

FISHGUARD BAY YACHT CLUB



CLWB HYWLIO BAE ABERGWAUN

**HEALTH AND SAFETY POLICY  
AND  
RISK ASSESSMENT**

---

REVISED JULY 2015

## FISHGUARD BAY YACHT CLUB HEALTH & SAFETY POLICY

### MEMBERS' RESPONSIBILITIES

- 1.1 All Club members have a 'Duty of Care' to others involved in Sailing Events. Final responsibility for Health and Safety will rest with the Club Committee.
- 1.2 The member in charge of an event will have overall responsibility for the safety of the event except that the Safety Boat driver(s) will be responsible for deciding whether the safety cover is adequate for the conditions.
- 1.3 All members should comply with all health and safety requirements and report any potential hazards to a committee member at the first opportunity.

### ACCIDENTS

- 2.1 The main First Aid Kit is kept in the Kitchen. An additional small First Aid Kit is carried in each Safety Boat.
- 2.2 A list of those trained in First Aid is posted inside the First Aid Kit box together with the name of the person responsible for restocking the kit.
- 2.3 The Accident Book is kept in the Sailing Cupboard. Details of any accidents requiring First Aid treatment should be entered into the Accident Book by the First Aider involved. In the event of a serious accident the person in control should inform the Emergency Services and the next of kin of casualties.

### DINGHIES

- 3.1 Dinghies should be maintained in a seaworthy condition.
- 3.2 Organised events should not take place unless adequate safety cover is in position.
- 3.3 All sailors should wear appropriate buoyancy aids or life jackets when afloat.
- 3.4 If practicable, sailors who are non-swimmers or have medical conditions that might affect their safety should be notified to the Safety Boat driver and given special consideration.

### KEELBOATS

- 4.1 Keelboats should be maintained in a seaworthy condition.
- 4.2 All junior sailors must wear appropriate buoyancy aids or life jackets when afloat.
- 4.3 Adult sailors should also wear appropriate buoyancy aids or life jackets when afloat.
- 4.3 Keelboats should carry the safety equipment appropriate to the event.

### SAFETY BOATS

- 5.1 Appropriate buoyancy aids or life jackets should be worn at all times.
- 5.2 The kill-cord should be fitted and used when the engine is engaged.

### SAILING AREA

It should be noted that the sailing area may include a Restricted Shipping Channel. In these areas ships have right of way.

## KITCHEN

- 6.1 Appropriate care should be taken especially when using electrical equipment.
- 6.2 All kitchen equipment, sinks and surfaces should be left clean and hygienic after use.

## NON-ORGANISED SAILING AND USE OF CLUB FACILITIES

7.1 Parents and guardians are warned that the club is only able to provide rescue facilities during the hours of club racing and training sessions. Outside these hours, parents and guardians have sole responsibility for their children and wards and must appreciate that the club cannot be expected to exercise supervision or control. Even during club racing and training, the club cannot accept responsibility for children, or any other persons, not engaged in racing or training.

## POLICY STATEMENT ON CHILD PROTECTION

- 8.1 The Club will follow RYA guidelines with respect to child protection issues, which are summarised in the Operational Policy.
- 8.2 As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

## EMERGENCY PROCEDURES

**GENERAL:** These instructions outline the action(s) to be taken in the event of an Emergency such as a fatality or an injury requiring the urgent attention of a doctor or evacuation to hospital.

**CONTROL:** Overall control of the situation should be assumed by the Commodore or Vice- Commodore if present and in their absence, the member with overall responsibility for the event or training in progress at the time. If there is no organised event in progress at the time control should be assumed by an appropriate responsible member.

**EMERGENCY SERVICES:** The person in control should arrange for any necessary First Aid and assume responsibility for contacting the appropriate emergency services as follows:

**COASTGUARD:** when Emergencies afloat are beyond the capabilities of FBYC Safety Boat provision.

**AMBULANCE:** for major injury, serious illness, severe hypothermia or fatality.

**POLICE:** to be advised of any emergency situation even if not required to assist. In a less serious case it may be sufficient to call for a doctor or arrange for the casualty to be taken to hospital but in any case professional advice should be sought.

**NEXT OF KIN:** If known, the next of kin should be notified as soon as possible.

Contact telephone numbers for Junior sailors are kept in the relevant folder in the Sailing Cupboard.

**MEDIA:** Any emergency situation is likely to attract the attention of the Media. The person in control should arrange for a suitable person to make a statement or issue written statement to the Media if required. Members should not make casual comment or give their personal opinions.

**REPORT:** The person who took control should write a report outlining, where possible, the events leading up to or the cause of the Emergency, the actions taken and the outcome. A form is kept in the Accident/Incident folder in the Sailing Cupboard.

**FOLLOW UP:** As soon as practicable following an Emergency a special meeting of the Club Committee will be convened to establish, where possible, the cause of the emergency and implement any appropriate measures to avoid a recurrence.

## RISK ASSESSMENT HAZARD EVALUATION AND CONTROL

HAZARD	WHO MIGHT BE HARMED?	RISK REDUCTION
Hit by Vehicles	Students & Instructors	Highlight dangers in briefing, regard quay as a public road. Display noticeboard warning of sailing session in progress. Group boats together in recommended areas, vigilant supervision and group control.
Falling / tripping on quay wall	Students & Instructors	Highlight dangers in briefing, out of bounds areas highlighted, vigilant supervision and group control.
Slipping / tripping on slipways	Students & Instructors	Check slipway before session Highlight dangers in briefing - No running.
Chemicals used for cleaning slipway	Students & Instructors	Slipway closed during chemical spraying – use alternative slipway.
Lifting / manoeuvring heavy objects	Students & Instructors	Highlight dangers in briefing. Instructors to lead when lifting hulls and masts. Work in teams.
Injuries from booms, masts ropes or fittings	Students & Instructors Members of the public	Weather conditions considered and students properly briefed and supervised. Boats spaced and correctly positioned for rigging. Equipment checked by instructors. Broken equipment clearly labelled.
Medical ailments of staff and students	Students & Instructors	All medical conditions disclosed to Senior instructor and instructors.
Injuries from Improper use of equipment	Students	Instructors aware of proper use of equipment. Proper use of equipment demonstrated as necessary. Improper use not tolerated – session ended if behaviour unsafe.
Operation of safety craft	Students & Instructors	Appropriate qualification necessary. Senior Instructor to ensure RYA guidelines followed closely- kill cords and safe driving style. Boats checked before session

HAZARD	WHO MIGHT BE HARMED?	RISK REDUCTION
Slipping on rocks and seaweed	Students & Instructors	Close supervision ashore - Students briefed on: areas that are out of bounds, Care to be taken if areas are unavoidable, remaining in their boat upon reaching a rocky shoreline
Cuts from rocks and barnacles	Students & Instructors	Close supervision ashore - Students briefed on: areas that are out of bounds, care to be taken if areas are unavoidable, remaining in their boat upon reaching a rocky shoreline.
Cold due to immersion or exposure	Students & Instructors	Suitable clothing must be worn. Instructors monitor student's health during sessions – end session and re-warm ashore.
Sun exposure leading to sunburn or hyperthermia	Students & Instructors	Suitable clothing must be worn. Instructors monitor student's health during sessions. Water, sun-cream, hats, shade breaks.
Capsize	Students	Safety Boat present. Capsize considered a normal part of dinghy sailing and taught from the beginning.
Drowning – due to unconsciousness and / or lengthy immersion (entrapment, entanglement, falling overboard)	Students & Instructors	Sailing area well defined and monitored for obstructions. Safety boat present and used according to RYA guidelines, safety equipment onboard. Students and instructors briefed on emergency procedure. Group closely controlled around obstructions e.g. moorings. Mobile phone and / or VHF radio to be carried
Collisions with members of the sailing group	Students	Expected in beginner stages where boat control is poor. Students instructed on boat control and requirement to avoid all collisions Sailing area well defined and monitored. Instructors pro-active in collision avoidance.
Collisions with other water users e.g. Ferries, fishing vessels, yachts, motor boats, kayaks	Students & Instructors Members of the public	Sailing area well defined and monitored. Instructors to keep good look out and be pro-active. End session if increased risk of collision. Contact coastguard if necessary. Mobile phone and / or VHF radio to be carried