

## **20 Health and Safety Policy and Procedures**

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

## **20.1 H&S Introduction**

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

20.1.2 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.

20.1.3 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.

20.1.4 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.

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

## **20.2 The Club's Health and Safety Policy**

The club strives to :

20.2.1 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.

20.2.2 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.

20.2.3 provide and maintain safe equipment, encourage safe manual handling techniques, and the safe use of hazardous substances.

20.2.4 provide information, instruction and supervision for members, to ensure competence in undertaking club activities.

## **20.3 Member responsibility for Health and Safety**

### **Members and visiting sailor responsibilities**

20.3.1 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, 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.

20.3.2 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**.

20.3.3 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.

20.3.4 **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.**

## 20.4 Sailing Club Responsibilities

20.4.1 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

20.4.2 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.

## **20.5 Health & Safety Essentials**

**20.5.1 Accidents, Injuries and Major Incidents** – See Sections 7, 18 and 19 of this document.

### **20.5.2 First Aid supplies and 1<sup>st</sup> 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 1<sup>st</sup> aid supplies (para' 13.1)

A list of members with 1<sup>st</sup> Aid qualifications is on the Secretary's notice board;

### **20.5.3 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.

### **20.5.4 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.

### **20.5.5 Galley**

See the club's "Food Safety Management" policies at Section 21.

### **20.5.6 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 Section 19.5.6.

The **clubhouse floors** do get wet when in use – please wipe your footwear on the entrance mats, and take care not to slip on wet floors.

### **20.5.7 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 1<sup>st</sup> 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.

## **20.6 Safe Working Practices**

### **20.6.1 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.

### **20.6.2 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 21

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

### 20.6.3 **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 – Section 13

### 20.6.4 **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.

### 20.6.5 **On the Water Activities**

See Sections 13.14.15 dealing with powerboats and rescue

## **20.8 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.

## **20.9 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.