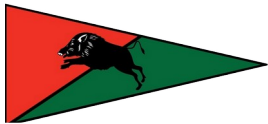


Newcastle Yacht Club

Newcastle Yacht Club

Health and Safety Policy

May 2024



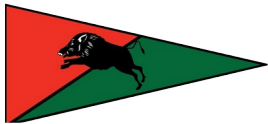
Document History and Version Control

Filename	Date	Status	Comment
DRAFT 001 - NYC Health And Safety Policy	January 2022	Draft	Not issued
DRAFT 002 - NYC Health And Safety Policy	January 2024	Draft	Limited issue for comment
DRAFT 003 - NYC Health And Safety Policy	April 2024	Draft	Include list of missing roles and documents Insert Emergency action plan Insert Child Protection policy Issued for comment
NYC Health And Safety Policy Issue 1 May 2024	May 2024	Issue 1	First working issue



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1 Declaration of Intent

It is the policy of Newcastle Yacht Club (the Club) and of its associated Recognised Training Centre (the RTC) to provide a safe and enjoyable environment for all our members, associates, instructors, course participants, visitors and those taking part in organised activities and training courses. NYC will operate at all times with due regard for everyone's health, safety, and welfare.

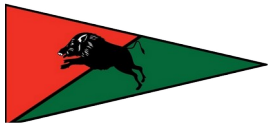
Safety is everybody's business, and the success of our safety policy depends on everyone's co-operation. All members, associates, visitors, course members, instructors, and volunteers are required to take reasonable care for their own health and safety whilst on the Club premises and/or participating in Club courses or activities.

This Policy (the Policy) document sets out our responsibilities, the risks we have identified, and the control arrangements we have put in place to ensure the safety, health and welfare of our members and others affected by our activities, as far as is reasonably practicable.

Our Emergency Procedures are set out in a separate document, referenced in Section 5.

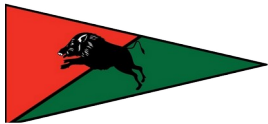
Our Child Protection policy and procedures are set out in a separate document, Section 6.

This Policy will be posted on the Club Noticeboard and Website, and be brought to the attention of all members and associates on an ongoing basis. It will be reviewed at least once a year and all those concerned will be specifically advised of any changes.

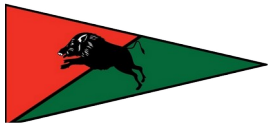


2 Responsibilities

- 1 The Board of Directors of the Club (the Board) has overall responsibility for the safety of all members, associates, and guests engaged in organised activities and training courses. All members, associates, and other participants will be expected to abide by the decisions of the responsible officers for all Club activities.
- 2 It is the responsibility of the RYA Principal to ensure that the principles and procedures related to RYA Powerboat training courses are adhered to and that sailing and boating equipment is maintained to ensure the health and safety of participants in training at the Club.
- 3 It is the responsibility of the Health and Safety officer to ensure:
 - 3.a That the shore-based facilities, equipment and procedures, including firefighting equipment, provide a safe environment and are maintained and tested to ensure the health and safety of those who might be at risk on the Club premises.
 - 3.b that the Club's powerboats, facilities, equipment and procedures providing safety-boat cover for all those involved in organised activities afloat are appropriate, effective and adequately maintained to ensure the health and safety of those at risk on the water.
- 4 It is the responsibility of the Board to ensure that the forward planning of racing events and other events on the water, and the facilities, equipment and procedures provided for all those involved in organised activities afloat (other than RYA training) are appropriate, effective and maintained to ensure the health and safety of those who are on the water under the auspices of the Club. These responsibilities may be delegated to individual race organisers, organising committees or race officers for specific events at the discretion of the Board.
- 5 All members and other participants (or, in the case of those under 18 years of age, a parent or guardian) must at all times accept responsibility for the safety, insurance, suitability and condition of their boats and equipment. The safety of any boat and its entire management, including insurance, shall be the sole responsibility of the owner / person in charge who must also ensure that the boat helm and crew are suitably experienced. The decision to launch craft outside of RTC training is explicitly the boat owner's decision and the Club accepts no responsibility or liability in respect of any such usage.
- 6 All members or visitors keeping their boat on club premises and/or participating in any activity organised by the Club shall insure their legal liability in respect of any third-party claim arising from their use or ownership of their boat for a sum of not less than £2,000,000.
- 7 The Club is not in any way responsible for the safety of members, associates, or any others making use of the Club premises, whilst taking part in any water-based activities that do not form part of officially organised Club activities.



- 8 In the case of courses arranged under the auspices of the RTC, the chief Instructor nominated by the Board (or by the RTC Principal acting on behalf of the Board) has specific responsibility for the safety of all those involved.



3 General Arrangements

3.1 First Aid

First Aid boxes are located in the kitchen area of the Clubhouse and in each rescue boat. These are routinely checked and replenished by the Club First Aid Officer (contact details can be found on the important contacts sheet located in the crow's nest and in the RTC cupboard).

Anyone using first-aid materials has a responsibility to ensure that any items removed for use from any of the aforementioned First Aid boxes are replaced as soon as possible from the spare resources that are stored in the cupboard in the crow's nest and to record this in the FA book provided there for this purpose. If any item is not available, then the FA officer should be informed as soon as possible for replenishment, either in person or by a note left to this effect in the FA Book.

A list of qualified First-Aiders (qualified to HSENI Emergency First Aid at Work or equivalent standard) can be found on the Club and on the RTC Noticeboards and is also available in the Crow's Nest.

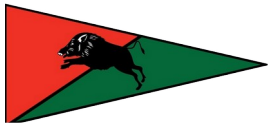
3.2 Accidents/Incidents

In the event of a serious accident, the next of kin should be contacted. First Aid should be applied where necessary by a designated first aider. If necessary, the emergency services should be contacted.

A set of blank Accident / Incident and Near-Miss forms is kept in the Race Officer's cupboard in the crow's nest and also in the RTC cupboard. It is the duty of all persons to ensure that any accident (or other incident that could have given rise to injury or accident) is reported to a member of the Board, or to the Instructor-in-charge in the event of a training course. This person must as soon as possible enter all relevant details in the appropriate form and should sign (legibly) and date the entry. For security and confidentiality, to comply with GDPR requirements, the folder of all completed forms will be kept in the locked RTC cupboard. Access to the RTC cupboard in respect of these forms will be available to the Commodore and to the Club Health and Safety Officer, in addition to the Chief Instructor and the Principal of the RTC.

The completed forms should regularly be checked by the Club Health and Safety Officer or in the case of the RTC by the Principal. Any relevant preventative action should be initiated and a report should be made to the Board as appropriate.

The Health and Safety officer will ensure that relevant incidents are notified to the local Health and Safety Executive in fulfilment of legal requirements.



3.3 Fire and Electrical Safety

Fire extinguishers are located in the Clubhouse, in the powerboat store, and in the old Lifeboat shed. Regular inspection and maintenance of this equipment is the responsibility of the Health and Safety Officer.

Formal fire evacuation drills are not a requirement; but all participants in any course or event should be advised of fire exits and procedures prior to the commencement of the course.

Action to be taken on discovering a fire (see also the Club Emergency Action Plan) will be that any person discovering a fire will raise the alarm, in particular by alerting all persons in the premises to evacuate; and will operate a fire extinguisher, providing it is safe to do so. If the fire cannot be immediately contained, the Fire Brigade must be summoned.

The Assembly-area for those evacuated in the event of a fire is the small dinghy park opposite the main door of the Clubhouse.

A full report must be written up as soon as possible using an accident/incident report form (as above).

Marine engine and other fuels shall be stored in suitable containers, kept in the appropriately designed fuel store in the Old Lifeboat Shed.

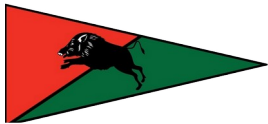
All electrical equipment shall be regularly inspected and tested for electrical safety by qualified personnel in accordance with legal requirements. A register of such testing shall be maintained.

First aid contacts can be found on the important contacts sheet, located on the club notice board, and in the Emergency Action Plan.

3.4 Tripping/slipping/falling hazards

Boat storage in the boat parks, in the rescue-boat shed and in the Old Lifeboat Shed will be appropriately managed to minimise the risks of tripping or slipping.

All slipways and jetties will be assessed on a monthly basis and if a hazard is found the relevant authority will be informed.



4 Risk Assessments and Control Arrangements for Club Activities

4.1 Introduction

Dinghy sailing and powerboating, whether cruising or racing, will always incur some risk. Understanding the nature of these risks enables measures to be taken to reduce risks to an acceptable level. This assessment defines the potential hazards involved and assesses the risk of each hazard. It reviews what procedures are currently in place to minimize risks and where appropriate makes recommendations for further actions to reduce risks to 'As Low as Reasonably Practicable' (ALARP).

This risk assessment has been developed and approved by the Board. This risk assessment will be reviewed at least annually by the Board who are charged with the task of maintaining and updating the document.

The scope of this risk assessment primarily focuses on identifying potential hazards for dinghy sailing activities and training courses, in particular:

- Dinghies on the water
- Powerboat use on the water
- Launching and recovery of dinghies and safety boats
- Additional issues in relation to training courses and open days

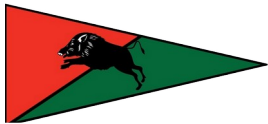
Potential hazards for each activity are identified from previous experience, from knowledge and experience of past incidents, and from additional sources such as the RYA, RNLI and from currently active Risk Assessments as implemented by other clubs.

Each potential hazard is evaluated taking account of the safety measures already in place. The risk level for each hazard is evaluated as Low, Medium or High for the following categories of risk, taking account of "likelihood" as well as potential severity of injury:

- Death or injury to Club Members, other participating dinghy sailors, visitors, or members of the public.
- Financial loss to the Club as a result of damage to Club property or claims from third parties.
- Adverse publicity impacting on the ability of the Club to continue to function as at present, particularly the ability to continue to organise dinghy racing.

Control Measures are identified to reduce the risk level to ALARP (as low as reasonably possible). Such additional measures should always be implemented where appropriate.

Identified potential hazards, risks, safety measures already in place plus additional control measures are set out in the attached tables.



Note 1:

Organisers of events or activities that are not organized by the Club, but which involve the use of the Club premises or equipment by third parties (for example use of premises for Lifeguard training or by community groups), must with due diligence carry out their own Risk Assessment and must ensure that appropriate and adequate insurance cover for their activity is in place.

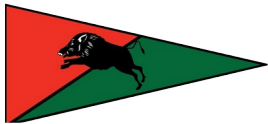
4.2 Amendments

Any serious or potentially serious event should be investigated by the Risk Assessment Group and where necessary, recommendations made to the Board to update this Risk Assessment document and to implement any resulting changes in applicable control measures.



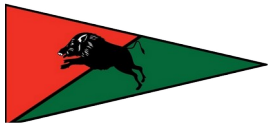
4.3 Dinghies on the Water

Potential Hazard	Potential Harm	Risk	Control Measures to achieve ALARP status
Capsize resulting in crew in water	a) Drowning b) Hypothermia	Low Medium	a) Proper fitting buoyancy aid must be worn at all times when on the water. Rescue Boat in attendance. b) To avoid risk of hypothermia, sailors must wear clothing appropriate for dinghy sailing and immersion in sea water. Appropriate changing and hot-shower facilities are available.
Incident resulting in injury to crew	Cut, fracture, unconsciousness	Low	Safety boat in attendance with first aid kit Safety boat has radio contact to arrange additional support if required If available, Qualified first-aider in attendance
Capsize results in crew being trapped under boat	Drowning, hypothermia	Low	Mast-head flotation fitted when deemed necessary to avoid turtling Safety boat in attendance equipped with wire cutters & knife
Dinghy gear failure resulting in inability to control boat adequately	a) Dinghy unable to return safely b) Collision with other dinghies, vessels	Medium Low	Safety boat in attendance to assist
Collision with other dinghies/vessels	Damage to other vessel, injury to crew	Low	Safety boat in attendance ISAF Racing rules apply
Deterioration of weather	A number of dinghies in difficulties at the same time, with crews unable to cope	Medium	Less able boats/sailors to be sent ashore Additional safety boat to be available and launched if required Race abandonment or postponement Dinghy helms & crews to consider and review their ability for the conditions
Dispersal of fleet	Capsize, crew become unaccounted for, crew in water become separated from boat	Low	Safety boat crew to continuously review number of boats on the water & confirm with Race Officer Race Officer to do likewise Launch additional safety boat if necessary



4.4 Powerboats on the Water

Potential Hazard	Potential Harm	Risk	Precautions in place
Capsize	a) Drowning b) Hypothermia c) Damage to craft d) No safety cover for dinghies on water	Low	a) Proper fitting buoyancy aid must be worn at all times on the water b) Appropriate clothing must be worn for powerboating. c) Club must be adequately insured for damage to safety boat Back-up safety boat available on land. Safety boat always in view of Race Officer (on land) Safety boat helm to be adequately trained/experienced d) Activity to be abandoned, all boats called off water
Breakdown	No safety cover for dinghies on water	Low	Second rescue boat on land to be launched Oars & sea anchor provided on all safety boats
Collision with other craft	Damage to other vessels Damage to club property Injury to crew 3rd parties	Low	Safety boat helm to be adequately trained/experienced Club to provide adequate insurance to all crew and 3 rd party claims.



4.5 Launch & Recovery of Dinghies and/or Powerboats on the Slipway

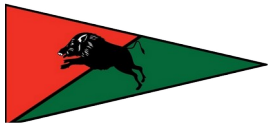
Potential Hazard	Potential Harm	Risk	Precautions in place
Loss of control of launching trolley on slipway	<p>a) Damage to club boats other boats in the launch area</p> <p>b) Injury to club members or members of the public</p>	Medium	<p>Particular care to be taken by all when launching & recovering safety boat</p> <p>Ensure safety boat trolley is held securely at all times & walked into the water, not released</p> <p>Ensure everyone assisting is working together & those not involved keep clear</p> <p>Dinghy owners/helms responsible for safe launch and recovery</p> <p>Dinghy owners to have adequate 3rd party insurance</p> <p>Ensure the powerboat is tied securely to the trailer and the engine is in the trim up position.</p>
Restricted vision when launching on the water	Dinghy/Powerboat collides with swimmer on exit from slipway	Low	<p>Safety boat helm to be adequately trained/experienced</p> <p>Dinghy helm responsible for safe launch and recovery</p> <p>Dinghy helm to have adequate 3rd party insurance</p> <p>Ensure safety warning signage is visible.</p>



4.6 Additional issues in relation to Training Courses & Open Days

This assessment relates to additional factors that must be considered when running sail training courses and Open Days where members of the public can try sailing.

Potential Hazard	Potential Harm	Risk	Precautions in place
Insufficient organisation or loss of control	Incorrect or no decisions being implemented	Low	All training courses must be undertaken in accordance with RYA guidelines and coordinated by a qualified RYA Chief instructor An Event Coordinator with suitable experience must be appointed to control and oversee the event and to make and implement key decisions
Insufficient knowledge of sailing	Drowning, hypothermia, personal injury	Medium	The Chief Instructor and/or Event Coordinator in charge should provide a comprehensive briefing about basic sailing skills, dangers and emergency procedures prior to venturing onto the water Helm should brief the crew on the basic emergency procedures to follow should the boat capsize.
Inability to swim	Drowning	High	Confirmation of swimming skills should be ascertained prior to acceptance on a course/open day.
Insufficient clothing	Hypothermia	Medium	Crew should not be permitted to be on the water if they have insufficient clothing
Dangers around club buildings, dinghy parks and launching area	Injury from tripping, climbing etc	Low	Chief Instructor or Event Coordinator to provide a briefing of hazards posed by equipment & racking etc. prior to starting the course
Medical condition	Condition induced whilst on water or land	Medium	Chief Instructor or Event Coordinator must have medical declaration form & disclaimer filled in by all participants before commencing any activity. Completed form to be accessible in case needed Qualified first-aider in attendance
Powerboat Instructor becomes incapacitated	Loss of control of powerboat	Low	Participants are briefed on safety equipment and procedures before going afloat.



5 Emergency Action Plan

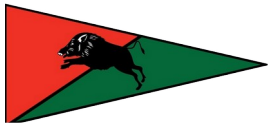
5.1 Introduction

This document (attached separately) sets out the procedures that will come into force in the event of an Emergency at Newcastle Yacht Club. This Emergency Action Plan will be reviewed on an annual basis, or after a major incident.

In the event of any incident the Safety Duty Officer shall be the Club Safety Officer, OOD or the Senior Instructor, depending on activity

Summary of the Safety Duty Officer Role:

- **Raising the alarm.**
- **Assigns a member of the Club to contact emergency service.**
- **Co-ordinates evacuation**
- **Final head count of all Club members and persons present at the Club.**



6 Child Safeguarding Policy

6.1 Introduction

Our Child Safeguarding Policy document (attached separately) sets out our arrangements for ensuring the protection of children and young people. These arrangements will be reviewed on an annual basis, or after a major incident.