



**Tollesbury Sailing Club
Health, Safety and Security Procedures**

HEALTH, SAFETY & SECURITY PROCEDURES

**Tollesbury Sailing
Club**

August 2021

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HEALTH AND SAFETY POLICY STATEMENT

It is the club's intention that its activities will be carried out in accordance with relevant codes of practice and all reasonably practical measures will be taken to avoid risk to its members or others who may be affected.

Managing and supervising members have the responsibility to ensure that health and safety considerations are always given priority in planning and day to day running of the club's activities.

The Committee has compiled a set of Health, Safety and Security Policies and has appointed the Commodore as having particular responsibility for safety, health and welfare, and to whom reference should be made in the event of difficulty arising in the implementation of the club's policy.

ALL members are expected to cooperate in carrying out this policy and should take reasonable steps to get the proper training for those activities in which they take part, in order to ensure that their own activities are carried out, so far as is reasonably practicable, without risk to themselves or others. The policies will be contained within the Health, Safety & Security File located centrally.

Commodore August 2021



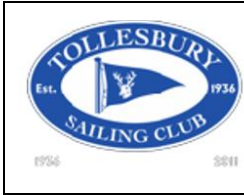
GENERAL SAFETY AND FIRE RISK ASSESSMENT MANAGEMENT DOC

<p>OVERALL HEALTH & SAFETY</p>	<p>The Committee of the Club controls all club activities. This committee has appointed the Club Commodore as the officer with specific responsibility for health and safety including fire safety.</p> <p>A Health and Safety Policy Statement referring to all aspects of health & safety, together with the Health and Safety Ashore notice is displayed on our main notice boards.</p> <p>Detailed information on all aspects listed below can be found in the health & safety file located with the operations manual near the microwave in the kitchen.</p>
<p>FIRE SAFETY MANAGEMENT</p> <p><i>The buildings are:- a single storey timber framed construction housing a clubroom, bar, male and female toilets rooms, and kitchen.</i></p> <p><i>The overall floor area is approx 100m². The usual occupancy is less than 60 persons,</i></p> <p><i>Brick built changing facilities comprising male and female toilets and changing facilities</i></p> <p><i>A boat store.</i></p> <p><i>Containers – holding equipment</i></p> <p>Specific fire risk areas:</p> <ol style="list-style-type: none"> 1) THE KITCHEN and COOKER 2) THE CONTAINERS (housing the electrical supply and the gas boiler) 3) THE BAR 4) The FUEL STORE - stored in outside locked lockers. 	<p>It is the responsibility of the Commodore aided by, and through, the Committee to ensure that the fire safety risk is continually reviewed and that the required actions are taken.</p> <p>A fire blanket is provided in the kitchen.</p> <p>Fire extinguishers are situated in the kitchen, the bar, changing rooms, boat store and fuel store.</p> <p>A marshalling point is given in the fire procedure notice.</p>
<p>SAFETY IN KITCHEN, BAR & STOREROOM</p>	<p>A full set of operating procedures and COSHH requirements is located in a file within the kitchen area.</p> <p>Separate notices on Safe Use of Equipment and Personal Hygiene & Infection Control are also displayed in the kitchen area.</p>

<p>EXTERNAL RISKS</p> <p>Petroleum storage for safety boats</p>	<p>The fuel is stored in a locked container in the boat park.</p>
<p>GENERAL MAINTENANCE</p>	<p>Maintenance is the responsibility of the Vice Commodore</p> <p>A contract has been placed with a specialist contractor for the fire extinguishers and security alarm.</p> <p>Our electrical system is regularly inspected and certified as meeting current standards.</p>
<p>TRAINING</p>	<p>Operational Safety Procedures are reviewed regularly and circulated to instructors and powerboat drivers. Regular informal catch-ups between instructors and the Principal are held to make any concerns are swiftly addressed</p>
<p>FIRST AID</p>	<p>A First Aid box is located in the kitchen with a second behind the bar. Where an incident or hazard/near miss occurs the appropriate form is completed for referral to the Principal. A list of qualified first aiders is also on display. A defibrillator is positioned externally on the wall adjacent to the front door, to the right on exiting the door by the bar. It has inbuilt instructions.</p>
<p>CARE OF CHILDREN and VUNERABLE ADULTS</p>	<p>The Club has approved a Safeguarding Policy linked to the RYA Policy for the Safeguarding of Children and Vulnerable Adults. A Safeguarding Officer has been appointed</p> <p>Children's parents/carers are required to take responsibility for their child's safety and conduct in and around the clubhouse.</p> <p>Children below the age of 14yrs are not accepted within the club unaccompanied.</p>
<p>SAILING ACTIVITY RISKS</p>	<p>These are covered by separate procedures, risk analyses and emergency plans under the supervision of the Principal Instructor and as part of our Operational Procedures documentation.</p>

DATE OF LAST REVIEW OF THIS ASSESSMENT August 2021

SIGNED.....COMMODORE



HEALTH AND SAFETY ASHORE

It is the responsibility of all members to act in a safety conscious manner with regard to both themselves and others.

FIRST AID EQUIPMENT is stored in the kitchen and the bar together with Accident & Incident sheets. Completed sheets are filed in the filing cabinet in the storeroom. There are notices elsewhere in the club to indicate this. There is a green First Aid box for personal use on the right of the hatch to the kitchen.

A PUBLIC DEFIBRILLATOR - this is positioned on the outside wall adjacent to the front door to the right as you exit. Instructions are with the machine.

EMERGENCY NUMBERS are displayed by the telephone.

KITCHEN - there are health and safety and catering guidelines provided in a file in the kitchen. Please read and note! Cadets/juniors must always be supervised when in the kitchen. There is a fire blanket provided in the kitchen.

BAR - there are notices in the bar to help bartenders. Cadets under 18 shall not go behind the bar. We regret that, according to our legal requirements, Juniors under 16 are not permitted to sit at the bar.

CLEANING EQUIPMENT, SOLVENTS and TOOLS are kept in the boat store.
FUEL is stored in outside locked lockers.

FIRE EXTINGUISHERS are situated in the kitchen, in the bar, in the changing rooms and in the boat store.

HEATING

The heating is programmed to come on when the club is open and should only be adjusted by an authorised committee member.

LEAVING THE BUILDING


If you are the last person to leave the building, please:

- Ensure that ALL lights are turned off.
- Check that the back door is firmly closed.
- Shut all doors_ensure that bar shutter is down and the door to the cold store is locked.
- Ensure that the burglar alarm is activated.
- Lock the front door.

POLICIES & MINUTES

The full set of Health, Safety and Welfare policy documents are located centrally in the kitchen.

The Committee is always seeking ways to improve safety procedures. If you can contribute to this please contact the Commodore who has overall responsibility for club health and safety matters.

 <p>EST. 1936 SAILING CLUB 1936</p>	FIRE SAFETY RISK ASSESSMENT	Doc no. Issue date Approved	
FIRE SAFETY MANAGEMENT	IT IS THE RESPONSIBILITY OF THE COMMODORE AIDED BY, AND THROUGH, THE COMMITTEE TO ENSURE THAT THE FIRE SAFETY RISK IS CONTINUALLY REVIEWED AND THAT THE REQUIRED ACTIONS ARE TAKEN.		
GENERAL INFORMATION	<p><i>THE BUILDINGS ARE:-</i></p> <p><i>A SINGLE STORY TIMBER FRAMED CONSTRUCTION HOUSING A CLUB ROOM, BAR, MALE AND FEMALE TOILETS AND KITCHEN</i></p> <p><i>THE OVERALL FLOOR AREAS IS APPROX 100M2. THE USUAL OCCUPANCY IS LESS THAN 60 PEOPLE.</i></p> <p><i>BRICK BUILT CHANGING FACILITIES COMPRISING MALE AND FEMALE TOILETS, SHOWERS AND CHANGING ROOMS</i></p> <p><i>A BOAT STORE</i></p>		
MEANS OF ESCAPE IN CASE OF FIRE			
FIRE EXITS	<p>FIRE EXITS ARE PROVIDED AT THE FRONT AND BACK DOOR OF THE MAIN BUILDING</p> <p>A FIRE PROCEDURE NOTICE IS LOCATED AT EACH EXIT.</p> <p>THE MARSHALLING POINT IS LOCATED IN THE FLATS CAR PARK OPPOSITE THE CLUB</p>		
PROVISION OF EMERGENCY LIGHTING & FIRE-FIGHTING EQUIPMENT			
FIRE WARNING SYSTEM EMERGENCY LIGHTING FIRE FIGHTING EQUIPMENT	<p>SMOKE ALARMS ARE FITTED IN THE CLUB HOUSE.</p> <p>EMERGENCY LIGHTING IS PROVIDED TO ALL EXITS.</p> <p>FIRE EXTINGUISHERS ARE SITUATED IN THE KITCHEN, IN THE BAR, IN THE CHANGING ROOMS AND THE BOAT STORE</p> <p>A FIRE BLANKET IS PROVIDED IN THE KITCHEN</p>		

MEANS OF CONTROLLING OCCUPANCY NUMBERS	
USUAL OCCUPANCY	<p>FEWER THAN 60 SEATED PERSONS</p> <p>CAN BE CONTROLLED BY TICKET AT FUNCTIONS WHERE NOS. GREATER</p> <p>SPECIFIC SIGNING IN AND OUT SYSTEMS OCCUR FOR CADETS SAILING.</p> <p>AS THERE ARE CURRENTLY 2 DIFFERENT ENTRIES TO THE CLUBHOUSE A GENERAL SIGNING IN BOOK IS NOT CONSIDERED PRACTICABLE - IN THE CASE OF ANY EMERGENCY THE PREMISES ARE DEEMED SMALL ENOUGH FOR ALERTING OCCUPANTS VOCALLY.</p>
MAINTENANCE, TESTS AND TRAINING	
MAINTENANCE & ONGOING OPERATION	<p>THE COMMITTEE HAS APPOINTED A MAINTENANCE OFFICER WHO OVERSEES ALL ASPECTS. THIS IS THE VICE COMMODORE.</p> <p>A CONTRACT HAS BEEN PLACED WITH A SPECIALIST CONTRACTOR FOR THE FIRE EXTINGUISHERS</p> <p>A FULL SET OF OPERATING PROCEDURES AND COSSH REQUIREMENTS IS LOCATED IN A FILE WITHIN THE KITCHEN AREA.</p> <p>SEPARATE NOTICES ON SAFE USE OF EQUIPMENT AND PERSONAL HYGIENE & INFECTION CONTROL ARE ALSO DISPLAYED IN THE KITCHEN AREA.</p> <p>THE FUEL FOR MOWERS AND STRIMMER IS STORED EXTERNALLY IN A LOCKED AND FIXED STEEL CONTAINER.</p> <p>OUR ELECTRICAL SYSTEM IS REGULARLY INSPECTED & CERTIFIED TO ENSURE MEETING CURRENT STANDARDS.</p>
TRAINING	<p>THERE ARE GENERAL FIRE SAFETY NOTICES IN THE BAR AND THE KITCHEN FOR THE ATTENTION OF ALL STAFF AND VOLUNTEERS USING THOSE FACILITIES.</p>

FIRE PROCEDURE

All members should be aware of means of escape, facilities provided, evacuation procedure, method of operating extinguishers, and the importance of calling the Fire Brigade.

In the event of fire it is the first duty of all concerned to prevent injury or loss of life.

ACTION. If you discover a fire or one is reported to you:

- Shout "FIRE - FIRE" as loudly as you can.
- DIAL 999 to call the Fire Brigade (using a mobile phone).
- Give the operator the telephone number you are phoning from.
- When the Fire Brigade replies, give the information distinctly:
"Fire at Tollesbury Sailing Club, Woodrolfe Road, Tollesbury, Essex, CM9 8SE"
- Do not assume that the call has been received until it has been acknowledged by the Fire Brigade.
- Attack the fire, if possible, with appliances provided but without personal risk.


EVACUATION PROCEDURE

- Use nearest available exit. Close all doors as you go.
- Do not stop to collect personal belongings.
- Do not re-enter the building or allow others to do so until told it is safe by a responsible person.
- Gather in the flats car park, across the road, adjacent to the club.

FIRE EXTINGUISHERS are situated in the kitchen, in the bar, in the changing rooms and in the boat store.

A fire blanket is located in kitchen behind the door.

There are two outside taps, one in front of the changing rooms and one in the boat park.

	GENERAL RULES FOR HEALTH AND SAFETY AFLOAT	Doc no. Issue date Approved	
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It is the responsibility of all members to act in a safety-conscious manner when on the water with regard to both themselves and others.

1. All participants in activities afloat shall wear buoyancy aids. All cadets shall also wear buoyancy aids on the hard and whilst afloat.
2. A parent or their named representative must be present on the club premises when a child is launched and while they are afloat. They may go away within 10 minutes journey from the club with a mobile phone.
3. It is the responsibility of the patrol boat crews to ensure that they are suitably competent and that they have all necessary equipment on board. The driver of the patrol boat must use the safety cord (kill cord) around their thigh at all times when the engine is running.
4. No organised Club sailing activity will take place unless sufficient patrol boat cover is available and in situ. Members using their own or hired boats do so entirely at their own risk and must demonstrate that they have insurance cover in place.
5. No member of the patrol boat crew may be under 16 years of age.
6. Children under 16 years must not be passengers in the patrol boat while it is on duty, unless they are either being rescued or in transit, or unless they are under instruction (over 14 years) when they must have the approval of the duty crew (and Chief Race Officer/Clubhouse Officer/Training Centre Principal as appropriate).
7. Cadets (16 & 17 years) with RYA Power Boat 2 qualifications may drive a patrol boat if there is an adult TSC member in the boat.
8. Patrol boats must observe the 8 knot speed limit in the river, except in an emergency.
9. Cadets are not allowed to swim from the hard unless taking part in an organised activity (e.g. capsize drill).
10. All participants must walk on the left side of the road and take care to avoid oncoming traffic when transporting boats to and from the hard.
11. Where an incident or hazard/near miss occurs the appropriate form must be completed for referral to the Principal

Racing

10. The Race Leader will decide if a race should be cancelled due to inclement weather. He may take advice but the decision is ultimately his.
12. Adults must make their own decision as to whether it is safe for them to take part and if reefed sails are necessary.
13. It is the decision of the responsible adult (parent or person in loco parentis) as to whether a child is capable of taking part in the prevailing weather conditions. They may take advice but the decision is theirs.

THE COMMITTEE IS ALWAYS SEEKING WAYS TO IMPROVE SAFETY PROCEDURES. IF YOU CAN CONTRIBUTE TO THIS PLEASE CONTACT THE COMMODORE WHO HAS OVERALL RESPONSIBILITY FOR CLUB HEALTH AND SAFETY MATTERS.



INCIDENT REPORT FORM

Injured person - name	
- tel. no.	
Date of incident	
Time	
Location	
Preamble	
Description of incident	
Medical:	
Injuries	
First aid treatment given	
Administered by	
Further medical treatment	
Damage to property	
Report completed by	
Position	
Witness name	
Witness signature	
Witness address	
Telephone	



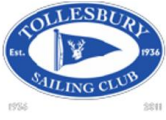
HAZARD/NEAR MISS REPORT FORM

Definition of a Hazard	A Hazard is anything that could lead to injury, damage or loss.
Definition of a Near Miss	A Near Miss is an event or situation that could have resulted in injury, damage or loss.
Purpose of this Form	To provide a means of communication between staff, members, visitors, the Safety Officer and Management Committee so that effective action can be taken to eliminate hazards and avoid accidents causing injury, damage or loss within the Club.

Date/ Time of Incident	
Please state whether Hazard or Near Miss	
Location	
Description of what happened	
Suggested remedial actions (if possible)	
Report completed by	
Position	
Telephone	
Email	

Please write any further information overleaf

Please return this form to your course instructor or any member of the Management Committee



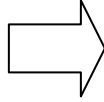
TOLLESBURY SAILING CLUB EMERGENCY PLAN

GROUP LEADER

Contact Rear Commodore Sailing and give details.

Make sure you have the following information:

- Who you are and your group's name
- What the problem is
- When it happened
- Where you are
- How many are involved and who they are
- Any injuries, if known



RACE OFFICER

Contact emergency services via one of the following:

- Issue a standard Mayday call on VHF Ch 16
- Telephone 911 for Coastguard, Ambulance, Fire Service or Police

Record details:

- Name of Group Leader and Group
- Nature of problem / injuries
- When incident happened
- Where group is now
- How many people are involved and whether adults or children
- What you are going to do
- Continue to record all details (including times) as events progress

Contact:

- Parents or next of kin (Contact Details in filing cabinet)
- Maintain listening watch on VHF, relay information to Group Leader

Organise:

- Help and assistance from staff/ volunteers
- Locate trained First Aiders
- Ensure someone is outside building to meet emergency vehicles
- Ensure safety of injured persons and protect from unwanted attention
- Comfort and arrange for evacuation

SENIOR INCIDENT PERSON

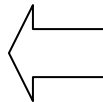
(Centre Principal or Chief instructor if during training, Rear-Commodore Sailing if other)

Inform:

- Rear-Commodore Sailing
- Club Commodore
- Training Centre Principal) if
- Chief Instructor) appropriate
- RYA Training Department)

Duties:

- Ensure that someone follows up by keeping in touch with anyone injured or their next of kin
- Record any information obtained



DO NOT MAKE ANY STATEMENTS TO THE PRESS OR MEDIA, OR ALLOW ANYONE ELSE TO MAKE STATEMENTS

TOLLESBURY SAILING CLUB

EMERGENCY PLAN

This Emergency Plan deals with

- A. Missing boat (page 1)
- B. Multiple capsized dinghies (page 2)
- C. Serious injury (page 3)
- D. Non-life-threatening injury (page 3)
- E. Action at clubhouse during major incident (pages 4 & 5)

In an emergency situation the Race Officer will be in charge unless he/ she delegates the role to someone else. Patrol boat crews and others should report any incident to CRO/CO as soon as it occurs.

A. Incident - MISSING BOAT

1. Initial checks -

- a. Double check fleets using another observer if possible.
- b. Call or radio the clubhouse to confirm whether the boat has returned to shore or the club?

2. If no sign of boat -

- a. Get launches to start search.
- b. Make initial radio call to Coastguard on channel 16 (or 91, or [99901621-776310](tel:99901621776310)). They will ask you to switch to working channel. They will want to know details of boat and number of people on board and lifesaving equipment carried.
- c. Shorten course or abandon event altogether if rest of fleet does not have adequate patrol boat cover.

3. If boat still missing -

- a. Make follow up call to Coastguard.
- b. If in committee boat, ensure all boats are recorded in at clubhouse.
- c. Maintain radio watch on channel as directed by Coastguard.
- d. Assist with search and keep notes of events and times. Make sure these are kept safe ashore.

4. If/when boat is located -

- a. Inform all involved in search - especially Coastguard.
- b. Ensure all search boats are accounted for and recovered safely.

B. Incident - MULTIPLE CAPSIZED DINGHIES - PATROL BOATS HAVING DIFFICULTY RECOVERING BOATS AND/OR CREWS.

1. Immediate actions -

- a. Ensure patrol boat crews check all capsized boats as soon as possible for injured crew, establishing that any upturned boat has no crew under it. Priority is always people before boats. Crew may have been carried away from boat by tide. Establish if anyone is missing.
- b. Patrol boats should, if possible, mark abandoned boats with red/white tape on rudder area or by attaching a fender to mast top.
- c. If you are in committee boat, call club house (if manned) by radio or phone () for additional assistance.
- d. Request additional assistance from FACT (01621 896779)
- e. Make initial radio call to Coastguard on channel 16 (or phone [99901621 776310](tel:99901621776310)). They will want to know types of boats and approximate numbers involved and lifesaving equipment carried.
- f. Abandon event if weather is deteriorating or rest of fleet does not have adequate patrol boat cover.

2. Follow up actions -

- a. Get patrol boats to recover any crew from boats drifting towards danger.
- b. Remember - an inverted dinghy is often safe for crew to sit on.
- c. If you are in committee boat, confirm with club (if manned) that they have initiated Follow Up Action.
- d. Maintain radio watch.
- e. Assist with recovery and keep notes of events and times and see that these are kept safe ashore.

3. If/when all crew/boats are recovered -

- a. Inform all involved in recovery - especially Coastguard.
- b. Ensure all search boats are accounted for and recovered safely.

C. Incident - SERIOUS INJURY

1. Ascertain number and names of casualties and their injuries if known.
2. Initiate call on channel 16 (phone 999) so that Coastguard can get helicopter to scene with minimum of delay, if required. If at Club, use base station, which has longer range. Use official call sign: "Tollesbury Sailing Club".
3. If you are in committee boat, inform clubhouse (if manned) of situation by radio or phone.
4. In the unlikely event of committee boat having to return to ~~harbour~~harbor with casualty:
 - a) get others to finish race or cancel,
5. Maintain radio watch.
6. Keep notes of events, actions taken and by whom, and at what times and see these are kept safe ashore.

D. Incident - NON LIFE-THREATENING INJURY

1. Ascertain nature and extent of injury.
2. Get patrol boat to pick up casualty and take back to shore.
3. If you are in committee boat, inform clubhouse (if manned) of situation by radio or phone, of number, names and possible injuries of casualties.
4. Continue to finish racing or abandon event if appropriate.
5. Keep notes of events and times and see these are kept safe ashore.
6. Complete accident/incident report (in kitchen cabinet with First Aid box).

E. ACTION AT CLUBHOUSE DURING MAJOR INCIDENT

During a major incident the Chief Race Officer/Clubhouse Officer, if not on shore, is likely to need significant shore-based assistance. Any experienced member must be prepared to co-ordinate this role.

1. COMMUNICATION

- a. Organise someone to man radio (use base station which has longer range to contact emergency services) and/or telephone.
- b. Keep notes of events, actions, times.

2. EXTRA HELP

There may be an unused club boat available. Additionally there may be members who own RIBs who, provided they are experienced and suitably equipped, could act as patrol boat crews. BUT care must be taken: inexperienced boat handlers can make situations worse. In bad weather they might themselves become casualties.

If the situation requires you should:

- a. Request additional patrol boats.
- b. Consider asking for support from FACT, Channel 6.(Tel no. [01621 868779](tel:01621868779)).
- c. Ascertain whether you have a doctor or nurse present to help with returning casualties.

3. RECEPTION OF RETURNING SAILORS AFTER MULTIPLE CAPSIZE

- a. Ensure members on shore are mobilized to receive returning sailors.
- b. Nominate someone to log in all returning sailors and patrol boat crews.
- c. Check for injuries. If ambulance required dial **999** and ask someone to await its arrival by the road.
- d. Anyone who has ingested a significant amount of salt water must be sent to hospital immediately.

4. RECEPTION OF SERIOUSLY INJURED PERSON

- a. Phone for ambulance - 999.
- b. Arrange for someone to be on relevant slipway to await arrival of injured person.
- c. Ensure someone is positioned on road to meet ambulance staff.
- d. Ensure next of kin (if known) are informed that accident has occurred and ambulance attending.
- e. Update all concerned, in particular Race Officer or the organiser.
- f. Keep notes of events, actions taken (and by whom), times, etc. and make sure these are kept safe and filed with report.

5. AFTER ANY INCIDENT

- a. Complete accident/incident report (in kitchen cabinet with First Aid box) and file in filing cabinet under "Accident Reports".
- b. If a casualty refuses further treatment against advice, make a note of this in the accident report.

FOLLOW-UP

Monitor casualty progress at the relevant hospital

Keep in touch with casualty's home/next of kin to assure them that TSC is concerned for their welfare.

Ensure that Club Commodore or other Club Officer is aware of the incident.

PRESS/PUBLIC RELATIONS

In the event of a major emergency, it will not be long before the press start asking questions.

It is advisable not to talk to them. The RYA PR helpline should be kept informed.