

## **SAFETY POLICY STATEMENT**

### **GENERAL ARRANGEMENTS**

- A. This Safety Policy shall be kept in the Club Bridge Manual and made available in the Clubhouse accessible to all members.
- B. This Policy and associated matters shall be reviewed annually, initially by the Safety Officer
- C. This Safety Information shall be issued to new members and be kept updated in the Bridge Manual and on the website.
- D. Risk Assessments will be carried out for relevant club activities and will be kept in the Bridge Manual. They shall be brought to the attention of any members participating in such activity.

### **APPLICATION**

- E. It is recognised that any "Action" sport involves risk. However the club endeavours to recognise and minimise risks so far as is reasonably practical, and the following procedures and rules are made keep risks to a minimum.
- F. The Club may be used in three distinct ways, and the degree of the clubs responsibilities will vary accordingly.
  - (i) Use of club for independent sailing or cruising
  - (ii) Club organised & supervised events, eg racing, group cruises.
  - (iii) Training

### **RESPONSIBILITIES FOR SAFETY**

- 1. Responsibility for Safety Policy lies with the Committee.
- 2. The Committee currently delegates responsibility and supervision of safety as follows:

Day to day decisions	Commodore, or any flag officer.
Safety Boat	A nominated member.
Club safety	A nominated member.
Racing in general	Sailing Committee
Conduct of a current race	The Officer of the Day (OD)
Training courses	RYA Principal & Rear Commodore Training

**Note :** The Officer of the Day (OD) may decide in the light of conditions not to allow one or more boats to race; and may postpone or cancel a race

### **RESPONSIBILITIES OF MEMBERS:**

- 3. The decision to take part in activities on club premises or organised by the club shall be the sole responsibility of each club member; or, in the case of juniors under 18, of their parents or guardians. Specifically, **the decision to to start or continue a race or cruise shall be the sole responsibility of each helmsman, or in case of a Junior, parent or guardian**
- 4. When possible the Club will provide a Safety Boat for races and for other designated Club events. Where this is not possible, the Officer of the Day will inform all race entrants who must make their own their own decision whether to sail.
- 5. The presence of a safety boat in no way alters the responsibility of individual helmsmen to decide whether to sail, race or cruise or the obligation to go to the aid of others if in a position to do so.
- 6. All members have a responsibility to co-operate with the Committee, Officers & OD to achieve a safe environment. They should remember this policy and observe the Club Rules.
- 7. Owner members must ensure their boats are seaworthy and properly equipped before going afloat.
- 8. Members must ensure that buoyancy aids/lifejackets are adequate and in good repair.
- 9. Children must wear Buoyancy aids when on the Pontoon

10. Members must treat club equipment and premises with care and keep them in a safe condition. Any damage must be reported to the person responsible or a Flag Officer. Return and lock up fuel containers.
11. Members should return Club and their own boats and equipment to it's correct place. Trolleys and boats in particular must not be left as hazards or obstructions to others.
12. Members undertaking club duties should keep themselves informed and up to date. Training and refresher courses are organised regularly for Safety Boat crews and Officers of the Day. Details on Calender & from the Rear Commodore Training.

### **WHEN AFLOAT**

13. Every helmsman shall render all possible assistance to any vessel or person in peril, when in a position to do so without endangering his own boat or crew..
14. Non-swimmers should wear CE 150 Newton lifejackets correctly at all times when afloat. Swimmers should wear CE 50 Newton buoyancy aids correctly at all times when racing
15. All those afloat should wear full-length 4mm wet suits or better whenever the water temperature is less than 10 degrees C. (roughly too cold to swim in) and should consider taking a dry bag of extra clothing even in warmer weather.
15. A Crew not confident in water and crew with any serious disability should ensure that the Officer of the Day knows so that the OD can inform the Safety Boat.
16. When entering races or other events, helms should complete an appropriate declaration form, giving details of their crew and sign in as finished or retired to let the OD know that they have returned.
17. Single boats and particularly solo sailors sailing when nobody is about, e.g. Sunday evening, should ensure someone ashore knows they are out; and when they get back.
14. Dinghies must conform to class buoyancy requirements which should be regularly tested. Bungs and hatches to buoyancy tanks should be checked and secure
18. Dayboats and dinghies over 5m with no built-in buoyancy should carry flares.

### ***NOTES of CAUTION***

19. **Beware of the ferry** (landing craft) **and** large commercial vessels, eg **Lady Florence**, which may have restricted manoeuvrability in a narrow channel, and/or be constrained by their draught.
20. **The Club slip is prone to accumulate mud and slime. Beware of slipping on it.**
21. **Tides run strongly.** Take this into account before sailing in light winds and if in the water.

### **CRUISING YACHTS AND DINGHIES OFFSHORE**

22. It is the responsibility of the skipper to ensure the seaworthiness of the vessel and that any voyage undertaken is within the capability of the skipper with his/her crew
23. Every yacht shall carry adequate life-saving equipment for all persons on board, one item of which shall be ready for immediate use.

### **POWER SAFETY BOATS**

24. In all planing powerboats **a kill cord should be fitted and must be used.** A spare should be carried along with the First Aid kit, fire extinguisher and basic tools
25. The Club has two Safety boats and sometimes borrows or hires others. Except in emergencies **club boats may not be launched without the permission** of the OD, a flag officer or senior instructor.
26. Both the **driver and the crew must be approved by the Club** and be familiar with the Safety Boat instructions and procedures displayed in the clubhouse. One member of the crew should be prepared to enter the water to give assistance to racers.
27. Safety boat drivers should be at least RYA Level 2 standard.

## **TRAINING COURSES**

**TRAINING OPERATIONS MANUAL:** Students and instructors must make themselves familiar with this manual where safety matters are dealt with in addition to other procedures.

### ***ACCEPTANCE OF STUDENTS***

- 28. The RYA Principal must ensure that members accepted for training courses have sufficient **experience and skill** required for the course, and have completed a **medical declaration**.
- 29. Juniors under 18 who are not full members of the Club cannot be accepted for training (OSC has no license required by Adventure Activities Licensing Regulations 1996).
- 30. **All students must wear appropriate buoyancy aids and suitable clothing** for the conditions. The Course Leader should prohibit them from going on the water if they consider these items inadequate

### **FOOD & HYGIENE**

- 31. The Club shall be cleaned at appropriate intervals through the season (normally at least weekly). This shall include floors, tables and work-surfaces.
- 32. Perishable foods shall not be stored in the club except overnight in the Fridge. Other foods may be kept in their sealed wrappings in accordance with the label.
- 33. Members preparing or handling food for others shall thoroughly wash their hands and wipe surfaces before and after their activity.
- 34. Any hazardous cleaning chemical shall be so labelled.

**FIRE PRECAUTIONS** An Assessment has been made and the following are considered adequate:

- 35 Suitable Fire Extinguishers shall be kept on each floor of the clubhouse and kept properly serviced.
- 36 A temporary ladder (e.g. rope ladder) shall be kept in the Bridge for escape from this deck. A notice shall draw attention to its place and use

### **FIRST AID**

- 37 **First aid equipment** is kept in the first cupboard in the galley area (under the window) and in the safety boat safety bottles that are stored on the Bridge and taken out with the SBs. Use of any equipment should be reported to the member responsible for Safety so that kits can be replenished. Injuries must be entered into the Accident book
- 38 **A list of trained First-aiders** is posted in the Bridge and the Clubroom, as is the name of the member responsible for replenishing the first aid boxes. A checklist showing the date of last check should be kept with it.

### **ACCIDENTS & INJURIES**

- 39 **An accident book** is kept on the Bridge to record any accident or near miss. Completed pages should be removed by the member responsible for first aid and stored securely to protect personal data Please notify the member responsible when a record has been completed
- 40 The Accident book and first aid box should be **reviewed monthly**
- 41 **In the event of a serious incident**, the Officer of the Day, a flag officer, or a senior sailor should make arrangements to inform next of kin.