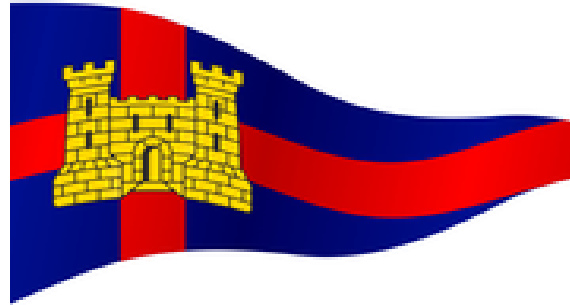


CASTLE COVE SAILING CLUB



HEALTH & SAFETY POLICY DOCUMENT

CASTLE COVE SAILING CLUB

CONTENTS

1 Health & Safety Policy Statement	3
1.1 Policy Statement	3
1.2 Policy Procedures	3
1.3 Responsibility	3
2 General Comments	4
2.1 Smoking	4
2.2 Management Structure	4
2.3 Fire Strategy	4
2.4 Emergency Planning Procedure	4
2.5 First Aid Policy	4
2.6 Accident Book & Reporting	5
2.7 Risk Assessments	5
2.8 Electrical Equipment	5
2.9 New Membership Induction	5
2.10 Working On Site	5
2.11 Fuel	6
2.12 Periodic Procedure	6
3 Appendix A – Club Policies and Procedures	7

CASTLE COVE SAILING CLUB

1 HEALTH STATEMENT & SAFETY POLICY

1.1 POLICY STATEMENT

Castle Cove Sailing Club (CCSC) attaches great importance to the health and safety of its members and all members of the public using the facilities provided by us. To this end the organisation aims to ensure that all activities carried out, or undertaken by its members in relation to the work of the club, are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to an acceptable level. CCSC will adopt and implement procedures that are compatible with and recognise the duties imposed by the provision laid out in the relevant statutory documents relating to health & safety. CCSC will pay particular attention to the provision of:

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for members to enable them to comply with health & safety procedures. WE DO NOT PAY FOR POWERBOAT COURSES ETC
- Risk Assessment for all aspects of work carried out by CCSC, where we believe this is appropriate.

1.2 POLICY PROCEDURES

General Duties of all Members.

- To take reasonable care to avoid acts or omissions that may adversely affect the health & safety of themselves and others.
- To co-operate fully with anyone responsible for carrying out health & safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment.
- To observe at all times health & safety procedures.

1.3 RESPONSIBILITY

- It is the responsibility of the Commodore to ensure that health and safety policy for the club is implemented and reviewed on an annual basis and that the appropriate risk assessments are undertaken.

Commodore: David Brock

Date: 25 June 2021

Castle Cove Sailing Club, Old Castle Road, Weymouth, Dorset, DT4 8QE

CASTLE COVE SAILING CLUB

2 GENERAL COMMENTS

Castle Cove Sailing Club (CSSC) is committed to the safety of employees, members and visitors to the club premises. Any person using the club facilities does so with due regard to this Health & Safety Policy and Risk Assessments and does not interfere in any way with equipment that may cause injury to themselves or others. Members are requested to notify the Duty Officer, or, in his absence, the most senior member in attendance, or by email, commodore@ccsc.org.uk anything they feel may present a danger to other people. Guests are the responsibility of the members who invite them to CSSC and those members should supervise their guests, particularly children accordingly.

2.1 SMOKING

CSSC operate a no smoking policy within the clubhouse, Balcony Area, all other buildings and in the vicinity of the fuel store.

2.2 MANAGEMENT STRUCTURE

To demonstrate the importance CSSC places on Health & Safety, the Health and Safety officer is an advisory person reporting directly to the General Committee under the chairmanship of the Commodore.

2.3 FIRE STRATEGY

The Fire Strategy, Emergency Exit Procedure and the Fire Assembly Point are displayed in the clubhouse and in the handbook. Members should familiarise themselves with these procedures. In the event of a fire, everyone using the club house is reminded that their first priority is for their own safety and those of other users and a safe evacuation of the building is paramount. All instructors leading training at the clubhouse are to brief participants on the Fire Strategy at the start of each course and social event organisers having non-members present

2.4 EMERGENCY PLANNING PROCEDURE

The Emergency Planning Procedure is displayed in the clubhouse next to the public phone. If a member becomes aware of a major emergency, they should call the emergency services by whichever means is deemed quickest. It is very important that the person making the call informs the most senior member in the club of the situation as soon as possible, so the Emergency Planning Procedure can be implemented.

2.5 FIRST AID POLICY

The First Aid Kit and Defibrillator is located in the club house (situated in the Race Office and First Aid in Galley) Any person requiring first aid assistance is encouraged to ask the most senior officer in at the time, or, in his/her absence, any other member to assist ideally a qualified First Aider. The contents of the First Aid Kit are regularly checked and replenished as necessary.

[Please Note – All club safety boats and the committee boat carry basic first aid kits.](#)

CASTLE COVE SAILING CLUB

2.6 ACCIDENT BOOK AND REPORTING.

Any accident/Incident or significant injury must be entered into the Accident/Incident Book which is located in the Race Office. To demonstrate CCSC's commitment to reducing injury and accidents, the Accident/Incident Book is reviewed at each General Committee meeting and takes any action that may be required to prevent or reduce the risk of a similar accident/Incident occurring.

2.7 RISK ASSESSMENTS.

Risk Assessments have been completed for a number of activities and remains an ongoing operation. All Risk Assessments will be posted in the members section of the club's web site as well as in the Risk Assessment File to be found in the club house. Risks are continually been assessed and procedures updated and CCSC requests that members read the relevant Risk Assessment before carrying out a particular activity or operation. Any "special event" can only take place following a specific Risk Assessment carried out by the event organiser.

NOTE – The Risk Assessments have been prepared with the sole intent to assist members using the club facilities to remain as safe as can be reasonably practicable but it does rely on familiarity with the risks – please read them; they are for your benefit.

2.8 ELECTRICAL EQUIPMENT

All electrical equipment owned by CCSC will be subject to regular testing in accordance with the relevant regulations. The frequency of such testing, together with certification and re-test schedule can be found in the "Electrical Equipment" file located in the club house. Members own equipment which has been bought to the club should be removed from CCSC on completion of the task.

2.9 NEW MEMBERSHIP INDUCTION

All new members shall take part in an induction given by a competent person prior to taking part in any CCSC activity. At this time the new members will be made aware of safe working practices, this Health and Safety Document and Risk Assessments.

2.10 WORKING ON SITE.

At various times, members may undertake work on their own boats. Extreme caution should exercise at this time if working alone, as help may not be available. Any hazardous material and tools must be removed from the site when work is complete. As part of an organised working party, members should only carry out work that is within their area of expertise and level of competence.

CASTLE COVE SAILING CLUB

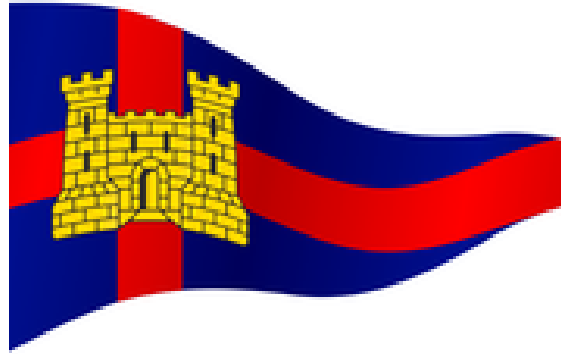
2.11 FUEL

Fuel must only be stored in the designated Fuel Store and any refilling of boat fuel cans and tanks must only be completed in this area. Any fuel spills must be immediately attended to as described in the relevant Risk Assessment Document.

2.12 PERIODIC PROCEDURE

Some procedures that help to reduce or eliminate risks to health and safety need to be reviewed, or carried out periodically. These are listed below.

POLICY / PROCEDURE	PERIOD	RESPONSIBLE
Review of H&S Policy	Annually or as deemed necessary	Commodore
Review of Risk Assessments	Prior to special events and ongoing as deemed necessary	Commodore / General Committee
Electrical Installation	When changed and three-yearly in accordance with our insurers.	Qualified Electrical Contractor
Club equipment PAT testing	Refer to Equipment Testing File for frequency and renewal dates.	Qualified Electrical Contractor
Fire Equipment	Smoke detectors batteries are checked and replaced Yearly.	Rear Commodore Shore
Accident Book Review	Reviewed as a General Committee agenda item and action taken accordingly	General Committee
Ladder Checks/Other Equipment	Monthly or as deemed necessary	H & S Representative / or other competent person

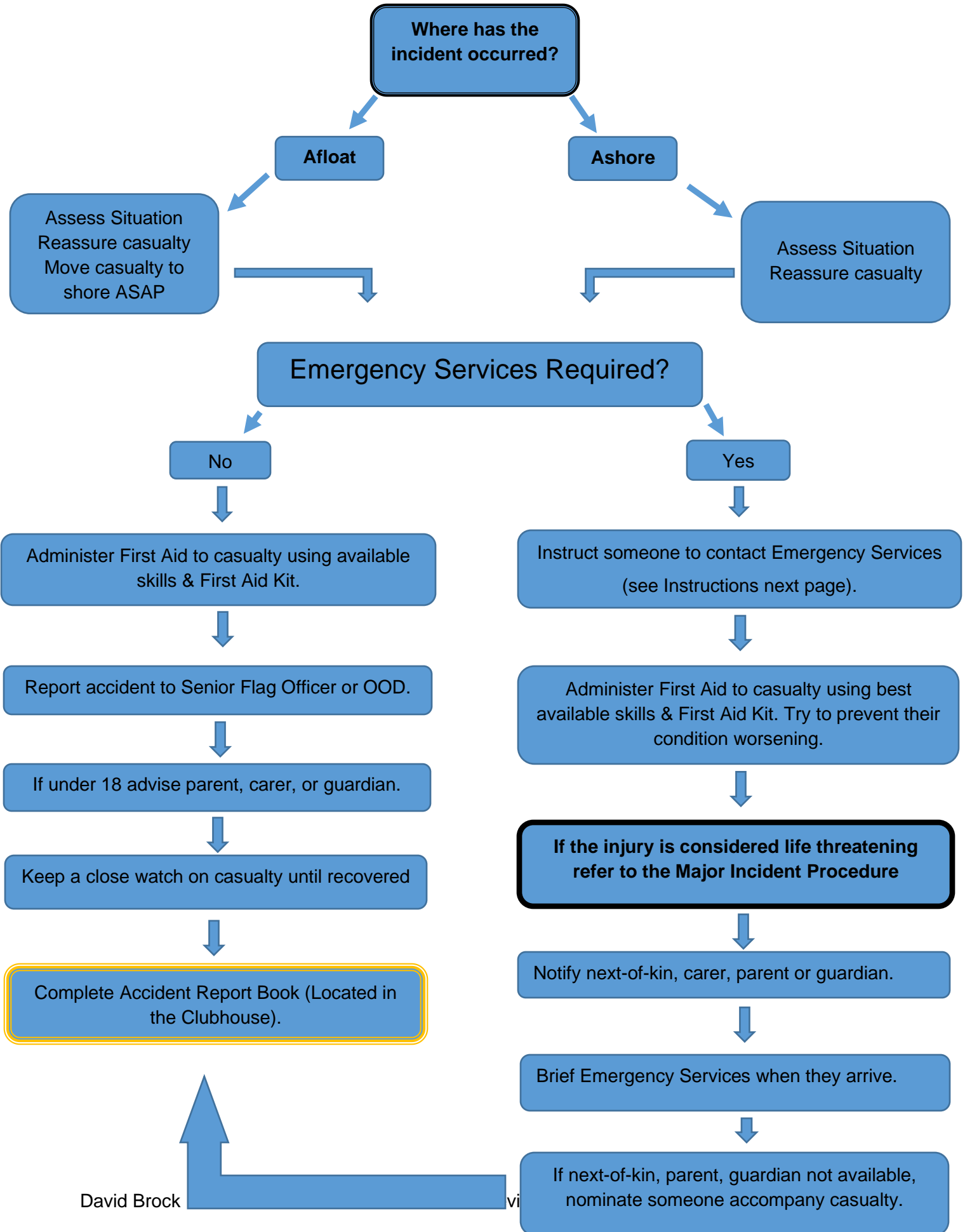


Castle Cove Sailing Club Policies & Procedures

Castle Cove Sailing Club – Policies and Procedures

Contents

1 Accident Procedure	2
1.1 999 Emergency Call – Telephone Options	3
2 Major Incident Procedure	4-5
3 Child Protection Policy	6
3.1 RYA Policy Statement on Child Protection	6
3.2 Code of Practice and Procedures	6
3.2.1 Prevention of Abuse	6
3.2.2 What to do if abuse is suspected or alleged to have occurred	7
4 Activity Supervision Policy	8
5 Entrapment Advisory Note	10
6 Use of Powerboats	11
7 Safety Boat Use – Guidance	12
8 Use of Safety Boat VHF Radios	13
9 New Members Induction	14
9.1 Welcome to the Club (in the Clubhouse)	14
9.2 Clubhouse	14
9.3 Site Tour:	
9.4 Explain where H & S Manual is Kept	14
9.5 Club Communication – How we communicate with You	14
10 Fire Procedure	15
11 Risk Assessments	



Castle Cove Sailing Club – Policies and Procedures

1.1 999 Emergency Call (FREE) – Telephone Options

Club phone: Located just inside main entrance of Club House next to Toilets.

Member's Mobile Phone. Several networks have a signal at CCSC.

- Dial 999 and request the appropriate emergency service
- Keep calm and explain what has happened
- Give clear instructions to the emergency service with the full Postal Address as below:

**Castle Cove Sailing Club,
Old Castle Road,
Weymouth,
Dorset,
DT4 8QE**

- Send a member to the CCSC entrance to instruct emergency Vehicles where to go.
- Ensure any obstructions are cleared to leave good access to casualty as long as it is safe to do so.

Castle Cove Sailing Club – Policies and Procedures

2 Major Incident Procedure

This plan should be implemented in the event of a serious injury or fatality at the club.

It is important that a single person is responsible for managing the incident until a senior club officer (table below) has been contacted and has arrived on site or management of the incident has been handed to a designated Incident Officer as described in this plan.

In the first instance that responsible person would normally be the Officer of the Day (OOD). Until professional care is on site the priority should be the victim and the objective should be to ensure their situation does not deteriorate further.

1. If the incident has taken place on the water, stop all water based activities immediately; ask everyone other than those directly involved or witness to the incident to pack up. Remind people not to use social media to publicise the accident.
2. The Incident Officer will brief the Emergency Services when they arrive on site.
3. In the event of a fatality do not contact the relatives if they are not present at the club – the police will undertake this role by sending officers to inform the relatives in person. This process may take some time if next of kin do not live locally.
4. Contact the most senior club officer available (work through the table below from the top)

Club Officer 2019/20 Telephone

Commodore	David Brock	H: 01305 257277 M: 07901 917704
Vice Commodore	Andy Adler	H: 01300 320677 M: 07786552717
Rear Commodore Sailing	Ian Green	H: 01305 788793 M: 07909 802101
Rear Commodore Shore	Grace Martin	H: 01305 213885 M: 07931 766597

Any member of the General Committee – see Annual Programme

5. The Commodore, or most senior club officer in the Commodore's absence, shall take responsibility for management of the incident or nominate someone to do so. This person will become the Incident Officer.
6. The Incident Officer will respond to all enquiries to ensure the club responds with one voice and in a consistent manner.
7. The Incident Officer should seek to understand what has happened; ask for witnesses and take statements. Take photographs if practical and prepare a report on what happened, however simple and support with drawings.

Castle Cove Sailing Club – Policies and Procedures

8. No Club Officer should admit responsibility either personally or on behalf of the club. Do not hold a press conference even if under pressure to do so. A simple “We cannot comment at this time” is sufficient. Never give out the name of the incident victim even if the press appear to know; it is very important the relatives hear of the incident from the police first.

9. The Incident Officer should consider contacting the Club’s Insurers on the next business day:
Insurer (Business Hours).

Following a major incident, the club may consider contacting the RYA for guidance, for example when dealing with the press (0845 345 0400).

All Club Officers and RYA Instructors should be familiar with the RYA guidelines regarding “Dealing with a Major Incident” obtainable from the RYA and club websites

(A copy is also held in the Health and Safety File).

Castle Cove Sailing Club – Policies and Procedures

3 Child Protection Policy

See Separate CCSC Safeguarding Policy June 2021

Castle Cove Sailing Club – Policies and Procedures

4 Activity Supervision Policy

The club recognises a duty of care to its members and visitors when training, coaching and other club organised activities take place. The club has carried out a risk assessment of regular activities and the table below indicates the Club's policy in relation to supervision:

Activity or Training	Supervision Policy
Open Day	Flag Officer / Sailing Secretary
Junior/Cadet Days	Junior/Cadet Fleet Captain and Parents
Club Taster Session / Open Days	Experienced helms endorsed by the Sailing Committee.
Club Coaching	Experienced helms endorsed by the Sailing Committee.
Race Management	Experienced OOD and AOD and Sailing Secretary
Monday Night Club Racing Wednesday Night Club Racing Sunday Club Racing	Experienced OOD and AOD and Sailing Secretary
Affiliated Groups Activity	Responsibility for activities organised by Affiliated Groups rests wholly with the designated Group leader(s).

Please note: It is ultimately a Boat owners decision and they are solely responsible for the decision to sail as per Sailing Instruction I 2.5

New Activities not covered by this Supervision Policy should be subject to a risk assessment and responsibility assigned appropriately. If a new activity becomes a regular club event the agreed policy should be added to this list.

Castle Cove Sailing Club – Policies and Procedures

5 Entrapment Advisory Note

Some of you will be aware of the very sad a case of entrapment that occurred in 2009 at Kielder Sailing Club when a Laser Stratos capsized, then inverted and a father and daughter - Geoff and Victoria Wilkinson - tragically lost their lives. A full description of the accident can be read on the RYA website and on the Marine Accident Investigation Board website. See also the RYA Research into Dinghy Entrapment.

Such accidents are incredibly rare but sailing, like almost all sports, is not without risk and the CCSC General Committee have carefully considered the recommendations of the RYA following the Kielder accident as well as existing guidance relating to the provision and use of safety boats.

A capsize followed by the boat inverting is more common with modern sailing dinghies which tend to be more buoyant and float higher than older designs.

At CCSC this category would include the:

Laser 2000,

RS Feva,

RS Vision

Laser Vago.

However most classes of boat can invert and entrapment can occur whether or not you use a trapeze. We would therefore suggest that all members consider the following advice and how it might apply to their situation:

- 1. Use masthead floatation whenever you feel there is a high risk of capsize** and especially when you are sailing with someone under the age of 18 or with an inexperienced crew. This can be a simple buoyancy bag or a masthead float.
- 2. Practise capsize drill with your crew(s).** A good day to do this is when the safety boat crew can come and standby and may be able to give advice and guidance.
- 3. Use a strop to prevent the centre board dropping in more than $\frac{3}{4}$:**
- 4. Carrying a whistle on your buoyancy aid and know how to use it** (6 blasts on a whistle to indicate you need urgent help). A plastic safety whistle is available from any good Chandler or online.
- 5. If you are not entrapped go straight to the centre board or dagger board to prevent inversion** as that allows time and opportunity for any entrapment to be resolved by those involved or by the safety boat crew.

Castle Cove Sailing Club – Policies and Procedures

6 Use of Powerboats (Ribs) / Club Boats

It is very important that we follow these rules in relation to the use of power Boats (Ribs). These rules are formulated around the RYA Guidance implicit in the RYA Power Boat Certification Scheme and we cannot ignore best practice.

1. NO-ONE under the age of 16 may drive any power boat unless they hold an RYA

Power Boat Level 2 (PBL2) Certificate and then ONLY if accompanied by an adult.

2. Youth members aged 16 or 17 may drive a power boat (RIB) unaccompanied but ONLY if they are holders of an RYA PBL2 Certificate.

3. Adults (aged 18 and over) may drive a club powerboat (RIB) if they are:

- a) Holders of RYA Power Boat Level 2 or professional equivalent.
- b) International Certificate for Operator of Pleasure Craft.

Imogen

Only authorised persons, are allowed to drive Imogen.

Exceptions

Under tuition on an RYA Power Boat or CCSC Power Boat Familiarisation course.

The power boat is under the direct supervision of an RYA Power Boat Instructor or an RYA Senior Dinghy Instructor (who must be on board).

An extreme emergency where life is threatened.

If you hold RYA Power Boat Level 2 and wish to drive club boats please provide a copy of your certificate to the RYA Training Principal or a flag officer.

Club Boat Exceptions

Beaver is the only Club boat available for use by any of its members, following boat awareness instruction and that person has been accepted as a competent person to use this boat.

Castle Cove Sailing Club – Policies and Procedures

7 Safety Boat Use – Guidance

When the engine is running the Kill Cord must be attached around the helm's leg – not to an item of clothing such as a buoyancy aid. To give maximum mobility attach it at the ankle.

The first thing to do when arriving at a capsized boat is to count heads – can you see everyone who was in the boat?

Most people do not want to be rescued if they capsize. Standoff downwind. You may insist that people come into the safety boat if you believe that they are in danger; e.g. of exposure or exhaustion.

Under no circumstances must Rescue Boat Crew enter the water to perform a rescue.

Keep a look out. Whilst standing by or assisting one boat, another could be in much greater difficulty. If the people in the first boat you approach are safe but want help, check out other capsized boats first before returning to assist.

Do not attempt to recover a dinghy if you are not happy to do so.

You are there to help people not to save property.

Propellers and people are not a good mix. Try not to “point” the engine at a person in the water. Always approach them to the front or to the side. Turn off the engine if people are alongside.

Power gives way to sail so be aware of all the boats around you! Racing sailing boats can make rapid changes of direction in response to changes in wind direction. If you are covering a race stand clear of marks as that's where direction changes are most likely to take place.

Be comfortable with the safety boat. Familiarize yourself with the handling of the boat when not responding to incidents.

When coming close to the beach areas please remember to check your depth of water at all times.

Before you leave the shore make sure that you have sufficient fuel.

Lifejackets/Buoyancy Aids must be worn

Ensure you have a VHF radio with you.

Castle Cove Sailing Club – Policies and Procedures

8 Use of Safety Boat VHF Radios

All persons using powered boats must ensure you have a working VHF radio with you.

The units are all simple to use and Call Signs are shown below.

Turn unit on and check Volume ensure the set is set to channel 37 (up/down button) Knob on the left of is Squelch - turn it down until you get a crackle and turn it back up until you can't hear a crackle.

Don't transmit whilst anyone else is transmitting.

To transmit, hold in the transmit button on the microphone – say who you want to talk to, who you are and what you want to communicate, then release the button. e.g.

Imogen, Imogen ,Imogen

This is Beach, Beach, Beach

All boats released.

Over.

Release the transmit button and they will respond:

Beach

This is Imogen.

Thanks,

Out.”

“Over” means you expect the conversation to continue, “Out” means the conversation is finished. It follows that you should not say “Over and Out” unless you want to confuse. ☺

Remember: This is a broadcast system, EVERYONE on any other boats around the area listening in on CH37 can hear what you say!!

Castle Cove Sailing Club – Policies and Procedures

9 New Members Induction

9.1 Welcome to the Club (in the Clubhouse) Point out where in Club Programme to find key people contact information & what they do.

9.2 Clubhouse Where to find things!

9.3 Site Tour:

9.4 Health and Safety Policy is kept in the Race Office along with First Aid Kits, Defib and Accident Book.

9.5 And finally.....Club Communication – How we Communicate with YOU!

- Email address is very important to us. Make sure we know when it changes!
- Any updates can be notified to the Membership Secretary (including address/phone). Or members can update themselves on Marusa.
- Families: we find it is best to have both partners email addresses 😊!
- We use Google groups for general mail.
- Facebook – we have Facebook and you can follow us there – Facebook account not required!
- News pages on the website.
- Newsletters up to four time a year
- Notices in the clubhouse....

FIRE

ACTION – RAISE THE ALARM

(1) SHOUT FOR ASSISTANCE IF REQUIRED.

(2) OPERATE THE FIRE ALARM IF SAFE TO DO SO.

(3) CALL EMERGENCY SERVICES BY DIALLING 999.

IF PRACTICABLE AND WITHOUT ENDANGERING YOURSELF OR OTHERS ATTEMPT TO FIGHT THE FIRE.

11 Risk Assessments

