



2. HEALTH AND SAFETY POLICY AND PROCEDURES

Index

- 2.1 Introduction
- 2.2 H & S Policy
- 2.3 Member responsibility for Health and Safety
- 2.4 Club responsibilities
- 2.5 Health and Safety Essentials
- 2.6 Safe working practices
- 2.7 Young Persons Welfare Policy
- 2.8 H & S Inspections
- 2.9 Accidents, Injuries and Major Incidents
- 2.10 Food Hygiene

Appendix A – Emergency Procedure Flowchart

Appendix B – Risk Assessments

2.1 H&S Introduction

2.1.1 The Club will take advice and instructions from the parent body, Tata Steel Sports Club's Executive, Tata Steel Strip Products PLC and its H&S contractors on Health and Safety matters.

2.1.2 This section should be read by members, and training personnel, in conjunction with the Club's Standing Orders, Risk Assessment Registers, the Young Persons Welfare Policy, and other rules, advice, and notices.

2.1.3 Members, including trainees, have a responsibility to cooperate and comply with the guidance and rules issued by the Management Committee, Club officers, the sailing Management team for the day, and the training team, to achieve a safe and fun environment whether afloat or on shore.

2.1.4 All members are required to take reasonable care of their own health and safety, and the health and safety of others, and report any breakdowns or defects so that they can be promptly rectified; concerns should usually be reported to the Commodore via the Secretary, or to the Training Principal.

2.1.5 Members must not change or remove anything provided to safeguard them.

2.1.6. Throughout this document, references to craft, sailing craft, or dinghies, also encompass sailboards; references to sailors include windsurfers



2.2 Health and Safety Policy

The Club strives to: -

- (a) Provide a duty of care and maintain a safe, friendly and healthy environment for members, visitors, Tata Steel employees and subcontractors, Game Angling Section members, and tradesmen.
- (b) Control risks arising from its activities. The Club's risk registers are reviewed when "further action target dates" are reached, or annually whichever is earlier.
- (c) Provide and maintain safe equipment, encourage safe manual handling techniques, and the safe use of hazardous substances.
- (d) Provide information, instruction and supervision for members, to ensure competence in undertaking Club activities.

Linda Ingram

.....

Linda Ingram – Commodore

20th February 2024

Date of next review – November 2024

Date of next issue – December 2024 Management Committee Meeting



2.3 Members and visiting sailor Health and Safety responsibilities

2.3.1 Helms and crews, members and visitors, (including windsurfers) are entirely responsible for their own safety, whether afloat or ashore, and nothing, whether in this document, Club Policies and Procedures, Notices of Race, Sailing Instructions, Casual Sailing Rules or anywhere else, reduces this responsibility; not applicable to trainees – please also read Section 6 of this folder.

2.3.2 Members must wear buoyancy aids when on or near the water; these must be kite marked as at least 50 Newtons and must be secured so that they will not ride up during immersion. Adequate clothing and footwear should be worn to protect against hypothermia; wetsuits and wetsuit boots are recommended for most of the year, and in cold winter months dry-suits with warm undergarments are advisable. Crews of relevant classes of dinghy should consider the use of quick release hooks on their trapeze harnesses (not a requirement at present because hooks are not yet kite marked). Long hair can get tangled in the rigging and hats should be worn to prevent this. Helms (and crews) of dinghies with low booms are advised to wear protective helmets.

2.3.3 Sailors are advised to consider fitting a masthead flotation device to prevent inversion in the event of a capsize, especially dinghies with a small airspace when capsized.

2.3.4 Fundamental Rule of Sailing – rule 1 - Sailors shall give all possible help to any person or vessel in danger; Sailors must look out for the safety of each other, and where a powerboat is not close by, attend a craft in distress or a person in the water, if they are in the vicinity, and it is safe to do so. Sanctions may be taken against those who do not at least enquire if assistance is required.

2.4 Sailing Club Responsibilities

2.4.1 Overall responsibility for the Club and its activities rests with the Club's Management Committee. Issues should be taken up with the Commodore via the Secretary, or with the Training Principal as appropriate

2.4.2 Persons responsible for onshore and on the water activities are: -

For racing and casual sailing - the sail Management team for the day advised by Committee members present at the time.

For RYA training, the Training Principal and, Chief Instructor- dinghies. A Senior Instructor must be present in most circumstances for RYA training sessions, assisted by the instructors, who are responsible for their group of trainees.

For Taster sessions, the Training Principal if present, and dinghy instructors on the day – Taster sessions are not classed as formal RYA training. Assisting the Commodore with the responsibilities are the Bosun, Young Persons Welfare Officer, Safety Policy officer, First Aid Supplies Officer, and Maintenance officer.



2.5 Health & Safety Essentials

2.5.1 Accidents, Injuries and Major Incidents

See Sub-section 2.9.

2.5.2 First Aid supplies and 1st Aid help

The main first aid supplies are held in the marked cupboard in the Secretary's Office, which is situated just off the main entrance hall. Each powerboat in use must carry specific 1st aid supplies (sub-section 6.4) A list of members with 1st Aid qualifications is on the Secretary's notice board;

2.5.3 Gas & Electricity Isolation

The main gas valve is located in a white box on the exterior wall to the north of the boatshed roller shutter door. The electricity consumer unit, comprising RCCB's and the isolation switch, is located in a cupboard inside the Clubhouse, just above the wooden main entrance door.

2.5.4 Fire

To break the windows, a special hammer is located on the North West wall of the lounge, and an exit is available via the double doors in the hallway. If the fire alarm sounds, leave the building immediately and gather at the Assembly Point. A check for missing persons will be organised by the senior official present, who will ask a member to check and report back. Another senior official will be required to turn off the external gas shut off valve, and the emergency services called if the fire cannot be put out. Smoking is not allowed in the Clubhouse, petrol store or on patrol boats.

2.5.5 Galley

See the Club's "Food Safety Management" Policies at Sub-section 2.10.

2.5.6 Hazardous Areas

Take care in the dinghy compound as tie down stakes can trip you up and lead to foot and other injuries. Loose ropes pose a similar danger. Loose masts must not be left where head or eye injury could result. Slipways can be slippery especially when algae is present. Trolleys must not be left in the water after launching, and not block access to emergency vehicles.

"Fuel Store" and "Safe Working Practices" are dealt with under Sub-section 2.6. The Clubhouse floors get wet when in use – members should wipe footwear on the entrance mats and take care not to slip on wet floors.



2.5.7 Maintenance and Repair of equipment

The seaworthiness of Powerboats and the Club's training fleet of dinghies is assessed each time they are used, and a fault log must be completed by instructors, powerboat crews when required – see whiteboard in boatshed. Engines are subject to an annual service and a service record maintained by the Bosun. The 1st aid officer checks supplies ashore and those carried in Powerboats on a regular basis. Other equipment is serviced as required and electrical equipment is subject to annual PAT testing by a qualified electrician.

2.6 Safe Working Practices

2.6.1 Safe handling of fuel

The Management Committee, Bosun, patrol boat crews and instructors are authorised to handle fuel for Powerboats and mowers. When opening up for the day the fuel store door must be kept shut at all times. Patrol boat fuel tanks must be removed from boats and taken to the fuel store at the end of the day. No smoking is allowed adjacent to the fuel store and fuel tanks. Take great care, use the funnels provided, and avoid spillages when decanting fuels, and allow a space for expansion when filling tanks. Ensure fuel caps are tightly refitted immediately refuelling has taken place. If there is a spillage cover the spill from the sand bucket.

2.6.2 Hazardous substances

The Club and its members must ensure safe disposal of hazardous substances, and not contaminate the reservoir water. Members should read the Notices on hazardous substances and safe working practices at relevant locations e.g. the workshop. Algae in the water – see Section 3. Other substances include cleaning materials – see notice on the cleaning cupboard on mixing bleach with other cleaning materials. There are also oils, paints, epoxy glues, acetone etc., used in boat repair. Members should wear the goggles, gloves and masks provided when handling; chemicals should be stored in the designated cupboards after use. Dust masks and goggles must be worn when welding, grinding, or sanding, and persons nearby warned to keep clear. The work area must be cleaned after use.

2.6.3 Manual Handling

Members are asked not to lift, carry, push or pull any items that are outside of their personal capability, and ask for other members to help. This is especially the case when tilting the outboard engines prior to moving the patrol boat up the slipway. See also dealing with powerboats – Sub-section 6.3.



2.6.4 Mowing and strimming

There is a risk from flying stones, and harmful sap from certain weeds, if in contact with your skin. Goggles, gloves, long trousers and sleeves, and substantial footwear, are recommended. Strimmers must not be started with other persons close by. Machines should be returned to designated storage areas after use.

2.6.5 On the Water Activities

See Sub-sections 6.4 dealing with powerboats and rescue

2.8 Health and Safety Inspections

Health and safety inspections will be undertaken annually during March by the Safety Officer in conjunction with the Commodore, the Maintenance Officer, the Training Principal and the Bosun. At this time the Risk Register will be updated and presented to the Management Committee for consideration, and approval.

Food Hygiene inspections are carried out by Neath, Port Talbot on a regular basis.

2.9 Accidents, Injuries and Major Incidents

2.9.1 Minor Injuries

For minor cuts and bruises, treatment by one of the Club's 1st aiders is recommended; for head injuries, an examination by a Club 1st aider is essential. **A list of 1st aiders is on the secretary's notice-board.**

2.9.2 More serious and severe injuries

- (a) Patrol boat crews / trainers should radio the Rescue craft to organise additional 1st Aid assistance, and call the emergency services if appropriate.
- (b) The casualty(s) should be taken on board the powerboat and moved to shore whilst receiving treatment, abandoning their craft.
- (c) In the case of **hypothermia**, the casualty should be insulated from the wind, especially the head, brought indoors, changed into warm dry clothing, given warm sweet liquids if conscious (preferably not tea or coffee), and continuously monitored until they are able to stop shivering.
- (d) If the person is unconscious, or incoherent for more than a short period, or after the above treatment recovery is slow and the person can't stop shivering reasonably quickly, the emergency services must be called; note that shivering will stop when core temperature drops too low.
- (e) In the case of head injuries where casualties appear to be displaying the symptoms of concussion, they should be taken to hospital immediately or an ambulance called.



(f) The Rescue craft, senior officer present, and senior instructor for a training session, will agree which of them will be the most appropriate person to contact the casualties next of kin.

2.9.3 Accident Book

The Rescue craft, or for training, the Senior Instructor, must complete an entry in the accident book for all injuries, and emergencies. The accident book is located in the First Aid cabinet in office of the Clubhouse.

2.9.4 Major Incident

The Rescue craft, a committee member, or the senior instructor's priority is to call the emergency services and ensure immediate treatment and continuing monitoring of the injured; if there is a fatality, the police must be called and they would normally contact the next of kin. Tata Steel should also be called – telephone numbers at foot of Section 18.

A competent person should now **take charge of any major incident**, and take the following action:

- Instruct a minimum of two competent members to take Club's wrecking bar and hammer and chisel and go immediately to the outer reservoir gate, just in case there is difficulty with the locks. The wrecking bar and hammer and chisel are located in the Clubhouse immediately inside the canteen / lounge adjacent to its entrance doors
- These persons should wait at the gate to assist the emergency services, one should accompany the first emergency services responder to the Clubhouse, whilst the other(s) remain at the open gate until the emergency is over. The gate should remain unlocked during this time.
- The competent person should arrange for a record of actions taken: times, names of persons involved in the incident, and obtain statements from witnesses.
- Ensure those involved are removed to an area away from any press
- Set aside a secure area in the boatshed and retain there any equipment, personal flotation devices, relevant to the incident.
- Make an entry in the Club's accident book.
- Make a report to the Commodore / Training Principal at the earliest opportunity, and follow this up with a written report of the incident based on the statements from competent witnesses as above.
- If members of the press are present on the day of the incident, inform them that the Commodore / Training Principal will issue a statement at a later date. The names of casualties are not to be disclosed on the day of the incident.
- The Training Principal will contact the RYA legal department for advice on writing the report etc., at the earliest opportunity



2.9.5 Directions to the Club for emergency services

The Club's postcode is SA13 2NS GPS reference is 51.551219, -3.736424 for air ambulance

Travelling from the West (Neath, Port-Talbot etc.), leave the M4 at junction 38 and take the 3rd exit off the roundabout. If travelling from the East (Cardiff etc.), leave the M4 at junction 38 and take the first exit off the roundabout. Proceed past the entrance to the crematorium, and the BOC plant; then after a quarter of a mile enter the Eglwys Nunydd reservoir

through the double galvanised gates on the left. Proceed within the reservoir grounds for another half mile, taking care with 20mph restriction and the several speed humps. The Club house is now on a promontory to the right; look out for the right turn, up a narrow lane.



2.10 Food Safety Management

Index

- 2.10.1. Introduction
- 2.10.2 Food Safety Management Policy
- 2.10.3. Responsibilities for Food Safety
- 2.10.4 Hygiene,
- 2.10.5 Food Allergies
- 2.10.6 Food Handling and Cooking
- 2.10.7 Safety in the Galley
- 2.10.8 Food Safety Record Keeping
- 2.10.9 Food Safety Management
- Appendix – Legislation – Last inspection date

2.10.1 Introduction

- (a) This document should be read by members to understand the procedures, practices and safeguards the Club has in place, and is developing, to maintain high standards and protect members
- (b) The Club relies on the voluntary services of its members and does not employ any galley staff.
- (c) The galley is open on Sundays throughout the year, and in summer months on Saturdays, Tuesday and Wednesday evenings.

Normally meals are served on Sundays only, and teas and snacks at other times. Certain members have, or are in the process of obtaining, food safety certification; on Sundays, when they are not present, only tinned soups and rolls are served.

- (d) The Club's target is to maintain its record to date where the local council inspection in January 2012 awarded a score of 5 out of 5.

2.10.2 The Club's Food Safety Management Policy

The Club strives to:

- (a) comply with the law on food safety (see appendix 1), and with guidance and recommendations issued by the Environment, Health and Trading Standards department of Neath Port Talbot Council, and the Tata Steel Sports and Social Club's health and safety contractors.
- (b) provide a duty of care to members, visitors, and tradesmen, and maintain a clean and safe environment for the preparation and serving of food and drink.



- (c) control risks arising from the provision of food and drink, and review and revise the relevant section of the Club's risk register annually.
- (d) advise consumers if it is known that food offered may contain substances known to give rise to allergies.
- (e) provide information, instruction and supervision for volunteer members, to achieve competence in safe food handling and related tasks, and encourage and pay fees for such members undertaking courses on food safety.
- (f) not store or serve eggs or cold meats.
- (g) provide countermeasures for dealing with pests.
- (h) keep adequate records, including checks on temperatures and cleaning etc.

2.10.3 Responsibilities for Food Safety Management

- (a) Overall responsibility rests with the Club's Management Committee; issues should be taken up with the Commodore via the Secretary.
- (b) On a daily basis member who volunteer to prepare and serve food and drink must do their best to comply with the Club's food safety Management procedures and practices.
- (c) All members have a responsibility to cooperate and comply with guidance and rules issued by the Management Committee to achieve high standards in food safety.
- 9d) Members are required to take care of their own health and safety and not to perform any act which might jeopardise the health and safety of others in relation to food and drink.

2.10.4 Hygiene

Personal hygiene

- (a) **Wash your hands frequently using the small sink.** Members preparing and handling food should read this document and follow the advice contained in the publication "A Guide for food handlers" (www.highfield.co.uk) located in the galley cupboard.
- (b) If unwell, do not enter the galley if unwell, especially if suffering from a bad cold, sore throat, or skin infections. Make sure that waterproof dressings are applied to any cuts and grazes. If suffering from sickness and diarrhoea **you are advised not to visit the Club at all.**
- (c) At certain times of the year certain algal blooms in the lake water can be dangerous to humans. Always wash hands before consuming food; shower after sailing, do not enter the galley in wet clothing.
- (d) The galley team should don their disposable aprons, hair nets, hats etc; wash and scrub hands and fingernails thoroughly and frequently, using the small sink; turn off taps and dry hands with the disposable paper towels. Always wash your hands after visiting the WC, after handling raw food, waste sacks, and cleaning chemicals and equipment.
- (e) When handling food, glassware, crockery or cutlery, do not wear nail varnish, false nails, watches, bracelets, or rings.



Cleaning

- (a) The galley must be deep cleaned every six months. This means completely emptying the room and cleaning and disinfecting walls, windows, extractor fans, surfaces and under-surfaces, floors, sinks, taps, microwaves, fridges and freezers (inside and out), waste bins etc. Separate disposable cleaning cloths etc., should be used for each category to avoid cross contamination.
- (b) Deep clean all food surfaces, cooker and walls with approved degreaser/sanitizer
- (c) Clean and disinfect the galley and dining surfaces daily before and after preparing food, ensuring separate cleaning equipment for raw food and ready meals. The cleaning process at the start and end of the day is: wash, wipe, disinfect, leave for five minutes, then rinse and finally dry.

Washing up

- (a) Crockery etc., should be pre-cleaned for waste, (do not touch the pedal bins by hand) then placed directly into the dishwasher and allowed to air dry. Tin openers should be scrubbed. Dry crockery and cutlery should be handled with freshly washed hands and stored under cover.
- (b) Cooking pots and pans, too large for the dishwasher, should be pre-cleaned, washed, disinfected with Milton or similar and then rinsed, prior to being air dried.
- (c) Cleaning cloths and brushes Separate disposable cloths and scourers are provided for washing up and wiping surfaces. They should not be mixed up for different tasks and disposed of frequently. Washing up brushes and bowls should be examined and disposed of if showing the first signs of wear or discolouration.

Waste Disposal Bins

Two pedal bins will be maintained dealing with general waste and cans. The bins will be lined with plastic bags and emptied at the close of play each Sunday. The bins will be cleaned and disinfected each month. Waste sacks will be taken to the external bins.

2.10.5 Food Allergy

The galley team will do its best to check food labels and advise on foods known to give rise to allergic reactions – see poster on the cupboard door. Consumers have a duty of care to inform the galley team of food allergies they may have.



2.10.6 Food Handling and Cooking

(a) Separating foods

In the fridge, ready to eat food must be kept above raw food; part used food is to be disposed of. Hot food should not be placed in the fridge. Food labels must be examined weekly and out of date food, showing signs of spoilage or staleness, disposed of. Meats and vegetables must be prepared in different area prior to cooking.

(b) Bread and confectionary

Bread, cakes etc., must be kept under their display cases on the counter and must be handled with a tongs.

(c) Tinned food

Tins will be discarded if showing signs of rust. When opening, if there is no sound or feel of rushing air they will be similarly disposed of. The waste will be separated from the cans.

(d) Fridge and freezer temperatures

Temperatures should remain at or below 5°C for chilled foods, and around minus 18°C for frozen foods. Actual readings must be recorded each Sunday. If the record shows higher readings this must be reported to a member of the Management Committee for action.

(e) Defrosting

Frozen meat products will be purchased in separate small packs, and brought immediately to the Club on the day of use, and placed in the freezer immediately. Small packs not needed, will be kept in the freezer, and their use by dates monitored. After assessing consumer numbers, the requisite small packs will be suitably defrosted i.e. completely thawed whilst keeping separate from other foodstuffs.

(f) Safe cooking

Ready to eat food must be piping hot right through to the centre prior to serving; this means cooked at a minimum temperature of 75 degrees C and 82 degrees C if re-heated. The temperature of all foods cooking must be sampled with a probe; meats (e.g. sausages) should be cut to reveal a change of colour in the centre and not be pink. Stews and soups must be brought to the boil, then kept simmering and stirred frequently.

Always follow the labels for instructions particularly for cooking temperatures. Temperature probes should be disinfected immediately after each use.

2.10.7 Safety in the Galley

(a) Committee members must be shown the gas shut off valve.

(b) Electrical sockets, plugs, or appliances should not be handled with wet hands or cloths.

(c) Wet floors are a slipping hazard and should be kept as dry as possible – see notice on galley door.

(d) Food preparers must stand clear when opening the oven door.

(e) The galley team should be shown how to deal properly with a cooker fire.

Tata Steel Sailing Club



- (f) A 1st aid kit is kept in the galley main cupboard (notice on door).



2.10.8 Safety Record Keeping

The Commodore will arrange for a record as follows:

Opening Checks:

- (a) Fridge, freezer, cooker, microwave and hot water boiler are working properly, and there is no indication that a power cut has occurred.
- (b) Fridge and freezer temperatures are recorded.
- (c) Food preparation areas, work surfaces, equipment, utensils are clean.
- (d) There are adequate stocks of hand-washing and cleaning materials

Closing checks:

- (a) No food is left out. Food past its 'use by' date has been disposed of.
- (b) Dirty cloths have been disposed of and replaced with clean ones.
- (c) The bins should be emptied and rubbish sacks taken to the external bins
- (d) The accident book must be completed for every mishap
- (e) The Commodore will record the deep clean events

2.10.9 Food Safety Management

- (a) The commodore will arrange for recommendations on replacement of equipment utensils, crockery and cutlery, and ensure an adequate supply of disposables and cleaning equipment is stocked.
- (b) The Club's maintenance manager will ensure pest control practices are safe and working (look for signs), and that walls surfaces and flooring are sound thus minimising their ability to harbour germs.
- (c) The Commodore will provide information, instruction and supervision for volunteer members, to achieve competence in safe food handling and related tasks, and encourage members undertaking courses on food safety.
- (d) The Commodore and Safety Officer will meet Council inspectors when required and issue regular reports to the Management Committee.
- (e) The Commodore will discuss any complaints with the galley team, and ensure, as a minimum, that remedial action is taken, and procedures and practices modified where necessary.

2.10 Appendix

(a) Legislation

THE GENERAL FOOD REGULATIONS 2004 FOOD HYGIENE (ENGLAND)
REGULATIONS 2006
REGULATION (EC) NO 852/2004 AND 853/2004

Tata Steel Sailing Club



FOOD SAFETY ACT, 1990 (AS AMENDED)

FOOD LABELLING REGULATIONS 1996

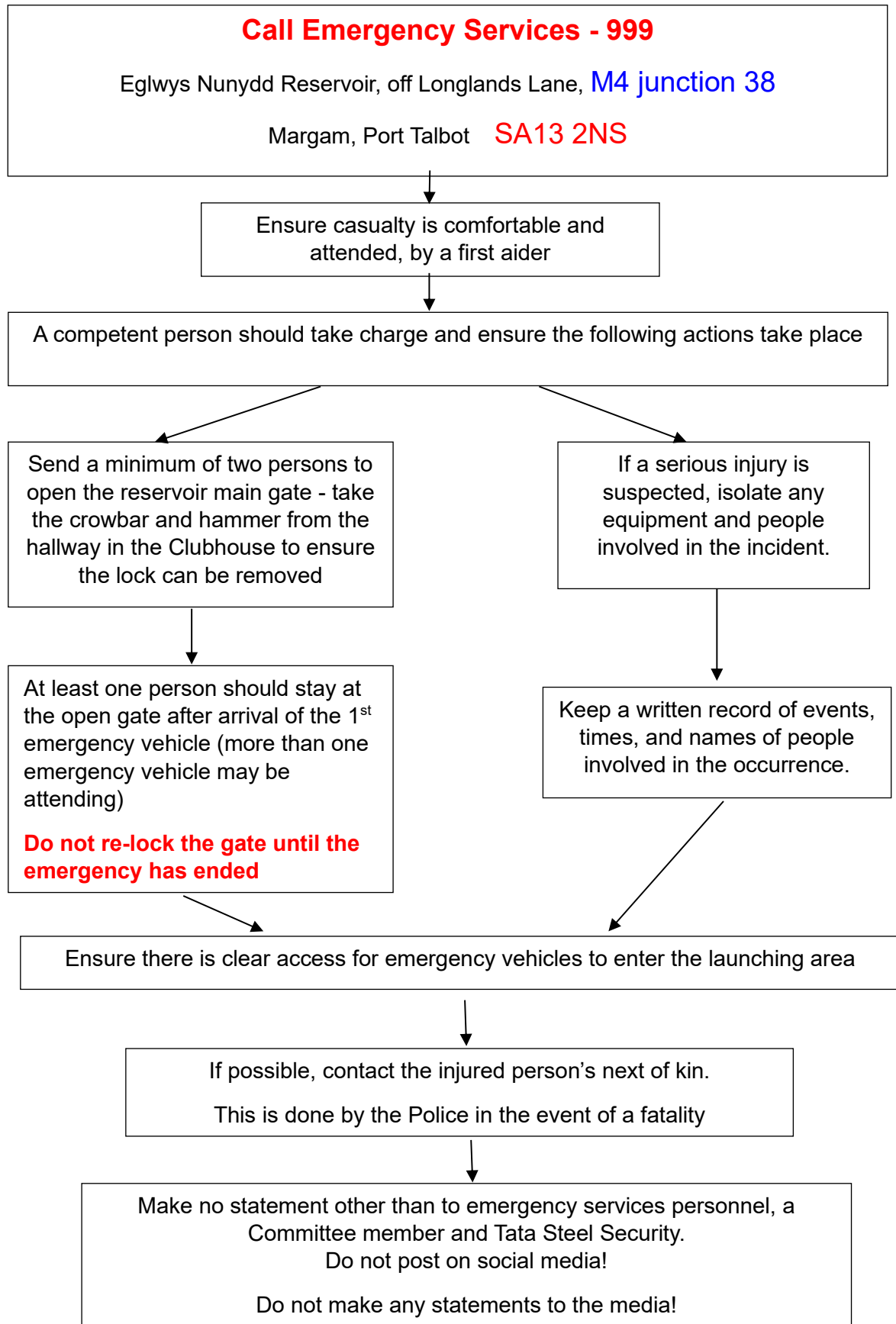
HEALTH AND SAFETY AT WORK ACT 1974

(b) Inspection

The premises were last inspected by Neath Port Talbot Council Environmental Health Dept in January 2012



2. Appendix A – Emergency Procedure Flowchart





TATA Steel Strip Products UK

Eglwys Nunydd Reservoir – Incident Reporting

Works Area: Energy Utilities

Page:

Page 1 of 1

Equipment: 3001-320-7175-0045

Approved By:

Simon Oglesby 15/06/2023

Version 1.0

In the event of any accident or incident occurring at the reservoir which requires the response of Police, Fire, Ambulance, RNLI or Coastguard, the following actions are to be undertaken.

- **Contact 999 – For the emergency service you need.**
- **Contact Tata security 01639 872222 inform security of the nature of the incident, detailing the emergency services that have been requested and request that security inform the on call duty senior manager.**
- **Contact the Energy department Shift Manager 07551 151166.**

Once the above has been actioned, contact the leadership representatives of the section concerned, to inform them of the incident as appropriate. (Fishing/Sailing)

In the event of a serious accident or major environmental incident, do not make any statements to the media, or make any posts on social media related to the incident. This will be handled centrally by Tata Steel UK.

This policy remains extant until updated by Tata Steel UK.



2. Appendix B – Risk Assessments

The club has agreed to a request from its insurers that all members signify they have read these risk assessments. It is important to understand why, and how risks are dealt with at the club. References in this document are made to the “Policies and Procedures Folder” - a copy of which is kept in the clubhouse.

Risk Scoring The score for the **Likelihood** of an event is multiplied by its **Impact** score, to give a total. After the application of countermeasures, a residual risk score is estimated.

Likelihood of risk score

1	Insignificant	Extremely unlikely to occur
2	Very Low	Possible within a one-to-five-year period
3	Low	Possible once per annum
4	Medium	Possible once in a six-month period
5	High	Possible within a month
6	Very High	Possible within a week

Impact of risk

1	Insignificant	Negligible Injury, or harm to environment etc
2	Very Low	Minor Injury, or ill health.
3	Low	Injury or ill health needing 1st aid, or medical advice. Not of significant concern.
4	Medium	Injury or ill health - more than three days loss of work. Harm to the environment.
5	High	Severe Injury or ill health, possibly life threatening
6	Very High	Loss of more than one life

Total Score before countermeasures		Actions to be taken	
1-5	Low	Monitor activity Action within a year	The risk is under control and represents no immediate threat or impact
6-9	Low	Action within six months	ditto
10-15	Medium	Action within 3 months	These risks have the potential to move to red; they need managing and close monitoring, but
16-24	Medium	Within one month	there is no immediate threat which would have a significant impact.
25-29	High	Action within a week	Requires active management.
30-36	High	Immediate action or cease activity	The risk poses an immediate threat and its impact would be significant.

Tata Steel Sailing Club



The club has separate risk assessments (not included here) for Environmental Risks – see Section 3 and a range of special sailing events, such as Open meetings, the club Regatta etc., which are published as part of the event documentation at the appropriate time.

Tata Steel Sailing Club



2.B.1 Risk Assessment – Fire

Risk Description	Impact / comment	Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
<p>If a fire occurs:-</p> <p>Escape routes / evacuation Escape routes may be restricted</p>	<p>Risk of injury or death to occupants from delayed escape.</p> <p>The escape of occupants from inside the clubhouse or boatshed etc., may be delayed while doors are opened.</p>	3	6	18	<p>Senior person / Senior Instructor (SI) on duty to ensure all exits are unbolting, open, and unobstructed.</p> <p>A hammer to break lounge windows is located on the north west wall adjacent to the windows.</p> <p>SI briefs instructors and trainees on fire drill; all persons to leave building when alarm first sounds.</p> <p>Senior officer / SI checks the building is empty / headcount when outside at the meeting point (Race Hut). External gas valve to be turned off.</p> <p>Maintenance officer and safety officer to check notices and signage annually.</p>	<p>In cases of injury Senior officer / SI organise 1st Aid treatment and / or invokes Major Incident procedure. Which is located on the noticeboard in lounge, and in the race hut.</p> <p>Accident book to be completed.</p> <p>Review by Commodore December 2012</p>	10
No equipment containing petrol allowed in the clubhouse or boatshed.	Fire could lead to fatalities / serious injury / loss of clubhouse.	3	5	15	Powerboat fuel containers, and mowers and trimmers must be put away in the separate petrol store, and mower shed respectively.	Senior officer / SI to check daily when locking up at close of play.	5
Automatic Fire Alarms may not function leading to delayed evacuation.	A fire, especially in roof void, might escalate out of control. Risk of injury or death to occupants.	3	5	15	Fire / smoke alarms - 1 in lounge, 1 in hall, 2 in roof have 5-year rechargeable lithium batteries and are 2 years old at Jan 2012; to be tested periodically by maintenance officer, and battery change dates noted.	Review date March 2012 – alarms tested and O.K. Next review Dec 2012	5
Fire Fighting Equipment may not function.	Certain types of fire may escalate out of control	3	5	15	Extinguishers checked January 2012. Appropriate extinguishers sited in key areas - boatshed, petrol store, galley, and entrance hall. Maintenance officer runs audit on equipment annually. Committee members and the training team briefed on the use of extinguishers annually. External hose pipes now available for fire fighting pending arrival of Fire Brigade.	2 new extinguishers bought in 2011. Next review Jan 2013	10

Tata Steel Sailing Club



Appendix 2.B.2 Risk Assessment – Club Premises – Other Hazards

Risk Description	Impact	Raw Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
<p>Food and drink contamination from lack of cleaning / hygiene; contamination from persons who have not washed their hands; inadequate temperature control, and out of date stock</p>	<p>Danger of poisoning from toxins / organisms., including blue-green algae.</p> <p>The club possesses a score of 5 out of 5 following an inspection by Neath Port Talbot council in January 2012.</p>	5	5	25	<p>See also the club's Section 2.10 Food Safety Management</p> <p>Game Angling section lay barley straw in water when algal blooms occur.</p> <p>Food and hygiene safety log completed weekly.</p> <p>Annual inspections by Neath Port Talbot Council.</p> <p>Galley cleaned after use, and weekly. Deep cleaned monthly.</p> <p>Hygiene notices in galley.</p> <p>SI to brief instructors and students on not swallowing lake water, and hand washing prior to eating and drinking.</p>	<p>Senior officers / SI and other instructors to be vigilant.</p> <p>Normally only tinned soup, packeted items such as crisps and biscuits, and teas and coffees served.</p> <p>For large events, named volunteers are enlisted to serve in the galley - food is cooked on the spot, and ordinary members excluded from galley.</p>	5
<p>Danger of burns / explosion</p> <p>Gas cooker used by members generally.</p>	<p>Danger of burns.</p> <p>Gas not switched off properly, leading to possible explosion and fire</p>	3	4	12	<p>Safety notice in galley.</p> <p>SI to brief instructors and students on who is authorised to enter the kitchen</p>	<p>Senior officers, SI and other instructors to be vigilant</p>	8
<p>Electrical equipment Operating equipment, especially with wet hands, may lead to shock</p>	<p>May lead to serious injury or death</p>	2	5	10	<p>The clubhouse has RCCB devices fitted to all electrical circuits. Even so, Principal / SI to brief instructors that students do not operate Projectors, DVD players, and other electrical equipment</p>	<p>Electrical safety certificate received annually.</p> <p>Committee Review December 2012</p> <p>Senior officers / SI and other instructors to be vigilant</p>	5
<p>Electricity Supply</p> <p>Problem with mains supply cable may lead to loss of power</p>	<p>Few safety issues, but potentially serious cost implications</p> <p>Some food in the Freezer may be lost if mains cable fails; alarm system will also fail.</p> <p>Galley is o.k. as hot water is available via gas cooker.</p>	2	3	6	<p>Club premises - new earth cables to ground fitted August 2011.</p> <p>PAT testing carried out annually</p> <p>The clubhouse is in compliance with current regulations and meets electrical safety standards, however, a fault has been identified on the incoming cable; this fault may eventually result in loss of supply.</p>	<p>Fault has been reported to Tata Steel Sports & Social Club, but the incoming supply cable is too expensive to fix.</p> <p>When it fails the club will install a generator and battery system.</p>	4

Tata Steel Sailing Club



2.B.2 Risk assessment – Club Premises – Other Hazards

Risk Description	Impact	Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
Slipping and falling within the clubhouse	May lead to serious injury	4	5	20	Mats provided to dry footwear in entrance foyer. Floors are often wet when the club is in use. Warning signs are on display. Extra care needed when entering the galley, where the floor can also become greasy.	Committee to consider fitting non slip strips at entrance to galley floor. Maintenance officer to review December 2012.	10
Asbestos contamination. Storage shed roof, and clubhouse floor tile adhesive contain asbestos	Danger to all	3	5	15	Survey carried out by outside contractor July 2009. Executive committee of club has considered contractor's report. Contractor states the hazard is safe if undisturbed. Floor tiles in galley replaced Sept 2010, and tiles in hall and office replaced Summer 2012	Storage shed roof to be monitored for damage quarterly.	10

Tata Steel Sailing Club



2.B.3. Risk Assessment – Waterside and Dinghy Compound

Risk Description	Impact	Raw Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
Access for emergency vehicles may be obstructed – outer reservoir gate locked, and vehicles and dinghy trolleys poorly parked	Possible delay in the treatment of the injured, or fighting a fire.	6	5	30	See Club Policies and Procedures Sub-section 2.9 and Appendix “A, on car parking and Emergency Procedures - includes breaking open the reservoir outer gate if locks have been tampered with (see notice in clubhouse), and vehicles and trolleys moved for access by ambulances / fire crews.	Vigilance by senior person / instructors in attendance	5
Slipways can be slippery and there may be a danger of falling, and injury.	Injury to members, guests and visitors.	5	3	15	See Policies and Procedures Sub-section 2.6. Senior Instructor on duty includes a description of hazard in briefings to instructors and students. Suitable number of persons to haul craft up and down slipways.	Vigilance by officers / instructors Slipway scrubbed in July 2012 when highly coated. Review December 2012	9
Incorrect manual handling of large / heavy items	Risk of strains and injury	3	4	12	SI briefing on safe lifting technique - at least two persons to launch and retrieve two person dinghies, more if young persons are involved, and at least four or more for retrieval of rescue craft, dependent on size of craft.	Vigilance by officers / instructors	8
Tripping over dinghy tie down pegs, and slipping in the dinghy compound	Injuries can sometimes be serious	3	3	9	See Policies and Procedures Sub-section 2.5.6 and 5.5. – owners of protruding stakes to be warned by compound manager. SI briefing on the risks to include examples, and a ban on running in the area	Vigilance by officers / instructors Compound manager to report to committee December 2012	6
Falling into the water and swimming from the shore	Danger of drowning / contamination from algae when present	3	3	9	SI briefing on the risks – swimming not allowed from the shore or from craft on the water, unless resulting from a capsized. See notices on Algae when present	Vigilance by officers / instructors	6
Dinghy trolleys left in the water	Other sailors can crash into or trip over	3	3	9	See Policies and Procedures Sub-section 2.5.6 Members to operate a buddy system when launching and returning to shore. Commodore / senior officer reprimands offenders	See also risk register on killer shrimp – Policies and Procedures Section 3.	6

Tata Steel Sailing Club



2.B.4. Risk Assessment – Powerboats/Rescue Craft

TP = Training Principal

SI = Senior Dinghy Instructor

Risk Description	Impact	Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
Under 18's driving power boats on their own. See Sub-section 6.3	Possible very severe injury; minors may not be competent and not fully aware of dangers to themselves and others	4	5	20	Under 18's may drive provided they are not in charge, and must be accompanied by a competent adult, with the permission of a committee member. Officers to be vigilant.	Commodore to review December 2012	9
Insufficient numbers of powerboats deployed / insufficient manning of rescue craft. See Policies and Procedures Sub-section 6.3 and for training Policies and Procedures Sub-section 6.7 number of instructors / powerboats on the water and also 6.7 which deals with rescue cover for dinghy training sessions	Rescues delayed and / or not carried out efficiently and effectively.	4	4	16	Rescue craft to be manned by two competent persons. Minimum is one rescue craft in the water and another on the slipway; more dependent on weather conditions, number, age, and experience of sailors. For training the minimum is at least one rescue craft for 12 training dinghies plus a manned backup craft moored at the pontoon. See also ratio of instructors in other powerboats to teach and supervise students / dinghies. Vigilance by shore-side team / officials / instructors. Lots to be drawn from those intending to sail to man extra powerboats / alternatively sailing is cancelled. All instructors / most senior officials hold RYA powerboat qualifications; the powerboat course covers these points.	Powerboat training for members is a continuing process. Training Principal (TP) to review December 2012. Senior officers monitor rescue cover adequacy, and advise shore- side team if concerns arise	8
Powerboats may break down, leaving those on the water vulnerable in event of an accident. See Policies and Procedures Sub-section 6.3	Rescue delayed	4	4	16	Commodore / Training Principal ensure powerboats are serviced, maintained, and repaired as necessary. Commodore maintains service record. Powerboat crews / SI ensure pre-launch checks are done, including, oil and fuel, and when on the water the engine starts and water pump functions; that the engine is locked down and warmed up prior to use. Shore-side team deploy backup powerboat in the event of a breakdown.	Commodore - Review December 2012	8



2.B.4. Risk Assessment – Powerboats/Rescue Craft - continued

TP = Training Principal

SI = Senior Dinghy Instructor

Risk Description	Impact	Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
Radios are left ashore See Policies and Procedures Sub-section 6.3	Lack of communication may lead to delay in rescue.	4	5	20	See Notices in clubhouse and race office. Shore-side team / SI remind powerboat crews / instructors on testing radios prior to launching. Shore-side team / SI duties include switching off and putting radios back on charge in the radio cupboard at close. Senior officials monitor radio use.	Committee members present on the day. Commodore / TP to review December 2012	10

Tata Steel Sailing Club



2.B.4 Risk Assessment – Powerboats/Rescue Craft – Continued

Risk Description	Impact	Score			Risk Controls - Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
Kill cords not worn by drivers (engine ignition cut out)	If kill cords are not worn, all those on the water are vulnerable to runaway rescue craft if in the unlikely event that the driver falls out	4	5	20	See Policies and Procedures Sub-section 6.3. Also part of powerboat training. Two cords are fitted if a young person is being accompanied / trained.	Constant vigilance by senior officers / instructors. Committee review December 2012	10
Standing up, or not hanging on securely in powerboats	Occupants may fall out resulting in possible serious injury	4	5	20	Vigilance by powerboat helm, senior officers and instructors; transgressors reprimanded by senior official at the time. SI ensures this is part of briefing. PB2 training emphasizes good communication between helm and crew when changing speed and direction etc.	Committee to review December 2012	10
Inadequate rescue equipment.	Injury treatment delayed, or lack of 1 st aid materials for injuries.	4	4	16	Powerboat crews check on each deployment of a powerboat that it carries a 1st Aid kit, spare kill cord, knives and wire cutters, plus lines for towing, and throwing. 1 st aid officer checks the content of powerboat and shore-side supplies and the contents of patrol boat 1 st aid kit – see Rules folder 13.1 Contents of powerboats are subject to inspection by the RYA as part of continued approval as an RYA Recognised Training Centre.	TP - Review December 2012	8
Inadequate rescue response	Rescue delayed, consequences could be serious.	4	5	20	The shore-side team briefs powerboat crews on the areas to patrol and monitoring procedures. The shore-side team, and senior officers present, monitor responses to capsizes, and advise powerboat crews by radio if concerns arise. SI briefs powerboat crews on the need for close attendance to the training fleet. Performing rescues is covered in the Rules folder Section 15	Committee Review December 2012	10

Tata Steel Sailing Club



2.B.5. Risk Assessment – Sailing Activities – Racing, Casual Sailing, and Training

Risk Description	Impact	Score			Primary Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
N/A to training, but other sailors not completing the daily sailing register (Sign On Sheet) and not reading the accompanying Conditions of Sailing	Sailors may not be aware of their responsibilities for themselves, their dependents, and others	4	4	16	Members also declare their adherence to Club rules and procedures when they complete a membership application / renewal form. Officials to speak to transgressors. No race result will be recorded for offenders	Committee to review December 2012	9
Major incident involving serious injury or death. This could be the result of a breakdown in member adherence to club rules, procedures, and policies. Fortunately, no major incident has occurred for may years.	Possibility of maiming or death.	2	6	12	Adherence to rules, procedures, and policies is a continuous learning curve for new and existing members and visitors; Members have to sign a declaration that these risk assessments have been read. The Risk Assessments are also published on the club's website. If things do go badly wrong, the club has a Major Incident Procedure see noticeboard in lounge and Race Office; see also section 18 of the Rules folder.	Committee to review December 2012	9
Sailors struck on head by the boom, or similar injury which may result in in a fall into the water whilst unconscious. See also Policies and Procedures Section 6.3 for Waterside Activities.	Risk of head injury / drowning.	3	6	18	Prevention is part of basic sail training. See Policies and Procedures Sub-section 6.3 re protective helmets All persons on the water including windsurfers are required to wear a properly secured buoyancy aid, kite marked at least 50 Newtons; monitoring by club officials; sailors ordered off water for non-compliance. Patrol boat procedures for dealing with capsizes and persons in the water. See Policies and Procedures Section 6 and notices in the Race Office. Radios used by patrol boat personnel to communicate with Race Officer / shoreside instructor, including preparation for receiving injured party. Once ashore sailors with head injuries are required to be examined by a 1 st aider, and casualties displaying symptoms of concussion must be taken to hospital immediately, or an ambulance called.	Constant vigilance by Race officers / Instructors / powerboat crews / senior officials present, especially for inexperienced persons and minors. Race officer and assistant to monitor number of windsurfers on the water, and their return to the slipway – review December 2012.	9

Tata Steel Sailing Club



2.B.5 Risk Assessment - Sailing activities – Racing, Casual Sailing, and Training – continued

Risk Description	Impact	Score			Risk Controls – Countermeasures	Further Action / Responsibility Target date	Residual
		L	I	T			
<p>Sailors / Windsurfers / Trainees in the water resulting from an unexpected capsize or falling from the craft.</p> <p>Capsizing is an inherent part of dinghy sailing, even for the most experienced sailor.</p>	Injury or drowning	6	5	30	<p>Policies and Procedures Sub-section 6.3 on rescue procedures</p> <p>For training, all instructors also hold the RYA powerboat level 2 qualification, and in date 1st aid certificate. Powerboat training includes man overboard recovery.</p> <p>SI / instructors supervise the fitting of a kitemarked buoyancy aid by each trainee.</p> <p>Safety briefing given to trainees at commencement of training on staying with the craft.</p> <p>Instructors ensure capsizing and righting are demonstrated and students then practice the capsize and recovery techniques under supervision. Capsize avoidance techniques are taught.</p> <p>Instructor powerboat / rescue boat in close attendance</p>	Constant vigilance by rescue crews, instructors, and senior officials present.	5
<p>Hypothermia - dysfunction if sailors immersed in cold water for too long, or when windchill is excessive. More likely in winter but members must be aware that it can happen even in summer months</p>	In extreme - possible loss of life.	3	5	15	<p>Subject is part of sail / powerboat / 1st aid training, including warm clothing advice. Members should monitor each other, and look for tell-tale signs...</p> <p>Patrol boat numbers increased in winter months.</p> <p>Once ashore and during treatment, casualty must be monitored by 1st aider till they are able to stop shivering</p> <p>Hypothermia treatment - see Club Policies and Procedures Sub-section 2.9.2</p> <p>List of 1st aiders on clubhouse notice board.</p>	<p>Constant vigilance by Race Officers/ Instructors / powerboat crews / senior officials, especially in winter months.</p> <p>Club to investigate the benefits of applying warm water bottles to the body (not to the arms or legs) – review date December 2012.</p>	9
<p>Entrapment, entanglement arising from the capsize and inversion of craft.</p> <p>Hair or clothing become entangled in dinghy / sailboard equipment.</p>	<p>Risk of drowning</p> <p>Risk of injury, capsize and drowning.</p>	2	5	10	<p>These headings are part of basic sail training. Sailors, especially novices, advised to consider fitting masthead flotation and carrying a knife to deal with entrapment, entanglement, inversion in susceptible boats.</p> <p>See also Patrol Boat procedures in the Policies and Procedures Sub-section 6.3. Wire cutters and knives carried in powerboats.</p> <p>Sailors with long hair advised to wear hats.</p> <p>Sailors to consider the use of quick release trapeze harness hooks (not kite marked yet).</p>	<p>Constant vigilance by Race officers, Instructors, powerboat crews, senior officials present, especially for inexperienced persons and minors .</p> <p>Advice for rescuers is to count heads – if ok, look around for other capsizes; if not ok right the dinghy a.s.a.p – fix a tow line to the opposite shroud and reverse patrol boat away - review December 2012</p>	5

Tata Steel Sailing Club



2.B.5 Risk Assessment - Sailing activities – Racing, Casual Sailing, and Training – continued

Risk Description	Impact	Score			Risk Controls – Countermeasures	Further Action / Responsibility Target date	Residual
		L	I	T			
Collisions with other craft - impact score is medium as the majority are at relatively low speed and any injuries are normally minor.	Risk of serious injury but injuries are rare.	2	4	8	The avoidance of collision is a fundamental rule of sailing taught at the beginning of training. All sailors should keep a look out. Right of way helm / crew shout to draw attention to boats on a collision course “Starboard !!”. Continuous monitoring by patrol boat crews and senior officials	Constant vigilance by Race Officers / patrol boat crews to check whether injuries are sustained.	4
Getting caught out in adverse weather conditions	May lead to injury, or drowning	3	5	15	See Standing Orders in the Rules folder on stopping inexperienced persons sailing. The shoreside team obtain weather forecasts for the day, and make allowance for temperatures. Cessation of sailing in thunderstorms; continuous sounding of club horn, and use of radios to instruct powerboat crews, to recall dinghies to shore. Race officer will cancel sailing if weather is too severe, or the number of patrol boat crews becomes inadequate for the conditions. Special consideration given where sailors are inexperienced, especially youngsters.	Constant vigilance by shore-side team and powerboat crews for changing weather conditions. Review December 2012.	5
Dinghies / sailboards not in a seaworthy condition for launching. For club training dinghies, and powerboat maintenance Policies and Procedures Sub-section 6.3 and 6.1.9	Danger of injury / possible drowning. In extreme conditions craft could sink, or masts fall down	4	4	16	Declaration on condition / seaworthiness of dinghy and the decision to sail signed for by each sailor before launching. Committee members present may advise sailors not to sail, or instruct the Race Officer for patrol boat crews to require any sailing craft to return to shore. SI briefing to qualified instructors on carrying out checks on dinghies and sailboards including rigging and buoyancy – Rigs inspected for each training session; craft not to be used if faults found e.g. faulty forestay. All faults to be record on training notice board in the boatshed. See Rules folder section 16	Novice sailors and minors may not be fully aware of dangers. Training Principal, Bosun and Senior Instructor on duty inspect fault log on training notice board each time they attend the club. Committee to Review December 2012	8

Tata Steel Sailing Club



2.B.5. Risk Assessment - Sailing activities – Racing, Casual Sailing, and Training – continued

Risk Description	Possible outcome before Countermeasures	Raw Score			Primary Countermeasures	Further Action / Responsibility Target date	Residual Score
		L	I	T			
<p>Young Persons Welfare.</p> <p>Abuse of youngsters may occur.</p>	<p>Young persons may be harmed.</p> <p>The Club may not be seen as a safe place for parents to bring their youngsters.</p> <p>Potential loss of membership. Legal considerations</p>	3	6	18	<p>Club has developed a policy and appointed a welfare officer – see Secretary’s notice board about contacting the officer with any concerns etc. See Club Policies and Procedures Sub-section 2.7. Adults should not put themselves in a situation where they are alone with unrelated young person(s), especially ashore. Extra special care to be observed in changing rooms.</p> <p>Groups of youngsters should be monitored by club officials to ensure that healthy banter does not deteriorate into bullying</p> <p>Club officials must be aware that children can be bullied by their own parents.</p> <p>Club officials must take action if they observe abuse or bullying – the abuser(s) must be reported to the Welfare Officer, for action to be taken at the time.</p> <p>If an incident did occur the Welfare Officer or any member would be obliged to report it to the police, after speaking to the young person to ascertain the nature and severity of the occurrence (abuse is the perception of the victim).</p>	<p>The club’s instructors involved in RYA training and Onboard sessions, must hold clear CRB certificates.</p> <p>Training records must contain an image of the CRB certificate.</p> <p>Welfare officer attends seminars held by WYA.</p> <p>Welfare officer to review, and advise committee – December 2012.</p>	6