



## HURST CASTLE SAILING CLUB HEALTH AND SAFETY POLICY

1. Hurst Castle Sailing Club is a Community Amateur Sports Club (CASC). The club is used and run by Members who pay an annual subscription. The club has no permanent employees. A cleaner is employed on a casual basis only. Contractors are appointed by the club from time to time to carry out maintenance and servicing tasks as required.
2. The Club's policy, so far as is reasonably practicable, is to provide and maintain a safe and healthy environment in the clubhouse, ***the Club environs and other Club owned buildings -The Club shall ensure that Club owned boats and equipment are safe to use.***
3. Overall Club responsibility and accountability for Health and Safety lies with the General Committee. This Committee will review The Health and Safety Policy ***annually or when there is a major change affecting the Club's operations.*** Health and Safety shall be a standing item on the General Committee Agenda.
4. Members of the Club are equally responsible for their own health and safety ***and that of any guests. The Club, for its part, shall provide all necessary Rules and Guidance to enable this process to take place. It shall be a condition of Membership that all shall accept and abide by these.***

The following is the statement of the general policies for Hurst Castle Sailing Club:

General Matters

	General Policy Statements	Responsibility	Relevant Document
1	<p><b>Accidents and First Aid</b></p> <p>An Accident Report is completed for incidents where serious injuries are sustained requiring treatment by a doctor or resulting in hospitalisation <b>or major incident that could have resulted in injury or significant damage occurring</b>. An Accident Book containing report forms is located in the Clubroom.</p> <p>Accident/<b>Incident</b> Reports will be <b>regularly</b> reviewed by the General Committee <b>and, if necessary the appropriate Risk Assessment reviewed</b>.</p> <p>A First Aid box is located in the Galley and is restocked when necessary.</p>	General Committee	Accident/Incident Procedures for completion of Report.
2	<p><b>Risk Assessments</b></p> <p>Risk Assessments will be undertaken <b>annually and approved by the General Committee</b> for all programmed club events and activities</p> <ul style="list-style-type: none"> <li>• <b>Clubhouse and environs</b></li> <li>• <b>Fire</b></li> <li>• <b>All On-the-water activities</b></li> <li>• <b>Any special ad hoc events or activities deemed necessary by the HCSC Committees.</b></li> </ul> <p>These assessments will be reviewed annually by the General Committee to ensure they remain relevant and appropriate. In the event of a Serious Accident <b>or Reportable Incident</b> the relevant risk assessment will be reviewed immediately by the General Committee and, if necessary, amended in the light of lessons learnt.</p>	General Committee	Risk Assessment Forms Committee Minutes

The Clubhouse and Grounds

	General Policy Statements	Responsibility	Relevant Document
1.	<b>The Clubhouse</b>		

	<p><b><i>The Club Rules and Guidance</i></b> provides members with advice on Health and Safety in the <b><i>Clubhouse and environs</i></b>:-</p> <p>Changing room, toilet and shower areas in the clubhouse have slip resistant floors. An emergency pull cord is provided in the disabled toilets that alarms in the main clubroom area.</p> <p>The clubhouse is cleaned regularly by a contract cleaner.</p> <p>Working Parties are held <b><i>bi-annually within the Club's Annual Programme</i></b> to carry out maintenance on the clubhouse structure. Necessary work is planned by the House Committee and carried out by members using appropriate equipment and aids.</p>	House Committee	<p>Guide to the Club and Clubhouse</p> <p>Handbooks for Kitchen Equipment</p>
2.	<p><b>The Grounds</b></p> <p>Club Boats will be allocated specific places in the grounds and dinghy park to minimise obstructions.</p> <p><b><i>Tools for maintenance will be provided. Members are advised to report faults with tools to RC House.</i></b></p> <p><b><i>Members are advised that they are responsible for the safe use of tools that they bring onto site</i></b></p>	<p>Dinghy Park Master</p> <p>House Committee</p>	Dinghy Park Plan
3.	<p><b>Fire Safety</b></p> <p>A Fire Risk Assessment is undertaken for the Clubhouse and associated buildings.</p> <p>Fire Alarm buttons are installed in each room of the Clubhouse, and the fire alarms are tested annually. Members are advised of Fire Evacuation Procedures in the Club Guide. Fire Exit signage is displayed correctly in the clubhouse.</p> <p>Fire extinguishers located in the clubhouse are checked annually by a competent contractor. A Fire Blanket is wall mounted in the Galley ready for emergency use.</p>	House Committee	<p>Maintenance Log Book</p> <p>Guide to the Club and Clubhouse</p>

4.	<p><b>Electrical Safety</b></p> <p>All wiring and mains electrical work required in the clubhouse will be carried out by a qualified and certified contractor. Members are advised through the Club Guide to notify Rear Commodore House of any faulty portable electrical equipment so it can be removed and replaced.</p>	Rear Commodore House	Guide to the Club and Clubhouse
5.	<p><b>Gas Equipment Safety</b></p> <p>The Gas Boiler and gas hobs will be serviced and maintained in accordance with the manufacturer's specification. This work will be carried out by qualified and certified contractor.</p>	Rear Commodore House	Maintenance Records
6.	<p><b>Hazardous Substances</b></p> <p><i>The Rear-commodore House oversees the control of hazardous substances used in connection with Club activities and operations.</i></p> <p><i>Club Members are issued with guidance about the restrictions in working with hazardous substances</i> Petrol for support boat engines is stored in a locked fire resistant cabinet in the Clubhouse grounds.</p>	General Committee	
7.	<p><b>Manual Handling, - Lifting Carrying and Moving Loads</b></p> <p>Provision has been made for handling loads with the use of wheeled marina trolleys and club boat launching trolleys. These aids will be serviced to ensure they are safe to operate. Any faulty equipment will be withdrawn from use and replaced.</p>	Sailing Committee	
8.	<p><b>Safeguarding: Children and Vulnerable Adults</b></p> <p>The Club has a <b>Safe-guarding Children and Vulnerable Adults Policy</b> based on RYA Guidance and a designated <b>Responsible Officer</b>.</p>	General Committee	<b>Safe-guarding Children and Vulnerable Adults Policy</b>
9.	<p><b>Contractors</b></p> <p>Contractors employed by the club to carry out work on the premises or grounds or to provide services for club activities, shall be required to have their own Health and</p>	General Committee	

	Safety procedures and to have appropriate Public and Employers Liability Insurance.	House Committee	
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### On the Water Activities

1.	<p><b>Support Boats</b></p> <p>The club <b><i>shall use its support boats to patrol the sailing area when an organised event takes place and conditions warrant it. When these are not available and conditions indicate a need for them the Officer of the Day shall cancel the event.</i></b></p> <p>Support boats shall carry VHF Marine Radios (including handheld) together with basic First Aid and Emergency equipment.</p> <p>Support boats and equipment shall be maintained as necessary by a competent contractor.</p>	<p>Rear Commodore Sailing</p> <p>Nominated Supervisor for the activity (Sailing Committee)</p>	<p>Support Boat File</p> <p>Activity Record Sheets</p> <p>Maintenance Records</p>
2.	<p><b>Training and Instruction</b></p> <p><b><i>The competence of Support boat helms and crews shall be assessed and a list of those competent to crew these craft shall be maintained by the Rear-commodore Sailing. Only those assessed as competent shall form part of the Support Boat Team unless under-going training or under the guidance of a competent person.</i></b></p> <p>Support Boat Manual (maintained by the Sailing Committee) shall be made available to all volunteers for crew duty</p> <p>Members supervising club organised on the water activities are provided with procedures to follow and logs to complete. Activity Event Logs record all those participating and their return off the water at the end of the event</p>	<p>RC Sailing / Sailing committee</p>	<p>Activity Event Logs</p>
3.	<p><b>Organised Sailing Events for Adults</b></p> <p>Each organised Club sailing event has a designated Officer of the Day, who is empowered to cancel the event if he / she feels that the weather conditions and / or level of competence of the participants renders the level of risk associated with the event too high. Participants are reminded of their responsibility for their own safety</p>	<p>Officer of the Day</p>	<p>Race Logs</p>

	and decision to take part in any event at the pre-event briefing (and also in the published Sailing instructions for each event or Series). At the pre-event briefing participants are made aware of the level of Support Boat cover available for the event, as well as the proposed sailing area, the planned duration of the event and the forecast weather conditions.		
	<p><b>Organised Sailing Events for Juniors</b></p> <p>The Club does not take parental responsibility for Junior members taking part in its organised sailing events. A parent or designated representative with parental responsibility is required to be present and assist with the running of an event in which their child or children is or are taking part. A parent must sign the Junior Sailing Disclaimer Form before the first event of any season in which their child takes part in Club events.</p>	Rear-Commodore Sailing	Activity Records
5.	<p><b>Members Training</b></p> <p>The Club has a programme of dinghy sailing training for adults and children given by <b>Club Instructors</b> which is available to all members.</p>	Training Instructor	Activity Event Logs
6.	<p><b>Club Boats</b></p> <p>The club provides a fleet of dinghies for member hire. Club dinghies are maintained and users must report problems promptly and record them in maintenance log book provided. Instructions are provided for members hiring club boats.</p>	Rear Commodore Sailing	<p>Club Boat Maintenance Log Book.</p> <p>Dinghy Hire Procedures and Logs</p>