



Shearwater Sailing Club

Health and Safety Policy

Including standing risk assessments

Current at 12/07/2017
Minor amendments following receipt of RYA legal advice 09/05/2018



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HEALTH & SAFETY POLICY STATEMENT

1.1 POLICY STATEMENT

Shearwater Sailing Club (SSC) attaches great importance to the health, safety and welfare of our members, guests, visitors and the public. The club is managed and run on behalf of the membership by a committee elected by and from the membership. The club does not currently have any employees.

We will do all that we reasonably can to manage foreseeable risks. This will be by way of risk removal, reduction and the implementation of control measures. Remaining risks must be acceptable in the context of dinghy sailing and racing and the use and maintenance of club premises and facilities.

SSC will adopt and implement procedures that comply with the duties imposed by any applicable statutory legislation and guidance relating to health and safety. We will adopt best practice in all other cases and **maintain standing risk assessments that form a part of this policy** (see appendices A to E). A risk assessment will be conducted by the organiser of any special event and additional control measures applied if not covered by the standing assessments.

As a part of our commitment to health and safety the SSC committee will appoint a H&S sub-committee tasked with keeping H&S under review and improving safety. The sub-committee will be granted authority to rectify any matters considered to cause unacceptable risk.

1.2 POLICY SCOPE

Our premises comprise the clubhouse, race box and boathouse, access to which is generally limited to members and guests. Also a dinghy park, slipway, jetty, waterfront and boathouse jetty which may be considered public space as access is unrestricted. It is to these premises that this policy applies, together with all 'on the water' activities of club members and visitors.



1.3 FIRE POLICY

Regular fire safety checks will be undertaken in accordance with the Regulatory Reform (Fire Safety) Order 2005 and significant findings will be recorded. Matters found to be amiss will be rectified as soon as practicable. Although fire extinguishers with the required instructional notices are maintained these are only to be used on very minor fires if safe to do so. Overall policy is safe evacuation.

FIRE ACTION NOTICE AS DISPLAYED X 2 IN THE CLUBHOUSE

1. Ring club bell continuously if possible. In any event repeatedly shout 'Fire'.
2. Ensure everyone in the building is aware of fire and need to evacuate.
3. Leave clubhouse immediately by safest exit ensuring no one is left behind.
4. When safe to do so dial 999 and ask for fire service – state fire at Shearwater Sailing Club, Shearwater Lake Crockerton BA12 8AE.
5. Keep everyone including the public at least 50m away from the club house as potential gas cylinder explosion hazard.
6. Safe assembly area is outside 'Fisherman's Rest' café at the entrance to the lake.
7. Do not stop to collect personal belongings.
8. Do not re-enter club house until told that it is safe to do so by the fire service.

FIRE ACTION NOTICE AS DISPLAYED IN THE RACE BOX / BOATHOUSE

1. Repeatedly shout 'Fire' to warn everyone in the boathouse / race box.
2. Ensure everyone in the boathouse / race box is aware of fire and need to evacuate.
3. Leave premises immediately by safest exit ensuring no one is left behind.



4. When safe to do so dial 999 and ask for fire service – state fire at the lakeside boathouse, north side, Shearwater Lake Crockerton BA12 8AE.
5. Keep everyone including the public at least 50m away from the start box as potential gas cylinder explosion hazard and petrol explosion hazard.
6. Safe assembly area is outside the Clubhouse.
7. Do not stop to collect personal belongings.
8. Do not re-enter the start box or boathouse until told that it is safe to do so by the fire service.

1.4 DUTY OF MEMBERS

It is the duty of all members to be responsible for their own health and safety as well as that of others, particularly junior members who should be supervised as far as practicable at all times. All members should take care to avoid acts or omissions that may adversely affect safety and must observe the control measures outlined in the club risk assessments. Members are responsible for any guests invited to SSC and must supervise them accordingly.

1.5 NOTICING AND REPORTING OF HEALTH AND SAFETY CONCERNS

A member who notices any danger such as a tripping hazard or dangerous incident should if safe to do so do their best to remove any hazard or reduce any further danger. In any event they should bring the matter to the attention of the Commodore or any member of the club committee for the attention of the H&S sub-committee.

1.6 RECORDING OF ACCIDENTS AND INCIDENTS

Accident and incident reporting sheets will be kept on the club H&S notice board (see appendix F). Please report any accident or injury by completing a sheet and sealing it in an envelope addressed to the Commodore (for the attention of the H&S sub-committee) who will review the matter with a view to implementing any control



measures that might prevent a similar occurrence in the future if possible. Details and findings will be presented to the full club committee in due course.

1.7 OWNERSHIP OF POLICY AND REVIEW

The Commodore is responsible for ensuring that the SSC health and safety policy is implemented. The policy will be reviewed on an 'as required' basis and the date of review recorded.