



Hythe and Saltwood Sailing Club

www.hssc.net

Operations Manual

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Chris Addison

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1. Introduction

Welcome to Hythe and Saltwood Sailing Club!

This is the Operations Manual of Hythe and Saltwood Sailing Club (HSSC). The manual contains important information about the club's policies and procedures. All members and visitors are notified of the existence of this manual and encouraged to read its contents. The manual includes the results of the club's risk assessment of club activities.

Committee Contact Information

Position	Name	Email
Commodore	Adrian Smith	commodore@hssc.net
Vice Commodore	Dan Hollands	vicecommodore@hssc.net
Honorary Secretary	Chris Addison	caddison250@gmail.com
Rear Commodore Sailing	James Eberlein	
Rear Commodore Windsurfing	Marc Carney	marc@marccarney.co.uk
Treasurer	Les Brooker	
Publicity Officer	Bob Davidson	admin@hssc.net
Membership Secretary	Charlotte Hollands	membership@hssc.net
Social Secretary	Peter O'Neill	social@hssc.net
Training Officer	Tony Wyatt	training@hssc.net

Fire Marshals

Duncan Robb
Elizabeth Quinn
Jane Mackenzie

Child Protection Officers

Chris Addison
Gwen Finch

HSSC Policies

HSSC has the following policies and documents that are all available to members and visitors and are on our website (hssc.net) and kept in a folder in the galley area;

- **HSSC Emergency Plan & Fire Safety**
(We also keep a separate record of this that is reviewed and approved by fire marshals periodically)
- **Dinghy hire**
- **Club hire**
- **Training booking forms - Dinghy & Windsurfing**
- **Training and Coaching sessions procedure**
- **Training log**
- **Training evaluation**
- **Buoyancy aid inspection log**
- **HSSC Disclosure form**
- **Safe Guarding Children Policy & Procedures**
- **HSSC Risk Assessment template (for use when holding non-club activities)**
- **Additional items held in the galley area;**
- **First aid kit**
- **Accident book**
- **Visitors book**

2. HSSC Training

The RYA recognised that there was an absolute need for a national training scheme to make the sport of sailing /windsurfing more accessible and successful. Over a period of years training courses will be provided and perfected.

HSSC are affiliated to the RYA and offer a variety of officially recognised training courses. HSSC offer already trained sailors (helm & crew) the opportunity to expand their sailing experience within a group of like-minded individuals.

Please see the separate HSSC Training policy; 2017 HSSC Training and Coaching Sessions Procedure which is held in the galley in the club house and online on our website www.hssc.net.

3. Safety Policy

The following is the Safety Policy of HSSC.

3.1 Aims

The fundamental aims of organised water-based activities at HSSC are:

- That they should promote the aims of the club.
- That they should meet the activity needs of club members.
- That all reasonable actions are taken to ensure the safety and enjoyment of all persons involved.

3.2 Responsibilities

All participating members, or in the case of young people aged 17 and under (junior), their parents, are responsible for their own safety and insurance. It is the individual's (or parent's) responsibility to ensure the suitability and condition of their own boats and equipment at all times. In the case of club boats the individual is responsible for making sure it is suitable and safe to use before launching.

The committee of HSSC has the overall responsibility for the safety of all adult and junior members and visitors engaged in its organised activities. All participating members will be expected to abide by the decisions of the responsible officers for all HSSC sailing activities.

The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner / person in charge who must ensure that the boat has the proper insurance and crew are adequate to face the conditions that may arise.

HSSC are not responsible for members' safety whilst on water-borne activities not forming part of officially organised club activities or by non qualified staff.

All persons involved in, on or off the water activities share the responsibility for the safety of the participants.

Therefore:

It is the duty of all members to be vigilant and aware of all circumstances that may affect the safety of both themselves and others.

It is the duty of all members to notify any committee member of any situation or circumstance that concerns them, or that they feel may affect the safety of any person. This must be done as soon as possible, and then confirmed in writing if appropriate.

The nominated leader of all junior activities has the specific responsibility for the safety of all those involved.

For club events, the nominated "Person In Charge " has specific responsibility for the safety of all those involved.

Should an injury be sustained by a Junior, his/her parents are always to be informed. Great care is to be taken with head injuries, however minor.

3.3 Accidents

A first aid kit is located in the HSSC club house and additional kit located in the yellow waterproof container attached to the safety boat. These kits will be inspected periodically by a suitably qualified person to make sure they are properly equipped.

If an accident occurs at any event, full details must be entered, as soon as possible, in the HSSC Accident Folder, which is located in the club house.

It is the duty of all persons to ensure that any accident is reported.

3.4 Organisation of Club Water-Based Activities

A full copy of the club's Risk Assessment is attached at Appendix A of this Operations Manual. The assessment covers all appropriate areas of the club's activities. Organisers of club sailing events shall assess the risks associated with running an activity. The race officer or other suitably qualified person shall authorise club related on-water activities, taking into account the following:

- The actual and forecast weather conditions covering the activities.
- The experience of the participants.
- The proposed sailing area of the activity.
- What patrol craft are available, and are they suitable for the activity.
- Are there sufficient people available to put on the activity, and what is the experience of the organising adults and safety boat personnel.
- What equipment is available (eg safety equipment, first aid equipment).
- What means of communication, including radios if deemed appropriate, is available.
- Do any of those involved in the activity have special needs that could affect either their own safety, or the safety of others and if this is the case have additional measures been taken to minimise the additional risk.

Based on the assessment of all the above factors, the organiser shall have responsibility for deciding whether the event takes place, and who shall be allowed to participate.

For club days where sailing activities will take place, the safety boat should be on the water, with at least two crew available to man the boat, one of whom should hold a suitable qualification or have been deemed competent to operate the boat.

It is the responsibility of the participant to ensure that they are wearing a suitable buoyancy aid for their relevant water based activity.

The club has some buoyancy aids which may be available to be used by participants on the water. These should be appropriate for the persons weight and size. It is understood that non-swimmers are particularly at risk and the wearing of a correct life jacket is recommended.

It is recommended that all persons who may have reason to doubt the efficiency of any buoyancy aid or life jacket in a particular circumstance, for example, age, disability or body weight, tests the flotation device under controlled conditions before going on the water.

Attention must be given to young and elderly persons and those who have special needs. For example, they may not be personally aware of the dangers of hypothermia and heat exhaustion, or they may find it difficult to judge their stamina accurately. All members should be alert to these and other potential dangers and advise the "Person in Charge" immediately of any concerns.

3.5 Communication

Communication with sailors is of primary importance.

The sailing or operating area should be clearly defined and known to all afloat. A pre-session brief shall be given when appropriate prior to any special event to ensure that all participants know what is intended and are aware of safety matters.

The safety boat outboard is fitted with a kill cord and this must be used by the person in control at all times when the boat is in use on the water. The person in control shall also be responsible for ensuring all crew are within the boat and holding on tight during manoeuvres.

3.6 HSSC Major Incident Procedures

In the event of any serious accident or catastrophe which directly or indirectly concerns or involves HSSC the following procedures must be followed:

- Deal with the incident in an appropriate way or find someone who can.
- Contact the Commodore or “Person in Charge” as soon as possible.

General Conduct

- Do not discuss the incident with anyone or give any opinion unless they are a member of a relevant public service e.g. Police, Ambulance, Fire, Social Services etc. In those circumstances try and avoid “UNOFFICIAL” discussion, and if appropriate have a witness present during “OFFICIAL” discussions.
- Under no circumstances talk to the media.
- The spokesperson for the club is the Commodore or the person designated by the Commodore.

Notes For Spokesperson

- Ensure that the occurrence is reported to the RYA who will take over the handling of any incident if it is extremely serious.
- Issue a written statement to the media after appropriate consultation.
- Only participate in an interview after appropriate consultation.
- Ensure that insurance issues are considered and met.

3.7 HSSC Emergency Plan

Protect lives:

- When advised of an emergency situation, act as quickly, calmly and as effectively as possible
- Provide emergency first aid
- Protect individuals from further harm
- Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved
- If lives are at risk or there is serious injury, contact emergency services
- Isolate the cause of the incident (e.g. turn off electricity, isolate gas)
- Clear the water of boats as necessary, while you deal with the incident
- Evacuate the premises as necessary

Take control:

- The Officer of the day (OOD) or, if operating as a Training Centre, Principal / Chief Instructor, will take immediate charge of the situation until an incident co-ordinator is appointed
- Appoint a small management committee, with outside advisors to support the incident co-ordinator if required – dependant on the severity of the incident
- If there is a fatality, the prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs
- Maintain a record of key information, actions and communication with the media carefully logging all details of an incident
- Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place
- Protect and ensure the welfare of all those involved and any witnesses

Inform agencies:

- Make sure you have the following information:
what the problem is, your location, how many are involved, when it happened.
- Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media
- Notify the relevant OOD and Commodore
- Determine if you need to contact other agencies? Police, RYA, Local Authority, Harbour Master, environment agency, electricity, water or gas suppliers?
- In the UK, if it is a water-based incident on a coded vessel, you are legally required to inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. For non-coded boats this is recommended but is not a legal requirement.
- If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive

- If you have to inform the media, appoint one person to do this and accurately detail to them only the information that is absolutely necessary to hand over. Do not publicise or confirm the name of any casualties until the Police have confirmed that the NOK has been informed, even if the press appear to know who it is. Do not get drawn into speculating about causes, blame or possible outcomes.
- Carefully log an incident and follow up with the committee and persons as necessary to learn from it and prevent possible re-occurrence.

INCIDENT MANAGEMENT		
Incident	Immediate Action	HSSC Action
Minor injury.	Carry out First aid and Inform HSSC.	Complete Accident Form.
Minor Illness or Injury Requiring medical attention.	Carry out First aid and Transport to Doctor or Hospital, Inform HSSC, Inform Next of Kin.	Complete Accident Form, Inform Committee member.
Serious Illness, Major Injury Requiring immediate medical attention.	Carry out First Aid, Dial 999 call Emergency services, Doctor, Inform HSSC, Inform next of kin.	Complete Accident Form Inform Commodore / Committee member and RYA Prepare a report of incident.
Fatality	Dial 999 Call Emergency Services, Doctor Liaise with investigative agencies, Inform HSSC.	Inform Commodore, RYA, Compile report, prepare statement for the press. Interview witnesses away from area of incident Ensure all Risk assessments are complete and available.

3.8 Medical Information

Any member (or their parent in the case of someone under the age of 18) that has a medical condition that could affect their safety on the water should make sure that their sailing companion is aware of the issues and any action that may have to be taken.

If the member would also like the committee to be aware of the condition they can complete the form below and passed to one of the committee members.

Note, that due to data protection issues the information passed to the committee will not be readily available to ordinary members but would only be passed to someone completing first aid measures if and when required.

Your name:	
Address:	
Date of birth:	
Medical Notes:	
Medication or remedy:	
Dietary requirements:	

It may be necessary to contact someone on your behalf. Please give as many contact telephone numbers as possible.	
Name:	
Address:	
Tel:	
Mobile:	
Dated	

3.9 Manual Handling

“Think Back” before lifting. Use lifting equipment where provided and safe to do so i.e. you have the appropriate skills and knowledge to use the equipment.

Where there is a previous history of back pain, please inform the person in charge.

If you suspect that a load will be too heavy, large or awkward to lift unaided, ask for assistance. Assess the load.

Beware of possible obstructions or uneven surfaces and steps in your path.

Gloves should be worn if there is a likelihood of hand injury. (EG, using the winch).

Position yourself at the load with your feet approximately hip width apart, one foot pointing in to the direction of the load, the other pointing in the intended direction of travel and arrival – this avoids twisting.

Bend the knees slightly but keep the back naturally straight.

Grip the load securely, keeping your back naturally straight and your arms close to your body. Lift the load letting your leg muscles take the strain.

When lifting to a height, do it in stages, i.e. from floor to knees, knees to waist level etc.

Ensure the load does not obstruct your vision.

Move off in the direction your advance foot is pointing, keeping the load closely to your body.

4. Action in the Event of a Fire (See Appendix C)

If you discover a fire or suspect the presence of a Fire.

- Give the alarm by shouting "FIRE".
- On hearing the alarm or if you have given the alarm PROCEED IMMEDIATELY to the nearest available exit and leave the building. Do not stop to collect belongings.
- Summon the Fire Brigade directly by dialling 999 at the first possible moment when it is safe to do so unless you are aware this has already been done.
- All people should proceed to the designated fire assembly point.
- **THE ASSEMBLY POINT IN THE CASE OF FIRE IS THE BEACH FRONT**
- It is important that you do not remain near the entrances of the building which has been evacuated as this can restrict the evacuation procedure and hinder access for the fire service.
- Do not re-enter the building until you have been informed that it is safe to do so.
- As a rule all fire fighting should be left to the professionals i.e. the fire service.
- Any attempt to fight a fire with fire extinguishers should only be made by appropriately trained or experienced people where the fire is of a small nature or impeding on an exit route.

5. Use of Club Boats / Craft

5.1 Hiring Policy / Booking Form

There is a club boat hiring policy and booking form that must be read and completed prior to taking out a club boat onto the water. Appropriate hiring fees must be paid in advance to the race officer of the day, club secretary or commodore.

All boats that belong to the club are, by definition, the property of the members.

It is expected that boats / craft are used for their prime purpose e.g. training, racing, cruising and patrol or other approved club activity.

Club boats / craft must be kept to a safe standard.

RYA qualifications are recognised by HSSC as an indication of a person's capability.

The fact that a member of HSSC does not hold a qualification does not necessarily detract in any way from that member's capability or ability to use any boat / craft.

In the event of damage caused by unreasonable behaviour or abuse, the member may be liable for the full cost of the damage.

Members who have been given permission to use a club boat / craft are expected to fully acquaint themselves with the operation of the boat / craft and check it prior to use. The club cannot be held accountable for any shortcomings.

5.2 Use of Club Power Boats/ Craft

The committee is responsible for this boat / craft including maintenance, fuelling and its allocation for club events.

The power boats can only be used by people with the appropriate experience and approved by a committee member.

The club power boats are not available for personal recreational use. Members wishing to use these boats for other purposes outside club organised events are to obtain permission from the committee or Commodore. Any defects are to be advised to a committee member.

5.3 Use of Club Sailing Boats / Craft

The club owns the following sailing dinghies which will be maintained by members:

- 1x Topper
- 2 x RS Fevas
- 2 x RS Visions
- 4 x Windsurf boards

Club sailing boat / craft may be used on any club day or club organised event unless otherwise advised. The club boats are not to be used outside these times unless approved by the committee.

For use of the club boats / craft outside these times, permission must be obtained from the committee. If permission for use is granted it will be the responsibility of the member to ensure that the boat has the appropriate insurance for the activity (including third party insurance). Should any damage or incident occur during the period the person borrowing the boat / craft will be responsible for any uninsured losses.

When a new member has joined the club he or she must have demonstrated to the committee that they have the appropriate sailing skills before being authorised to use the club boats/ crafts.

The allocation of the boats currently is on a first come first serve basis but consideration for the wishes/hopes of other members should be accommodated wherever possible. If more than one member wishes to use the same specific boat then a "gentleman's agreement" should be made to share use of the boat during that session.

Reference to a committee member should be made when an agreement cannot be made. The committee member will decide on priority. The decision will be based on fairness, racing & training considerations and the members who best represent the club.

For club races, in addition to those who may grant permission, the Race Officer may cancel the permission to use the club boat due to weather or other factors on the day particularly level of safety boat cover.

All club equipment must be washed as necessary and returned to its appropriate storage immediately after use.

Any loss of, or damage to club equipment must be reported to a committee member immediately (no later than the day of occurrence).

6 Craft Storage

6.1 General

Storage is provided at Hythe and Saltwood Sailing Club for dinghies, windsurf boards and kayaks.

Permission to store a craft within the club grounds will only be granted after approval of the compound steward

No craft may be stored at the club without prepayment. Any exception must be authorised by the compound steward, Commodore or committee.

Storage charges will be determined by the committee and published in membership renewal documents. All boats must be fully insured by the owners of the boats.

The club does not accept any liability for dinghies stored within the club grounds. Storage is at the member / owner's own risk.

The club storage compound must be kept locked at all times when not in use.

Safety is paramount, and is the responsibility of every member. If suspect practice or equipment is observed, please notify a committee member as soon as possible

6.2 Dinghy Compound

Please keep the park as tidy as possible, and put spent tape, ropes etc in black dustbin outside the club house.

Ensure boat covers are secure. Ensure all halyards are tied down

Lock the clubhouse and gates before / after you sail or leave the club grounds.

7. Operation of Club Rescue Boat's and Winch

7.1 Attaching an engine

- You will need to be an engine locker key holder to access the engine.
- Where possible 2 people should lift the engine from its trolley onto the transom of the rescue boat.
- Once the engine is secured, ensure the safety line is attached to the eye on the transom. Place the drainage bung in and place the fuel tank into the boat, and attach the fuel line to the engine, and open the air breather screw on the fuel tank filler cap.

7.2 Starting the engine

- Lower the engine into the water by gently pulling the engine forward, to disengage the securing latch, and then lower.
- Turn the throttle to the neutral position.
- Place the kill cord clip (wrist elastic) into the engine kill leaver.
- Prime the engine by pumping the fuel line primer and the small engine primer.
- Open the choke.
- Pull the starter rope until the engine starts.
- To rev the engine push the gear disengagement button, on the left side of the engine, and rev the engine with the throttle.
- Turn the engine off by pushing the red button on the end of the throttle.
- To raise the engine turn it off, put the throttle into forward drive, and pull the engine housing forward slowly allowing the securing latch to engage.
- Remove the engine in the reverse order.

7.3 Operating the winch to bring in club rescue boats.

The winching in and out of any club rescue boat is to be overseen & operated by the Race Officer of the day. He will be assisted by the two Rescue Boat crew on duty.

Only club members who have received winch training by the Winch Safety Officers (Lee Rhodes, Dave Finch, Marc Carney, Chris Addison, Tony Wyatt, John Shillibeer and Michael Spice) should operate the winch. If members use the winch without the prior training, they do so entirely at their own risk.

Safe Operation of the winch for rescue boats.

1. The Race Officer is in control of the winch remote control system. He/she oversees that the promenade is clear of boats/trailers and the general public in any areas of potential hazard. They will be in overall control of winching in / out the rescue boat at all times. Prior to winching he/she should carry out a visual check on the winch and rope to ensure there are no snags or issues.
2. The two Rescue Boat crew should reel-out the winch and attach the karabiner to the stainless-steel connecting 'eye' on the rescue boat trailer.
3. One Rescue Boat crew member should remain with rescue boat at all times and the 2nd person (banksman) will be half-way up the beach with clear visual contact to both the Race Officer and the other Rescue Boat crew member remaining with the boat. The banksman will relay signals / messages / safety alerts between the Race Officer and the Rescue Boat crew member remaining with the boat. A VHF radio may also be used for this purpose if required (Low tide, etc).
4. Once the trailer is safely connected to the winch the Rescue Boat crew member remaining with the boat should give the command to the Banksman or Race Officer to commence the winching.
5. Whilst the boat is being winched they should ensure that no one stands in front of the rescue boat and that the area is clear of any general public at all times.
6. If the Race Officer has any reason to stop the winching of the Rescue Boat, they may do so at any time. He/she will only operate the winch remote control unit with no objects or persons distracting them and without the use of a mobile phone.

Winching of club members boats.

If club members 'boats are being winched in, it is the club members responsibility to ensure safety at all times. The club will not be held responsible for any incident, accident or damage caused when an individual club member uses the winch on their own or another club member's boat.

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A1 - BOAT HANDLING

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: boat in transit falling/hitting someone. Severity: bodily injury, unlikely to be serious. Probability: low</p>	<p>All club members and guests.</p>	<p>All people involved in lifting to be vigilant. Extra care to be taken in strong winds. Boats in transit to be reversed down inclines.</p>	<p>Boats to be manoeuvred using appropriate number of persons. Residual Probability: low</p>
<p>Hazard: mast falling All people in area. during stepping. Severity: serious injury. Probability: low-medium with less experienced helpers.</p>	<p>All club members and guests.</p>	<p>Mast to be controlled preferable with two or more people. Before completing the task make sure that area where the mast could fall is clear and that unauthorised people do not enter the area of the lift.</p>	<p>Ensure clearance of power or Telephone cables. Secure secondary line if required. Residual Probability: low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A2 - CLUB WINCH

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
Hazard: Electric Shock Severity: Death Probability: Low	Operator	Periodic inspection by qualified persons. Ensure isolation measures are operational. Ensure electrical cables are intact with no defects.	Residual Probability: Low- medium
Hazard: Entrapment / Crushing Severity: loss of fingers / leg injury Probability: Low-Medium	Operator Public	Training given to Race Officers and Rescue Boat Crew who are in charge of the winch Ensure hands and limbs are kept away from moving parts ensuring safety guards are in place. Ensure public and sailors do not become trapped by rope against trolleys or craft. If unsighted Operator to have banksman or Radio for communication. Operator to not be distracted whenever the winch is being operated or be using a mobile phone. Safety warning signs of the winch being used are to be prominently positioned on the pavement. All winch operation of the club rescue boats to be overseen by the Race Officer of the day. All operation of members own boats/trailers being winched in is the responsibility of the individual member	Instruction & training to be provided for new members. Residual Probability: Low- Medium
Hazard: Failure of rope under load Severity: Death, loss of limb, concussion Probability: Low-Medium	All	Weekly inspection of rope and shackles. Annual service of the winch.	None. Residual Probability: low-medium

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A3 - CLUB SAILING EVENT- SAFETY

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
Hazard: drowning from capsize or falling overboard. Severity: death. Probability: low.	Sailors.	Person in charge to maintain controlled sailing area and adequate safety craft ratio. Everyone on the water to wear adequate personal buoyancy. Responsible person to decide if conditions are suitable for the club event.	None Residual Probability: very low
Hazard: hypothermia from immersion or exposure. Severity: loss of limbs, death. Probability: low.	Sailors.	Person in charge to maintain safety craft ratio. People on water to wear appropriate clothing for the conditions i.e. Wetsuit, Drysuit.	None Residual Probability: very low
Hazard: injury through being struck on the head by boom. Severity: concussion, cuts, bruises. Probability: high for inexperienced sailors.	Inexperienced sailors, i.e. those who have yet to learn the potential hazard that results from an uncontrolled gybe.	Club boats only available to helm's that have demonstrated the appropriate sailing skills.	None. Residual Probability: low-medium
Hazard: injuries from equipment on boat. Severity: concussion, cuts, bruises. Probability: low rising to medium in strong winds.	Sailors -particularly inexperienced	Person in charge to decide if conditions are suitable for club event –risk higher in strong winds. Suitable First Aid equipment on safety boat.	Assess level of risk for conditions. Residual Probability: low
Hazard: injuries from boat to boat/pontoon contact. Severity: crushed hands/legs. Probability: low.	Sailors -particularly inexperienced	Club boats only available to helm's that have demonstrated the appropriate sailing skills.	Assess level of risk for conditions. Residual Probability: very low

A3 - CLUB SAILING EVENT- SAFETY (cont)

<p>Hazard: head or eye injuries from contact with booms or mast whilst boats alongside pontoons. Severity: head injuries, breaks, drowning. Probability: Low.</p>	<p>People who are alongside boats.</p>	<p>The boat helms to keep a good look out.</p>	<p>Ensure boats are unattended for minimum time Residual Probability: very low</p>
<p>Hazard: injuries from tripping/falling off pontoon. Severity: head injuries, breaks, drowning. Probability: drowning low, other medium.</p>	<p>People who use the pontoon.</p>	<p>N/A the pontoon may be a public amenity which HSSC has no responsibility or control over its use.</p>	<p>Remove any unnecessary tripping hazards that belong to HSSC from pontoons. Residual Probability: very low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A4 - RACING SAFETY

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: drowning from capsized or falling overboard. Severity: death. Probability: low.</p>	Sailors / windsurfers	<p>Those racing are experienced sailors aware of risk. The safety boat must be in the water. All participants are required to wear adequate personal buoyancy. Person in charge to decide if conditions are suitable to hold race. Person in charge empowered to reduce length of course or cancel in severe conditions. Safety Boat has First Aid kit on board.</p>	<p>None. Residual Probability: very low</p>
<p>Hazard: hypothermia from immersion or exposure. Severity: loss of limbs, death. Probability: low</p>	Sailors / windsurfers	<p>Safety Boat to be in water. Person in charge to evaluate if conditions are suitable – risk higher in strong winds and racing in the Winter and early Spring / late Autumn. Safety Boats to have First Aid Kit.</p>	<p>Person in charge to have power of veto on participants inappropriately dressed for racing. Residual Probability: very low</p>
<p>Hazard: injury through collision with other water craft. Severity: concussion, cuts, bruises. Probability: medium.</p>	Sailors / windsurfers	<p>The Racing Rules of Sailing are mandatory and will be obeyed by all competitors. These are designed to minimise the risk of collision.</p>	<p>None Residual Probability: low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A5 - BOATS UNDER POWER – SAFETY BOAT			
Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: drowning – from falling overboard. Severity: death. Probability: low.</p>	Operator / Crew	<p>Drowning only likely if knocked unconscious. All people to wear lifejacket /buoyancy aid whilst in powerboats. Person in charge to decide if conditions are suitable for launch–risk higher in strong winds. Only approved people to be in control of the boat.</p>	<p>None Residual Probability: low</p>
<p>Hazard: injury from propeller upon falling overboard. Severity: death or serious injury. Probability: low.</p>	Sailors.	<p>Use of kill cord mandatory for all outboard users. People to sit entirely within boat. Boat user to be vigilant. Person in charge to decide if conditions are suitable–risk higher in strong winds. Only approved people to be in control of the boat.</p>	<p>None Residual Probability: low</p>
<p>Hazard: injuries from boat to boat/pontoon contact. Severity: crushed hands/legs. Probability: low.</p>	Sailors.	<p>Only appropriately skilled people authorised to use boat. The person in charge of the boat to ensure hands/legs in the boat during coming alongside.</p>	<p>None Residual Probability: low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A6 - HAZARDS AROUND CLUB BUILDINGS			
Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: slipping in changing rooms. Severity: bodily injury, unlikely to be serious. Probability: medium.</p>	<p>All club members and guests.</p>	<p>All spillages to be dealt with immediately.</p>	<p>All perceived hazards to be immediately reported to the person in charge. Drains to be kept clear. Residual Probability: very low</p>
<p>Hazard: tripping in club grounds. Severity: bodily injury, unlikely to be serious. Probability: medium.</p>	<p>All club members and guests.</p>	<p>Grounds levelled as far as possible Children to be told not to run on wet or slippery surfaces.</p>	<p>Specific tripping hazards to be removed by re-levelling. Residual Probability: low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A7 - HAZARDS AROUND PROMENADE AND BEACH

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: boats/craft/transport general public on promenade. Slipping/cuts Severity: bodily injury, unlikely to be serious. Probability: low.</p>	<p>All club members and guests.</p>	<p>Keep safety signage on promenade when moving boats/craft. Keep cars/vans off promenade at all times. Ensure no club glasses, crockery or knives are taken onto the beach or promenade. Keep promenade clear and put away all boats/craft safely. Pick up any glass/rubbish found on the beach/promenade and discard as necessary.</p>	<p>All perceived hazards to be immediately reported to the person in charge. Residual Probability: very low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A8 – HAZARDS AROUND CLUB GALLEY / KITCHEN AREA / BBQ

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: slipping/burns/cuts Severity: bodily injury, unlikely to be serious. Probability: medium.</p>	<p>All club members and guests.</p>	<p>All spillages to be dealt with immediately. Keep everything clean and put away safely. Use knives/cooker/oven with extreme care. Do not allow access to the area to children or anyone unauthorised. Wear PPE as necessary. Never leave the galley without trained staff operating it.</p>	<p>All perceived hazards to be immediately reported to the person in charge. Drains to be kept clear. Kitchen tools and crockery to be put away safely. Cooker/ovens to be maintained. Residual Probability: very low</p>

Hythe & Saltwood Sailing Club Appendix A: Risk Assessments

A9 – HAZARDS AROUND CLUB BAR AREA

Risk/Hazard	Who is at Risk?	Measures Taken to Reduce Risk?	What Further Action is Necessary to Control the Risk?
<p>Hazard: slipping/cuts Severity: bodily injury, unlikely to be serious. Probability: low.</p>	<p>All club members and guests.</p>	<p>All spillages to be dealt with immediately. Keep everything clean and put away safely. Put away glasses safely. Empty rubbish bins safely. Use knives with extreme care. Do not allow access to the area to children or anyone unauthorised. Wear PPE as necessary. Never leave the bar without trained staff operating it.</p>	<p>All perceived hazards to be immediately reported to the person in charge. Alcohol dispensers to be kept clean. Residual Probability: very low</p>

Appendix B:

Hythe & Saltwood Sailing Club

Safeguarding Children Policy & Procedures

- 1. Introduction**
- 2. Policy Statement**
- 3. A Code of Practice & Procedures**
 - 3.1. Recruitment (paid staff)
 - 3.2. Recruitment (volunteers)
 - 3.3. Prevention of abuse
 - 3.4. Child Welfare Co-ordinator
 - 3.5. What to do if abuse is suspected/alleged
 - 3.6. Recording information
- 4. Recognising abuse**
 - 4.1. Physical abuse
 - 4.2. Neglect
 - 4.3. Sexual abuse
 - 4.4. Emotional abuse
 - 4.5. Bullying

This policy and its associated guidelines has been introduced in response to guidance from the RYA.

Please see separate full policy detail held on our website and in the club galley area.

Appendix C

Hythe & Saltwood Sailing Club

Fire Safety Plan

1. Means of raising alarm and notifying emergency services

- 1.1. On detection of a fire, the member should telephone 999 and raise the alarm (shouting fire)
- 1.2. Following evacuation the member who discovered the fire should inform the Fire Marshal about the nature and location of the fire.

2. Means of dealing with fire

Members who have been trained in the use of fire extinguishers may attempt to fight the fire, if they wish to do so. However if members are in any doubt about their ability to use the extinguishers effectively, they should evacuate the building immediately.

3. Fire marshal and responsible person for site

- 3.1. There is a signing in book for visitors, ensure this is taken upon evacuation
- 3.2. Fire marshals and deputies are to assist with evacuation, a check of the bar cupboards, toilets, board store, and garage areas.
- 3.3. All members or visitors are advised not to visit any other areas which will not be checked by a Fire marshal without first advising a colleague where you are and when you have returned.

4. Evacuation plan, including people at higher risk

- 4.1. On hearing the fire alarm all people in the building must immediately do the following:
- 4.2. Walk directly to the nearest exit
- 4.3. Walk to the assembly point and ensure the Fire marshal knows you have left the building
- 4.4. Wait at the assembly point until you are told by your Fire marshal that you can return to the building. In the event of an extended emergency where the Fire Services advise that staff should leave the site, everyone should leave, by walking around the perimeter furthest from the club house.
- 4.5. Any persons potentially requiring assistance to evacuate, for example due to disability or pregnancy, must inform the committee, who will carry out a risk assessment for that individual. The risk assessment will assign a buddy to assist during evacuations and identify any additional requirements.
- 4.6. The assembly point for all persons, is on the beach front promenade, shown with a green sign (see Appendix 1 for plan of evacuation routes).
- 4.7. All fire marshals will report whether all the members and visitors they are responsible for have left the building, and will liaise with the Fire and Rescue Service. The Fire marshal is identifiable by their high visibility jacket.

5. Minimising harm to fire crews

Floor plans of HSSC will be available in the Fire marshal's fire safety file, identifying locations of chemicals. Any bottled gas canisters and petrol stored in the designated areas.

6. Communication of plan to members and visitors

Fire marshals are responsible for informing members and visitors about the emergency plan and any amendments to it. The plan is also available on the web site for viewing by all members.

7. Visitors and contractors

- 7.1. Visitors and contractors are asked to sign in and out of the visitors' book at the galley area. The 'visitors' book will be taken out by one of the Fire marshals during any evacuation to ensure all visitors and contractors have evacuated.
- 7.2. The safe evacuation of visitors / contractors is the responsibility of the host of the meeting they are attending.

8. Testing of emergency plan

Evacuation drills will take place once per year by the Fire Marshals.

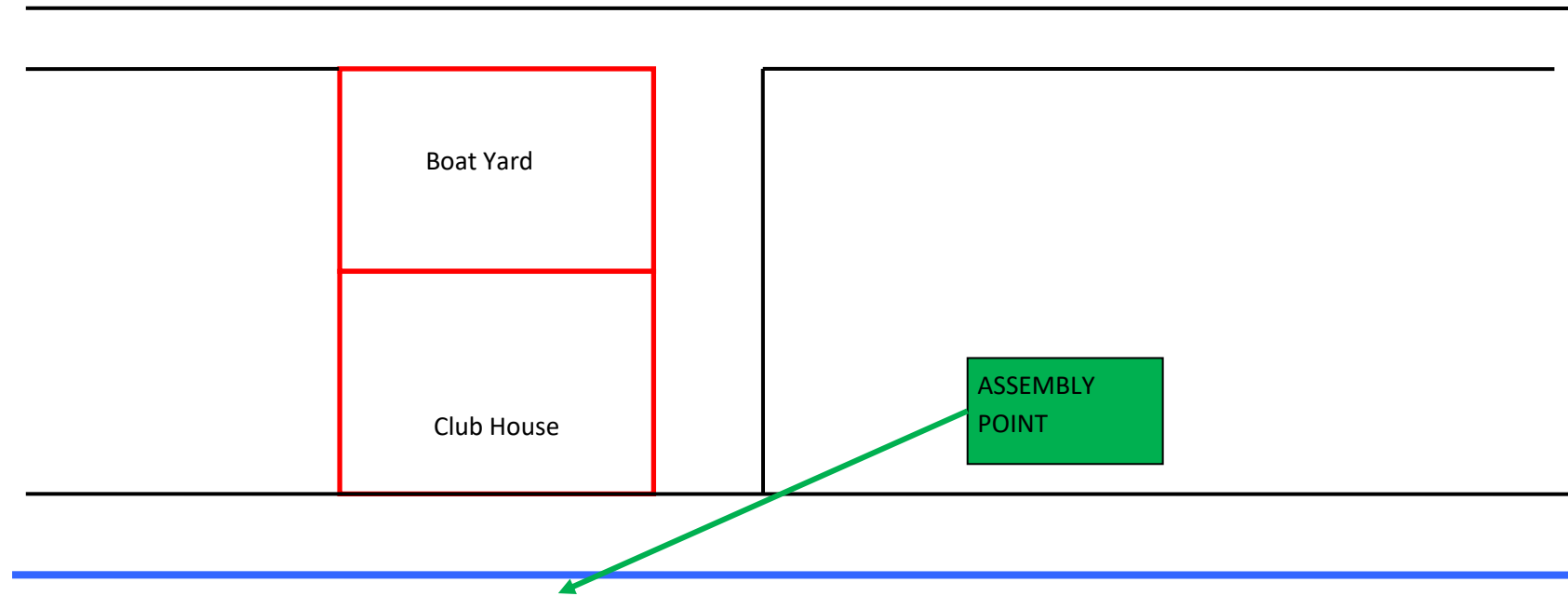
9. Review of plan

9.1. The emergency plan will be reviewed every year by the Fire Marshals and House committee or within 1 month of a test or activation if this demonstrates that changes are required.

9.2. Testing of all fire extinguishers will be carried out annually and safety certificates/records held on file.

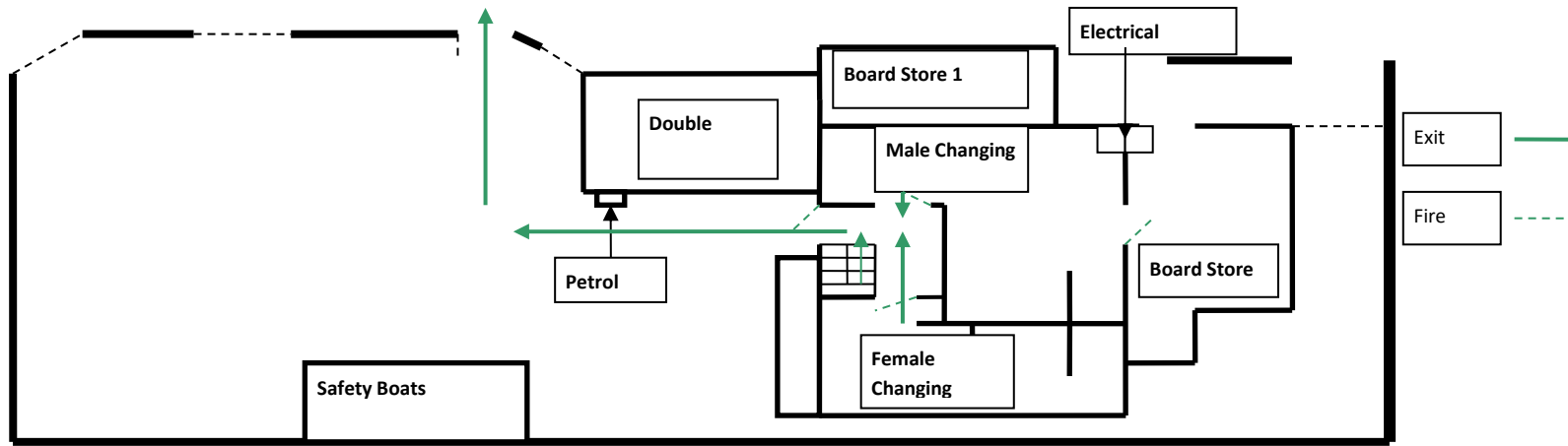
**Hythe & Saltwood Sailing Club
Fire Safety Plan
THE EMERGENCY ASSEMBLY POINT**

South Road



Beach front

**Hythe & Saltwood Sailing Club
Fire Safety Plan
SITE PLAN – GROUND FLOOR**



**Hythe & Saltwood Sailing Club
Fire Safety Plan
SITE PLAN - FIRST FLOOR**

