	ROSSENDALE VALLEY SAILING CLUB MANAGEMENT SYSTEM	OPM-009 Version No.01 April 2024
	RYA RECOGNISED TRAINING CENTRE	
OPERATING MANUAL: HEALTH & SAFETY POLICY		

This document covers both the RYA RTC and non RYA activities at RVSC.

INTRODUCTION

Guidance from the Health and Safety Executive covering The Health and Safety at Work Act 1974 ('the Act') and the regulations made under state it does not generally apply to volunteers running a club with no employees, unless the club has responsibility for premises like a clubhouse.

Anyone (including volunteers) with control of premises like a clubhouse has a duty to see that the premises, access to them and plant such as equipment and substances provided are safe for the persons using them so far as is reasonably practicable¹. Often this is a shared duty between the premises owner, a management committee and users.

Reasonably practicable: This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, it's not necessary to take action if it would be grossly disproportionate to the level of risk.

RVSC is a water sport based club whose principal objective is to promote and encourage activities on and off the water. Taking part in water sports can be a hazardous activity and does carry risk, so it is beholden on each and every member to take ownership of their own personal safety and wellbeing and be aware of others using the facilities.


RYA COURSES/STRUCTURED TRAINING/ONBOARDING/TASTER SESSIONS.

Any water based activities that are run under the scope of the RYA Recognised Training Centre (RTC), must satisfy the requirements of the Operating Manual Parent document, OPM-001, ensuring that the correct ratios are maintained between trainees, trainers, equipment and powerboats. A senior instructor must be on site and available at all times.

RECREATIONAL WATERBASED ACTIVITIES

We are aware that the scope of water based activities has increased from being primarily a sailing club, we now have sailing, windsurfing, wind foiling, paddle boarding and kayaking all taking place on the water. Access to the clubs facilities are available at all times, on non club days it is therefore not possible for the club to assume responsibility for the safety of members who take part in recreational activities,

Before making the decision to access the water, members must carry out an assessment as to the conditions, taking into consideration aspects such as the wind, weather conditions, temperature and their own experience and competence before going out on the water. Correct clothing and buoyancy aids must be worn as required and driven by the conditions, members who take part in solo activities are also recommended to give details to someone of when and how long they intend to be away.

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Our insurance schedule conditions requires that whenever club equipment is on the water a powerboat must be on the water. A power boat will not always be on the water when activities are taking place, However, when a power boat is on the water, only those members with the required power boat qualifications can operate the boat, when assistance is provided as non-driving crew, members considered as being competent by the person in charge of the boat may accompany and follow all instructions.

Any club member observing any craft or person(s) in difficulty should either call the Emergency Services for assistance or seek the help of other craft. Where life or limb is at risk, the safety of the individual in danger takes precedent, as such, any club adult full member, if they deem it appropriate and believe themselves to have suitable competence and experience, may launch a club patrol boat to seek to render assistance to persons in peril. It should be remembered at all times that the priority is to be the saving of lives before saving a craft.

INFORMAL SAILING COACHING

The RYA Recognition Guidance Notes identifies that “**Training excludes casual instruction by affiliated club members to friends etc.**” It is common for members to give advice to others, all dependant on experience, however, where there is a recognised and planned social sail with the intention of passing on information, it must be made clear to all involved that this is not a training activity, and only personal craft are used, no club dinghies should be used. The use of power boats should adhere to the requirements under Recreational Water based Activities above.


RACING

When participating in club racing it is the responsibility of each participant to comply with the club rules and bye-laws which include obligations relating to the carrying of safety equipment.

Racing may take place without a power boat, where this is the case it remains the responsibility of each person racing to consider carefully the weather and water conditions and their own experience and competence before entering the race.

It shall be the sole responsibility of each sailor to decide whether or not to start or to continue to race.

Where it is decided by consensus that a power boat should be launched such boat shall be launched and manned by a full adult member of the club who has the qualifications commensurate with the task in hand. Although a power boat will endeavour to render assistance to any craft taking part in club racing whilst a race is in progress, no guarantee can be given that a power boat will be certain to give such assistance.

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RESPONSIBILITIES

Commodore

To ensure a safety policy is agreed by General Committee

General Committee

To ensure a safety Policy is implemented within the funding and resources of the Club

Race Officer

To advise and co-ordinate Race Competitors on aspects of the club Safety Policy.

Race Competitors

To comply with Club rules and bye-laws with respect to Health and Safety, and the requirements of the Health and Safety Policy.

To assess their ability to sail with regard to the prevailing and forecast weather conditions, and their own experience and competence.

Bosun

To ensure club Safety Equipment is maintained.

SUGGESTED H&S CHECKLIST

Questions you should ask		Yes	Further action needed	N/A
Car park	Is the car park surface maintained to minimise slip and trip risks?			
	Are vehicle and pedestrian routes/flows and car park and site entrance/exits clearly marked?			
	Is the car park well lit?			
	Can emergency vehicles gain access?			
Movement around the building	Are paths, steps and any ramps to and from the hall properly maintained to minimise slip and trip risks?			
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?			
	Have you provided matting to minimise rainwater etc being carried into the building?			
	Do rooms and corridors have sufficient lighting?			



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	Are corridors clear of clutter?			
	Are there any trailing electrical leads/cables?			
	Are permanent fixtures in good condition, eg seats, shelving, cupboards, notice boards, signage etc?			
	Is internal flooring in good condition, eg are carpets fixed?			
	Where any doors contain glass, is this made from a safety material?			
	Are all stairs fitted with handrails?			
Electrical equipment and services	<p>If you have any fixed electrical installations:</p> <ul style="list-style-type: none"> ■ Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? ■ Are they inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person? 			
	<p>If you own or hire any portable or fixed electrical equipment (eg a cooker or vacuum cleaner etc):</p> <ul style="list-style-type: none"> ■ Has it been visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use? ■ Has any damaged electrical equipment been taken out of service or replaced? 			
Gas equipment and services	If fixed gas appliances are available for use (eg a boiler, cooker, water heater), are arrangements in place for periodic examinations and any remedial action by a Gas Safe registered engineer?			
	If mobile gas appliances are available for use (eg heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?			
LPG (liquefied petroleum gas)	<p>If there is an externally sited LPG installation with a storage vessel:</p> <ul style="list-style-type: none"> ■ Is the area around the vessel kept clear? ■ If it is near a road, is it protected from passing traffic? ■ Have pipes carrying the LPG to the hall been checked to ensure that they are in good condition? 			
Asbestos	Does the hall contain any asbestos?			
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?			
	Is there a system in place (eg fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?			



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	<p>If damaged asbestos has been identified, have arrangements been made to ensure it is either repaired, encapsulated or removed? (The majority of work on asbestos must be carried out by a licensed contractor unless the asbestos fibres in the material are so well-bound-in that the work is lower risk and can be done by a contractor who is not licensed by HSE.)</p>			
	<p>Have records of any asbestos been kept so that asbestos material likely to release high fibre levels can be removed first by licensed contractors if the hall is refurbished/demolished?</p>			
<p>Questions you should ask</p>		<p>Yes</p>	<p>Further action needed</p>	<p>N/A</p>
<p>Fire</p>	<p>Has a fire risk assessment been completed and are adequate fire safety measures in place?</p>			
	<p>Has an evacuation plan been implemented and tested?</p>			
	<p>Is the fire alarm tested regularly?</p>			
	<p>Are fire drills carried out at least once a year?</p>			
	<p>Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> ■ unobstructed; and ■ adequate and effective for the number of people using the hall (including those who are disabled or vulnerable)? </p>			
	<p>Are combustible substances or waste stored safely?</p>			
	<p>Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance? Are staff (and others) trained in how to use it?</p>			
<p>Legionnaires' disease</p>	<p>Do you or users do anything that involves spraying/sprayed water (eg using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (These bacteria can cause legionnaires' disease.)</p>			
	<p>If you cannot avoid spraying water, do you have an up-to-date plan for dealing with this risk?</p>			
	<p>Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (eg temperature checks)?</p>			
<p>Responsibility</p>	<p>Do users have all the information about the hall they need to operate safely?</p>			

This is not an exhaustive list and you should identify any other hazards associated with the operation and maintenance of the hall.

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Additional issues	Further action needed		N/A
	Yes		

Further action needed

Hazards noted:	Action taken and when:	
Name (and position):	Signature:	Date:

Date	Version No.	Description	Change Request Ref.
April 2024	Version 01	Original document reformatted.	Tom Nimmo: Centre Principal.