

# **BRAY SAILING CLUB**

## **SAFETY STATEMENT**

### **SAFETY POLICY**

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

### **DUTIES AND RESPONSIBILITIES**

#### **Members**

All members are invited to read this Safety Statement and must:

- have regard for all safety training and instruction,
- comply with all notices relating to safety including, but not restricted to, Sailing Instructions,
- observe safe systems of work and follow safety and operating instructions that are 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 equipment supplied by the Club on designated work parties for their own safety, health and welfare,
- be familiar with the operation of the Club’s 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 Officer. This reporting may be verbal or in writing and may be made anonymously.

#### **Safety Officer**

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

- guide and advise management on all safety, health and welfare matters,
- ensure all safety and fire equipment is regularly serviced and maintained in good working order and the position of each fire extinguisher noted,
- ensure that there is an evacuation plan for the club, 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 training records are kept up to date,
- have safety audits carried out on a regular basis and report findings to the Committee,
- investigate all reports of incidents,
- draw members’ attention to the Safety Statement.

### **Commodore and Committee**

The business and affairs of the Club are under the management of the Committee in accordance with the Constitution and Rules of the Club. The Commodore is an officer of the Club and Chairman of the Committee.

The Commodore and Committee are responsible for:

- the implementation of the Safety Statement,
- ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement,
- ensuring that the Committee lead by example in good safety practices,
- ensuring that a reporting system is in place for reporting all accidents to the Safety Officer.

### **Vice Commodore**

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

### **Honorary Secretary**

The Honorary Secretary is an officer of the Club, ensures that minutes are kept of all meetings and deals with correspondence to and from the Committee. 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 documented and forwarded to the Trustees, Safety Officer, sub-committees and members as appropriate.

The Honorary Secretary is the custodian of the annual Boat Registration Forms.

### **Honorary Treasurer**

The Honorary Treasurer is an officer of the Club, 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.

### **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.

The Membership Secretary is responsible for keeping an up to date list of members available in the Clubhouse.

### **Public Relations Officer**

The Public Relations Officer is responsible for the promotion of Bray Sailing Club to members of the public through the press and other media outlets.

### **Sub-committee Members**

The Committee has 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:

- safe systems of work operate in their areas,

- adequate safety and operating instructions are documented and implemented within their areas,
- training records are kept in respect of members under their control,
- safety concerns are reported to the Committee.

### **Sailing Sub-committee**

The Sailing Sub-committee plans and organises all competitive sailing activities at the Club.

The Sailing Sub-committee is responsible for ensuring that:

- the Race Officers appointed are competent to carry out their duties and are trained accordingly,
- safety boat drivers and crew are qualified to the required standard,
- all instructions required in relation to safety are carried out.

### **Training Sub-committee**

The Training Sub-committee organises training courses for members of Bray Sailing Club.

The Training Sub-committee ensures that all sail training and other training of members is undertaken by trained personnel.

### **Junior Affairs Sub-committee**

The Junior Affairs Sub-committee organises sail training and other activities for the junior members of Bray Sailing Club including the annual ISA Junior Training Course.

The role of Junior Affairs Officer takes into account the Health and Safety Guidelines laid down by the Irish Sailing Association and the implementation of those guidelines.

### **Premises Manager**

The Premises Manager is responsible for the upkeep of the Club Premises to the high standards expected by its Members and involves maintaining and repairing the Club Premises as required.

The Premises Manager ensures that the building conforms to safety regulations and that work carried out by third parties has appropriate insurance cover.

### **Bar Manager**

The Bar Manager is responsible for the smooth running of the Lounge Bar at Bray Sailing Club.

The Bar Manager should ensure that the personnel used are instructed in the following:

- basic manual handling
- basic hygiene
- dealing with broken glass.

### **Safety Boat Drivers**

Because of the nature of their responsibility for the safety of members on the water, only members whose qualifications and experience are approved by the Safety Officer should be used to carry out this task. Training will be given by qualified personnel.

As Bray Sailing Club is a designated Recognised Teaching Establishment, certified by the Irish Sailing Association, the Club is able to provide Powerboat Courses up to Level 3.

Some qualities a driver should:

- have a minimum of level 2 powerboat certificate or equivalent,
- have a sense of responsibility,
- be certified in the use of VHF radio,

- be certified in the use of first aid,
- have the ability to recognise developing situations,
- always use a kill-cord.

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.

### **Boatman**

The Sailing Committee may employ one or more Boatmen. Selection depends on their ability to handle boats and engines and to keep club equipment and boats in good condition.

The duties of a Boatman include but are not restricted to the following:

- report for duty at least one hour and a half before first gun,
- liaise with the Race Officer,
- the purchase and recording of fuel and making sure there is sufficient fuel for the day,
- keeping the radios charged and switched on to the correct channel,
- ensuring the safety boats have their equipment on board,
- ensuring the boat engines are secure,
- ensuring that the equipment for the committee boat is loaded,
- ensuring that each safety boat is properly manned with a certified driver on each boat,
- starting the engines and making sure that they work before the boats are taken outside the harbour,
- supervising the launch and recovery of the safety boats when appropriate,
- managing the fleet of safety boats on the water,
- assisting dinghy sailors who have capsized or are having difficulty (for example hypothermia), - the boatman should use his discretion as regards helping sailors e.g. helping to right craft, taking sailors on board, towing or other courses of action.

The Boatman should:

1. note the importance of ensuring boats are adequately manned for their intended role while afloat. This means having an adequate number of people on board and ensuring the safety boat drivers have had training appropriate to their intended role,
2. note the importance of providing additional safety cover during difficult conditions. When organising safety cover for sailing activities during winter months, consideration should be given to conditions, competence of sailors and the sailing area.
3. ensure that a safety boat driver of any powerboat uses a kill cord at all times. Correctly used it can significantly reduce the risk of accidents occurring and reduce the consequences should the Helm lose control of the boat, and
4. ensure the co-ordination of support boats, particularly during Junior Events. Support boats can compromise safety if they are not properly briefed before and controlled during an event,

The Boatman is a member of the Race Committee and must work closely with the Race Officer.

### **Race Officer**

The Race Officer leads the Race Committee which conducts races as directed by the Sailing Subcommittee and as required by the Rules. The Race Officer is the ultimate decision maker on the conduct of racing on the day.

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 strong easterly winds which cause a build up of sea at the harbour mouth,
- 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 Sailing Committee,
- report and document any safety incidents to the Safety Officer,
- ensuring that the safety boats are adequately manned.

## **SAFETY PROCEDURES**

### **First Aid**

Members who sail or man rescue craft should have a current first aid certificate, so that they can render assistance to any member, visitor or anyone requiring assistance ashore or afloat. In addition first aid boxes should be located in the rescue boats, and on the premises. These boxes should be stocked with basic first aid equipment. More serious injuries should be dealt with by the local hospital. Transport to the hospital should be undertaken by car or by ambulance depending on the seriousness of the injury.

### **Fire**

Regular fire safety inspections should be carried out and records kept of such inspections. These inspections should be carried out on all club premises and also on any equipment or craft belonging to the Club.

Storage of flammable liquids should be kept to a minimum and should be stored in adequate containers for such liquids.

### **Fire Protection**

Fire is a chemical reaction made up of three main elements, fuel (material to burn), oxygen and heat. These elements if present in the right quantities will result in fire. Fire extinguishers that are placed in the club are as follows:

**Water:** for use on ordinary materials e.g. wood, paper, cloth etc.  
this is used to cool the fire thus removing the heat

**Dry Powder:** for use on oil and electrical fires  
this is used to remove the oxygen from the fire.

**Instructions for the use of the extinguishers are displayed on the extinguishers.**

**All members should read these instructions.**

### **Membership Training**

Sail training courses will be offered to new members, which will include safety procedures. An Instructor will train members whose work entails lifting, carrying or pushing heavy loads in manual handling.

### **Personal Flotation Devices (PFDs) including Buoyancy Aids**

All those sailing in dinghies (including Flying Fifteens) shall wear PFDs. PFDs shall also be worn by Safety/Ferry Boat crews and by all persons travelling in the Safety/Ferry Boats or any craft provided by the Club for whatever purpose.

PFDs when worn shall be worn as per the maker's instructions. This means belts buckled, zips done up, crotch straps worn properly if fitted, to name some but not restricted to the above.

Cruiser skippers shall ensure the safety of their crew. The crew shall ensure their own safety whilst on board a cruiser. It is recommended and best practice for all crew to wear a PFD while on deck.

### **Safety/Ferry boats**

All Safety Boats will be properly equipped, which equipment will include the following:

Kill Cords  
Anchor  
Spare anchor with marker buoy attached  
Two paddles/oars  
Boat hook  
Two fuel tanks (full), plus oil  
Knife and spike  
Sets of tools  
Pump for inflation and puncture repair kit  
Distress flares (3 x handheld flares and a smoke float)  
Horn and gas  
First aid kit including thermal protective aids  
Compass  
Towing bridle and towing painter (floating)

Safety boats when acting as ferryboats within the harbour will carry:

- (a) a maximum of ten persons in the Osprey
- (b) a maximum of eight persons in the 4.7m Avon.

Both of the above figures include the driver.

It is recommended that there should be one Safety Boat for every ten dinghies on the water.

All the routine work of safety on the water is managed more easily with a crew of two. At least one of the crew should be ready to enter the water if required.

The roles should be defined as driver and crew with the more experienced of the pair being clearly in charge through the operation.

The duty of a Safety Boat crew is to ensure the safety of competitors on the water.

## **SAFETY HAZARDS**

Accidents will happen but 99% of accidents are caused by human failure.

Accidents cannot be legislated against but with care and forethought may be prevented.

Safety Hazards associated with Bray Sailing Club include but are not restricted to the following:

- water borne accidents
- the slipway
- launching and recovery of craft
- cruiser lift-in and lift-out
- embarking and disembarking from craft
- exposure in bad weather
- slips from litter/debris/spillage
- misuse of tools
- chemical hazards
- electrical equipment
- lack of responsibility (self and others)
- lack of good housekeeping.

### **Water Borne Accidents**

The skipper is solely responsible for deciding whether or not to launch or to leave moorings. So from a safety point of view, regardless of legal liability, safety starts with the individual sailor ensuring that the boat is seaworthy, that the boat is properly equipped and that all gear is serviceable.

Many accidents can be avoided if you make sure that:

1. buoyancy in dinghies is intact and/or pumped up,

2. fittings are adequate for their intended purpose,
3. the boat is properly rigged,
4. the crew has been trained to your satisfaction,
5. the boat complies with the safety requirements of its class.

Additional Safety Features should be considered:

- alternative means of propulsion, - e.g. a paddle,
- a bailer,
- a compass,
- an anchor in some classes,
- a signalling device (orange card).

Cruiser craft shall use as the basis of safety the RNLI Sea Check which will be carried out a month after lift-in.

### **The Slipway**

The slipway is by nature hazardous because of the growth of algae.

From time to time members of the sailing club lime the slip for their own safety and not for the safety of others and this procedure has been in use for a number of years.

### **Launching and recovery of craft**

This procedure involves pulling and pushing craft up or down the slipway. As the activity involved could lead to injuries to the back, each member will be issued with the H.S.A. booklet on backache (or relevant documentation or training will be provided).

For heavier craft, such as Flying Fifteens, a device to pull the boats up the slip may be used. This device will have a safety procedure attached when it is in use.

### **Cruiser Lift-in and Lift-out**

A member shall be designated to direct operations and must be present while work is in progress. Only those who have been briefed for the operation shall be present in the danger area. The danger area will comprise an area within a ten-metre radius of the pivot point of the crane. The member in charge shall ensure that those in this area are suitably attired with safety gear. Persons on boats within range of the lifting gear shall wear safety helmets.

### **Embarking and Disembarking from Craft**

The responsibility for safe embarking and disembarking lies with the person being transferred.

### **Exposure**

Members afloat must recognise the dangers of hypothermia. Any symptoms must be acted upon immediately and the person suffering taken out of the water. If the safety boat crew believes the condition of hypothermia exists then they must take action.

### **Slips and falls**

About a fifth of all reported accidents are in this category. The floor/ground surface on which people walk and the good maintenance of it will go a long way to cutting down the potential for accidents. A good house keeping routine, prompt repairs whenever they are required, immediate clearance of spillages and suitable foot wear all contribute to reducing the risk of accidents. Running and horseplay on the Club premises is forbidden at all times.

### **Misuse of Tools**

The common hazards from portable tools include cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles. The risk is reduced to a minimum if safe work practices and good maintenance of tools are adhered to by the persons using the tools:

- the maker's instructions must be followed and the person using the tool must follow the instructions of the person in charge,
- tools should only be used for the purpose for which they are intended,
- use of unsuitable tools or equipment may lead to accidents,
- damaged or worn tools should not be used.

### **Chemical Hazards**

Chemical hazards include amongst others petrol & diesel oil, paints, solvents.

Care should always be taken with the storage, delivery and dispensing of these products. Any spillage should be dealt with immediately. All precautions should be taken to prevent naked flames, bulbs, electrical connections, cigarettes and matches or any other items likely to cause ignition from being brought too close to these products. Be aware that fumes given off from these products can be extremely explosive even some distance away.

Manufacturers safety documentation should be kept for reference.

### **Electrical Equipment**

Only trained personnel are allowed to install or repair electrical equipment.

All electrical wires should be treated as live wires.

Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.

Make sure the appliance is in good order and the cable and plug are in good condition.

Use the appliance in accordance with the maker's instructions.

If a fuse blows it indicates an overload or short, this should be reported to the premises manager.

Also report any sparking or smoke coming from any electrical motor appliance.

### **Responsibility**

It is the responsibility of the Club Officers, members, employees, contractors and visitors to conduct themselves in a safe manner at all times. All persons are expected to be aware of both the hazard and safety procedures connected with their own duty and to operate in a manner which so fulfils these procedures. If unsure ask the Safety Officer.

### **Housekeeping**

Good housekeeping is an essential element in promoting health and safety. Equipment and other items should be safely and securely stored. This ensures not only that defects are discovered but that articles can be found when required.

Fixtures and fittings should be properly maintained.

Garbage and waste materials should be cleared up and disposed of correctly and promptly.

## **USE OF CLUB FOR PRIVATE FUNCTIONS**

A statement on the procedure for the private use of the Premises at Bray Sailing Club is in place.