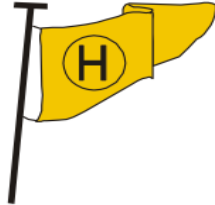


Harlow Blackwater Sailing Club

Health and Safety Manual



Issued by.

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Version Control:-

Draft Version 1.1: June 2023

Distribution: -

Club Notice Board

HBSC (Secretary)

HBSC Race Box

HBSC Website

1. Introduction

This manual contains important information about the club's approach to safety for sailing and related activities. It contains the club's risk assessments and safety policies and procedures that must be followed at all times. In terms of sailing related activities this manual has precedence over any other HBSC procedures.

All club members are notified of the existence of this manual. When completing application forms for joining the club and at membership renewal members are required to sign that they have read, taken note and will follow the requirements of this manual.

2. Club Organisation

Harlow Blackwater Sailing Club is a private members club run by the voluntary efforts of its members. It is governed by a General Committee elected by the members. The general committee of HBSC has the responsibility for managing the safety of its members and visitors whilst engaged in its organised activities both afloat and ashore. The General Committee delegates various areas of responsibilities to sub-committees. An organizational chart is at appendix A.

HBSC is affiliated to the Royal Yachting Association (RYA) and recognizes RYA qualifications.

Regular club racing is organised for club members; the race officer and supporting staff being club members who are volunteers. Open meetings for both members and non-members are also organised by the club.

The club appoints a sailing safety officer (Rear commodore) whose role is to advise the person responsible for specific activities afloat (race officers in the case of racing).

3. Safety Policies and Procedures

In addition to the mitigating procedures detailed in the risk assessments (appendix B) the following policies and procedures apply:

3.1 Personal Responsibilities

The risk assessment for activities on the water makes "Personal Responsibility" clearer than it may have been in the past. All members of the club are expected to have read this manual and be clear about their own responsibilities.

1. 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 appropriate equipment and insurance and that crew are adequately skilled to face the conditions that may arise. HBSC is not responsible for members' safety during water-borne activities not forming part of officially organised club activities.
2. All participating members, or in the case of children aged up to 17 years of age under the guidance of their parents or guardians, are responsible for their own safety and insurance.

3. 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 using the boat is responsible for making sure it is suitable and safe to use before launching.
4. Members are expected to abide by the decisions of the responsible officers for all HBSC sailing activities.
5. RYA sailing qualifications are recognised and recommended by HBSC. However such qualifications are not mandatory and their absence does not necessarily detract in any way from a member's competence.
6. Whilst the club provides sufficient patrol boat cover during organised HBSC sailing events to mitigate risks, this does not detract in any way from sailor's personal responsibilities or the condition that they sail entirely at their own risk.

3.2 Organised HBSC Sailing Events

Sailing events organised under the aegis of HBSC might include; club racing, open race meetings and training sessions.

1. All organised HBSC sailing events must be authorised in advance by the sailing secretary. The sailing secretary will take the advice of sailing safety officer when authorising such events. Organised events will be published in the HBSC Programme booklet.
2. All events will have either a named organiser or in the case of racing events a Race Officer who will be responsible for safety during the event.
3. When deciding to sail, the event organiser or Race Officer shall assess the risks using the risk assessments in appendix B as a base line. They will also take the advice of the club sailing safety officer or leading safety patrol boat driver. They will also take into account:-
 - 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.
 - What equipment is available (e.g. safety equipment, first aid equipment)?
 - What means of communication, including radios if deemed appropriate, is available.
 During the event, the organiser or race officer will keep the above conditions under constant review and will postpone or abandon the event if any change dangerously.
4. At least one safety patrol boat must be on the water to provide cover for all organised sailing events. The club sailing safety officer or leading safety patrol driver will take account of the type and number of boats sailing in the prevailing conditions to determine the number of safety patrol boats required. Each patrol boat will have at least two crew members, one of whom should hold a suitable qualification or have been deemed competent to operate the boat. (see section 3.5) The Race box controller will coordinate communication between patrol boats.

5. It is mandatory for all participants on the water to wear personal flotation devices (PFD) during all organised HBSC sailing events. These should be appropriate for the persons weight and size. Non-swimmers are particularly at risk and the wearing of an appropriate life jacket is mandatory. It is the responsibility of the participant to ensure that they are wearing a suitable PFD.
6. Appropriate clothing such as waterproofs, wet- suits or dry-suits should be worn depending on the air and sea temperature. It is the responsibility of the individual sailor to ensure they are dressed appropriately for the conditions.

3.3 Free-Sailing

Members participating in “free sailing” or cruising outside of HBSC organised events are responsible for their own safety at all times. They should follow the safety advice for “free sailing” contained in appendix C. They should also take account of the personal responsibilities listed in the risk assessment at appendix B.

3.4 Use of club sailing boats

The club owns various dinghies and kayaks which can be used by club members

1. Club boats must be kept to a safe standard by the sailing safety officer (vice commodore)
2. Members who use a club boat are expected to fully acquaint themselves with the operation of the boat and check it prior to use.
3. Members must report any breakage, loss or damage to club sailing boats to the sailing safety officer as soon as possible.

3.5 Use of club patrol boats

The sailing committee, is responsible for the HBSC patrol boats including maintenance, fueling and their allocation for club events.

1. The HBSC patrol boats can only be used by those with the appropriate qualification and experience and approved by the Sailing Committee.
2. The club patrol boats are not available for personal recreational use.
3. The club patrol boats will have the following equipment:-
 - Radio
 - Flares
 - Paddles
 - First Aid Kit
 - Spare fuel can
 - Anchor & warp

4. The patrol boat driver shall be responsible for the safety of the crew and other passengers.
5. The patrol boat outboards are fitted with “kill cords” and these must be used by those in control at all times when the boats are in use on the water.
6. Any breakage, loss or damage to club patrol boats must be reported to the Vice commodore as soon as possible.

4. Accident and Emergency Procedures

The following procedures must be followed in the event of an accident leading to injury or the need for first aid or emergency medical treatment.

A – Injury sustained whilst afloat

1. Initial first aid treatment will be given by the patrol boat driver(s) where/if appropriate.
2. The patrol boat will coordinate by radio with the Race box controller to prepare shore reception so that the injured person can be brought ashore as soon as possible.
3. The patrol boat driver will stay with the injured person until another first aider or the emergency services take over.
4. If the injury is more serious and an ambulance is required, the patrol boat driver will inform the race box coordinator by radio. (If necessary, an ambulance can be called directly by the patrol boat by contacting the coastguard by radio on channel 16.)
5. The race box coordinator will coordinate.
 - Shore reception to aid bringing the injured person ashore
 - A first aider to relieve the patrol boat driver
 - A ambulance to be called if required
 - People to direct the ambulance to the most appropriate place

B – Injury sustained on land

1. Stay with the injured person and get someone to find a first aider.
2. Administer first aid treatment where/if appropriate.
3. Call for an ambulance if the injury is more serious.

A first aid kits are located:-

- HBSC clubhouse
- Club patrol boats.

These kits will be inspected periodically by the Vice Commodore to ensure they are properly equipped. A list of qualified first aiders is posted on the club notice board and in the race box.

5. HBSC Major Incident Procedure

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

1. For incidents requiring medical attention the first priority must be to give first aid treatment or call an ambulance or other emergency services as necessary. Follow the Accident & Emergency Procedures in section 4.

Once this is done

2. Report the incident to the Commodore, or any committee member, if they are not available. (Telephone numbers are held behind the bar)
3. Initially it is only necessary to discuss the incident with members of the relevant public services e.g. Police, Ambulance, Fire, Coastguard etc.
4. The Commodore will initiate and maintain contact with other agencies and parties:-
 - RYA
 - Club Insurers
5. The Commodore will authorize all communication with the media (press. TV etc.)

6. Reporting of accidents, incidents and near misses

Near Misses, incidents and First Aid Treatments can be due to causes which have the potential to result in much more serious incidents or injuries. It is therefore important to record and review all such occurrences so that control measures can be devised and publicised to avoid repeat occurrences.

1. Procedure

All near misses, first aid treatments, incidents and accidents should be recorded on a form that is located in the red hardback folder situated in a rack on the inside of the clubhouse inner door. Alternatively, such events can be reported using the online form available on the Club website <https://www.harlow-blackwater-sailing-club.com/incidentform.php>

2. Review

All events should be brought to the attention of a committee member in case immediate control measures or actions are required. The committee will review all reports at the next available committee meeting and agree appropriate control and publicity measures.

7. Cruiser Launching and Recovery

There is a separate standard operating procedure and risk assessment for the launching and recovery of cruisers which is available on the Club website.

[https://www.harlow-blackwater-sailing-club.com/resources/HBSC Documents/Legal/HBSC%20Cruiser%20Launching%20Recovery%20SOP.pdf](https://www.harlow-blackwater-sailing-club.com/resources/HBSC%20Documents/Legal/HBSC%20Cruiser%20Launching%20Recovery%20SOP.pdf)

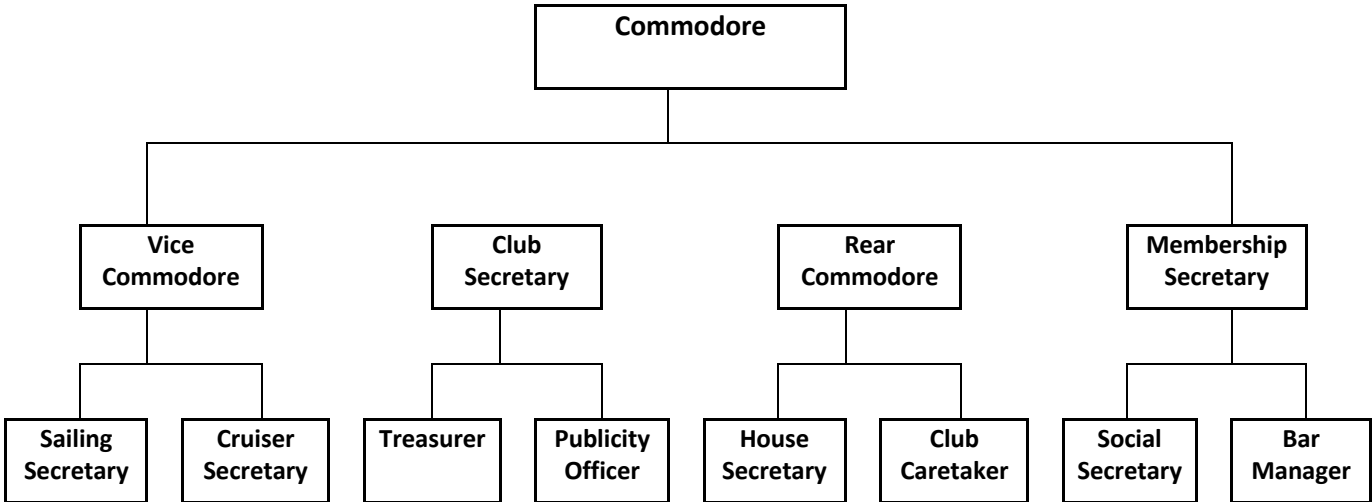
All persons helping with cruiser launching or recovery are responsible for their own actions and their own wellbeing. Also, they are assumed to have read, understood and comply with these documents.

8. Club Bylaws – Use of Jetty and Buoyancy Aids

1. Children must be kept clear of the jetty and main runway when boats are being launched or recovered. Children must wear Buoyancy aids when on the jetty and when on the water
2. The wearing of buoyancy aids for all members is advisable when on the jetty or on the water.
3. Personal buoyancy must be worn while racing. Wet suits or dry suits must always be worn during the winter and spring series

Appendix A

Club Organization



Appendix B

Risk Assessments

| Activity | Hazard | Level of Risk | Mitigation | Residual Risk |
|--|--|----------------------|---|----------------------|
| 1. All activities whilst afloat | 1.1. Drowning | Low | a. The wearing of (PFD) b. & appropriate clothing c. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions d. Individual responsibility for sea-worthiness of boats | Very low |
| | 1.2. Hypothermia | Low | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Very Low |
| | 1.3. Death from cold shock | Low | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Very low |
| | 1.4. Serious injury whilst afloat (no other boat involved) | Low | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility for sea-worthiness of boats | Very low |
| | 1.5. Collision whilst afloat leading to either injury or boat damage | Medium | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility to keep a proper lookout and to take appropriate avoiding action | Low |
| | 1.6 Risk of injury to other water users | Low | a. Individual responsibility to watch out for other water users, particularly swimmers, canoers, and whilst close to shore | Very low |

| Activity | Hazard | Level Of Risk | Mitigation | Residual Risk |
|---|--|----------------------|---|----------------------|
| 2. Dinghy Racing | 2.1. All hazards in Section 1 above | As above | As in Section 1 above PLUS a. Provision of appropriately equipped patrol boats with trained crews. | As above |
| | 2.2. Collision whilst racing leading to either injury or boat damage | Medium | a. As in Paragraph 1.5.a. above b. Individual responsibility to abide by Joint Sailing Instructions. c. Race officer to set appropriate courses to separate classes where necessary | Low |
| | 2.3. Failing to account for all sailors/boats after racing | Medium | a. Club Racing: the use of signing on/off on Whatsapp. | Low |
| | 2.4. Serious injury whilst racing | Low | a. Ability for patrol boats to summon emergency services by radio through HBSC Race Box or through Coastguard (Channel 16) | Very low |
| 3. Free Sailing (inc. Dinghy Cruising) | 3.1. All hazards in Section 1 above | Medium | As in Section 1 above PLUS a. Individual responsibility to let someone know of your intentions. b. Individual responsibility to ensure that there is adequate means to raise the alarm from the sea. c. Individual responsibility to ensure boat has appropriate equipment c. Follow the "Safety Advice For Free Sailing" in appendix C | Low |
| 4. Windsurfing | 4.1. All hazards in Section 1 above | Low | As in Sections 1 and 3 above | Very low |

| Activity | Hazard | Level Of Risk | Mitigation | Residual Risk |
|---------------------------|--|----------------------|--|----------------------|
| 5. Patrol Craft. | 5.1. All hazards in Section 1 above PLUS | As above | As in Section 1 above | As above |
| | 5.2 Injury caused by contact with, or boarding, patrol boat. | Medium | a. Only trained drivers to operate patrol boats b. Mandatory use of the kill-cords c. Briefing of patrol boat crews | Low |
| | 5.3. Injury caused whilst laying or recovering marks | Low | a. Appropriate patrol boat crew training b. Appropriate serviceable equipment available | Very low |
| | | | | |
| 6. Shoreside Risks | 6.1. Tripping, falling on ramp | Medium | a. Keep ramp clear of weed b. Careful stacking of trolleys. | Low |
| | 6.2. Injury during launch and recovery of member's boats | Low | a. Individual responsibility for assessing skills/ability levels in relation to conditions. b. Individual responsibility to be aware of others. | Low |
| | 6.3. Injury when launching and recovering club patrol boats | Medium | a. Minimum of 6 people required to launch boats. b. Boat to be floated on and off trailer at all times. c. Boat to be attached to trailer with safety cable when being moved. | Low |
| | 6.4. Injury when rigging or moving boats around HBSC property. | Medium | a. Individual responsibility to be aware of others (especially general public on sea wall and ramp) b. Individual responsibility for security of boats (especially vulnerable when left with sails up) c. Appropriate handling of windsurfing rigs whilst ashore | Low |

Appendix C

Safety Advice For Free Sailing

The club is open every day of the week for the use of members. Expert advice and support boats are only available during club organised sailing activities. **Members are responsible for their own safety at all times.** In the case of children and youths, parents or guardians are expected to exercise appropriate supervision.

The following suggestions are for guidance only:-

- Arrange to go out with another similar boat and watch out for each other.
- Check the weather forecast – ideally Inshore Waters special forecasts.
- Check times and heights of tides in your chosen area.
- Avoid sailing in a dying wind on an ebb tide
- Check your boat's buoyancy and fixings
- Realistically assess yourself, your crew and your boat's ability to cope.
- Ask experienced sailing people for a second opinion if possible.
- Dress warmly for the conditions – it is easier to take off a layer than put it on.
- Wear personal buoyancy, properly done up, at all times afloat.
- Sail within your 'comfort zone'. Don't take risks.
- Watch the sky upwind for black clouds, fog, rain or wind direction changes.
- Go ashore if you have doubts or get cold or tired – there's always another day.
- If you capsize and can't right it, stay with the boat. Never try to swim to shore.
- Carry a mobile phone in a plastic bag or waterproof container.
- Carry a compass and a waterproof watch. Practice sailing a compass course so you can cope with poor visibility.
- Tell a reliable person ashore where you are going and give them your mobile telephone number(s).
- Arrange a time for your shore mate either to contact you or to raise the alarm.
- Tell your shore mate to stand down when you come ashore.
- Don't stay out alone after your sailing partner comes in.

Additional advice for Dinghy Cruising

- Take drinking water, food or trail bars, extra clothing, paddles or oars, an anchor and warp, towrope, small flare kit, first aid kit and a small toolkit including; knife, pliers, wire cutter, shackles, cord, gaffer tape.
- Also consider; a marine radio, waterproof charts, waterproof torch, outboard motor with extra fuel and spare shear pin
- Ensure that you have the ability to reef or lower sails whilst afloat.