

1. Introduction

- 1.1 This policy describes Warsash Sailing Club's (the Club) arrangements for the safety of afloat activities.

2. Responsibility

- 2.1 The Commodore has overall responsibility for Health and Safety within the Club and to ensure that the Club complies with its statutory obligations.
- 2.2 The Executive Committee as the Club's decision-making body oversees Health and Safety matters as a standing agenda item.
- 2.3 The Flag Officers are responsible for the day to day management of the buildings, facilities and activities appropriate to their areas of responsibilities. This includes implementation of the arrangements for safety of staff and Club members.
- 2.4 Rear Commodore Sailing is responsible for activities afloat.
- 2.5 Employees are required to apply the Club's safety policies whilst conducting their work.
- 2.6 All Club members are required to follow the safety procedures specified in the Club's Health and Safety policy and in the Club's Rules and Byelaws.

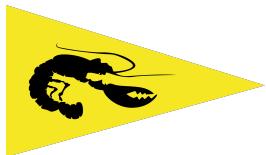
3. Definitions

- 3.1 Events – all social and sailing related activities organised, controlled, administered and supervised by the Club's members ashore and afloat.
- 3.2 Competent Person – a person who is proven to be fully competent to carry out the task delegated to them by a knowledgeable Flag Officer or a nominated Club member who is suitably competent/experienced to give such authorisation.

4. Policy

4.1 Sailing & Racing:

- 4.1.1 Any sailing race held under the Club's auspices will be managed by a Race Officer (i.e. assessed by the Club as competent and familiar with the Race Officer's duties).
- 4.1.2 Any non-racing event afloat will be managed by a competent person.
- 4.1.3 Every time a boat enters a Club organised event (e.g. a race) the owner/person in charge of the boat is required to recognise rule 4 of the RYA's safety rules of racing. This highlights that sailing is by its nature an unpredictable sport and therefore inherently involves an element of risk. By taking part in a club afloat event, each participant agrees and acknowledges that they are aware of the inherent element of risk involved in the sport and accept responsibility for the exposure of themselves, their crew and their boat to such inherent risk whilst taking part in the event; and that they are responsible for the safety of themselves, their crew, their boat and their other property whether afloat or ashore and they accept responsibility for any injury, damage or loss to the extent caused by their own actions or omissions; their boat is in good order, equipped to sail in the event and they are fit to participate; they hold appropriate third party liability insurance. All dinghy sailors who compete in club racing complete a registration document confirming their adherence to these requirements.
- 4.1.4 For dinghy events the Race Officer / event manager will ensure that there are sufficient operational patrol boats on duty (e.g. as recommended by the RYA). No dinghy race shall start, or continue, in the absence of adequate patrol boat cover.
- 4.1.5 Checks will be carried out that all participants in a club sailing event have safely returned at



its completion.

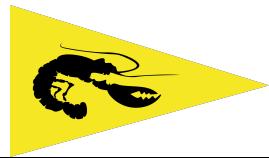
- 4.1.6 All afloat events will have a completed Risk Assessment (see HS 104, Appendix A2 - Risk Assessments for afloat activities) and Safety Management Plan approved by the Rear Commodore Sailing. As well as the assessments used by the Race Officer / Event Manager (e.g. located in the race hut), copies are to be held in the admin office and forwarded to appropriate external authorises (e.g. the Harbour Authorities affected, in particular River Hamble Harbourmaster and ABP/VTS).
- 4.1.7 Risk assessments may be conducted either annually for routine events (e.g. evening dinghy racing) or per event for one-offs (e.g. Open Meetings) as deemed appropriate by the Sailing Committee. These will specify the specific safety arrangements required to be put in place.

4.2 Training (Both Adult and Youth):

- 4.2.1 WSC is an RYA accredited training centre, and a British Youth Sailing Recognised Club and training is carried out under the direction of its Training Principal, who is required by the RYA to produce and maintain written procedures which embrace Health and Safety and the guidance for recognised training establishments set out by the RYA. The Club is inspected annually by the RYA. The Rear Commodore Sailing is tasked to bring to the Executive Committee any conflicts that may arise between the RYA's and the Club's Health and Safety policies.
- 4.2.2 RYA sailing and powerboat training programmes are to be carried out under the direction of the Training Principal in accordance with procedures which are approved by the Rear Commodore Sailing. These procedures are to include that:
 - All Instructors and Assistant Instructors are adequately trained and briefed for each course that they are to give.
 - All training courses are to have an instructor nominated and who is responsible for co-ordinating any emergency responses required.
 - There are adequate numbers of escorting patrol boats available.
 - All trainees are sufficiently supervised having considered the numbers involved and their skill levels.
 - A process is in place that monitors the number of persons in training who are afloat.

4.3 Emergency, Rescue and Investigation Arrangements:

- 4.3.1 The Club will operate and keep under review, emergency procedures to provide timely and adequate response to an accident or emergency afloat.
- 4.3.2 The Person managing an event, Race Officer or Senior Instructor are to have available an operational means of contacting the emergency services and the Club's escorting patrol boats. It is Club policy that no sailing event shall start, or continue, in the absence of a suitable emergency communications system.
- 4.3.3 All club events afloat are to have a named responsible person to liaise with the Club's Duty Flag Officer/Executive Member in the event of an emergency.
- 4.3.4 If such an emergency raises questions from the press or other bodies, then statements are only to be made by the Commodore or the Vice Commodore or the Duty Flag Officer under the Commodore's direction. HS 106 provides further guidance on this.
- 4.3.5 Every Accident that causes injury or incident that causes damage is to be reported and investigated in accordance with Club Policy HS106 (for training also see RYA guidance on near misses). Form SF100 is to be used for recording the result of the investigation. This investigation will normally be carried out under the direction of the responsible Flag Officer unless otherwise directed by the Commodore/Executive Committee. For clarification, a single investigation/report is required that meets all of the Training, RYA and Club needs



under the guidance of Rear Commodore Sailing.

4.4 Personal Safety Equipment:

- 4.4.1 Personal safety equipment (i.e. personal buoyancy, lifejackets) is required at all times when afloat for those using Club vessels or when taking part in dinghy-based Club racing, Club events or training. For yacht events personal safety equipment should be worn as specified in the Notice of Race and Sailing Instructions. Club members are encouraged to wear personal safety equipment at all times when afloat.
- 4.4.2 Club staff are required to wear personal safety equipment whenever afloat or on pontoons, jetties and bridges.

4.5 Club Owned Sailing and Power Craft:

- 4.5.1 The Club's craft are thoroughly inspected and regularly serviced throughout the year according to their usage. They are also inspected regularly by the sailing bosun during the sailing season and also before use by the user who is to follow a pre-use and post-use checklist. A record of such inspections is to be completed.

4.6 Jetties and Pontoons:

- 4.6.1 The Rear Commodore House will arrange for all jetties and pontoons to be inspected at least annually.

5. References

HS104 – Risk Assessments.

HS106 – Reports and Investigations, including incident response team and dealing with the press.

SF100 – Incident Report.

SF1000 – Risk Assessment Form.

6. Change history

Version 1.0 dated 7 January 2017 - Initial Issue,

Version 2.0 dated 1 April 2019 – updated following initial experience of use.