



1. Introduction

This document summarises the Health and Safety (H&S) provisions and responsibilities of Warsash Sailing Club (“the Club”) made in the following policies and forms which are available on the Club web site and in the admin office:

- Accidents and First Aid – **HS100 – First Aid**
- Fire Safety – **HS101 – Fire Safety, drills and handling a fire**
- Moving and Handling – **HS102 – Moving and Handling**
- COSSH – **HS103 - Care of Substances Hazardous to Health (COSSH)**
- Risk Assessment – **HS104 – Risk Assessment**
- Hot Work – **HS105**
- Accident / Incident Reporting – **HS106– Incidents, Accidents and near miss incidents**
- Contractors Arrangements – **HS107 – Contractors Arrangements**
- Electrical Safety – **HS108 – Electrical Safety**
- Sailing – **HS109 - Afloat Activities**
- Accident or Injury Report Form – **FS100**
- Risk Assessment Form – **FS1000**

2. Organisation

The Executive Committee is the body responsible for managing the Club’s affairs, including H&S. The areas of responsibilities of the Club’s Officers change year by year, depending on the overall make up and experience of the Officer’s and Executive Committee members. Fig 1 illustrates the key areas of responsibilities for 2019/20.

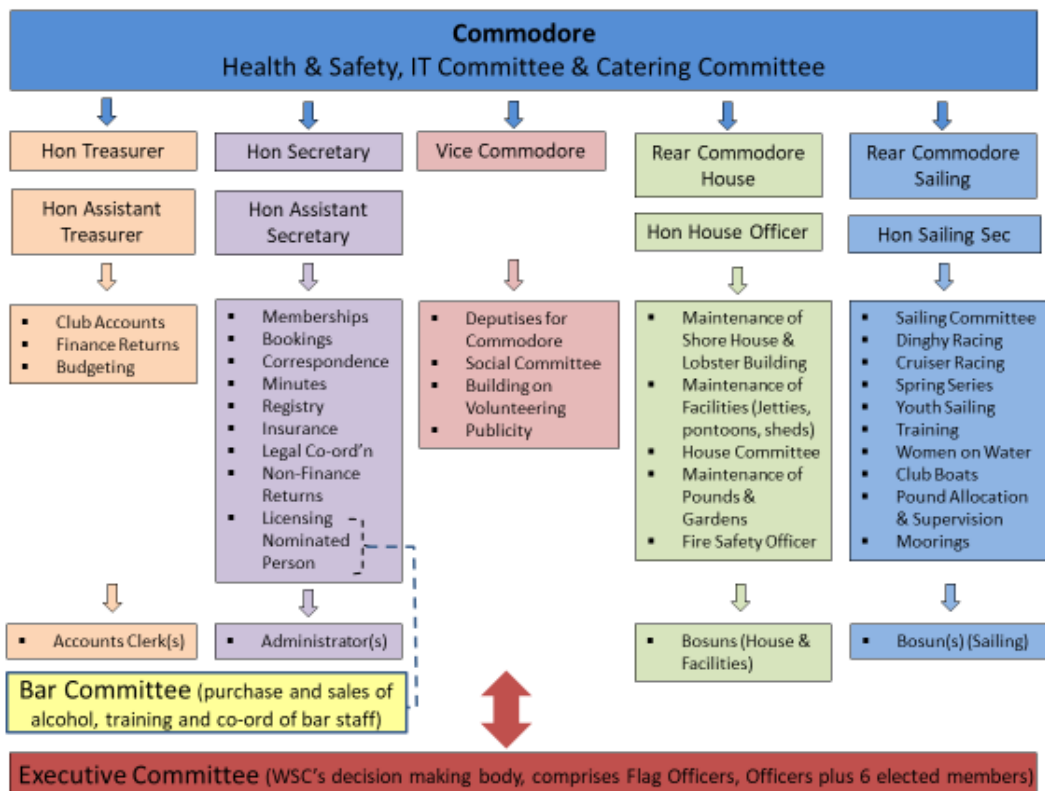


Figure 1; Key areas of responsibilities for 2019/20



3. A Summary of Health and Safety Provisions

Responsibilities of Officers and Executive Committee:

The Commodore has overall responsibility for H&S within the Club and ensures that the Club complies with its statutory obligations.

The Executive Committee, as the Club's decision-making body, oversees H&S matters as a standing agenda item. The Committee must safeguard, so far as is reasonably practicable, the health, safety and welfare of those using the club's facilities, participating in sailing events, and attending activities organised by the Club, both onshore and afloat. It also must provide safe working conditions and a healthy environment for Club staff.

The Club Officers are responsible for the day to day management of the buildings, facilities and activities appropriate to their areas of responsibility. This includes implementation of the arrangements for safety of staff and Club members as required by the Club's H&S policies. Officers are to inform the Commodore of any H&S matter of concern.

Club Officers employing contractors are to consider the H&S aspects of each employment of a contractor from the perspective of the Club's buildings, Club staff and Club members and also for the Club's unfamiliar layout and procedures impacting on the contractor.

Rear Commodore House is the Fire Safety Officer and is responsible for the Fire Risk Assessments and the conduct of daily, weekly and monthly fire risk checks and the annual Fire Safety Inspection. The checks are to confirm correct state of firefighting arrangements, fire doors, fire escapes, emergency lighting, no smoking notices, the minimisation of flammable substances and accumulation of rubbish etc and ensuring that their completion is recorded.

Rear Commodore House ensures that all first aid and fire equipment in the Club's properties is kept in a good condition, adequately maintained and readily available for use.

Flag Officers are responsible for the implementation of Electrical Safety in their areas of responsibility. Every 5 years (and every 1 year on jetties) the club's fixed wiring is to be inspected and tested by a competent person.

Rear Commodore Sailing is responsible for overseeing the safety of afloat activities, including first aid kits afloat, and for the conduct of risk assessments related to afloat activities (e.g. racing) and the operation of afloat facilities (e.g. the Club launches).

Responsibilities of Club Staff

Staff are to take regard of their own H&S and that of others impacted by their actions. They are to work in accordance with Club procedures and consider the risks associated with each of their tasks, conducting formal risk assessments where the risks of injury cannot be eliminated (or following those already published). Staff are to wear personal safety equipment, which will be provided by WSC, appropriate to the task in hand.

The Club's administrator is the Club Fire Warden and the senior bosun at work is the Club Fire Officer.

Each Monday the Club Administrator will E-mail the duty Flag Officer and the duty Executive member informing them of the events taking place over the next week. One-off events are to have a risk assessment conducted by the person responsible for the event (e.g. Race Officer, Event Co-ordinator) and made available for duty personnel in the administration office Risk Assessment file.

The location of first aid boxes and defibrillator and the name of the person responsible for their upkeep are to be clearly indicated on notice boards throughout the club. The Administrator maintains a stock of replenishment items.

The Administrator maintains central records of H&S related maintenance, inspections and personnel competences etc, the information being provided by/under the direction of responsible Club Officers as required by the Club's H&S policies.



Copies of relevant C.O.S.H.H. Data Sheets are kept in each location where these materials (e.g. cleaning materials) are stored. C.O.S.H.H. The Administrator retains master copies in the Club files for the use of Club staff and members. Risks due to hazardous materials and flammable liquids are to be minimised

Responsibilities of Club Members

Club members are required to follow the safety procedures specified in the Club's H&S policy and in the Club's Rules and Byelaws. Members must take reasonable care of themselves, their families and their guests.

Risks and Risk Assessments

In general risk assessments following HS104 are arranged and approved by the Club officer or Bar Committee Chairman responsible for the area concerned. Copies of Risk Assessments are placed in the current activities folder or sailing risk assessment folder in the Administration office, so that they are available for Club officers, duty personnel and staff.

Annual risk assessments are conducted for routine afloat and shore-based activities (i.e. Club Tractor, Slips and Trips, dinghy racing, Spring Series, cruiser racing, training). Individual risk assessments are carried out for all "one off" activities that the Club organises or hosts (e.g. Open events, jetty repairs), and approved by the responsible officer. Safety briefings are given to participants of sail racing and major shore-based activities (e.g. for bonfire night marshals).

Importantly, sailing events are not to take place without suitable operational emergency communications cover and dinghy racing shall not be carried out in the absence of adequate safety boat cover.

Within HS104, the Club has issued general guidance for the risks associated with:

- Members' shore based and afloat activities
- Fuel storage, asbestos
- Hazardous substances
- Legionella
- Display screen equipment
- Falls from height
- Moving and handling
- Slips and trips, utilities
- Vulnerable workers
- Work equipment
- Working at height
- Club tractor
- Afloat activities

Significant findings of risk assessments are recorded using the club's risk assessment forms (FS1000). Specific risk assessments have been conducted including:

- Club Tractor (SF1001/2)
- Jetty (SF1003)
- Welding (SF1004)
- COSSH (SF1005)
- Legionella (SF1006)
- Display Screens (SF1007)
- Falls from Heights (SF1008)
- Safe working Temperature (SF1009)
- Slips and Trips (SF1010)
- Mains Water (SF1011)
- Mains Gas (SF1012)



- Mains Electricity (SF1013)
- Portable Equipment (SF1014)
- Working at Heights (SF1015)
- Pile Replacement (SF1016)
- Bonfire night (SF1018)
- Operation of Club Bars (SF1020)
- Christmas Fayre (SF1021)
- Christmas Carols, open to the general public
- Spring Series and Championship (annually updated)
- Scheduled WSC Dinghy Racing, Women on Water, Club Training and Youth Sailing (annually updated);
- Sailing event specific for coaching and open events (e.g. RS400 Class Coaching, UK Laser Training, Buzz/Blaze/Hadron Open).

Accident Reporting

All accidents and “near misses” are to be investigated and reported as laid down in HS106. These are normally carried out as directed by the Club Officer responsible for the area within which the accident/incident occurred. A formal accident/incident investigation is to be carried out for all “3-day” accidents and above using form FS100. A formal report is to be forwarded by the Hon Sec to the HSE for all “7-day” accidents and above. All accidents and “near misses” afloat are also to be reported to the sailing committee, who will forward the information to any appropriate maritime authorities. Figure 2 provides a schematic of the actions necessary following an H&S related occurrence.

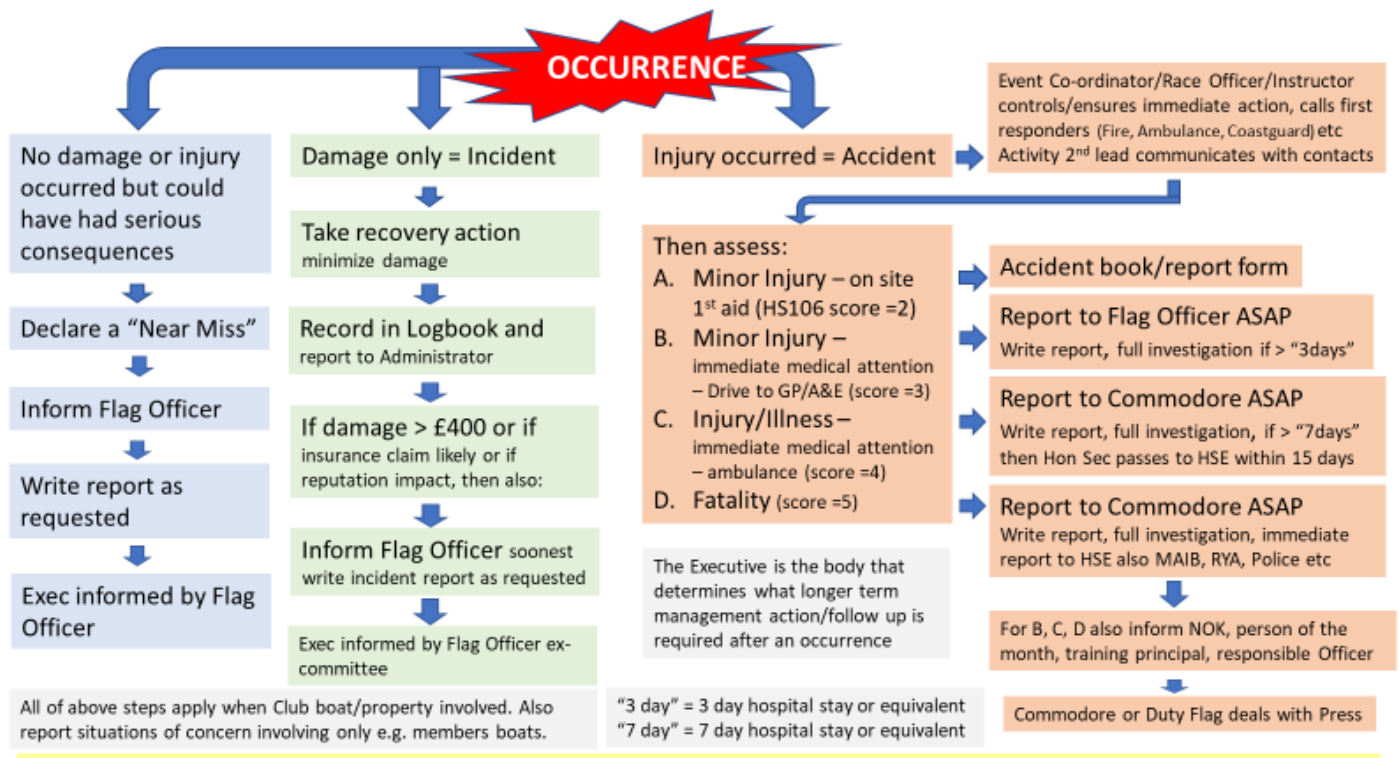
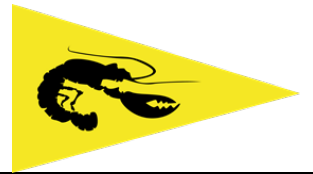


Figure 2, Incident Reporting flowchart

- Record of Changes:**
- V1.0 – Initial Issue 5/01/2017
 - V2.0 – Responsibilities afloat clarified 9/01/2017
 - V3.0 – Change of Officers for 2017/2018, include Incident reporting flowchart
 - V4.0 – Change of Officers for 2018/19



V5.0 – changes following revision of Club H& S policies
V 6.0 – changes following revision of Club Policies and responsibilities