken to avoid damage on the jetty, and propellor damage in shallow water ; this item is to be included in all pre-course briefs.
- Safety Boats shall be retrieved with engines partially raised to guard against propeller damage.
- Safety Boats shall be washed down, cleaned and emptied of rubbish after each use.
- Any problems or faults shall be directly notified to the Rescue Officer as soon as possible after use.

Each Safety Boat shall also carry the following equipment:

- 1 first aid pack including a 'space blanket'
- 1 knife
- 1 set of fenders, attached for immediate deployment
- 1 boathook
- 1 anchor and adequate warp
- 1 internal anchor attachment point
- 1 baler or bucket
- 2 warps of at least 10 meters
- 1 painter attached to the bow that cannot reach the propeller
- 1 VHF radio
- 1 compass

## 6.8 Safety Boat maintenance procedure.

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The provision of adequate Safety Boat cover to ensure safety for both dinghy events and courses is inherently dependent on the reliable operational condition of the Safety Boats. KSC Safety Boats shall therefore be subject to routine maintenance and regular inspection by the Rescue Officer, KSC designated Safety Boat maintenance personnel or designated specialist.