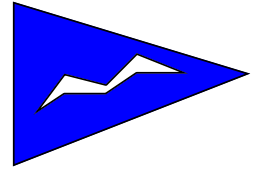


# Bray Sailing Club



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## **BRAY SAILING CLUB SAFETY STATEMENT** **AND OPERATIONS MANUAL**

### **1. CLUB POLICY**

It is policy at Bray Sailing Club that all members are responsible for safety. The main committee must insure that adequate resources and safety training are available to its members. All members must have a regard for safety training and safety instructions and comply with all notices including but not restricted to sailing instructions or any other notice relating to safety. All members are invited to read this statement and the safety officer should draw their attention to it.

Whilst all members are responsible for safety, the main committee through its safety officer are responsible for the day-to-day safety within Bray Sailing Club.

Specifically the main committee is responsible for ensuring that safe systems of work operate and that adequate safety and operating instructions are documented and implemented within Bray Sailing Club.

All members must observe safe systems of work and follow safety and operating instructions, which are implemented by the main committee.

## **2. COMMITTEE MEMBERS**

Committee members are responsible for the day-to-day safety within the areas under their control. Specifically, committee members are responsible for ensuring that:

- Safe systems of work operate in their area.
- Adequate safety and operating instructions are documented and implemented within their area.
- Training records are kept in respect of members under their control.

### **Commodore**

- Has the responsibility for implementing the Bray Sailing Club safety, statement on health, safety (club activities) and protection of the environment. This lies directly with the commodore through the safety officer and the committee members.
- The commodore is also responsible for ensuring that all activities under his/her control are carried out in accordance with the Bray Sailing Club Safety Statement.
- He/She will ensure that he/she and his/her committee will lead by example in good safety practices.
- He/She will implement a reporting system for all accidents reported to the safety officer who will then instigate an investigation of the incident.

### **Other Descriptions**

- The commodore acts in the capacity of the managing director of Bray Sailing Club. He/She is responsible for ensuring the good management and operation of the club on behalf of its members.

### **Vice Commodore**

- He/She is responsible for the education and training of all current and new members with emphasis on safety. He will provide backup to the commodore when and where there is a need.

## **Safety Officer**

His/Her duties include but are not restricted to the following.

- To guide and advise management on all safety, health and welfare matters.
- To ensure all safety and fire equipment is regularly serviced and maintained in good working order.
- To ensure that there is an evacuation plan for the club and it is posted for all to see and attention is drawn to this plan.
- To ensure that records are maintained in respect of tests carried out on safety and fire equipment.
- To ensure that training records are being kept up to date.
- To have safety audits carried out on a regular basis and inform the main committee of their result.

## **Secretary**

- Shall ensure that all safety matters that are discussed at main committee meetings shall be documented and forwarded to the trustees and the safety officer as appropriate.

## **Other Duties**

- Responsibility for the proper administration of procedures & affairs within Bray Sailing Club this involves the maintenance of club records & correspondence. The secretary is responsible for the convening of AGM's, EGM's & Main Committee meetings at Bray Sailing Club.

## **Hon Treasurer**

- Ensures that the club insurance is always fully paid up, and that copies and receipts are sent to the trustees. He/She will also ensure that there is a budget available for safety should the need arise.

### **Other Duties**

- The Hon Treasurer has responsibility for the management of the finances at Bray Sailing Club. The maintenance of appropriate accounts, monitoring club finances, providing updated monthly statements of Bray Sailing Club income and expenditure, issues cheque payments and makes annual returns to the revenue commissioners.

## **Membership Services Secretary**

- Ensures the maintenance of a database of members together with their membership number, subscription status, registration of boat(s), address, phone number, and any other relevant information.

## **Public Relations Manager**

- The promotion of Bray Sailing Club to members of the public through the lay press & other media outlets is the responsibility of the P.R.O. who should be trained and have a good knowledge of the club and all its activities.

## **Sailing Secretary**

- Is responsible for Sailing and water borne activities.
- To ensure that the ROs appointed are competent to carry out their duties and are trained accordingly.
- To ensure that both safety and boat drivers are qualified to the required standard for that position.
- To ensure that all instructions required in relation to safety are carried out.

### **Other duties**

- This role involves the planning and organisation of all sailing activities at Bray Sailing Club.

### **Training Manager**

- The training manager will ensure that all training and development of members be undertaken by trained personnel.

#### **Other Duties**

- The training manager is responsible for the continued training and development of members of Bray Sailing Club. This involves the provision of training courses throughout the sailing calendar.

### **Junior Affairs Co-ordinator**

- This position involves the direction and development of junior members within Bray Sailing Club. The role of junior affairs co-ordinator takes into account the Health & Safety Guidelines laid down by the Irish Sailing Association and the implementation of those guidelines.

#### **Other Duties**

- Motivation of junior members to develop their sailing techniques is one of the key responsibilities of the junior affairs co-ordinator. It includes the running of the junior training course at Bray Sailing Club.
- To ensure that those adults who have a large interface with juniors have their testimonials checked thoroughly.

### **Premises Manager**

- The premises manager is responsible for the upkeep of the club premises to the high standards expected by its members. This involves maintaining and repairing of the club premises as the need arises.

## **Bar Manager**

- Shall ensure that the personnel that are used are instructed in the following.
  - a. Basic fire fighting
  - b. Basic first aid
  - c. Basic manual handling
  - d. Basic hygiene
  - e. Dealing with broken glass

### **Other duties**

- Responsibility lies with the bar manager for the smooth running of the lounge bar at Bray Sailing Club.

## **3. DUTY HOLDERS UNDER THE HEALTH AND SAFETY REGULATIONS**

It is important that those on whom duties are placed are in a position to carry them out.

## **4. DUTIES OF MEMBERS**

All members have a duty to ensure the health and safety of members. The measures required include:

- Safe working places and environment.
- Safe plant, machinery and equipment.
- Provision of health and safety training, instruction, supervision and information.
- Provision of any necessary protective clothing and equipment where risks cannot be removed by other means.
- A health and safety policy.
- Assessment of the risks to the health and safety of members.
- Appointment of a competent person to assist with the implementation of the regulations.
- Consultation with their safety officer on health and safety matters.

(dropped 5/6/7, since Rib/RO etc)

## **8. CLUB MEMBERSHIP CO-OPERATION**

- Members must take reasonable care for their own safety and that of any other person who may be affected by their action or omission.
- Members must co-operate with the main committee in the application of relevant safety legislation, statutory instrument regulations and codes of practice. Members should note that failure to co-operate, may lead to a case of contributory negligence in the event of injury being caused to a member.
- Members must not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare of members.
- Members must use equipment supplied by the club on designated work parties for their own safety, health or welfare.
- Members shall report any defects found in any equipment or appliance that might cause danger to anyone.
- Members should report any unsafe practice being carried out by another member, visitor or contractor to the safety officer.

This reporting may be verbal, in writing or anonymously.

### **Duties Of Members Of The Sailing Club**

In so far as the Bray Sailing Club members have crew/non members on board the boat, it has a duty to assess the risks to members and others affected by its activities. The member's activity is the operation of the boat, and so it is responsible for co-ordinating the control measures identified in the risk assessments of all other relevant members on board, as appropriate.

## **Occupational Health And Safety**

All new personnel should be made aware of the regulations governing occupational health and safety on board, including activity specific regulations such as those governing the use of lifting plant or means of access.

## **Consultation Procedures**

New members should be told about the procedures for consultation on health and safety matters, who their safety representatives are (where applicable) and should be encouraged to contribute ideas to improve safety.

## **9. CLUB MEMBERS' SAFETY TRAINING**

- An induction/training programme will be set up so that all new members will receive instruction in safety procedures.
- An instructor will train members whose work entails lifting, carrying or pushing heavy loads in manual handling.
- Members will be trained in the use of fire extinguishers.







## 31. USE OF SAFETY SIGNS

### Signs And Notices

- **Permanent signs** are used:
  - a. To give prohibitions, warnings and mandatory requirements.
  - b. To mark emergency escape routes.
  - c. To identify first aid facilities.
  - d. To show the location of fire fighting equipment.
  
- **Red signs** mean either:
  - a. Stop doing something or don't do it (prohibition).
  - b. Stop/shut down or evacuate; or they mark the location and type of fire-fighting equipment.
  
- Signs of prohibition are based on a red circular band with a red diagonal bar and white backing. The symbol for the prohibited action is shown in black behind the red diagonal bar; for example, 'No Smoking' with a cigarette depicted.
  
- A sign indicating fire-fighting equipment is a red square or rectangle, with information given in words or by a symbol in white. Alternatively an IMO sign is a square or rectangle, with information given in words or by a symbol in red.
  
- **Yellow signs:** are advisory and mean: Be careful, or take precautions.
  
- **Blue signs** are mandatory and mean: Take specific action.
  
- Mandatory signs are based on a blue disc. The symbol for the precaution to be taken is shown in white: for example, 'Goggles to be worn' with a man's head with goggles depicted. If, exceptionally, no suitable symbol is available, appropriate wording may be used instead: for example, 'Keep Clear'.

- **Green signs** mean:
  - a. Emergency escape; or
  - b. First aid sign
  
- The sign is a green square or rectangle, with safety information shown by words or a symbol in white. For example, a white arrow on a green background points to an emergency exit.
- If more information is needed to make clear the meaning of any symbols used in a safety sign or notice, then a supplementary sign with text only may appear below the sign: for example, 'Not Drinking Water'. The supplementary sign should be oblong or square and either:
  - a. White with text in black, or
  - b. The same background colour as the safety colour used on the sign it is supplementing, with the text in the relevant contrasting colour.
  
- Shore based members may not be aware that they are colour blind, and colour should not be used as a sole indicator.
- Where a language other than English is extensively used on a ship, any text used in conjunction with a sign should usually be displayed also in that language.

### **32. ENVIRONMENTAL RESPONSIBILITIES**

Particular attention should be paid to the correct methods of disposal of waste oil (bilge or other), chemicals, galley waste, garbage, (especially plastics, glass, drums and other non-biodegradable item) redundant items (moorings, dunnage, cargo cleanings, etc.)

### **33. OUTSIDE CONTRACTORS**

Club members who use contractors or any outside individual must make sure that the visitors to the premises have been made aware of the club's safety statement and they must produce their own safety statement also. The members must open and close the locks for the contractor to ensure the safety of other members' property. Contractors must be supervised at all times.