



LYME REGIS SAILING CLUB Ltd

Safety Policy and Systems (Version 1a)

INTRODUCTION

- The Club takes its safety responsibilities extremely seriously. Safety encompasses physical safety on the water, on the Club's premises and on public areas on the shore, but it also includes the maintenance of proper behaviour by all members and visitors.
- It must be noted that sailing, like all sports, carries an element of risk to participants and officials. This risk can be mitigated by appropriate measures but cannot be entirely eliminated, if any sporting activity is to take place at all. Changes in weather conditions, for example, are a major factor and are not always forecast.
- At all times the Club is a strong advocate of the personal responsibility of competitors, volunteers and event officials and relies upon them to adhere to event instructions.

CLUB SAFETY MANAGEMENT SYSTEM

- The Club Safety Management System focuses on the safety aspects of the Club. It is an essential management tool, which compliments corporate governance in the proactive evaluation of safety risks and the attainment of its objectives.
- In particular, the Safety Management System enables the Club to:
 - Affirm its ownership of safety and provide clear guidance and oversight of safety issues covering all levels of the Club.
 - Ensure that its subordinate committees/structures are provided with clearly defined responsibilities, authority and accountability in respect to safety issues.
 - Actively promote and develop the culture of continuous safety awareness within its sport.
 - Enhance its systems and procedures for auditing and monitoring safety within the Club.
 - Develop a culture of instinctively reporting and following up accidents and incidents at the appropriate level so that lessons may be learned.
- The system works by having a set of documents laying out the policies and procedures in relation to all aspects of safety in the Club as clearly as possible (see next section).

- These attempt to specify the positions of authority and their responsibilities in relation to safety within the Club (see below).
- The procedures involve these various people in an analysis of hazards and risks in all the events conducted by the Club and activities within the Club's premises and surroundings.
- On the basis of these assessments, decisions are made about avoiding these hazard and/or instituting controls to minimise and deal with them should harm arise.
- At each step there are review processes and evaluation to feedback into the system potentially at all levels through policies and training (see below).

PUBLISHED SAFETY POLICIES

- A number of documents have been written specifically for the Club in order to describe the current policies in relation to safety in all aspects and procedures and processes as clearly as possible.
- These form the basis for the Club's attempts to identify and avoid hazard and institute controls for minimising and dealing with any harm that occurs, including appropriate training.
- These can be accessed on the Club's website:
<http://www.lymeregissailingclub.co.uk/club-documents/>
- They include:
 - Training and Event Risk Assessment
 - Code of Conduct
 - Youth and Junior Sailing Coaching: Operating Procedures
 - Youth Member Unsupervised Casual Sailing
 - Emergency Action Plan: Sailing (Instructed)
 - Beach Master Procedure for Groups Undergoing Instruction
 - Emergency Action Plan: Sailing (Non-instructed)
 - Beach Master Duty Guide
 - Officers and Helms Duties and Responsibilities
 - Race Officer Duty Guide
 - Safety Boat Driver Training Policy
 - Safety Boat Driver Handbook
 - Safety Boat Pre-launch Checklist
 - RIB Launching Risk Assessment and Method Statement
 - Standard Operating Procedure: Rib Launching
 - Health, Safety and Environmental Policy Statement
 - Health and Safety Organisational Responsibilities
 - Child Protection Policy and Procedures

- Data Storage Policy
- Data Privacy Policy
- Equality Policy
- Parental Consent form
- Rehabilitation of Offenders Policy
- Safeguarding Good Practice
- Youth Section Briefing Sheet

ALLOCATION OF RESPONSIBILITIES

- For Club racing, although the boats are entirely responsible for their own safety, the Race Officer has ultimate responsibility whilst on the water for the duty of care held by the Sailing Club.
- In addition, at major events involving large numbers of outside persons, an overall Safety Officer/Coordinator is appointed to be responsible to the Race Officer for all aspects of safety afloat.
- For training events, the Senior Instructor or Coach is responsible for the trainees, other coaches and helpers.
- A Beach Master is usually appointed to supervise launching and recovery and has responsibility for safety under the Race Officer or Senior Instructor/Coach around the harbour area.
- If the Harbour Master or RNLI are called to an incident, they have responsibility for the safety of persons assisted.
- Onshore the most senior Club officer or Committee Member present is responsible for safety on the Club premises.
- The Club also has a Welfare Officer, whose is responsible for safeguarding children and adults at risk. The contact details are posted on the Youth Noticeboard. Regular briefings on Safeguarding are given to youth training groups.

ANALYSIS OF HAZARDS AND RISKS

- At all major events, training and youth sessions, the person in charge completes a Risk Assessment in order to assess and mitigate risk. An example risk assessment document is attached.
- For major events, the Club insurance document, Event Risk Assessment and a schedule of activities have to be submitted to the Dorset Unitary Authority (previously submitted to West Dorset District Council) for approval prior to permission being granted to hold the event from their harbour. Copies of the Risk Assessment and Emergency Action Plan are lodged with the Harbour Master and Unitary Authority.

- Ashore, on the Club premises, a regular Fire Risk Assessment is conducted and, as a result of these procedures, a new fire escape has recently been created. This system includes regular checks of the fire extinguishers and fire alarms.

MITIGATION MEASURES AND CONTROLS

- On the basis of all risk assessments, the person in charge at each session can decide what measures are necessary to mitigate safety risks and minimise potential harm.
- Subsequently, if there is an incident involving harm to people or equipment, known procedures are instituted as described in the Club's Emergency Action Plans for sailing and training.
- For major events (e.g. national championships) an Emergency Action Plan is tailored for each specific event before it begins.

EVALUATION OF EVENTS AND REVIEWS

- Following all events there is assumed to be a review with the intention of feeding back into the Club at the various levels from policy and procedure to training and equipment.
- This facilitates regular review of safety policies, which can be amended, and additional policies added as necessary.
- The Club follows the RYA Triggers procedure for reporting accidents and incidents.

Example Risk Assessment

TRAINING & EVENT RISK ASSESSMENT					
Class: _____		Date: _____		Organising Authority: _____	
Name of Coach/Race Officer: _____			Mobile: _____		
No. of Boats: _____	No Safety Boats: _____	VHF Channel: _____	Wind Direction & Strength (knots): _____		
Time of High Water _____					
Risk Value	1	2	3	4	
WIND STRENGTH	0 to 8 KNOTS	9 to 14 KNOTS	15 to 22 KNOTS	23 to 30 KNOTS	High Risk Area
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
WIND DIRECTION	SW S W	E	N, NW, NE	SE	Medium Risk Area
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
AIR TEMP	25 to 20 degrees C	19 to 15 degrees C	14 to 10 degrees C	9 to 5 degrees C	Low Risk Area
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
WIND CHILL	20 to 15 degrees C	14 to 10 degrees C	9 to 5 degrees C	4 to -5 degrees C	
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
SAILING AREA	Close inshore	BAY	BAY	BAY	
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
STANDARD OF SAILOR	Good CLUB LEVEL SAILOR	COMPETENT SAILOR	Youth Sailors (13 - 18 years)	Junior Sailors (under 13 years)	
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
SAFETY COVER RATIO	1 RIB TO 6 BOATS	1 RIB TO 12 BOATS	1 RIB TO 15 BOATS	1 RIB TO 20+ BOATS	
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
SAILING TIME (HOURS)	1	2	3	4+	
RISK LEVEL	LOW RISK	LOW / MEDIUM	MEDIUM / HIGH	HIGH	
TICK HERE					
Risk Value Total					Total Risk Level =
Notes on high risk management: Any medium to high risk areas identified will need to be supported by evidence from organising party to LRSC that the risk is being suitably managed.					
LRSC Reserves the right to deem the conditions unsuitable for sailing.					
I have read & agree to abide by the RYA Safety Guidance notes and LRSC operating procedures.					
I fully understand that I am responsible for the safety of my group at all times.					
I have prepared this risk assessment and agree to be bound by the contents herein. Signed: _____ Name: _____					