



BRAY SAILING CLUB SAFETY STATEMENT AND OPERATIONS MANUAL

INTRODUCTION

This document is the official safety statement of Bray Sailing Club (hereafter referred to as BSC or “the Club”). It is complementary to, and in addition to, the Club’s constitution and Bye-Laws, and as such it must be read, understood, and adhered to by all Club members.

This document has been prepared in line with the Safety, Health, And Welfare at Work Act, 1989 (Section 12) and the Safety, Health, and Welfare at Work (General Application) Regulations, 1993, (Regulation 10).

This document is the programme, in writing, for safeguarding the health and safety of Bray Sailing Club’s members while they are at Bray Sailing Club. It represents the Club’s commitment to its members’ health and safety.

The primary purpose of the Club's Safety Statement and Operations Manual is to encourage the reduction of accidents which might cause injury or illness to members and/or damage to Club property. The intent of these guidelines is to aid members in developing the proper safety awareness that is vital to the elimination of needless accidents. It is necessary for all personnel to exercise good judgement with personal safety being always uppermost in mind in every task that is performed.

Injuries can be prevented if members are constantly alert to possible hazards and take the necessary precautions to avoid dangerous conditions and injuries. While the Committee will be ever vigilant to comply with legal safety regulations, our first emphasis will continue to be on the members of the Club. Our interest is in the prevention of human suffering resulting from Club-related injuries. The individual member is in the best position to ensure his or her own safety by exercising care, using common sense, and following safety rules and procedures contained within this document and elsewhere.

The Club recommends that all members familiarise themselves with the “Code of Practice: The Safe Operation of Recreational Craft” published by the Department of Transport, Tourism, and Sport. The Code is available to download free of charge from <http://www.dttas.ie/maritime/english/code-practice-safe-operation-recreational-craft>.

THE CLUB’S AIMS AND OBJECTIVES

The overall object of the Club (as described in the Club’s constitution) is the promotion and encouragement of sailing of any nature and boating and the social re-union of its

members. The Club is affiliated to Irish Sailing and enters and hosts events to promote the sport of sailing. In doing this, Club management aims to provide a safe environment in which to carry out these activities.

STATEMENT OF POLICY AND INTENT

It is the policy of Bray Sailing Club (BSC – “the Club”) that all members are responsible for safety and that the Committee ensures that safety training and instruction are made available to its members.

Bray Sailing Club considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on its premises, and in all activities conducted under its jurisdiction.

The Club also recognises and accepts the responsibility to provide a healthy and safe working environment for its employees, its members, and for other people who use the Club's premises and equipment

All members, employees, and visitors are responsible for:

- addressing their own safety needs while engaged in Club activities or while on the Club premises
- paying particular attention to the needs of juniors who may be affected by the Club’s activities
- using the Club’s equipment in a safe manner
- wearing personal flotation devices appropriate to the activity at all times while afloat

Contractors working on Club property, whether engaged by the Club or by a member, must have their own Safety Statement, supply their employees with Personal Protective Equipment appropriate to the task being undertaken, and carry adequate employers’ and public liability insurance.

The Club will take all reasonably practicable steps to fulfil its responsibility and will pay particular attention to meeting the requirements of the Safety, Health and Welfare at Work Act 1989 and all relevant statutory provisions.

The Club requires management at all levels to display a positive attitude towards Health and Safety and that all its members abide by the Club Rules and Sailing Instructions.

Signed.....

Commodore

Date.....

DUTIES AND RESPONSIBILITIES

The following are the duties and responsibilities of Club members, officers, committee members, volunteer workers and staff with regard to safety:

1. Members

All members are encouraged to read this Safety Statement and Operations Manual and must:

- have regard for all safety training and instruction
- comply with all notices relating to safety including, but not restricted to, Sailing Instructions
- follow appropriate procedures to ensure that the safety and welfare of children and vulnerable adults is protected at all times (for instance, by adhering to the “two adults” rule when using changing rooms and showers
- observe safe systems of work and follow safety and operating instructions that may be implemented by the Committee
- take reasonable care for their own safety and that of any other person who may be affected by their action or omission
- co-operate with the 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
- not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare
- use safety equipment supplied by the Club on designated work parties for their own safety, health and welfare
- be familiar with the operation of safety equipment including fire extinguishers
- draw to the attention of visitors or other third parties relevant safety issues.

Members shall report any unsafe practice being carried out by another member, a visitor or a contractor to the Safety Committee. This reporting may be verbal or in writing.

2. Safety Committee

The duties of the Safety Committee include but are not restricted to the following:

- guide and advise the Club committee, management and staff on all safety, health and welfare matters
- With help from the Sailing Steering Committee review safety guidelines for running regular club racing and regattas
- ensure all safety, first aid and fire equipment is regularly serviced and maintained in good working order and that the position of each fire extinguisher is noted and that appropriate signage is in place

- ensure that there is an evacuation plan in place for the clubhouse, and that it is posted for all to see and that attention is drawn to this plan
- ensure that records are maintained in respect of tests carried out on safety and fire equipment
- ensure that appropriate emergency exit signage is in place
- ensure that training records are kept up to date
- have safety audits carried out on a regular basis and report findings to the Main Committee
- investigate and record all reports of accidents and incidents
- draw members' attention to this Safety Statement, educate members about personal safety awareness and promote and organise safety related training courses in the Club as required
- communicate relevant and timely safety information to those affected by the Club's activities

3. Commodore and Main Committee

The business and affairs of the Club are under the management of the Main Committee in accordance with the Constitution and Rules of the Club. The Commodore is an officer of the Club and acts as Chairman of the Main Committee. Committee members are responsible for the day to day safety of the areas under their control.

The Commodore and Committee are responsible for:

- the implementation of the Safety Statement and pursuing the objectives of the Club in respect of health and safety
- ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement
- monitoring the effectiveness of the management of health and safety of the Club's activities and its premises
- appointing a Safety Committee to investigate any reports of accidents, hazards and dangerous occurrences on the Club premises and surroundings, or while sailing is taking place
- ensuring that the Committee lead by example in good safety practices.

4. Vice Commodore

The Vice Commodore is an officer of the Club and fills the position of Commodore in the absence of the Commodore.

5. Honorary Secretary

The Honorary Secretary is an officer of the Club and ensures that minutes are kept of all meetings and deals with correspondence to and from the Main Committee. S/he also controls the booking of the Clubhouse for functions and meetings.

The Honorary Secretary ensures that all safety matters discussed at Committee meetings are minuted, documented and forwarded to the Trustees, Safety Officer, and relevant sub-committees, members and external individuals, companies or contractors. The Honorary Secretary is the custodian of the annual Boat Registration Forms and is responsible for the annual renewal of the Club's bar licence.

6. Honorary Treasurer

The Honorary Treasurer is an officer of the Club and ensures that correct accounts are kept of the financial affairs of the Club and of its receipts & expenditure and reports to the monthly meetings of the Committee.

The Honorary Treasurer ensures that the Club Insurance is always fully paid up and that copies of the documentation and receipts are sent to the Trustees.

7. Membership Secretary

The Membership Secretary is responsible for the maintenance of a database of members including subscription status, address, telephone numbers and other relevant information and deals with membership renewal and new members, in accordance with the Club's GDPR policy.

The Membership Secretary is responsible for displaying up to date list of members on display in the Clubhouse, in accordance with the provisions of the Registration of Clubs Act.

8. Junior Organiser

The Junior Organiser organises sail training and other activities for the junior members of BSC, in particular the annual Junior Training Courses run in the summer months.

The Junior Organiser will ensure that the guidelines laid down by Irish Sailing as well as the Club's own Safety Statement and Procedures are adhered to at all times in the organisation of activities for junior members.

The Junior Organiser has overall responsibility for the safe organisation and running of the junior sailing courses and for ensuring that the Senior Instructor and instructors comply fully with all safety requirements laid down by the Club and the Irish Sailing for junior sailing activities.

9. Senior Instructor for the Junior Sailing Courses

The Senior Instructor is appointed by the Junior Organiser and Club Commodore to manage the team of instructors for junior sailing courses in the summer.

The Senior Instructor will be responsible in particular for:

- the safety of all participants
- the safe condition and use of equipment provided
- maintaining acceptable levels of behaviour
- supervising the security/issue/return of vessels and equipment

The Senior Instructor will always carry a VHF radio when on the water to enable immediate contact with safety boats, the clubhouse, or the coastguard.

The Senior Instructor will complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- assess the prevailing wind/sea and tidal states

- obtain a current weather forecast
- be aware of shipping movements
- be familiar with local by-laws, regulations and notices to mariners
- be aware of local dangers/features and obstructions.

Having due regard to the above, the Senior Instructor may reduce the areas of operation and/or the number of participants whilst conforming to Irish Sailing Guidelines concerning instructor/student ratios.

10. Instructors

Instructors are employed by the Club through the Junior Organiser to teach on the Junior Sailing Courses organised in the summer. Under the management of the Senior Instructor they are responsible for:

- the safety of all participants
- the safe condition and use of equipment provided
- maintaining acceptable levels of behaviour
- supervising the security/issue/return of vessels and equipment
- giving a safety briefing at the start of each session
- reporting any damage, equipment loss, or breakage

In addition to the safety procedures outlined in this document, the Club has a specific set of Standard Operating Procedures which all instructors involved in Junior Training are required to follow. These are contained in the Instructor Handbook, a copy of which is appended to this document. All instructors are required to sign a register acknowledging that they have received, read, and understood this handbook.

11. Junior Sailing Course participants

Junior sailing course participants are members of Bray SC and must abide by the safety provisions in guidelines for junior courses which are sent to all parents/guardians at the time of enrolment on the courses. Failure to comply with safety instructions and guidelines may result in dismissal from the course.

12. Sub-committee Members

The Committee has the power to appoint sub-committees and to define the scope of their authority.

Sub-committee members are responsible for day-to-day safety within the areas under their control.

Specifically, Sub-committee members are responsible for ensuring that:

13. safe systems of work operate in their areas
14. adequate safety and operating instructions are documented and implemented within their areas
15. training records are kept in respect of members or employees under their control
16. any safety concerns are reported to the Safety Committee.

17. Safety Boat Drivers and use of safety boats

Because of their responsibility for the safety of members on the water, only members whose qualifications and experience are known by the Safety Boat Team will be used to provide safety boat cover. Training will be given on a regular basis by qualified power boat instructors.

All Safety Boat Drivers should:

- have a minimum of level 2 powerboat certificate or equivalent
- have a sense of responsibility
- hold a VHF licence
- wear a PFD at all times when on the water,
- have a knowledge of First Aid
- have the ability to recognise and react to developing situations,
- always use a kill-cord
- Ensure that speed is minimised in the moorings area and when close to other water users.

Before the launch/use of each safety boat the following steps must be taken by the driver:

- Ensure there is adequate fuel
- Check engine oil level at first start-of-the-day
- Check cooling water discharge after starting
- Check steering
- Complete radio check
- Check that all safety equipment is present on board: fully stocked first aid kit, paddles, kill switch cord, painter, towing warps, bilge pump, bucket or bailer (other than self bailer)
- Sign the boat out by the club logbook system

Before leaving the boat the following steps must be completed by the driver:

- Check that the craft is securely moored
- Close and secure bailer
- Tilt and lock engine
- Remove kill switch cord
- Remove fuel tank
- Leave the boat clean and tidy.
- Return all equipment and report any damage or faults to the Boat Maintenance team using the log books and/or appropriate Committee member.

On junior sailing courses the safety boat to dinghy ratio should always meet the relevant Irish Sailing guidelines.

Specifically:

- A minimum of two safety boats should be on the water at any one time in case of engine failure
- A safety boat should always be present in the harbour during launching and recovery
- No dinghy should launch without a manned safety boat on the water
- A watch should always be kept on VHF channel 11.

For the refuelling of safety boats the following steps must be adhered to:

- Fuel must be stored in the fuel bunker overnight
- Refuelling must take place using the funnels provided
- Smoking and the use of naked lights is strictly forbidden during re-fuelling, in the container and at all times in power boats
- Fuel and oil levels should be checked by the driver before every session

Drivers should note the importance of proceeding at low speed when manoeuvring in the vicinity of any other water users. This will reduce the risk and consequences of collisions as well as preventing the environmental impact and annoyance caused by wash and noise.

On all activities or events, suitable safety equipment must be carried. This should include at minimum on each safety boat: flares, first aid kit, VHF radio, knife, throw line, towing line and a survival bag. It is the responsibility of the skipper to check these on a daily basis.

18. Race Officer

The Race Officer leads the Race Committee which conducts races as directed by the Dinghy or Cruiser Captains and as required by the Rules. The Race Officer is the ultimate decision maker on the conduct of racing on the day and will be guided in the exercise of their duty by the Club's Race Management Guidelines (see separate document).

The safety duties of a Race Officer include but are not restricted to the following:

- check the weather forecast
- when there is a gale warning in the area for the period of racing, racing should be cancelled and rescue boats should not be launched, except in an emergency
- have regard to any winds which cause difficult localised conditions around the Harbour
- if fog is forecast only boats with a proven compass should be allowed to sail
- brief Safety Boat crews with the Boatman as regards duties and what is required
- report any deficiencies to the Dinghy or Cruiser Captains or Club Committee
- report and document any safety incidents to the Safety Officer
- ensure that the safety boats are adequately manned.

OTHER RELEVANT DOCUMENTS

The following documents are referred to in this Safety Statement and should be read in conjunction with it:

- Code of Practice: The Safe Operation of Recreational Craft (published by the Department of Transport, Tourism, and Sport)
- Bray Sailing Club Instructor Handbook
- Bray Sailing Club Constitution and Bye-Laws
- Bray Sailing Club Race Management Guidelines