

Health and Safety Policy

The purpose of this document along with the Standard Operating Procedures document is to achieve a safe and healthy environment for all members, instructors, trainees and visitors to Saundersfoot Sailing Club during RYA and other Training Sessions. This document outlines the responsibilities of various person(s). All those involved with RYA training will be made aware of this document.

The Sailing Training Principal is the key health and safety manager for all training activities
The health and safety contacts for issues relating to the building, kitchen or domestic matters are the Saundersfoot sailing club committee members.

The safety of trainees and visitors is of paramount importance. It is the responsibility of the Principal/Chief Instructor to discuss possible hazardous situations with the instructor leading the group as they arise.

The Health and Safety at Work Act 1974 places a duty on all instructors and qualified assistants to take reasonable care of themselves and anyone who may be affected by their acts or omissions.

Standard Operating Procedures

All instructors must also read the Standard Operating Procedures booklet and sign that they have read and understood it. This can be obtained from the Principal. A pre-season briefing will be held each year for all instructors and helpers.

Equipment

The Principal is responsible for reporting any health and safety defects internal/external to the building to a committee member at the earliest opportunity. It is the responsibility of the committee to make sure all fire equipment is in place and regularly checked.

Communications

All members of the management committee, instructors and those club members qualified to assist should read the Health and Safety document. A copy can be found on the training noticeboard downstairs or can be obtained directly from the Principals secretary.

All new instructors and qualified assistants will be fully briefed on health and safety arrangements by the Principal.

Accidents

All accidents during training sessions must be recorded in the accident book which is kept in the clubhouse. In the case of a serious accident or illness phone 999. Your first priority is to the injured party.

Near Misses

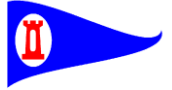
A record of near misses must be kept. These are events which could have caused an accident or injury. These will be entered by the party(s) involved. The near miss book is kept in the sail training box in the main room of the clubhouse. Entries will be reviewed regularly.

Hazard Reporting

Any potential hazards should be reported immediately to the Principal/Chief Instructor who will respond to the report and inform all instructors, assistants, helpers, trainees and visitors of any likely danger. All trainees will be warned of all potentially hazardous areas they might visit during the course.

Fire Precautions

All instructors and visitors are to exercise extreme care with electrical equipment, matches, lighters etc. Instructions as to the procedures in the case of a fire will be given on the first day of each new intake of trainees. On hearing a smoke alarm or at the discovery of a fire, all instructors, members, trainees and visitors will immediately leave the building by the main door or fire exit and go immediately to the dinghy park for a roll call. No one will re-enter the building without the permission of the Principal. If



evidence of a fire is observed the Fire Brigade should be called from the nearest telephone outside the club premises.

Assembly Point: Dinghy Park

Attendance Register: In the Main Club Room

First Aid Arrangements

First aid boxes are situated in the main room in the clubhouse and in all the safety boats. If any of the contents of the boxes are used please inform the Principal. There is a specialised first aid box in the kitchen. The equipment contained relates directly to kitchen related injuries/incidents. These are checked on a regular basis and if any items are used the Principal must be informed at the end of the session so the kit can be replenished.

Safety Representatives

The Training committee will meet as a safety committee at least once a year to review the clubs health and safety policy and assess its effectiveness.

Outdoor activities

As most of the activities at Saundersfoot Sailing Club are outdoors great attention is paid to safety in this area. Potentially hazardous situations will be discussed with group leaders at the earliest opportunity.

Entrapment

Mast head flotation will be available for the double handers. Instructors will be encouraged to use them especially when teaching beginners. All safety boat crews should be aware of the risk of entrapment and be able to respond accordingly.

Feedback

Every trainee will be asked to fill in a feedback sheet at the end of each course. All comments should be noted by the Principal or Chief Instructor and then brought forward for discussion at a sail training meeting.

Child Protection

The club has elected a Child Protection Officer (CP Officer). The CP Officer has set out a child protection policy which has been approved by the Club Management Committee. This policy will be regularly updated and is displayed on the downstairs noticeboard; copies are available from the CP Officer. Every regular instructor, assistant and helper will be asked to have a police check. It is the responsibility of the Principal to obtain references from all regular instructors, assistants and helpers.

Maintenance

Any breakages or wear must be reported to the Principal or Bosun.

Storage/Workshop Areas

Workshop areas should be reasonably tidy without unnecessary hazards. Any hazardous substances shall be stored safely.

Location of fire extinguishers

Clubhouse Hall – Water expelling extinguisher

Clubhouse Stairs – Water expelling extinguisher

Kitchen – Dry powder extinguisher and Fire Blanket

Fuel Store – Dry powder extinguisher

Cellar – Dry powder extinguisher

