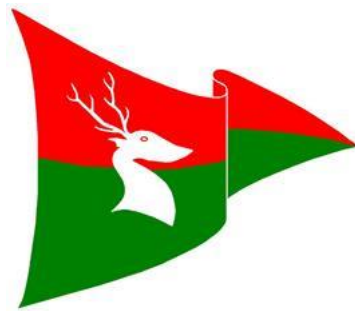


HUNTS SAILING CLUB



Health & Safety Manual

Date	Rev	Reason	Author	Commodore approver
January 2002	1	Original document	Unknown	Unknown
November 2008	2	Update to meet current regulations	Mark Dunne	David Clarke
January 2018	3	Update to include RYA guidance	Mark Dunne	David Bain
January 2019	4	Incorporation of H&S related Bye-laws	Mark Dunne	David Bain

Hunts Sailing Club

Health & Safety Manual



- 1.0 Overview..... 1
- 2.0 Applicable Legislation..... 1
- 3.0 Responsibilities..... 2
 - 3.1 Details of individual responsibilities..... 2
 - 3.2 Club Officer Responsibilities..... 2
- 4.0 Lone Sailing..... 3
- 5.0 First Aid - Purpose and Provisions..... 3
 - 5.1 Provision of First Aid Box- Health and Safety (First Aid) Regulations 4
- 6.0 Major Incident Procedure 4
 - 6.1 Serious Accidents and Incidents on the water involving persons..... 4
 - 6.2 Serious Accidents and Incidents off the water involving persons..... 5
 - 6.3 Near miss incidents 5
- 7.0 Accidents 5
 - 7.1 First Aid/Emergency facilities/Defibrillator 5
- 8.0 Risk Management..... 6
- 9.0 Personal equipment 6
 - 9.1 Personal Floatation Devices 6
 - 9.2 Protective Clothing..... 6
 - 9.2.1 Helmets 7
 - 9.2.2 Footwear 7
- 10.0 Fire..... 7
 - 10.1 Club Premises Fire Prevention 7
 - 10.2 What to do if you discover a fire 7
 - 10.3 Fire in Clubhouse..... 8
 - 10.4 Fire in boat/fuel store 8
 - 10.5 Fire on the water 8
 - 10.6 Fire prevention 8
 - 10.7 Fire Extinguishers 9
 - 10.8 Testing and records 9
- 11.0 Electrical equipment and electrical safety 9
- 12.0 Gas Appliances and Boilers..... 10
- 13.0 Use of machinery on site..... 10
 - 13.1 Power Boats..... 11
 - 13.2 Tractor 11
 - 13.3 Lawn Mowers 11
 - 13.4 Motor vehicles..... 11
- 14.0 Manual Handling 12
- 15.0 Control of Substances Hazardous to Health Regulations..... 12
- 16.0 Hygiene..... 13
- 17.0 Appendix A - Health & Safety Risk Assessments 13



1.0 Overview

Hunts Sailing Club (The Club) recognises it has a duty to provide for the Health and Safety of all its Members and towards any persons who uses its services and premises. Whilst the activities carried out at the Club have inherent risks, the objective of this Policy is to try to minimise injury or ill health caused to any person due to the activities at the club.

Hunts Sailing Club undertakes to provide and maintain: -

- A safe environment.
- Safe plant, equipment and operating systems.
- Safe arrangements for the storage, handling, transport and use of materials and articles.
- Sufficient information, instruction, training and supervision to enable all Members to avoid hazards and to contribute positively to their own Health and Safety as well as that of other members, visitors and where appropriate, contractors.

In addition to the Common Law duty that applies to each Club Officer, Member, Committee Member, Safety Boat Operator etc. to take reasonable care not to cause damage or injury to others, there are other statutory obligations that may apply to certain activities within the Club.

The Club by supplying equipment for use by the members (club boats, tractor, lawn mower etc) creates a statutory duty to ensure that the equipment is safe to use and is used safely. This means that it must be properly specified and suitable for its purpose and that formal arrangements are in place for regular maintenance to ensure the equipment remains in good safe working order at all times. Where appropriate, Club members should receive adequate instruction in using the equipment safely and that any breakdowns or defects are reported and promptly rectified.

The committee will continually review, develop and implement safe procedures and practices as and when required. Members' feedback via committee members, risk assessments, accident book and incident logs will all feed into the development of these safe working practices.

The main elements of Health & Safety are covered by the Hunts Sailing Club Rules and Byelaws of Hunts Sailing Club. All members shall make themselves aware of all the club rules and byelaws: these are available on the Club's website and in the Clubhouse notice board.

2.0 Applicable Legislation

The RYA suggest it is unlikely that the Health and Safety at Work Act will be applicable to Hunts SC as it does not employ staff for whom the Act would lay down statutory duties. However, a Common Law (i.e. non- statutory) duty of care towards others applies to all those who either visit, work or are affected by the Club's activities. Various legislation will apply including;

Safety and maintenance rules for equipment: -

- *Provision and Use of Work Equipment Regulations*
- *Lifting Operation and Lifting Equipment Regulations*

Club premises fire prevention :-

- *The Regulatory Reform (Fire Safety) Order 2005*

Provision of a First Aid box:-

- *Health and Safety (First Aid) Regulations*

Controlling Hazardous Substances:-

- *Control of Substances Hazardous to Health Regulations*



There are Food Safety requirements whenever a club sells food. This applies whether there are employed food handlers or not: volunteer club members preparing food are equally subject to the legal requirements.

3.0 Responsibilities

3.1 Details of individual responsibilities

Hunts Sailing Club is a private members club, run by the members for the members. Everybody is therefore responsible for their own health and safety and that of others at the club, both members and visitors.

Members should:

- take reasonable care for the health and safety of themselves and any other people who might be affected by their acts or omissions
- observe safety rules at all times and co-operate with the committee in all matters of Health and Safety
- not intentionally or recklessly misuse anything provided in the interests of health, safety and welfare
- report all accidents and dangerous occurrences whether persons are injured or not to a committee member
- always use the equipment provided, in the interests of safety
- follow Health and Safety byelaws and instructions here within, reporting anything considered a serious danger or risk
- report any shortcomings in the arrangements for Health and Safety to the committee member or Safety Officer.

B.10

Swimming and bathing from the Club premises is not allowed.

B.11

Parents and guardians are responsible for the safety of their children under the age of 16 while on the Club premises and must supervise them adequately. It is recommended that children under the age of 8 years and older children who are not competent swimmers should wear buoyancy aids at all times whilst outside the clubhouse.

B.25

Whilst on the Club premises, members shall take responsibility for their own safety and that of their guests and shall accept that they use the facilities entirely at their own risk. Before inviting any guests onto the Club premises members shall draw their attention to these byelaws and H&S notice board noting the H&S visitors guidance.

3.2 Club Officer Responsibilities

The committee will designate a member of the committee as the Safety Officer who will co-ordinate the Club's approach to Health and Safety. The Safety Officer is responsible for informing members of matters relating to Health and Safety via the policy document and risk assessments. The Safety Officer will make an annual report to the Committee which will include reference to Health and Safety matters.

The following members have overall responsibility for Health and Safety on main advertised sailing days. This does not however, divest the responsibility of each individual member for their own safety and that of others.

Organised sailing:

1. Duty Officer (committee member) overall responsible on the day for Health and Safety
2. Duty Race officer



3. Duty Rescue Officer

Summer Sailing (Saturdays):

1. Duty Officer (committee member) overall responsible on the day for Health and Safety
2. Duty Rescue Officer

Training:

1. Senior instructor in charge of course. Overall responsible on the day for Health and Safety
2. Other instructors
3. Rescue officer

Duty Officer and Senior Instructor Duties

The Duty Officer is responsible for all aspects of safety whilst boats are on the water and around the site. The safety boat crews will take their instructions from the Duty Officer or the Senior Instructor (during training sessions). The Duty Officer or Senior Instructor shall delay racing or training until there are sufficient safety boats available, they are adequately crewed and there is a shore-based person on 'watch' (either the race officer or shore-based member in the club-house) or an instructor is present on shore in the case of training sessions. If either the Race Officer or the Duty Officer decides that a race cannot safely be started or continued, it must be postponed or abandoned. In reaching such a decision, both the weather conditions and the adequacy of safety boat cover should be considered.

B.18

The number of safety boats on the water shall reflect the strength of the wind and the experience of those sailing or for training the RYA safety boat ratio.

The Duty Officer or Senior Instructor should increase the number of safety boats when they feel there is a need for more cover, ensuring there are enough safety boats deployed across the sailing area taking into account the prevailing conditions, numbers of craft sailing and experience of crews to provide a quick, safe, response. If conditions are such that adequate safety cover cannot be provided by the available safety boats, racing/instruction must be abandoned and craft recalled to the shore.

B.19

If the Race Officer, Rescue Officer, instructor in charge or, in the case of a multi-handed craft, any crew member, expresses doubt that the level of safety cover and the participant's capability enable safe participation under the prevailing weather conditions, all affected craft must go ashore and remain ashore.

4.0 Lone Sailing

Establishing a safe environment for lone sailing activities faces particular problems and additional responsibilities on the member involved. Some of the issues which need special attention when planning to sail on a non-advertised sailing day are:

- has a responsible person been nominated by the member and been informed that the member is sailing alone?
- has the responsible person established a return time and know what to do if this is exceeded?
- has the member considered security of their and the clubs belonging whilst they are out on the water?
- in the event of an emergency what happens – plan ahead?
- how do they communicate from the site?
- You should consider if you can adequately control the risks of the activity, such as normal activities foreseeable emergencies, e.g. fire, equipment failure, illness and accidents

If in any doubt at all, do not go out onto the water

5.0 First Aid - Purpose and Provisions



5.1 Provision of First Aid Box- Health and Safety (First Aid) Regulations

Although these regulations apply to employees whilst at work, the Club should try to ensure that these appropriate standards are applied to the activities of volunteer club members and other helpers.

The minimum first aid provision that must be in place (for any workplace) should include:-

A suitably stocked first aid box which should, in general, contain;

- A leaflet giving general first-aid guidance (e.g. HSE leaflet)
- 20 individually wrapped sterile adhesive dressings
- Two sterile eye pads
- Four individually wrapped triangular bandages
- Six safety pins
- Six medium sized wound dressings
- Two large wound dressings
- Pair of disposable gloves
- Tablets and medicines must not be kept in the First Aid box

The person in charge of first aid is a volunteer and therefore not always on the premises. Information for members and visitors is adjacent to the main First Aid kit.

Three First Aid boxes are available which will be regularly inspected.

These are situated:

- Adjacent to the bar
- In the left-hand boat shed
- In the Galley

A list of those with First Aid qualifications will be published and maintained by the Safety Officer. A copy of this list will be posted next to both of the First Aid boxes.

If you are interested in becoming a first aider you should contact a committee member.

It is a requirement to complete the Accident Book when a personnel injury occurs. This assists both the individual and the club to records the facts at the time of the incident.

6.0 Major Incident Procedure

6.1 Serious Accidents and Incidents on the water involving persons

It is important that the Duty Officer/SI (single person) takes responsibility for managing the incident. In the event of a serious accident or incident on the water the following procedure shall be followed:

1. Stop all water-based activities immediately. Anyone who is not directly involved or a witness to the incident should be asked to pack their boats up and leave the site (whilst reminding people not to use social media to publicise incident).
2. The safety boat crew shall make the affected person comfortable and give First Aid if competent to do so. Priority should be given to the affected person without compromising the safety of others.
3. The safety boat crew shall inform a responsible person ashore and the Duty Officer and Race Officer of the situation and request assistance via the VHF radio system. In the event of radio



failure hand signals should be given in parallel with assisting the victim. Mobile phones shall be used in the event of VHF radio failure.

4. The safety crew should bring the casualty ashore as safely and as quickly as possible. The safety of the victim and those assisting is paramount at all times.
5. The land-based personnel shall summon the Emergency Services where necessary and advise them of the location of the incident, the condition of the injured person, whether the injured person is conscious or not and the name of the injured person if known.
6. The land-based personnel shall arrange for assistance to recover the victim to the shore from the rescue craft and for a trained First Aider to be present when the victim is brought ashore.
7. The land based personnel shall arrange for the site access gate to be manned to meet the Emergency Services and to escort them to the victim.
8. A trained First Aider should accompany the victim to hospital if there is no requirement for the Emergency Services to attend the incident.
9. The Duty Officer or other responsible person shall arrange a de-brief immediately for all those concerned in the incident before they speak to anyone not involved.
10. The Sailing Club committee shall prepare a brief statement for issue to outside agencies.
11. All enquiries from the press shall be referred to Commodore.
12. The victim's next of kin shall be informed of the situation as soon as possible by the Duty Officer.
13. The accident or incident shall be recorded in the accident book and a report of the incident filed in the Club's records.

6.2 Serious Accidents and Incidents off the water involving persons

In the event of a serious accident or incident off the water the following procedure should be followed:

1. The affected person should be made comfortable and given First Aid if you are competent to do so. Priority should be given to the affected person without compromising the safety of others.
2. Summon the Emergency Services where necessary and advise them of the location of the incident, the condition of the injured person, whether the injured person is conscious or not and the name of the injured person if known.
3. Arrange for the site access gate to be manned to meet the Emergency Services and to escort them to the victim.
4. A trained First Aider should accompany the victim to hospital if there is no requirement for the Emergency Services to attend the incident.
5. The victim's next of kin shall be informed of the situation as soon as possible.
6. The accident or incident shall be recorded in the accident book and a report of the incident filed in the Club's records.
7. The Duty Officer or other responsible person shall arrange a de-brief immediately for all those concerned in the incident before they speak to anyone not involved.
8. The Sailing Club Council shall prepare a brief statement for issue to outside agencies.
9. All enquiries from the press shall be referred to the Commodore.

6.3 Near miss incidents

Hazards on or off the water that could significantly injure someone should be reported to the Safety Officer or a Committee member. Where possible the hazard should be made safe but do not place yourself in danger. Near miss incidents (incidents that could have injured you or someone else) should also be reported to the Safety Officer or a Committee member and shall be recorded in the 'Incident and Near Miss' book (located in the bar).

7.0 Accidents

7.1 First Aid/Emergency facilities/Defibrillator

The Club's primary First Aid kit, defibrillator and resuscitation kits are located in the Clubhouse adjacent the bar. There are small First Aid kits in the LH boat shed and galley. First Aid kits are maintained and fully



equipped to RYA guidance. They are to be inspected at 3 monthly intervals and a record kept of these inspections. All uses of the First Aid equipment are to be recorded on the accident form.

An emergency telephone is located in the Clubhouse, in the storeroom along with a list of emergency numbers. The telephone is for emergency use only and does not accept incoming calls.

8.0 Risk Management

The management of Health and Safety risks at Hunts Sailing Club is the responsibility of all members. All members upon paying the joining fee are acknowledging and accepting the Health and Safety risks associated with the activity carried out at the club. All visitors shall be signed in by members; those members are then responsible for ensuring that the visitors are aware of the Health and Safety risks associated with the club site and the activities undertaken.

Risk Assessments (RA) have been produced for all currently identifiable risks. The current versions are in appendix A of this manual and are available on the website.

The committee is responsible for monitoring and reviewing of the RAs and for producing mitigation policies/procedures for all new risks identified. The primary objective is to ensure that, where possible, all risks are identified and appropriate control measures are in place.

The committee will ensure where possible that the club fully complies with current Health & Safety Executive guidance, RYA safety guidelines and the local authority legislation.

Health & Safety is reviewed as an agenda item at each monthly committee meeting. Members should bring safety-related issues to the Safety Officer's or other Committee Members' attention.

Participation in sailing requires an acceptable level of risk. All members should understand and accept that there are inherent risks in dinghy sailing activities such as rigging, launching, sailing and recovering of craft. There are also significant risks associated with shore-based activities. The committee takes all reasonable steps to minimise the risks identified and helps to ensure the safety of all members when using the facility.

9.0 Personal equipment

9.1 Personal Floatation Devices

Adequate personal buoyancy shall always be worn on the water by all persons except sailboarders using an appropriate harness, being sufficiently experienced and competent to use such harnesses in lieu of personal buoyancy.

The Club may provide students on training courses with buoyancy aids of the appropriate CE number. The buoyancy aids will be checked for serviceability annually and a record kept of these tests. They may be immersion tested at the discretion of the Principal Training Officer. Instructors are to check that buoyancy aids fit correctly and are fastened in accordance with the manufacturer's instructions before students go afloat on each occasion. Buoyancy Aids must NOT be used as seats, cushions or padding. They will be stored in a manner to prevent damage or deterioration.

9.2 Protective Clothing

Club Members must be aware of the dangers of hypothermia. Appropriate immersion clothing is recommended especially at times when the water temperature is low. Instructors are to ensure students are appropriately dressed.



When sailing between 1st December and 31st March, wetsuits, dry suits or specifically designed layered sailing clothing systems must be worn while on the water; they are strongly recommended during November and April. This requirement also applies to those on safety duty who may be required to enter the water.

9.2.1 Helmets

Club Members must be aware of the dangers of head injury during sailing. The club will provide suitably approved helmets for junior students if it is considered there is a high risk of head injury. Helmets will be checked for serviceability annually and records kept.

9.2.2 Footwear

Club members are to be aware of the danger of foot injury on boats and when launching and recovering. Suitable footwear is to be worn at all times even when on the shore. Students must wear suitable footwear at all times. Instructors will check students' footwear before beginning training.

10.0 Fire

10.1 Club Premises Fire Prevention

The Regulatory Reform (Fire Safety) Order 2005 came in 2006. Its purpose is to ensure that reasonable fire precautions are put in place 'where necessary' and practical in the circumstances of the case.

The Order requires the Club to:

- Have a 'Responsible Person' – The person responsible for the premises (Duty Officer)
- Appoint a Competent Person (This could be the Responsible Person) to carry out the preventative and protective measures required by the Order (Safety Officer)
- Carry out a Fire Risk Assessment which must be reviewed by the Responsible Person regularly
- Provide appropriate fire precaution information, instruction and training to members
- Firefighting equipment, emergency routes, exits are maintained by the Competent Person

All members should be vigilant for risks associated with the causes of fire. Members should bring immediately to the attention of the Duty Officer anything which is considered to be a fire risk.

10.2 What to do if you discover a fire

The responsible person in the case of fire is the Duty Officer. After assessing the situation, only tackle the fire with the appropriate fire extinguisher and most importantly if it is safe to do so.

The locations of firefighting equipment are:

- Main building; function room external exits
- Gents changing room exit
- Kitchen; adjacent door
- Boat shed; adjacent door

You should leave the building via the nearest exit and proceed to the muster point at the far end of the car park.

Do not stop to collect personal belongings, do not re-enter the building unless instructed to do so by the Duty Officer.



10.3 Fire in Clubhouse

- Raise the alarm; shouting 'Fire, Fire'
- Evacuate the clubhouse by the nearest route(s)
- Gather at the car park muster point
- Last out close the door(s)
- The most senior officer or committee member ashore should establish that all rooms in the clubhouse are empty, by direct observation or by receiving reports from others
- Call the fire brigade via club telephone or member's mobile. Be as accurate as possible when reporting the location of the fire
- If the fire is small, and members feel confident, it may be possible to attack it using the portable fire extinguishers but only if it is safe to do so.

10.4 Fire in boat/fuel store

- Raise the alarm
- Evacuate both boat stores and clear everyone at least 10 metres from the building.
- Call the fire brigade by a 999 telephone call. If possible, advise them of the estimated quantity of fuel present
- Be as accurate as possible when reporting the location of the fire

10.5 Fire on the water

In the event of a boat fire (committee or safety boat) on the water, the safety of personnel must be considered before the safety of the boat or equipment.

Actions to be taken on discovering a boat fire on the water.

- Raise the alarm by radioing 'FIRE' to other boats on the water and the-shore based personnel.
- The shore-based personnel shall summon the Emergency Services if the fire gets out of hand giving the location and the type of fire.
- Those on the water shall only tackle a fire using hand-held extinguishers if they feel confident to do so and if they have adequate means of escape. Do not take risks. If the fire begins to get out of control leave it to the Fire Service.
- Abandon the boat immediately if the fire gets out of control. Do not stop to equipment/collect personal belongings or re-board the boat.
- Instruct people to move well away from the source of the fire, particularly if there is a risk of explosion from flammable or explosive materials (e.g. petrol or fuel oil)
- Do not attempt to re-board the boat until allowed to do so by a responsible person or the Fire Service.

10.6 Fire prevention

- Ensure fire exits are clear, visible and free from obstruction
- Never wedge open fire doors which are designed to stop the spread of smoke and fire.
- Do not allow possible sources of fuel to build up on the premises (empty boxes, combustible rubbish etc.)
- Keep heat sources and combustible materials apart
- Always store ignition sources or flammable liquids in a fire proof store or locker
- All electrical equipment and extension cables must be regularly inspected/tested
- Comply with the no smoking policy in all buildings.



10.7 Fire Extinguishers









Firefighting should only be attempted when it is safe to do so. Under no circumstances should the safety of individuals be compromised.

There should be adequate fire extinguisher appliances in each building. The extinguishers are sited in conspicuous locations on escape routes and where practical are wall mounted.

Members must ensure that they know the location of the nearest fire extinguishers.

Extinguishers must not be removed from their designated positions except in an emergency.

In accordance with British Standard BS EN3 all new fire extinguishers have a red body with a coloured band indicating the type of extinguishing medium as listed below:

		 Water	 Spray Foam	 CO ₂	 Dry Powder
Paper, wood and textiles.		✓	✓	✗	✓
Flammable liquids.		✗	✓	✓	✓
Flammable gases.		✗	✗	✗	✓
Electrical hazards.		✗	✗	✓	✓

10.8 Testing and records

Fire extinguishers shall be tested according to the manufactures recommendations and the results recorded.

11.0 Electrical equipment and electrical safety

The club electric supply will be inspected and tested in accordance with the requirements of BS7671.

The risk of electric shock, electrical burns and electrical fires is significantly minimised if equipment is used in accordance with the manufacturer's instructions and users do so in a safe and responsible manner. The use of electrically-operated equipment can pose a number of risks to people and property if it is:

- inadequately installed
- poorly maintained
- used in an external environment
- incorrectly used.

In order to eliminate the risks associated with electricity, the following practices should be adopted:

- All portable electrical equipment must be regularly inspected/tested
- When electrical equipment is not in use it should be turned off
- Electrical maintenance work must only be carried out by competent personnel
- Any defective electrical items must be taken out of service immediately
- Where possible the use of any temporary wiring should be avoided
- All electrical control cabinets must be kept locked and only accessed by authorised persons



- Only equipment intended for the environment is to be used (e.g. IP rated/lower voltage)

Be vigilant for:

- damaged wires or plugs
- bare or loose wires
- overheating (burn marks or staining)
- exposure to liquid, dust or dirt.

If you consider an electrical appliance, fixed or portable, poses a risk, immediately disconnect it from the electrical supply. A warning sign should be posted on the equipment taking it out of use and then it should be reported to a Committee Member who should take further appropriate action. Electrical equipment should only be repaired by a competent person.

12.0 Gas Appliances and Boilers

The Club's water heating boilers will be checked annually by a GAS Safe registered technician and a record kept. The Galley cooking appliances will be maintained according to the manufacture's recommendations.

13.0 Use of machinery on site

The use of machinery on the site shall only be undertaken following a risk assessment with an Officer of the club.

There are several points you must remember whilst operating any machinery:

- Ensure the correct safeguards are in place and the machine is stable
- Ensure you know how to STOP the machine before starting it
- Ensure the area around the machinery is clean, tidy and free from obstruction
- You must not use machines if they are not working properly or if any of the guards or safety devices are faulty
- You must wear the appropriate protective clothing, glasses and footwear as identified in the risk assessment.

NEVER UNDER ANY CIRCUMSTANCES:

- use a machine unless authorised and trained to do so
- try to clean a machine in motion – switch it off, unplug it or lock it off
- use a machine/appliance that has a danger sign or tag attached to it
- wear dangling chains, loose clothing, gloves, rings, or wear long hair loose, that could get caught up in moving parts
- distract people who are using machinery
- tamper with or remove guards, interlocks or safety devices from a machine for the purpose of speeding up production or for convenience or ease of access.

The club will try to minimise the need for protective equipment by controlling hazards as far is reasonably practicable. However, PPE is still necessary for some applications of work, for example, work parties and working with chemicals.

Personal protective equipment cannot prevent accidents; it can only minimise or prevent injuries.

However, it can only protect the individual provided if:

- it is the appropriate type for the job
- it fits correctly
- it is properly maintained
- it is worn.



13.1 Power Boats

Children under 14 years are not allowed in any rescue boat unless they are being rescued. Children aged 14-16 years who have a valid PB2 certificate are allowed to drive Club powerboats provided that they are accompanied by an adult with a valid PB2 certificate. No one under 16 should carry out safety boat helm or safety assistant duties.

During any waterborne activity organised by the Club, a safety boat should be afloat and fully equipped. The safety boat crew should remain in or near the safety boat and should keep lookout covering the whole lake. Safety cover should not be withdrawn without adequate warning to all participants.

Club safety boats shall be operated only when a committee member or an RYA qualified powerboat instructor is present and supervising activities, or in the case of Group membership the Group leader and any others driving the boat(s) has a minimum of RYA powerboat level 2 qualification. Anyone driving a powered craft at the Club must either have been suitably trained or be undergoing training and accompanied by an instructor.

The duty crew of each safety boat shall comprise two people, one of whom must be suitably dressed to enter the water. On light wind days, the assistant to the Safety Officer may also act as assistant to the Race Officer. In the event of a rescue, the former duty takes precedence.

The helm of a powerboat fitted with an engine safety lanyard (kill cord) shall ensure that the kill cord is attached round his leg. It should not foul the steering or gear controls.

B.20
-21

When a work boat is used for weed cutting operations, the helmsman must be competent in the operation of the workboat and be familiar with weed cutting techniques in use at the Club.

When a work boat is used for weed cutting operations, all other craft must keep well clear and come no closer than 50m. In particular, helms must be aware of the danger of passing within 50m astern of a workboat which is towing a cutting blade. During weed cutting operations, other helms shall obey any instructions from the helm or crew of the workboat.

B.22

13.2 Tractor

The tractor may only be operated by Members 17 years old or over who have a valid UK driving licence and who have been trained in its operation. A register of trainers and those who have been trained is kept in the clubhouse. If you witness any risky or dangerous use of the tractor, please report it immediately to the Duty Officer or Committee Member. When the tractor is being used members should be extra vigilant to their own and other members' safety.

13.3 Lawn Mowers

The petrol lawn mowers and strimmer expose the user to a degree of risk. Members should use the equipment as per the manufacturer's recommended instructions. Any faults should be immediately reported to the Duty Officer or Committee Member and the machine taken out of service.

13.4 Motor vehicles

Motor vehicles have access to the site; however, members and visitors should observe low speeds (circa - 10MPH) within the compounded area and this should only be slightly exceeded on the approach road.

Drivers should be aware of the possibility of children within the car park areas and drive with appropriate vigilance and caution.



Motor vehicles are allowed within the dinghy park for ease of unloading boats and heavy equipment. However, extreme caution must be adopted both for pedestrians, dinghies, masts not in a vertical position and in manoeuvring on the soft surfaces and near to the water.

14.0 Manual Handling

A major risk to members and visitors arises from manual handling operations. Accidents involving manual handling form more than a quarter of all reported accidents each year across the UK.

The term 'manual handling' is not restricted to lifting; it also encompasses any pushing, pulling, carrying or moving of a load. If you are a sailor, work in galley or are a member of the Wednesday club, you will probably undertake manual handling tasks on a regular basis. Such tasks might include:

- Launching and recovery of boats
- lifting boxes or containers
- moving dinghy trolleys or trailers
- carrying a piece of equipment across the site.

Any manual handling task in itself presents some risk, but in some cases, there will be additional risks from the environment or from other factors such as:

- awkward load shape
- uneven floor surface
- having to stoop, twist or stretch.

In order to reduce the risks associated with manual handling activities:

- Follow all information, instruction and training provided regarding correct technique in manual handling (see the notice board in the clubhouse for advice)
- Make use of mechanical lifting aides e.g. sack trucks or trolleys where possible
- Alter the load by splitting it into several smaller loads therefore making it more manageable
- Do not over-estimate your personal ability to lift. Reduce the risk by adapting the task
- Always ask another member to help in undertaking a particular manual handling activity rather than struggling to undertake the task alone.

15.0 Control of Substances Hazardous to Health Regulations

Although these regulations apply to employees whilst at work, our club should try to ensure that these appropriate standards are applied to the activities of volunteer club members and other helpers. In order to safely manage this requirement, the Club will:

- will hold a list of any substances the Club uses that may be harmful to health if not properly used
- carry out a Risk Assessment
- put in place any control measures and ensure they are properly adhered to
- use the supplier's health and safety data sheets to provide appropriate information and training to all members .

There are currently proposals to change existing petroleum storage license arrangements which the Club's Risk Assessment will cover. Current legislation requires suppliers of all hazardous substances to provide, on request, written information on each product. This information will explain the nature of the hazard, give advice on its safe use and provide guidance on applying first aid if necessary.



16.0 Hygiene

B.12
&
B31

Children under 16 are only allowed in the galley if they are assisting in galley duties and are under the supervision of a parent or carer in the galley.

Any person in the Club kitchen shall observe the current requirements of the Food Hygiene Regulations at all times.

17.0 Appendix A - Health & Safety Risk Assessments

(See next Section in manual or separate electronic file on website)