

Revised 27th June 2008

WATERFORD HARBOUR SAILING CLUB **SAFETY STATEMENT AND OPERATIONS MANUAL 2010**

1. Introduction

This document is the official safety statement of Waterford Harbour Sailing Club (hereafter referred to as WHSC or “the Club”). It is complementary to, and in addition to, the Club’s constitution. As such it must be read, understood and adhered to by all Club members.

This document has been prepared in line with the Safety, Health And Welfare At Work Act, 1989 (Section 12) and the Safety, Health and Welfare at Work (General Application) Regulations, 1993, (Regulation 10).

This document is the programme, in writing, for safeguarding the health and safety of Waterford Harbour Sailing Club’s members while they are at Waterford Harbour Sailing Club. It represents the Club’s commitment to its members’ health and safety.

The primary purpose of the Club's Safety Statement and Operations Manual is to encourage the reduction of accidents which might cause injury or illness to members and/or damage to Club property. The intent of these guidelines is to aid members in developing the proper safety awareness that is vital to the elimination of needless accidents. It is necessary for all personnel to exercise good judgment with personal safety always uppermost in mind in every task that is performed.

Injuries can be prevented if members are constantly alert to possible hazards and take the necessary precautions to avoid dangerous conditions and injuries. While the Committee will be ever vigilant to comply with legal safety regulations, our first emphasis will continue to be on people. Our interest is in the prevention of human suffering resulting from Club-related injuries. The individual member is in the best position to ensure his or her safety by exercising care, using common sense and following safety rules contained within this document and elsewhere.

Overall aim of the Club

The overall aims of the Club are to follow the Irish Sailing Association standards of sailing, to enter and host racing events and to promote the sport of sailing to anyone wishing to learn. In doing this, we are expressing intent to provide a safe environment in which to carry out these activities.

2. Statement of Policy and Intent

- 1.1 It is the policy of Waterford Harbour Sailing Club (WHSC – “the Club”) that all members are responsible for safety and that the Committee ensures that safety training and instruction are available to its members.

- 1.2 Waterford Harbour Sailing Club (WHSC – “the Club”) considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on its premises, and in all activities conducted under its jurisdiction.
- 1.3 The Club also recognises and accepts responsibility, to provide a healthy and safe working environment for all its employees, its members and other people who use the Club's premises and equipment.
- 1.4 All members, employees, visitors and contractors are responsible for:
 - addressing their own safety needs while engaged in Club activities or while on the Club premises
 - paying particular attention to the needs of juniors who may be affected by the Club’s activities
 - using the Club’s equipment in a safe manner
 - wearing personal flotation devices appropriate to the activity at all times while afloat
- 1.5 The Club will take all reasonably practicable steps to fulfil its responsibility and will pay particular attention to meeting the requirements of the Safety, Health and Welfare at Work Act 1989 and all relevant statutory provisions.
- 1.6 The Club requires management at all levels to display a positive attitude towards Health and Safety and that all its members abide by the Club Rules and Sailing Instructions.

Signed..... Date.....
Commodore

3. Duties and responsibilities

The following are the duties and responsibilities of Club members, officers, committee members, volunteer workers and staff with regard to safety:

3.1 Members

All members are invited to read this Safety Statement and Operations Manual and must:

- 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 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,
- 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 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.

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

All members of the Club should be aware of the legal principle of "*volenti non fit injuria*" which means that where an adult participates voluntarily in an activity, which includes known & obvious hazards, then he/she is unlikely to succeed in a claim for recompense against those leading the activity.

3.2 Safety Officer

The Safety Officer in WHSC for activities in the Clubhouse and surrounding land and buildings is John O'Byrne, Post Office, Dunmore East, Co. Waterford Tel 087 2216107

The Safety Officer in WHSC for activities on the water is: Joe Molloy, Fishermans Grove, Dunmore East, Co. Waterford, Tel 086 284 6471.

The duties of the Safety Officer include but are not restricted to the following:

- guide and advise the Club committee, management and staff on all safety, health and welfare matters,
- ensure all safety, first aid and fire equipment is regularly serviced and maintained in good working order and the position of each fire extinguisher noted,

- ensure that there is an evacuation plan for the clubhouse, that it is posted for all to see and that attention is drawn to this plan,
- ensure that records are maintained in respect of tests carried out on safety and fire equipment,
- ensure that training records are kept up to date,
- have safety audits carried out on a regular basis and report findings to the Committee,
- investigate all reports of incidents,
- draw members' attention to the Safety Statement, educating about personal safety awareness and promoting and organising safety related training courses in the Club
- communicate safety information to those affected by the Club's activities

3.3 Commodore and Committee

The business and affairs of the Club are under the management of the Committee in accordance with the Constitution and Rules of the Club. The Commodore is an officer of the Club and Chairman of the Committee. Committee members are responsible for the day to day safety within the areas under their control.

The Commodore and Committee are responsible for:

- the implementation of the Safety Statement and pursuing the objectives of the Club in respect of health and safety,
- ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement,
- monitoring the effectiveness of the management of health and safety of the Club's activities and its premises
- investigating accidents, hazards and dangerous occurrences on the Club premises, surroundings and in the sailing area
- ensuring that the Committee lead by example in good safety practices,
- ensuring that a reporting system is in place for reporting all accidents to the Safety Officer.

3.4 Vice Commodore

The Vice Commodore is an officer of the Club and fills the position of Commodore in the absence of the Commodore.

3.5 Honorary Secretary

The Honorary Secretary is an officer of the Club and ensures that minutes are kept of all meetings and deals with correspondence to and from the Committee. S/he also controls the booking of the Clubhouse for functions and meetings.

The Honorary Secretary ensures that all safety matters discussed at Committee meetings are documented and forwarded to the Trustees, Safety Officer, sub-committees, members and external individuals, companies or contractors as appropriate. The Honorary Secretary is the custodian of the annual Boat Registration Forms.

3.6 Honorary Treasurer

The Honorary Treasurer is an officer of the Club and ensures that correct accounts are kept of the financial affairs of the Club and of its receipts & expenditure and reports to the monthly meetings of the Committee.

The Honorary Treasurer ensures that the Club Insurance is always fully paid up and that copies of the documentation and receipts are sent to the Trustees.

3.7 Membership Secretary

The Membership Secretary is responsible for the maintenance of a database of members including subscription status, address, telephone numbers and other relevant information and deals with membership renewal and new members.

The Membership Secretary is responsible for keeping an up to date list of members on display in the Clubhouse.

3.8 Public Relations Officer

The Public Relations Officer is responsible for the promotion of WHSC to members of the public through the press and other media outlets.

3.9 Junior Organiser

The Junior Organiser organises sail training and other activities for the junior members of WHSC particularly the annual ISA Junior Training Courses run in the summer.

The Junior Organiser must take into account the Health and Safety Guidelines laid down by the Irish Sailing Association and the implementation of those guidelines as well as ensuring that the Club's own Safety Statement and Procedures are adhered to at all times in the organisation of activities for junior members.

The Junior Organiser has overall responsibility for the safe organisation and running of the junior sailing courses and ensuring that the Senior Instructor and instructors comply fully with all safety requirements laid down by the Club and the ISA for junior sailing activities.

3.10 Senior Instructor for the Junior Sailing Courses

The Senior Instructor is appointed by the Junior Organiser and Club Commodore to manage the team of instructors for the junior sailing courses in the summer.

The Senior Instructor will be responsible, in particular on the junior sailing courses for:

- the safety of all participants
- the safe condition and use of equipment provided
- maintaining acceptable levels of behaviour
- supervising the security/issue/return of vessels and equipment

The Senior Instructor should always carry a charged mobile telephone when on the water in a secure dry container.

The Senior Instructor will also complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- assess the prevailing wind/sea/river and tidal states

- obtain a current weather forecast
- be aware of shipping movements
- be familiar with local by-laws, regulations and notices to mariners
- be aware of local dangers/features and obstructions.

Having due regard to the above, the Senior Instructor may reduce the areas of operation and/or the number of participants whilst conforming to ISA Guidelines concerning instructor/student ratios.

3.11 Instructors

Instructors are employed by the Club through the Junior Organiser to teach on the Junior Sailing Courses organised in the summer. Under the management of the Senior Instructor they are responsible for:

- the safety of all participants
- the safe condition and use of equipment provided
- maintaining acceptable levels of behaviour
- supervising the security/issue/return of vessels and equipment

3.12 Junior Sailing Course participants

Junior sailing course participants are members of WHSC and must abide by the safety provisions in guidelines for junior courses which are sent to all parents/guardians at the time of enrolment on the courses. Failure to comply with safety instructions and guidelines may result in disciplinary action being taken.

3.13 Sub-committee Members

The Committee has power to appoint sub-committees and to define the scope of their authority.

Sub-committee members are responsible for day-to-day safety within the areas under their control.

Specifically, Sub-committee members are responsible for ensuring that:

- safe systems of work operate in their areas,
- adequate safety and operating instructions are documented and implemented within their areas,
- training records are kept in respect of members under their control,
- safety concerns are reported to the Committee.

3.14 Dinghy Captain and Cruiser Captain

The Dinghy Captain and Cruiser Captain plan and organise all competitive sailing activities at the Club within their respective areas of responsibility.

The Dinghy Captain and Cruiser Captain are responsible for ensuring that:

- the Race Officers appointed are competent to carry out their duties and are trained accordingly,
- safety boat drivers and crew are qualified to the required standard,
- all instructions required in relation to safety are carried out.

3.15 House Officer

The House Officer is responsible for the upkeep of the Clubhouse to the high standards expected by its Members and involves maintaining and repairing the Clubhouse as required.

The House Officer ensures that the building conforms to safety regulations and that work carried out by third parties has appropriate insurance cover.

The House Officer is also responsible for the smooth running of the bar at WHSC and should ensure that the personnel employed on a full time or part-time basis to work in the bar are instructed in the following:

- basic manual handling
- basic hygiene
- dealing with broken glass.

3.16 Safety Boat Drivers and use of safety boats

Because of the nature of their responsibility for the safety of members on the water, only members whose qualifications and experience are approved by the Safety Officer, Junior Organiser (for junior sailing courses) or Commodore should be used to carry out this task. Training will be given by qualified personnel.

As WHSC is a designated Recognised Teaching Establishment, certified by the Irish Sailing Association, the Club is able to provide powerboat courses up to Level 3.

All Safety Boat Drivers should:

- have a minimum of level 2 powerboat certificate or equivalent,
- have a sense of responsibility,
- be certified in the use of VHF radio,
- wear a life-jacket at all times when on the water,
- be certified in the use of first aid,
- have the ability to recognise developing situations,
- always use a kill-cord. (except in club red, where none is fitted).
- Speed should be minimised in the moorings area and when close to other water users.

Other than in emergencies, Pioners, Humbers and Bombards should never carry more than 6 passengers + 1 driver and Club Red never more than 12 passengers + 1 driver. Standing up in the Humbers, Pioners nor Bombards while moving is forbidden.

Before the launch/use of each rescue boat the following steps must be taken by the driver:

- 1 Ensure there is adequate fuel
- 2 Check engine oil level at first start-of-the-day
- 3 Check cooling water discharge after starting
- 4 Check steering
- 5 Complete radio check
- 6 Check all safety equipment is present on board: fully stocked first aid kit, paddles, kill switch cord, painter, towing warps, bilge pump, bucket or bailer (other than self bailer)

Before leaving the boat the following steps must be completed by the driver:

- 1 Check mooring and the craft is secure
- 2 Tidy cockpit
- 3 Close and secure bailer
- 4 Tilt and lock engine
- 5 Remove kill switch cord
- 6 Remove fuel tank
- 7 Leave boat clean and tidy.
- 8 Return all equipment and report any damage or faults to the Boatman, Junior Organiser or appropriate Committee member.

On junior sailing courses the safety boat to dingy ratio should always meet the current ISA guidelines. Specifically:

- A minimum of two safety boats should be on the water at any one time in case of engine failure.
- A safety boat should always be present at the slipway during launching and recovery.
- No dingy should launch without a manned safety boat on the water.
- A watch should always be kept on VHF channel 10.

For the refuelling of safety boats the following steps must be adhered to:

- Fuel must be stored in the metal container overnight
- Refuelling must take place on the tarmac area outside of the container using the funnels provided and with a fire extinguisher to hand
- Smoking and the use of naked lights is strictly forbidden during re-fuelling, in the container and in the power boats.
- Fuel and oil levels should be checked by the driver before every session

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. Particular care should be taken when manoeuvring in the area between the slipway, Adventure Centre pontoon and Goose Rock.

On all activities or events, suitable safety equipment must be carried. This should include at minimum on each safety boat: flares, first aid kit, VHF radio, knife, throw line, towing line and a survival bag. It is the responsibility of the skipper to check these on a daily basis.

3.17 Boatman

The Club may employ one or more Boatmen. Selection depends on their ability to handle boats and engines and to keep club equipment and boats in good condition.

The duties of a Boatman include but are not restricted to the following:

- report for duty at least one hour and a half before first gun,
- liaise with the Race Officer,
- the purchase and recording of fuel and making sure there is sufficient fuel for the day,
- keeping the radios charged and switched on to the correct channel, ensuring the safety boats have their equipment on board, including paddles or oars and rowlocks, painter and anchor with adequate warp, bucket and knife,

boat hook and spare warp, first aid kit, tool kit and fire extinguisher, VHF radio and flares

- ensuring the boat engines are secure,
- ensuring that the equipment for the committee boat is loaded,
- ensuring that each safety boat is properly manned with a certified driver on each boat,
- starting the engines and making sure that they work before the boats are taken away from the slipway,
- supervising the launch and recovery of the safety boats when appropriate,
- managing the fleet of safety boats on the water,
- assisting dinghy sailors who have capsized or are having difficulty (for example hypothermia), - the boatman should use his discretion as regards helping sailors e.g. helping to right craft, taking sailors on board, towing or other courses of action.

The Boatman should:

1. note the importance of ensuring boats are adequately manned for their intended role while afloat.
This means having an adequate number of people on board and ensuring the safety boat drivers have had training appropriate to their intended role,
2. note the importance of providing additional safety cover during difficult conditions. When organising safety cover for sailing activities during winter months, consideration should be given to conditions, competence of sailors and the sailing area.
3. ensure that a safety boat driver of any powerboat uses a kill cord at all times. Correctly used it can significantly reduce the risk of accidents occurring and reduce the consequences should the Helm lose control of the boat, and
4. ensure the co-ordination of support boats, particularly during Junior Events. Support boats can compromise safety if they are not properly briefed before and controlled during an event,

The Boatman is a member of the Race Committee and must work closely with the Race Officer.

3.18 Race Officer

The Race Officer leads the Race Committee which conducts races as directed by the Dinghy or Cruiser Captains and as required by the Rules. The Race Officer is the ultimate decision maker on the conduct of racing on the day.

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

- check the weather forecast,
- when there is a gale warning in the area for the period of racing, racing should be cancelled and rescue boats should not be launched, except in an emergency,
- have regard to any winds which cause difficult localised conditions around the Harbour or in the estuary,
- if fog is forecast only boats with a proven compass should be allowed to sail,
- brief Safety Boat crews with the Boatman as regards duties and what is required,
- report any deficiencies to the Dinghy or Cruiser Captains or Club Committee,
- report and document any safety incidents to the Safety Officer,

- ensure that the safety boats are adequately manned.

4. Risk Assessment

A risk assessment is a careful examination of what in the Club could cause harm to people so that the Committee can assess whether enough precautions are being taken or more should be done to prevent accidents.

The law states that the Club must do what is 'reasonably practicable' to keep the working environment safe. Accordingly, the list below aims to identify those hazards which currently exist and what the Club can reasonably do to reduce or eliminate them.

Any regular checks made should be recorded and kept so that they can be shown to an Health and Safety Inspector, or support evidence should the Club become involved in any action for civil liability (e.g. maintenance records for rescue craft).

This risk assessment of WHSC is broken into general activities and areas in buildings, on land or on sea where Club activities take place. In each area the activities that take place there are listed and hazards there are identified. For each hazard, the injuries or risks they might cause are set out. Then, the precautions that already exist or should exist to deal with each risk are set out taking into account the number of people who could be involved.

4.1 ACTIVITY: Going sailing

HAZARD: The sea; weather; collision;

RISK: Drowning; being struck; exposure/ hypothermia

PRECAUTIONS: All members should be aware that the skipper 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 and that all gear is serviceable. Members must also be aware that many accidents can be avoided if they ensure that:

1. buoyancy in dinghies is intact and/or pumped up,
2. fittings are adequate for their intended purpose,
3. the boat is properly rigged,
4. the crew has been trained to your satisfaction,
5. the boat complies with the safety requirements of its class.

Additional Safety Features should be considered:

- alternative means of propulsion, - e.g. a paddle,
- a bailer,
- a compass,
- an anchor in some classes,
- a signalling device (orange card).

Cruiser craft shall use as the basis of safety the RNLI Sea Check which will be carried out a month after lift-in.

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.

4.2 ACTIVITY: Slips and falls (NOTE: About one fifth of all reported accidents are in this category)

HAZARD: All surfaces inside and outside the Clubhouse

RISK: Injury to members/visitors/staff

PRECAUTIONS: The floor/ground surface on which people walk and the cleaning and good maintenance of it will go a long way to cutting down the potential for accidents. A good house keeping routine, prompt repairs whenever they are required, immediate clearance of spillages and suitable foot wear all contribute to reducing the risk of accidents. Running and horseplay on the Club premises is forbidden at all times.

4.3 ACTIVITY AREA: Clubhouse bar and upstairs kitchen

HAZARD: Cooking, (occasional) wet floor, spilt food, broken glass,

RISK: burns to staff; injury through slipping or falling to members, children, guests, staff

PRECAUTIONS: Vigilance of bar manager and staff at all times through cleaning and safety awareness

4.4 ACTIVITY AREA: Clubhouse balcony

HAZARD: Lighting , barbecuing, use of gas cylinders, electrical points

RISK: Members and children

PRECAUTIONS: Barbecue operatives keep children on one side only; House Officer ensures all outside lights working, no smoking in vicinity of gas/barbecue

4.5 ACTIVITY AREA: Clubhouse changing rooms

HAZARD: wet floors

RISK: Members slipping/falling

PRECAUTIONS: Regular inspection and cleaning by designated members or contractors

4.6 ACTIVITY AREA: Clubhouse function room and downstairs kitchen

HAZARD: Cooking, electrical items

RISK: Members/ staff suffering burns/gas poisoning.

PRECAUTIONS: Staff vigilance

4.7 ACTIVITY AREA: Clubhouse hall, stairs and landings

HAZARD: misplaced baggage / equipment ;

RISK: Members/visitors/staff falling

PRECAUTIONS: ensure no obstructions and all material stowed out of throughways

4.8 ACTIVITY AREA: Clubhouse toilets

HAZARD: wet floors

RISK: Members/visitors/staff

PRECAUTIONS: Bar staff to inspect regularly during bar opening hours

4.9 ACTIVITY AREA: Dinghy park area

HAZARD: haphazard parking of boats, randomly left fishing nets and gear

RISK: Members/visitors/bystanders

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors, instructors and parents about safe parking and storage of dinghies

4.10 ACTIVITY AREA: Boat storage shed

HAZARD: wet floor; haphazard parking of dinghies; oppie racks;

RISK: persons slipping, tripping or falling;

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors, instructors and parents about safe parking and storage of dinghies

4.11 ACTIVITY AREA: Land around Clubhouse, boat storage area, shed, slipway

HAZARD: booms hitting bystanders

RISK: Head or other injury

PRECAUTIONS: Instructors to encourage clew outhauls to be attached/detached immediately prior to launching/recovery

4.12 ACTIVITY AREA: Car parking area

HAZARD: randomly parked cars and trailers; randomly left fishing nets and gear

RISK: car users, children, pedestrians

PRECAUTIONS: mark out car park spaces; ensure fishing equipment is tidied away;

4.13 ACTIVITY AREA: Slipway

HAZARD: Slippy surface due to algae growth; refueling rescue boats; boat launching; trollies; winching boats up

RISK: injury through falling or being struck to sailors, parents on slip duty, other slipway users, people sitting on slip; back injuries from pulling boats/trollies;

PRECAUTIONS: regularly treat slipway; guidelines issued to parents re trollies; safety barriers when winch in use; issue HAS backache booklet (or relevant documentation or training will be provided).

4.14 ACTIVITY AREA: Embarking and disembarking from craft

HAZARD: Moving boats, slippy surfaces

RISK: Falling into the sea, tripping,

PRECAUTIONS: Ensure all members know that responsibility for safe embarking and disembarking lies with the person being transferred.

4.15 ACTIVITY AREA: Storage container

HAZARD: Using winch, dangerous stored items (?), power extension cable (when in)

RISK: (who might be harmed)

PRECAUTIONS: Clearly mark dangerous substances; keep children out;

4.16 ACTIVITY AREA: Water around slipway

HAZARD: rescue boats, dinghies and other boats coming and going

RISK: swimmers, boat users, children

PRECAUTIONS: guidelines issued to rescue boat drivers, instructors and sailors

4.17 ACTIVITY AREA: Swing moorings

HAZARD: large vessels unsighted to swimmers

RISK: swimmers, cruiser crews, dinghy sailors unsighted

PRECAUTIONS: Advise cruiser sailors and mooring users to be vigilant

4.18 ACTIVITY AREA: Cruiser Lift-in and Lift-out

HAZARD: Partially unstable weight and unpredictable movement of vessel

RISK: Serious injury to those involved due to slipping; being struck

PRECAUTIONS: A member shall be designated to direct operations and must be present while work is in progress. Only those who have been briefed for the operation shall be present in the danger area. The danger area will comprise an area within a ten-metre radius of the pivot point of the crane. The member in charge shall ensure that those in this area are suitably attired with safety gear. Persons on boats within range of the lifting gear shall wear safety helmets.

4.19 ACTIVITY: Sailing area (the sea)

HAZARD: Operation of safety boats, sailing, ferrying to cruisers, bad weather, commercial shipping; inexperienced boat users/ junior sailors/rescue boat drivers

RISK: (who might be harmed)

PRECAUTIONS:

4.20 ACTIVITY: Use of electrical equipment

HAZARD: Electrical equipment being defective, wrongly used or overloaded

RISK: Members/visitors/ staff risk electrocution

PRECAUTIONS: 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 hands are wet or if 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 the House Officer; Also report any sparking or smoke coming from any electrical motor appliance.

4.21 ACTIVITY: Chemical Hazards (include amongst others petrol & diesel oil, paints, solvents)

HAZARD: Mis-storage, delivery or dispensing; spillage.

RISK: Injury to members/visitors/staff/ bystanders

PRECAUTIONS: Any spillage 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.

4.22 ACTIVITY: Misuse of tools

HAZARD: Cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles

RISK: Injury to members/visitors/bystanders/ staff

PRECAUTIONS: Safe work practices and good maintenance of tools are adhered to by the persons using the tools; Ensure maker's instructions followed and the person using the tool must follow the instructions of the person in charge ; tools should only be used for the purpose for which they are intended ;use of unsuitable tools or equipment may lead to accidents; damaged or worn tools should not be used.

5. Standard Operation Procedures

There is a duty on all individuals to take charge of their own safety. The Club will take all necessary steps to ensure that individuals are aware of their exposure to hazards, and what measures they should take to prevent accidents. This includes members, employees and visitors.

These Operating Procedures are designed to ensure the safe day to day running of the Club. It is the Club's way of ensuring there is a benchmark procedure for all the activities it undertakes.

It is recommended that anyone involved in the operation of equipment, or running an activity covered in the operating procedures, should sign to say that they have read and understood them, particularly the people listed in Section 2 above.

5.1 Decision to go afloat

Whilst the Club committee and officers acting on behalf of the Committee will do everything reasonable, to ensure the safety of those engaged in club activity, the decision to go afloat rests with the skipper or helm of a boat, and they are responsible for their own safety as well as that of their crew.

Club officials may, from time to time, make recommendations (without prejudice) based on their experience, as to whether they feel it is safe for sailing activity to take place. Club officials may, if they feel conditions are extreme, cancel club activity. In this instance any members going afloat do so in the knowledge there are no rescue boats to assist with their safety.

In the case of children under 16 years (except during junior sailing courses or training activities), the responsibility for allowing children to put to sea rests with the parents, or adult supervisors appointed by parents.

Whilst engaged in training activities, the club recognises that novice and/or young sailors may not have the experience necessary to make their own decisions relating to safety matters. During training activities guidance should be taken from the Senior Instructor.

5.2 Cruisers sailors

The Club strongly recommends all cruiser owners to avail of the RNLI's free sea safety check on 1800 789589.

Every boat owner is encouraged to attend an ISA Coastal Skipper theory and/or practical course. Also sea survival and VHF and ISA Yacht Safety Awareness courses. Boats are encouraged to ensure at least one member of the crew is trained in first aid.

PFD's must be worn by all whilst ferrying to/from boats.

Adequate protection/padding should be used to cover the propeller when outboard is tilted up at mooring (to prevent injury to others).

5.3 Dinghy sailors

Dinghy sailors should not put to sea whilst engaged in Club activities unless a rescue boat is on station.

Dinghy sailors should also be aware of the dangers associated with pulling launching trolleys across the platform and up/down the slipway. Ensure there are sufficient people on hand to help, before attempting to pull the boat up/down the slipway.

In the case of single handers; outhauls should not be attached, for double handers; the mainsail should not be hoisted - until the boat is at the waters edge.

5.4 Safety equipment

Cruisers should carry safety equipment as recommended by the ISA, on their yacht safety equipment checklist.

Dinghies should carry as a minimum a towing line, alternative means of propulsion and where appropriate a bailer.

5.5 General weather procedures

The weather forecast should be checked by all sailors and Instructors before making any decisions to put to sea. Racing should be cancelled if the winds are forecast to rise above force 6, during the expected period of racing. In the event of cancellation no rescue boats should be launched, except in a genuine emergency.

If fog is forecast, dinghy racing should be cancelled, and cruisers should be advised of the forecast.

5.6 Lift in/out procedures

One person shall be designated in charge of this operation, and must stay on site until the operation is complete or suspend operations until he/she returns.

The area of operation includes the area within a 15 metre radius of the pivot of the crane in use. The person in charge will delegate someone to ensure members are kept clear of the area of operation. No maintenance work should be carried out on boats within the area of operation. The Danger area shall comprise of the area under the crane's arc, and will be marked accordingly. Only those authorised by the 'Person in Charge' may enter the danger area.

Trailers should not be brought to the area of operation until such time as advised by the person in charge. Trailers should be removed from the area of operation as soon as is practical after lift in/out has taken place.

5.7 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. Fixtures and fittings should be properly maintained. Garbage and waste materials should be cleared up and disposed of correctly and promptly.

5.8 Damage to Club boats or other members boats or property

All damage/losses/wear and tear should be reported at once to the Senior Instructor, the Junior Organiser and/or the Club Commodore. In matters relating to the junior sailing course the Senior Instructor will inspect all kit routinely and report to the Junior Organiser or Club Commodore. It is the decision of the Senior Instructor if the equipment is safe for (re)use.

5.9 Authority to launch Club powerboats

Outside the normal operations of the junior sailing courses, junior and club racing, the Club powerboats may only be launched in the event of an emergency or as authorised by the Boatman, Senior Instructor or Member of the Club Committee.

5.10 Smoking

Smoking is prohibited at all times in the Clubhouse (except the balcony), in the area of the container, where fuel is stored, where and when refueling is taking place, in the boat shed, and also while afloat.

5.11 Refuelling boats

The fuel levels in all Club boats must be checked before starting the engines. Fuel tanks should be refilled before boats are put away or moored after use.

5.12 General Safety Guidelines

Kill cords must be worn by drivers at all times while engines are running in Club boats. Life jackets must be worn at all times by all personnel when afloat. A speed limit of 5 knots applies to all powerboats within 100 metres of the slipway except in a genuine emergency.

All vessels shall be equipped to the standards laid down by the governing body of that activity, taking into account the standards necessary for navigation, safety or any other purposes. This includes sufficient buoyancy, paddles and all ancillary safety equipment. Any vessel not conforming must not be used. Each vessel must be inspected at least once a year (or at the start of the course in respect to sailing vessels used on the junior sailing courses) to ensure that it meets these standards.

5.13 Certification of boats and equipment

When new boats are purchased they must carry the CE logo of the European Union or the British Standard Kitemark. Buoyancy Aids – conforming to CEN 50N must be worn at all times. This may be substituted for a CE marked lifejacket.

5.14 Personal Clothing and footwear

All participants in sailing activities should be dressed correctly for the prevailing weather conditions, as recommended by the Senior Instructor for the junior sailing courses. Suitable footwear must always be worn.

5.15 Personal Flotation Devices (PFDs) including Buoyancy Aids

All those sailing in dinghies (including Flying Fifteens) shall wear PFDs. PFDs shall also be worn by Safety/Ferry Boat crews and by all persons travelling in the Safety/Ferry 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.

Those with self inflating PFD's should check them annually to ensure they work when needed.

Cruiser skippers shall ensure the safety of their crew. The crew shall ensure their own safety whilst on board a cruiser. It is recommended and best practice for all crew to wear a PFD while on deck.

5.16 External contractors

The Club should have a simple contract for casual workers and contractors (i.e. window cleaners, builders etc.) stating that they have been made aware of the Club's safety statement and operating procedures, and that they carry their own insurance for the work they are undertaking.

(e.g. laying of moorings, crane operators, maintenance etc.)

Name and Address of Club

Name and Address of Contractor.....

Work to be carried out

I hereby agree to carry out the above works and/or survey for the sum of €.....

I will provide all the equipment necessary to ensure compliance with all relevant health and safety legislation.

I will make good, on completion, any damage to club property or furnishings, arising in the course of the works as stated above.

I hold adequate insurance to cover costs to any damage caused during the undertaking of the works and hold third party liability insurance to the sum of at least £1 million

I will undertake to comply with all the relevant sections of the club's safety statement, and take full responsibility for my own/my employees' safety while works are being carried out.

Any additional conditions deemed appropriate...

Signed (Contractor).....Date.....

5.17 Use of Clubhouse for private functions

A statement on the procedure for the private use of the Premises at WHSC is in place.

5.18 Liability

The Commodore and other members of the Club Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however be their personal liability, but shall be the responsibility of the Club as a whole.

5.19 Risk

All members or other persons who attend Club activities on land or at sea, do so at their own risk, neither the Club or its officers can accept any liability for loss or injury of any kind sustained at the Club or whilst on a club event/tour/trip or any other activity.

6. Accident and Emergency Action Plan and Procedures

In the event of an accident or emergency in the Clubhouse, in its vicinity or on the sea the following steps should be taken by the first person on the scene:

1. Assess the situation
2. Prevent further injury or danger by making safe the cause of the accident if possible.
3. Evacuate everyone away from any areas of danger if possible to a safe and secure location.
4. Give immediate first aid to the casualty if appropriate
5. Summon emergency services where necessary, and arrange for an escort if possible. State the nature of the emergency (this should include location, nature of incident, numbers involved and severity of injuries)
6. Inform the Safety Officer, Commodore and Junior Organiser (if related to the junior sailing course)
7. Record the incident in the Accident Book

6.1 Missing Persons

In the case of a young person's disappearance, the following procedure should be followed:

- Assemble the group
- Check the register and account for the remainder of the group
- Make the group safe and comfortable
- Establish where and when the individual was last seen
- Conduct a thorough search of the site and its immediate vicinity
- Can a member of staff or student on the course account for the disappearance?
- Parents should be contacted and apprised of the situation
- If the individual cannot be accounted for, the Gardai should be contacted immediately
- An incident report should be filled out

6.2 Group Failing to Return

If the whole group fails to return within 30 minutes of their ETA and cannot be spotted visually, it is the responsibility of the person on slip duty to:

- Attempt to contact the Senior Instructor either by VHF radio or mobile phone (number should be behind bar in Clubhouse at all times)
- If contact cannot be established with the Senior Instructor, phone the Emergency Services and Junior Organiser/Club Commodore (numbers behind bar) who will co-ordinate the rescue

Incident log sheets (available from the Club Bar) must be filled in daily, detailing any on or off the water incident requiring first aid, compromising safety, or where deemed necessary by the Senior Instructor. The Safety Officer, Commodore and/or Junior Organiser should be informed at once by the person filling out the log sheet that it has been completed.

There should be a well stocked first aid box available in the Clubhouse at all times which should be checked regularly by the Safety Officer.

7. Swimming Policy

7.1 The Club strongly recommends that all members, junior and senior, should be able to swim.

7.2 The Club does not have a prescriptive swimming policy with regard to junior or senior sailing course participants in terms of a distance to be covered. However, all new participants to the courses must enter the water in a personal flotation device and stay there until the Senior Instructor is satisfied that they are at ease and comfortable there.

8. Code of Conduct for Junior Sailing Course

This is contained in the separate document: “Statement of Policy and Procedures to comply with the Irish Sports Council’s Code of Ethics and Good Practice for Children’s Sport; General Rules for the Junior Sailing Courses and Disciplinary Procedures” ; approved by WHSC Club committee on 7th February 2005.

9. Disciplinary Procedures for Junior Sailing Course

This is contained in the separate document “Statement of Policy and Procedures to comply with the Irish Sports Council’s Code of Ethics and Good Practice for Children’s Sport; General Rules for the Junior Sailing Courses and Disciplinary Procedures” ; approved by WHSC Club committee on 7th February 2005.

10. Guidelines and Code of Practice for Instructors

This is a separate document “Code of Practice for Instructors” which is issued to all instructors who sign to acknowledge they have received it, read it, and agree to adhere to its contents.

Appendix 1

RECOMMENDED READING

The following booklets are available from:

The Health & Safety Authority 10 Hogan Place, Dublin 2 Tel:- 01-6620400 Fax:- 01-6620417 Email:- Information@has.ie

Web site:- <http://www.hsa.ie/osh>

- Safe Company, A Guide to safe working practices.

- Guidelines on Safety Statements. (G1).

- Safe to Work, An aid to preparing a safety statement for small businesses.

(G7)

- A Short Guide To Health & Safety Law. (G6).

end