Dundee Sailing Club Safety Policy

Version 1, 30th Sept 2015

Introduction

The Dundee Sailing Club (DSC) policy is based on the following principles:

1. There are always risks associated with sailing.
2. Overall responsibility for the safe operation of club activities at DSC rests with the DSC Committee and its officers.
3. The Policy will ensure, as far as is reasonably practical, that safe and secure conditions are maintained within the clubhouse, compound and on the water.
4. The Policy is intended to help minimise the risks associated with activities on the water.
5. Notwithstanding 2 above **all** Club members have a duty of care to take all reasonable steps to avoid injuring other club members and water users or damaging the equipment of DSC or others.
6. Members participate in all activities at their own risk.
7. It is a fundamental principle of maritime law that the skipper is responsible for the safety of his vessel and its crew.
8. It is the skipper's responsibility to decide whether to start sailing or continue a race, as is the decision to start or continue any other passage.

Clubhouse

General

Members should treat the clubhouse and equipment with respect and report any faults to a committee member and enter any fault in the fault log. The safety/condition of the clubhouse will be regularly reviewed at committee meetings.

The clubhouse has three fire exits, the main entrance, the door at the rear of the workshop and the double doors at the front of the workshop. These exits must be kept clear and **must not** be obstructed.

The clubhouse has clearly visible fire extinguishers in the workshop and a hose reel at the bottom of the stairs. There is a fire blanket in the kitchen.

On discovering a fire Members should raise the alarm and call the fire brigade - only tackle a fire if competent to do so. If not, evacuate the building and muster at the entrance to the eastern (downriver) dinghy park.

Wet and Dry Areas

The clubhouse has wet areas (workshop, stairs & changing rooms) and dry areas (lounge, kitchen & office). Wet clothing or equipment should not be taken into the dry areas. Members should take care in wet areas after sailing and take responsibility to minimise the risk of injury by mopping up wet areas.

Kitchen/Galley

This area contains similar equipment to a home kitchen. Care should be taken and children should be supervised and are the responsibility of the parent/guardian. All kitchen equipment should be cleaned and stored away after use.

Hazardous Substances/Equipment

All Hazardous substances/equipment must only be stored in the clubhouse stores, used with appropriate safety equipment and only with the permission of the committee.

Fuel

Fuel is not to be stored in or brought into the clubhouse. It must be kept in the secure fuel store in the eastern dinghy park.

Smoking

Smoking is not permitted in the clubhouse/workshop, near the fuel store or when transferring fuel to the safety boat. Smoking is not permitted on the safety boat.

First Aid

There is a first aid kit located in the kitchen and a list of qualified First Aiders is displayed.

All accidents must be logged in the accident book.

Compound

General

The pathway in front of the clubhouse is a public space that must be kept clear at all times. Members are reminded that the general public use this area on foot and on bicycles which can be hazardous, particularly when moving boats.

Safety signs must be put out on the public pathway, facing in both approaching directions, when the quad is being used.

Members should log any faulty equipment on the whiteboard provided in the workshop. If it is a simple matter such as a missing shackle or bung on a club boat then please use initiative and fix it. The safety/condition of the compound is reviewed at committee meetings.

Insurance

All boats stored in the club compounds or using the club slipway must as a minimum have valid third party insurance.

Boat Storage

All members boats left in the compound must be tied down securely. It is the responsibility of every member to ensure club boats are also tied down.

Boat moving and handling

Care is to be taken during launching or recovery if boats are left unattended (especially if rigged with sails), to ensure they will not move or fall over. If a member sees a boat at risk of moving or falling over they should alert the owner/user (if possible) before attempting to move it.

Care should be taken when moving boats. Members are advised to take **extra care** when moving boats rigged with sails and ensure the boat is always pointing as close into wind as is possible and that sheets are loose.

Footwear

Members maintain and repair in the compound. This can lead to **sharp objects** or chemicals such as adhesive and paint being left on the ground. Members are advised to always wear appropriate footwear in the compound/workshop.

Slipway

General

Most accidents at sailing clubs happen when launching and recovering boats. **Particular care should be taken when entering or exiting boats.** Don't ruin a good sail by going under the boat at the end! The grip on the surface of the slipway can change from week to week and can become slippery, so care should be taken. Action of waves and tides can affect the beach on either side of the slipway creating unseen hazards. Members are asked to report any problems to a committee member.

The condition of the slipway is reviewed at committee meetings.

Keeping the slipway clear

When boats are sailing from the club the slipway is to be used for launching and landing only and members are asked to keep the slipway clear.

Members must not block the slipway by rigging boats on or at the bottom of it. Members should have their crew move the boat up or down river of the slipway when finalising rigging, prior to departure, to allow other boats to also launch.

Launching and Landing

Members are encouraged to help others when launching and landing boats (without putting themselves at risk). Some combinations of waves, wind and tide can make launching and landing dangerous due to breaking waves and surf. In these conditions members should provide assistance to others to help reduce the risk of injury.

Swimming

Swimming within the area of the slipway is discouraged when members are sailing due to the risk of injury during the recovery and launch of boats.

Club Sailing

The sailing program depicts the sailing area for each particular day/night, with consideration given to tide times. The Officer of the Day is responsible for any change to this after consideration to sailing conditions, in discussion with the Safety Boat helm. The decision to sail on any particular outing is his/her final decision (reference should be given to safety boat operations manual).

Water Activities at other times

Members participate in activities outside organised club events at their own risk. Children are the responsibility of their parent, guardian or a supervising adult during these non-club organised activities. The club does not carry out risk assessments for members taking part in non-club activities; it is the responsibility of individual members to make their own assessments of risk taking into account factors such as weather, tides, skill, experience, equipment etc.

Members are free to use club facilities at any time and those with their own boats can sail outside club times. However those doing so should remember that safety cover is only available at organised club and therefore they are sailing entirely at their own risk.

The club has a fundamental Rule covering all water activities at all times:

Life jackets or buoyancy aids (Appropriate CE approved, e.g. min.150N life jackets or 50N buoyancy aids) **must be worn** by all those on or in the water. For added safety it is recommended that non swimmers wear life jackets rather than buoyancy aids.

Safety Boats

The club will have a minimum of one safety boat on the water during each organised sailing event. This boat shall be launched **prior** to the start of the event. The safety boat should be **the first boat on the water** and **the last boat off the water.** Members choosing to sail ahead of this accept they are sailing without safety cover.

However in providing this boat the club does not accept any liability and members have a personal responsibility for their own safety. In deciding whether to participate members should take into account the conditions, their own level of competence and the competence of those in the boat with them. Also the fact there will likely be only one safety boat on the water. If in doubt – do not go.

The safety boat crew is expected to provide cover for racing events and for members sailing within the sailing programme and be prepared to enter the water if the situation arises.

Racing

The following general rules apply to all races:

1. All sailors' boats must have valid third party insurance.
2. It is the safety boat helm's decision, in conjunction with the Officer of the Day and Race Officer, to hold a race or cancel a race due to adverse weather/sea conditions.
3. The safety boat will be launched and on the water prior to the start time of the race. It will remain on the water throughout the races.
4. The safety boat helm must cancel a race at any time if they feel they cannot continue to provide safety cover, e.g. due to changing conditions.
5. Club members must respect the safety boat helm's decision and follow their instructions.
6. The safety boat helm can refuse entry in a race to anyone they feel is a danger to themselves or other sailors.
7. The safety boat helm can refuse entry in a race to any boat they feel is un-seaworthy or inadequately equipped for the conditions.

Training

The club runs a number of training sessions and events for members throughout the season.

For the purpose of this document the club members who run these courses shall be referred to as coaches, who are usually volunteers.

The following rules apply to these events:

1. Coaches shall be those designated by the Committee as such.
2. For training events the club will have one safety boat on the water, crewed and in action for every 6 sailing boats (best practice defined by RYA).
3. If additional members wish to train then the members will have to take turns on the water, so no more than 6 boats are being used at any one time.
4. The coaches can stop any member sailing at any time.
5. The coaches will decide which member will sail and crew each boat.
6. No members can sail unless the safety boat is on the water.

Special Events

From time to time the club will organise special events, for example RYA training days, long distance cruises or open days. Some of these events will not be covered by this safety policy. If this is the case the event will be risk assessed and members will be informed of the different arrangements, which will be discussed (boat, experience or equipment issues) either before the event or during the immediate pre-event briefing.

Safety Boat

The club currently owns and operates one safety boat. Any member who finds a fault with the safety boat or equipment should inform a committee member as a matter of urgency & write it in the fault log for the safety boat in the club house. The condition of the boat is reviewed regularly at committee meetings.

Safety Boat Helms

After RYA Power Boat or Safety Boat course training, any member aged 16 and over may operate the club safety boat when authorised to do so by the Committee. These members should hold a minimum of powerboat level 2 certificate and have been deemed competent to become safety boat helm after agreement of the committee.

When safety boat cover is being provided then safety boat crew should also be aboard, ready to assist as necessary.

The kill cord must be worn and used at all times by anybody helming the club safety boat.

For details of the Safety Boat checklist for equipment etc. refer to the safety boat policy

Club Sailing Boats

The club has a selection of sailing boats for members to use during club racing or sailing.

Prior to launch of a club boat it should be checked for faults by those intending to sail it. If a fault is discovered and is not immediately fixable then the boat should not be launched. The matter should be reported to a Committee member and entered in the repair log.

To helm a club boats members should:

Hold a RYA level 2 Dinghy sailing award or have otherwise demonstrated that they can sail the boat competently.

If a committee member or experienced helm thinks it is not safe for an inexperienced helm/crew to sail they should refer to the Officer of the Day or Safety Boat helm for a decision.

The committee appoints a member as the Boatswain (Bosun) to oversee maintenance of club boats. The club undertakes, as far as possible, to provide members with safe seaworthy boats but cannot accept responsibility for equipment failure.

The norm is that club boats may only be sailed during club events and when the rescue boat is on the water. The Committee may at their discretion allow an experienced helm to sail a club boat outwith these circumstances if there is a need to do so.

Junior Members and Children

General

All children under 16 are at all times the responsibility of their parent/guardian or designated adult member acting in loco parentis with their express permission. That adult must be present whenever the junior member is at the club.

To simplify this document the term "designated adult" will be substituted for and can be assumed to mean, "parent/guardian or designated adult member acting in loco parentis" from here onwards.

Racing & Events other than Training

It is the designated adult's responsibility to decide whether a child should start or continue a race or any other passage.

All children taking part in a race must be signed on to the race sheet. The parents/guardians etc. should inform the Officer of the Day of the following:

1. Name of the child
2. Which boat they are sailing
3. Their level of experience
4. Any relevant medical conditions

The Officer of the Day can refuse to allow any child to compete in a race or other Club activity if they feel that the conditions are unduly hazardous or that the Club cannot provide adequate safety cover.

There are two categories of club membership that include young people:

<u>Family Member</u>
Comprising a member, his/her spouse and children up to the age of 18, or 25 if in full time under-graduate education.

<u>Youth Member</u>
A member aged 16 to 18 inclusive (whether family or Independent).

Training

The club runs a number of training sessions and events for members throughout the season.

Any child wishing to take part in these sessions can do so provided:

1. They have the permission of their parent/guardian
2. A designated adult is present throughout
3. The club has been given a Medical Consent Form (see Appendix 1) covering the child during the activity and the club has been informed in writing of any relevant medical conditions.
4. An emergency contact number has been given

Guests

Guests are the responsibility of the members who invited them to the club. Those members should be present while their guest is at the club.

Members who bring guests to the club should remember that there are always risks associated with sailing, particularly for the inexperienced and should supervise their guest accordingly.

Guests shall not be allowed to sail with an inexperienced helm.

Conclusion

The Officer of the Day, in conjunction with the Safety Boat helm, takes the overall decision to sail or to cancel sailing for any valid reason. Their decision is final and must be respected by members and guests.

Failure to adhere to this safety policy will result in the offending parties being reported to the Committee who will decide what further action is appropriate.

Appendix 1

Medical consent form

I, the parent / guardian of:

(Child's name) .....

Give permission to the Dundee Sailing Club coaches participating in activities during the period ..... (Date of event)

To administer any relevant treatment or medication to the named participant when/lf necessary. I shall inform Dundee Sailing Club of any known conditions and medication requirements.

In addition, if the need should arise, I authorise the members of staff to take my child to hospital and give full permission for any treatment to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent / Guardian's* consent

.....(Signature)

Name: .....(please print)

Relationship to participant .....

* as applicable