

## **General Policy**

As a Private Members' Club, operating without premises and run entirely by unpaid volunteers, responsibility for the health and safety of those involved in our activities lies primarily with the owners/operators of the venues used for our events and with the individual skippers of the vessels taking part. Nevertheless, Port Solent Yacht Club is committed to fostering safety awareness and to ensuring as far as reasonably practicable, the health, safety and welfare of its Members, volunteers, participants, guests and members of the public who are directly or indirectly affected by its activities.

This policy and any relevant guidance documents will be posted on the club website.

It is the responsibility of every Member to make themselves aware of the Club's Health and Safety Policy and to be aware of their own limitations in terms of sailing and walking.

## **Responsibilities**

All Club events will be planned by the Committee with health and safety in mind.

For each Club event a Member will act as safety co-ordinator. Typically they will be the Rally leader for on the water events, the designated leader of a social event or the designated leader of a walk. The names will be posted with the event calling notice on the Club website.

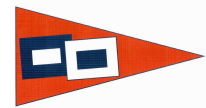
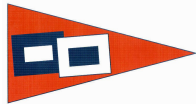
Written risk assessments are not mandatory or required. The co-ordinator's role is to check the venue / walk route / destination for serious hazards, identify the location of fire exits and any safety equipment (such as nearest stretcher or defibrillator) and obtain the appropriate emergency contact numbers so that these can be advised to the members if necessary.

## **Emergencies**

In an emergency on land Members should follow the direction of the venue staff or if no staff are present then those of the designated leader.

In the case of a medical emergency the venue staff or Club designated leader will request help from any medically qualified person present and call for (or ask someone else to call for) an ambulance.

In an emergency on water Members should not hesitate to contact the coastguard directly.



## **Accidents and Incidents**

All Accidents and Incidents should be reported to the Committee by email.

The Club Committee will review any accident or incident report with a view to improving safety at Club activities and where appropriate will take disciplinary action or advise the membership on changes to recommended procedures.

## **Safe Practices**

All Club members have a general duty, within the terms of their Club membership, to take reasonable care for themselves, their families, guests and other Club members.

Any members, volunteers, participants or guests who do not follow required health and safety procedures may be excluded from Club events at the discretion of the club Committee.

Any member who perceives a hazard or unsafe practice should take action to put the matter right (if it is considered safe to do so).

Where appropriate the member should email details to the club Committee.

If a hazard cannot be put right, it should be reported to the venue management.

## **Manual Handling**

When moving any heavy or awkward loads members are advised to consider risks associated with manual handling.

Members and volunteers helping at venues, for example, by moving tables or installing extension leads are expected to follow safe manual handling practices and take care to avoid the risk of injury through, for example, moving hot barbecues, using bad lifting techniques or failure to consider using a trolley.

## **General Fire Safety**

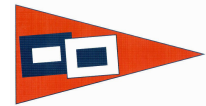
The Club Committee will:

Observe any limits on maximum numbers imposed by the venue when booking events.

Ensure that Club activities or decorations do not introduce flammable materials or substances that would not have been considered in the risk assessments of the venue.

Ensure that access to fire extinguishers and routes to fire exits remain unimpeded.

Ensure that portable barbecues and gas bottles are sensibly placed to minimise potential risk.



## On the Water

Hazards associated with boating are generally well understood by Members and it is Club policy that Skippers are solely responsible for ensuring the safety of both vessel and crew.

Every member warrants the suitability and condition of their vessel and any safety equipment carried as well as the capability of their crew for any activity they may choose to undertake. It is expected that their passage plan, vessel navigation and emergency procedures will take account of prevailing weather conditions.

Members are expected to be courteous and to comply with the COLREGS at all times.

The Club recommends that every Member follows RYA guidance regarding protection from the sun in good weather and ensuring that all crew have clothing and footwear suitable for the prevailing weather conditions.

The Club encourages every Member to consider how best to manage extra risks associated with a potential injury or seasickness, particularly if short-handed or when carrying non swimmers or novice or elderly or infirm crew.

The Club strongly recommends following RYA guidance on victualling, the use of radios, the carriage of first aid kits, lifesaving signals and lifesaving equipment and man overboard recovery.

Every Member should consider safety and possible risk mitigation (including use of lifesaving equipment) at all stages of each trip or activity, including when docking, alighting, boarding, using tenders, personal watercraft, swimming or diving.

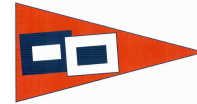
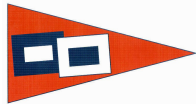
Notwithstanding the above, the Club Committee or rally leader may elect to cancel a rally if fog or poor weather is forecast.

## Personal Safety

The Club will arrange activities and select venues that minimise the risk of pedestrians coming into contact with moving equipment or vehicles but Members participating in Club activities are expected to assume responsibility for their personal safety both at the event and whilst travelling to or from it.

The Club encourages members to consider personal safety and means of calling for help before venturing out alone or at night and to take appropriate measures to improve their night-time visibility.

Activities involving slippery surfaces, uneven ground, proximity to water and unfenced vertical drops all increase the risk associated with slips and falls and Members are encouraged to consider how to minimise the risk to themselves and others when moving around in such circumstances.



## **Food & Allergies**

All food handling, storage, preparation and service activities by Club Members for Club events must be conducted in safe and hygienic areas.

It is the responsibility of every Club Member to minimise their own risks by ensuring they make the Committee or Rally Leader aware of any allergies prior to an event.

## **Hazardous substances**

Flammable materials and harmful substances are frequently used during vessel operation and maintenance. The Club encourages all Members to take particular care in the handling and storage of such material. RYA guidance states that if flares are carried it is good practice to store gloves and goggles along with them.

## **Smoking & Vaping**

Members who choose to smoke or vape must observe the 'No Smoking' zones at any venue and are also expected to take steps to be courteous in pursuing their habit even when outside by actively avoiding causing distress to other Members who may find the smoke distressing or be concerned about the effects of passive smoking.

Since smoking kills and naked flames potentially exacerbate risks associated with gas and flammable materials, the RYA advise Members to avoid smoking below decks and to take particular care to ensure that cigarette butts are properly extinguished before disposal. Cigarette butts should not become litter.

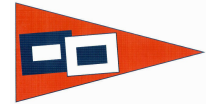
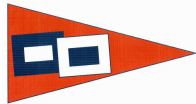
## **Alcohol & Recreational Drugs**

The Club does not endorse or encourage the consumption of excessive amounts of alcohol at any time and Skippers are advised to minimise alcohol consumption whilst in charge of a vessel or participating in any on the water activity.

Recreational drugs are illegal in the UK.

## **Equipment and machinery**

The Club encourages Members to consider their own safety and the safety of others before operating any equipment or machinery. If necessary seek help, take advice or undertake appropriate training before operating unfamiliar equipment.



## Electricity

Since a mains electric shock can be lethal, Members using cabled mains tools and vessel shore power cables are advised to ensure that the equipment, cables and connectors are dry and in good condition before each use. The Club encourages Members to consider using an earth leakage circuit trip and ensure that fuses have the correct ratings for the circuit load.

## Gas

Since gas presents both a fire hazard and an explosion risk, the Club encourages Members to ensure that gas installations are safe and all hoses and regulators are in good condition.

Bottled gas should always be securely stored in a well ventilated area and away from sources of ignition (including barbecues).

Members are advised to turn off at the supply, if gas is smelt or detected on board and to ventilate both boat and bilges to clear any build-up and not to use electrical devices or electrically powered bilge pumps until the gas has been cleared.

## Review

This policy will be reviewed annually prior to the start of the sailing season

## Advice

Health & Safety Executive (for technical advice or interpretation of guidance)

[www.hse.gov.uk/contact/information-advice.htm](http://www.hse.gov.uk/contact/information-advice.htm)

St John's Ambulance (CPR procedure and demonstration)

<https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Consider the RYA First Aid Course (includes CPR, cold water shock and recovery position in a confined space)

NHS advice: 111

Emergency: 999 or 112