



Safety Policy

Introduction

Highcliffe Sailing Club recognises that there are always risks associated with sailing. The club policy is based on the following principles:

- Responsibility for the safe operation of club rests with the members.
- The Policy will ensure, as far, as is reasonably practical, those safe conditions are maintained within the clubhouse, dinghy park and on the water.
- The Policy is intended to minimise the risks associated with activities on the water.
- Club members have a duty of care to take all reasonable steps to avoid injuring other club members and water users or damaging others equipment.
- Members participate in all activities, which are not club training events at their own risk.
- It is a fundamental principle of maritime law that the skipper is responsible for the safety of his vessel and its crew.
- It is the skipper's responsibility to decide whether to start or continue a race.



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Clubhouse

General

Members should treat the clubhouse and equipment with respect and report any faults to a committee member or email office@highcliffesailing.co.uk. The safety/condition of the clubhouse is reviewed at every committee meeting.

Wet and Dry Areas

The clubhouse has a "wet area" (foyer and changing rooms) and a dry area (main hall i.e. dining area and bar). The wet area may be very slippery, and members should take care in this area. Wet clothing or equipment should not be taken into the dry area.

Kitchen/Galley

This area contains similar equipment to a home kitchen. Care should be taken, and children should be supervised.

Fire

The clubhouse has 4 fire exits, the main entrance, the two doors facing the harbour in the galley / bar area and upstairs landing fire escape. Members are asked not to obstruct these exits.

The clubhouse has clearly visible fire extinguishers in the foyer, outside the galley and upstairs. There are also smoke alarms. All equipment is tested annually.

Hazardous Substances/Equipment

All Hazardous substances/equipment must be stored in the race cupboard and bosun's locker with the permission of the committee.

Hazardous substances/equipment (for example DIY equipment) must only be used in the clubhouse with the permission of the committee.

Fuel

Fuel is to be stored in the locked fuel locker and not brought into the clubhouse.

Smoking

Smoking is not permitted in the clubhouse.

First Aid

There is a first aid kit located in the foyer and a list of qualified First Aiders is displayed.



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Dinghy Park

General

Members should report any faulty equipment to a committee member or email office@highcliffesailing.co.uk. The safety/condition of the dinghy park is reviewed at every committee meeting.

Insurance

All boats using the dinghy park must have valid third-party insurance.

Long Term Boat Storage

All boats left in the dinghy park overnight must be tied down securely.

Short Term Boat Storage

Care is to be taken when leaving boats for any length of time (especially if rigged with sails) to ensure they will not move or fall over. If a member finds a boat where this might happen they should alert the owner/user (if possible) before attempting to move it.

Moving Boats

Care should be taken when moving boats, especially if they are rigged. Members are advised to take extra care when moving boats rigged with sails and ensure the boat is always pointing as close into wind as is possible.

Footwear

Members maintain and repair boats in the dinghy park. This can lead to sharp objects or chemicals such as adhesive and paint being left on the ground. Members of the public have access to the dinghy park and can discard hazardous rubbish. Members are advised to always wear footwear in the dinghy park.

Smoking

Smoking is not permitted around the safety boats.



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Public Slipway & Launching Areas

General

Most accidents at sailing clubs happen when launching and landing boats. The grip on the surface of the public slipway and dinghy park slipways / launching areas can change from week to week. There are also underwater hazards such as moored boat's anchors and chains. Members are asked to report any problems to a committee member or email office@highcliffesailing.co.uk.

The condition of the dinghy park slipway and launching areas is reviewed at every committee meeting.

Keeping the slipways clear

When boats are sailing from the club the dinghy park slipways are to be used for launching and landing only and members are asked to keep the slipway clear.

Members must not block the dinghy park slipways by rigging boats on them.

Harbour launching and landing

Members are encouraged to help others when launching and landing boats (without putting themselves at risk). Some combinations of waves, wind and tide can make launching and landing dangerous.

Gundimore Beach launching and landing

We have the use of launching from the beach at Gundimore, mainly for Open Meetings, but must observe the Council's licence terms:

- Gates to be closed immediately after use.
- Access ways must be kept clear.
- Sails to be rigged on the beach.
- Warning signs to be placed at either end of Gundimore.
- Consider all members of the general public.

OODs

Members are reminded that whilst the OODs are encouraged to help with the launching and landing of boats and often do it is not their responsibility and they do not have to. The Club expects members taking part in an activity to help one another launch and land.



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Sailing Area

The Club sailing area is as defined below and illustrated on the chart in the foyer.

- Harbour Sailing
- Sea Sailing

There are several rules for the OOD when setting a course:

- All course marks shall exist entirely within the area defined above - however an element of judgement must be exercised as the definition is approximate.
- Navigation, Christchurch SC, Council marks or any other buoyage / marks must not be used as marks of the course
- The course should be adjusted to take into account the wind direction and strength, making allowance for boats that may in the event of a capsize drift towards the Run and Christchurch Ledge.
- The OOD or club safety boat should be able to see all competitors from where they are positioned.
- The club safety boat will be expected to assist any club member within the Sailing area, whether racing or not. Club owned boats not racing shall not sail outside of the area.

Water Activities

Members participate in all activities, which are not club training events at their own risk. Children are the responsibility of their parent, guardian or a supervising adult during these activities. The club does not carry out risk assessments for members taking part in these activities, it is the responsibility of individual members to make their own assessments of risk taking into account factors such as weather, tides, skill, experience, equipment etc.

The club has only one Rule covering all water activities at all times:

Life jackets or buoyancy aids (Appropriate CE approved, e.g. min.150N life jackets or 50N buoyancy aids) must be worn by all those on or in the water at all times.

Appropriate clothing, such as wet suits or dry suits, suitable for the prevailing weather conditions and temperatures must be worn whilst racing.

Safety Boats

The club will have a minimum of one safety boat on the water during each organised sailing event. This boat shall be launched prior to the start of the event. Members choosing to sail ahead of this accept they are sailing without safety cover. However, in providing this boat the club does not accept any liability. Members and the OOD should take into account the



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number of club boats, the conditions, their own level of competence and the fact there may only be one safety boat before deciding whether or not to take part.

The safety boat crew is expected to provide cover for those racing and for members sailing within the sailing areas.

Water Activities at other times

Members are free to use club facilities and the water at any time. However, they should remember that safety cover is **only available at organised club events** and therefore **they are sailing entirely at their own risk. Club members are required to enter their name and sailing location in the sailing log (in foyer) noting their launch and landing times. The log to be checked by evening lock up duty person to ensure all members are ashore.**

Navigation hazards

Harbour:

- Strong currents near the harbour entrance.
- Mudeford Ferry manoeuvring in strong currents and in confined areas.
- RNLI lifeboat launching for an emergency.
- Moored boats and moorings.
- There are two marked channels of deep water, away from these channels depth of draught is a problem for many craft. A depth of tide 1.4 m above chart datum is a sensible depth to take as minimum.

Christchurch Bay

- 4.5 knots+ current in the “Run” with breaking seas on the “Bar” and the channel is liable to shift during the year.
- There is a post marking the extent of the rock groyne called Clarendon rocks which extends south from the Mudeford sandbank some 200 meters.
- The tides can also be very strong around Hengistbury Head and the “Ledge” can get very rough.

Racing

The following rules apply to all races:

- All sailors’ boats must have valid third-party insurance.
- It is the OODs decision to hold a race or cancel a race due to weather/sea conditions.
- The safety boat(s) will be launched and on the water prior to the start time of the race. It remains on the water throughout the races.
- The OOD must cancel a race at any time they feel they cannot provide safety cover.
- Club members must respect the OODs decision.
- The OOD can refuse entry in a race to anyone they feel is a danger to other sailors.
- The OOD can refuse entry in a race to any boat they feel is un-seaworthy or inadequately equipped for the conditions.



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- The OOD can refuse entry in a race to anyone they feel they cannot provide safety cover for.
- At least 2 of the OOD's should be dressed ready to go out on the water at all times.



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Training Events

The club runs a number of training sessions and events for members and junior members throughout the season.

Club members who will be referred to as coaches in this document run these sessions. These coaches are volunteers

The following rules apply to these events:

- At least one coach will be a RYA Qualified Dinghy Sailing Instructor (coastal) at each event.
- The club will have one safety boat on the water, crewed and in action for every 6 sailing boats (best practice defined by RYA).
- If more members wish to sail than the club can provide safety cover for the members will have to take turns on the water.
- The coaches can stop any member sailing at any time.
- The coaches will decide which member will sail which boat.
- No members can sail unless a safety boat is on the water.
- A qualified First Aider will be present at each training event.

Special Events

From time to time the club will organise special events, for example RYA training days or long-distance races. Some of these events will not be covered by this safety policy or will be run under different policies. If this is the case members will be informed of the different policies/risks either before the event in written notices or during the immediate pre-event briefing.



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Safety Boats

The club owns and operates 2 RIBS and a Rigiflex safety boats. Any member who finds a fault with these boats or their equipment should inform a committee member & write it on one of the laminated fault reporting sheets in the clubhouse or email office@highcliffesailing.co.uk. The condition of the boats is reviewed at every committee meeting.

Safety Boat Drivers

Any member over the age of 16 may operate the club safety boats.

Junior members over 14 years of age may only operate the safety boats if:

- They hold an RYA Level 2 Powerboat Certificate (or higher)
- An adult with an RYA Level 2 Powerboat Certificate (or higher) is also in the boat

Safety boat Checklist

Before launching each safety boat must be checked to ensure:

- The engine will start
- The kill cord works
- At least one line/tow rope is on board
- A first aid kit is on board
- An anchor and warp are on board
- There is sufficient fuel in the tank
- The air vent in the tank is open
- A radio is onboard and working
- There are 2 paddles in the boat
- The boat appears in good working order all round

A kill cord must be worn and used by anybody driving a club safety boat at all times.

Club Sailing Boats

The club has a selection of sailing boats for members to hire during club racing for racing or sailing within the sailing area.

To hire and sail one of these boats members must have:

- Finished a race during the present or previous season, recently been awarded a RYA level 2 Dinghy sailing award or demonstrated to a club coach that they can sail a triangular course, capsize and recover a dinghy in at least 10 knots of wind.
- Filled out a boat hire form
- Signed on to the race sheet (even if they are not racing)
- Have the OODs permission to hire a boat.
- Checked the boat for faults or had the boat checked by another member and agree it is in a suitable condition for sailing



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Club boats are not available to hire if the wind strength is more than force 4.

Any member who finds a fault with these boats or their equipment should inform a committee member & write it on one of the laminated fault reporting sheets in the clubhouse or email office@highcliffesailing.co.uk.

The committee appoints a member to oversee maintenance of these boats. The club undertakes to provide members with safe seaworthy boats but accepts no other responsibility for members who hire boats.

Junior Members and Children

General

There are 3 categories of membership that include children, these are:

Family Member

Comprising a member, his/her spouse and children up to the age of 18, or 25 if in full time under-graduate education.

Junior & Parent/Guardian Member

A member under the age of 16 and their associated adult guardian

Youth Member

A member aged 16 to 18 inclusive (whether family or Independent).

All children under 16 are at all times the responsibility of their parent/guardian or designated adult member acting in loco parentis and that adult must be present (either in the club compound, close by or on the clubs sailing area) whenever the junior member is at the club. One person can act as designated adult for as many children as they feel capable supervising.

To simplify this document the term "designated adult" will be substituted for and can be assumed to mean "parent/guardian or designated adult member acting in loco parentis" from here onwards.

Racing & Events other than Training

It is the designated adult's responsibility to decide whether a child should start or continue a race.

All children taking part in a race must be signed on to the race sheet. The club would also encourage parents/guardians etc to inform the OOD of the following:

- Their level or experience
- Any relevant medical conditions

The OOD can refuse to allow any child to compete in a race if they feel the conditions are hazardous or they cannot provide adequate safety cover. In allowing a child to compete in a race the OOD and club do not take any responsibility or liability for that child. It is the designated adult's responsibility to ensure a child can launch and land safely.



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Supervision of Children under 12 at Racing & Events other than Training

The club would expect a child under 12 years old to be closely supervised by a designated adult. A child under ten should not be left alone on the club premises whilst their designated adult goes sailing and if a child under ten is sailing then their designated adult should either be on the boat with them, on another boat nearby or on the shore monitoring their progress. Designated adults of children over 12 years old should not assume they do not require the same level of supervision and must decide what supervision is appropriate based on the child's experience health and the weather conditions. Club instructors and coaches may be able to advise on a child's sailing ability but the responsibility for deciding on the level of supervision rests solely with the designated adult.



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The club runs a number of training sessions and events for members and junior members throughout the season.

Any child wishing to take part in these sessions can do so provided:

- They have the permission of their parent/guardian
- A designated adult is present (in the club compound, close by or in the club sailing area) throughout.
- The club has been given a Medical Consent Form (see page 11) covering the child during the activity and the coach/club informed in writing of any relevant medical conditions

Supervision of Children at Training events

The extra supervision requirements of the club for a child under 12 do not apply whilst a child is actively involved in a club training session (This allows designated adults to go sailing whilst their children are in training). However, if for any reason a child stops being involved in a training session the designated adult should apply the rules for events other than training.

Supervision of Children during Events over Multiple sites

During these events the rules outlined already apply however the instructor/organiser shall advise of his expectations for parental supervision and may refuse participation if adequate parental supervision is not available.

Guests

Guests are the responsibility of the members who invited them to the club. Those members should be present whenever their guest is in the club.

Members who bring guests to the club should remember that a sailing club can be a dangerous place for the inexperienced and should supervise their guest accordingly.



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Medical consent form

I, the parent / guardian * of:

.....

give permission to the coaches participating in activities during the period

..... (date of event)

to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the organising body of any known conditions and medication requirements.

In addition, if the case arises, I authorise the members of staff to take my son/daughter to hospital and give full permission for any treatment required to be carried out in accordance with the hospital’s diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent / Guardian’s* consent

.....(signature)

Name.....(please print)

Relationship to participant

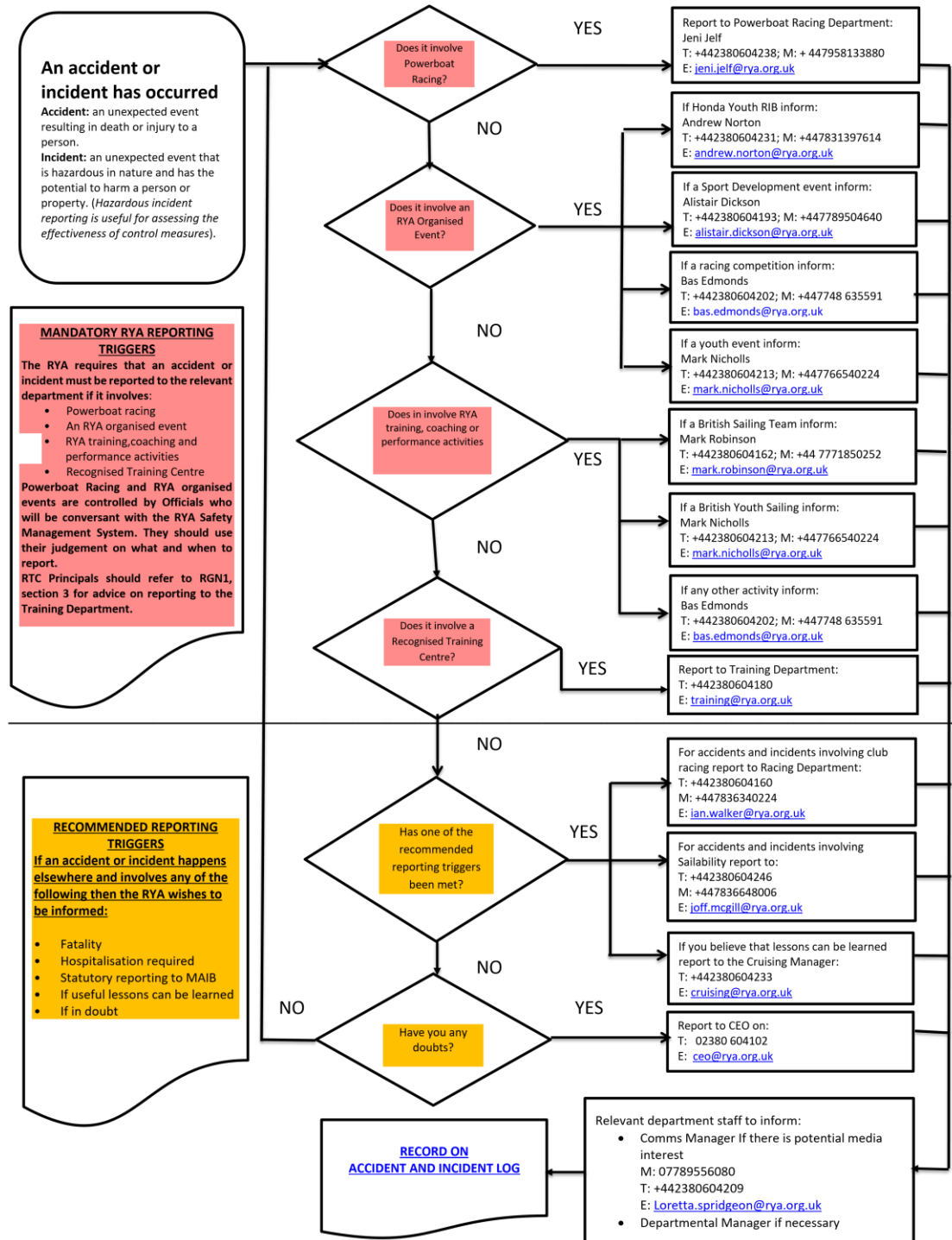
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* delete as applicable



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Triggers for Reporting Accidents and Incidents to RYA



Feedback of lessons learned This might include:



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<ul style="list-style-type: none">• Amending rules	<ul style="list-style-type: none">• Case study at conferences
<ul style="list-style-type: none">• Amending RYA policies and procedures	<ul style="list-style-type: none">• Emailing of any urgent findings to those concerned
<ul style="list-style-type: none">• Further (re) training for staff and volunteers	<ul style="list-style-type: none">• Proposals for amending ISO standards
<ul style="list-style-type: none">• Articles in RYA Magazines and newsletters	<ul style="list-style-type: none">• Communication to the wider boating public through SAN/yachting press
<ul style="list-style-type: none">• Reporting outcomes to the Sport and Recreational Alliance, Sport England, UK Sport, BOA, RYA regions and home countries	