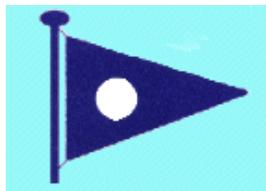


Deben Yacht Club

Deben Yacht Club



Health and Safety Policy

January 2020

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GENERAL STATEMENT OF POLICY

GENERAL STATEMENT OF POLICY

"Our policy at this Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and volunteers and to provide such information, training and supervision as they need for the purpose. We also accept our responsibilities for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly when the Club's facilities and activities may change. The policy and the way in which it is operated will be reviewed each year."

Signed



Club Commodore

Club Secretary

Date



12/12/2019

RESPONSIBILITIES:

1. The Club Committee has the overall and final responsibility for health and safety at the Club.
2. The Club Secretary is responsible to the Club Committee for the safety arrangements within the Club.
3. Others responsible for specific areas:-
 - Safety Training
 - Training Centre
 - Safety Inspections
 - 1. Club
 - 2. Training Centre
 - Investigating accidents
 - 1. Club
 - 2. Training Centre
 - Monitoring maintenance of plant and equipment
 - Deployment and equipment of Support boats
 - Support boat instructions
 - Deployment of first aid equipment in the Clubhouse
 - Training of support boat helms / Crews
 - Training of Officers of the Day (OODs)
 - OOD instructions
 - Provision of First Aid training for support boat crews and OODs
 - Major Incident Procedure
 - Operation of the Galley
4. The persons listed above should provide clear detailed guidance to ensure that the intentions of the safety policy are carried out during everyday activity. The procedures must be kept up to date, be easily available for use and people must be given guidance in using them:
5. All employees and contractors have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the club's officers any suspected hazards that they consider are not covered by Club safety procedures.
6. Club members should also co-operate with the committee to promote the safe use of the premises and safe sailing and bring any hazards to the attention of the club's officers.
7. All those taking part in a race or other sailing event share a responsibility for their own safety, the safety of their crews and for the safety of other competitors (as enshrined in the racing rules).

TC Principal

TC Principal

TC Principal

Commodore

TC Principal

Bo'sun

SBT Leader

SBT Leader

SBT Leader

Club Captain

Club Captain

TC Principal

Commodore

Galley Team

Leader

Deben Yacht Club

8. The OOD, Support boat helms, TC Principal and Flag Officers of the Club have the additional responsibility of ensuring that suitable safety equipment; instructions and training are provided and that events are conducted in a safe manner.
9. The helmsman is responsible for the safety of his boat and crew, users of club facilities must comply with any relevant club rules.

GENERAL ARRANGEMENTS

Where indicated a detailed procedure has been prepared to support this document

Accidents and Incidents

In the event of serious injury, the OOD or Shore contact should call an ambulance (dial 999), giving clear instructions where the ambulance should go and the nature of the injuries. They should also send runners to help the ambulance reach the appointed place (see Useful information below). They should attempt to find a doctor among the members present. If a child is ill or injured and parents are not present the OOD or Shore Contact must phone parents at once.

- The First Aid box is located in the Club House.
- Appointed person responsible for the box is: Mrs D Cobb.
- Accident record book is located in: The Clubhouse.
- Any accident should be recorded in the Accident Record Book.

Major Incidents

A major incident arises when the Club's Support boats are unable to cope with the level of rescue work required. The OOD will decide whether to declare a major incident. In the event of a major incident the senior Flag Officer present shall take control of the emergency from the OOD. He should follow the *Major Incident Procedure*

Following the declaration of a Major Incident all racing is cancelled and competitors who are able to do so will be sent ashore.

The overall objective is safety of life not property!

General fire safety at the Club's premises

The clubhouse is a wooden building supported on stilts. In order to reduce the risk of fire no smoking is allowed within the clubhouse or the surrounding verandah and pontoons. A fire detection and alarm system is installed within the building.

In the event of fire

- Raise the alarm by sounding the fire alarm
- All members and guests should leave the clubhouse by the nearest available fire exit and gather by the bandstand.
- The OOD or person in charge of the gathering should dial 999 using the club phone or any mobile phone.
- The OOD shall inform the rescue boats that the clubhouse is being evacuated
- The assistant OOD or person in charge of the gathering will check that all rooms have been evacuated.
- The OOD or person in charge of the gathering will report to the fire brigade upon their arrival. The report will consist of:
 - Whether all persons have been cleared from the building
 - The suspected source of the fire
 - Whether any attempt has been made to fight the fire
- The clubhouse should not be re-entered until the fire brigade has given the all

clear.

Food preparation and food service area

The club's food hygiene rules may be found in the *Deben Yacht Club Food Hygiene Procedure*.

Safeguarding

The club's arrangements for safeguarding are set out in the *Safeguarding Policy* and associated guidance.

Smoking

The majority of clubhouse is either an enclosed or substantially enclosed area as defined in the The Smoke-free (Premises and Enforcement) Regulations 2006. It is illegal to smoke in these areas, failure to comply with this requirement could result in a fine both for the smoker and the Club. In addition, banning smoking on the premises reduces fire risk.

Risk assessments

Copies of risk assessment kept in the Risk Assessment file. The club's risk assessment methodology may be found in "Five Steps to Risk Assessment

Race Management

Appointment of OODs and assistant OODs

OODs and Assistant OODs are appointed by the Club Captain. They are considered to be capable of running the race and of playing an important role in ensuring the safety of participants. The role and responsibilities of OODs may be found in the "*OOD Instructions*".

Support Boats

Requirements for the provision of support boats and the training requirements for helms may be found in the "*Safety Boat Handbook*".

Fuel storage and transport

Fuel containers

All petrol will be stored in containers indelibly marked "Petroleum Spirit – Highly Inflammable".

Fuel storage

Club members may not store petrol containers on the club premises.

Demountable tanks for outboard motors must be left connected to the engine when not in use. A maximum of 30l of petrol may be stored on the pontoon.

Training Centre

The DYC is an RYA Training Centre. Where possible the Club in general and the Training Centre share documents, however, separate documents have been prepared where necessary to outline the arrangements peculiar to the Centre.

PUBLICATION OF THIS SAFETY POLICY

This document will be kept in the Health and Safety folder in the Club House.

Procedure - Five Steps to risk assessment

Objectives

- To identify hazards and to decide whether they are significant
- To decide if there are precautions in place which reduce the risk to a low level.
- To record what hazards have been identified, record what has been done to mitigate the risks and plan what to do next.

A hazard is anything that might cause harm.

Risk is the chance great or small, that someone will be harmed by the hazard.

Methodology

Step 1

Make a list of hazards by:

Walking round the club and looking afresh at what could reasonably be expected to cause harm, asking members, recalling recent incidents, considering the advice on manufacturers' instructions.

Do not list the trivia and concentrate on and list (See Step 4) the significant hazards that could cause harm to an individual, or harm several people.

Step 2

Decide who might be harmed e.g. members, visitors unfamiliar with the club's environment and arrangements, contractors, volunteers and other workers, members of the public, those with disabilities, absolute beginners etc.

List them alongside the hazard (see Step 4)

Step 3

List what precautions are already in place against each hazard previously identified. Precautions might be compliance with legal requirements, compliance with recognised safety standards, good practice, the provision of guards, warnings, information/training, systems and procedures etc.

Bearing in mind the precautions in place consider whether the remaining risk is *high*, *medium* or *low*.

Where hazards are not adequately controlled e.g. *medium* or *high* list them in the second part of the form and consider what other controls are require to eliminate or reduce the risk to a level where harm is unlikely.

Step 4 and Step 5

List the hazards and controls on the form (Step 4) and decide when the risk assessment be reviewed (Step 5).

Deben Yacht Club risk assessment worksheet

Assessment carried out by:- _____ on _____ date

Aspect/Area of club covered:-

Hazard	Who might be harmed	H/M/L	Existing controls

Hazards requiring further control

Hazard	To Whom	H/M/L	Further controls needed

Summary of recommendations

Recommended review date:-