



**HIGHCLIFFE SAILING CLUB LTD** (Founded 1962)

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“Sea Vixen”, Mudeford Quay, Christchurch, Dorset, BH23 4AB Tel. 01425 – 274874

# **Safety Policy And Risk Assessments**



# Safety Policy

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# Safety Policy

## Introduction

All members please be advised that Highcliffe Sailing Club Ltd (HSC) is run by the members for the benefit of the members. We all have a responsibility for our own Health and Safety and the safety of others, particularly our junior members. No guidelines can replace the core responsibilities of all members who sail and paddle, to support each other on and off the water. It is the member's responsibility to please follow the advice and guidance laid down in this safety policy and risk assessments and not to engage in any activity that puts you or others at risk of injury.

Any form of sailing and paddling, especially on the open sea, carries an element of risk. HSC members taking part in sailing/paddling, and in any events organized by HSC, do so at their own risk. The decision on whether to sail or paddle on a given day rests ultimately with the helm and crew of the boat / paddler. HSC however, has a responsibility to ensure that safe sailing and paddling is promoted at all times. The safety policy is based on a risk assessments of HSC's principal activities and are built on the accumulated experience of people who have sailed and paddled at HSC over the years.

The following document includes our Safety Policy and Risk Assessments. All members should read the appropriate sections before sailing, paddling, taking part in club sailing races, organised activities or hiring club boats / kayaks. Safety Boat Helms and Officers of the day (OODs) must be familiar with all sections of this document.

Due to the nature of the Club, sailors and paddlers do not need to provide evidence that they have read this document. However, the Club has the right to remove a member from any activity if they are not following these procedures.

This an active document and should reflect a true account of what happens and will be reviewed every year. Members who wish to comment on the safety policy and risk assessments should contact a member of the committee.



# **Safety Policy**

## **Guiding Principles**

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

- Responsibility for the safe operation of the 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 or of 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 participating in all activities, on or off the water do so 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 sailing/paddling.



# Safety Policy

## 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](mailto: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, changing rooms and toilets) 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 no children under 14 are permitted in the Galley.

### Fire

The clubhouse has 5 fire exit routes, the main entrance, the two doors facing the harbour from the main hall, galley, 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 / fire alarms. All equipment is inspected annually and tested as required.

### Hazardous Substances/Equipment

All hazardous substances/equipment must be stored in the race cupboard and bosun's locker with the permission of the committee. General household cleaners may be kept in the Galley and the bar back room.

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/Vaping

Smoking and Vaping is not permitted in the clubhouse or on the balconies and access stairs. It is also not permitted in the rib shed/bosuns locker or within their immediate vicinity.

### First Aid

There is a first aid kit located in the foyer.



# Safety Policy

## Dinghy Park

### General

Members should report any safety issues to a committee member or email [office@highcliffesailing.co.uk](mailto:office@highcliffesailing.co.uk). The safety/condition of the dinghy park is reviewed at every committee meeting. Maintenance of the slipway and launching areas is the responsibility of Bournemouth, Christchurch & Poole Council (BCP)

### Insurance

All Craft / Kayaks using the dinghy park must have valid third-party liability insurance.

### Long Term Craft / Kayak Storage

All craft / Kayaks left in the dinghy park must be tied down securely.

### Short Term Craft / Kayak Storage

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

### Moving Craft / Kayaks

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

### Footwear

Members maintain and repair craft 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 and vaping is not permitted in or around any HSC boats or members boats/kayaks.



# Safety Policy

## Public Slipway & Launching Areas

### General

Most accidents at sailing clubs happen when launching and landing craft. 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](mailto:office@highcliffesailing.co.uk).

The condition of the dinghy park slipway and launching areas is reviewed at every committee meeting. However, maintenance of the slipway and launching areas is the responsibility of Bournemouth, Christchurch & Poole Council (BCP) and the club is engaged in a continuous conversation with the authorities to improve these facilities.

### Keeping the Slipways Clear

When Craft / Kayaks are sailing or paddling from the club the dinghy park slipways are to be used for launching and landing only and members are asked to keep the slipways clear.

Members must not block the dinghy park slipways by leaving Craft / Kayaks, or preparing Craft on them.

### Harbour Launching and Landing

Members are encouraged to help others when launching and landing Craft (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 Sailing 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 when in use.
- Consider all members of the public.

### Officers of the day (race officer and assistant / support boat helms and crew) “OODs”

Members are reminded that whilst the OODs are encouraged to help with the launching and landing of craft 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.



# Safety Policy

## Club Racing

### Sailing Race Area

The Club sailing race areas are defined below and illustrated on the chart in the foyer.

- Harbour Racing
- Sea Racing

### OOD's Risk assessment prior to race

The OOD's will need to consider many items prior to allowing racing to take place including but not exclusively:

- The Weather conditions.
- The tide state.
- The number of boats racing.
- The competence and experience of the support boat helms.
- The type of boats racing.
- The experience of the sailors racing.
- Their own competence and confidence to run the race in the conditions.

The club provides a risk assessment matrix (see below) which needs to be completed prior to every race session by the OOD's to assist with their assessment. The risk assessment value is to be written on the signing on form.

### There are several rules for the OOD's 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 (At Sea).
- The OOD's or club support boat(s) should be able to see all competitors from where they are positioned.
- The club support boat(s) will be expected to assist any club member within the racing area or near vicinity, whether racing or not, including paddlers.





# Safety Policy

The following rules apply to all Sail boat races:

- All sailors boats must have valid third-party liability insurance.
- It is the OODs decision to hold a race or cancel a race due to weather/sea conditions.
- The support boat(s) will be launched and be on the water prior to the start time of the race. They remain on the water throughout the races. The support boat(s) shall not leave the water until all boats are ashore and the OOD has agreed.
- The OOD's must cancel a race at any time they feel they cannot provide adequate support cover.
- Club members must respect the OOD's decision.
- The OOD's can refuse entry in a race to anyone they feel is a danger to other sailors.
- The OOD's can refuse entry in a race to any boat they feel is un-seaworthy or inadequately equipped for the conditions.
- The OOD's 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 suitable dressed and ready to enter the water at all times.

## Support Boats

The club owns and operates 2 RIBS and a Rigidflex Support boat. Any member who finds a fault with these boats or their equipment should inform a committee member or email [office@highcliffesailing.co.uk](mailto:office@highcliffesailing.co.uk). The condition of the support boats is reviewed at every committee meeting.

The club will have a minimum of one support boat (two at Sea) on the water during each organised sailing event. This boat /boats shall be launched prior to the start of the event. Members choosing to sail ahead of this accept they are sailing without support. However, in providing this boat the club does not accept any liability.

The support boat crew is expected to provide cover for those racing and for members social sailing or paddling within the vicinity of the racing area. Social sailors and paddlers on the water beyond the immediate vicinity of the race area are deemed as sailing / paddling without support cover.

## Support Boat Helms

Any member over the age of 16 may operate the club support boats. All helms should preferable have at least a level 2 powerboat certificate or have had a familiarisation session. Support boats



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should always be manned with a helm and crew, except in exceptional circumstances and only with permission of the OOD's.

Junior members over 14 years of age may also operate the support boats if:

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

Junior members under 14 are not permitted to helm an HSC support boat.

## Support Boat Checklist

Before launching, each support boat must be checked to ensure:

- The engine will start, and trim button is operating.
- The kill cord works.
- At least one line/tow rope is on board.
- The appropriate Yellow safety box is on board.
- An anchor and warp are on board.
- The tubes are adequately inflated.
- There is sufficient fuel in the tank /tanks.
- The air vent in the fuel tank is open.
- A radio is onboard and working. See radio card in safety box for channel information.
- There are 2 paddles in the boat.
- Ensure bungs are in.
- Check drainage tube is raised.
- The boat appears in good working order all round.

**A kill cord must be worn and used by anybody helming a club support boat at all times. This is to be secured around the leg above the knee in accordance with RYA guidelines.**

## Support Boat operating procedures

- Refer to the support boat operating procedure leaflet.



# Safety Policy

## Water Activities at Other Times

Members are free to use club facilities and the water at any time. However, they should remember that support cover is only available at organised club events.

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, by taking into account factors such as weather, tides, skill, experience, equipment etc. For the purpose of this policy all social sailing / paddling is classified as not being a club organised event.

**HSC recommends the BUDDY system for individual sailors / paddlers going on the water. Or advise a person ashore that you are going afloat and then notify them of your safe return. Alternatively, we also recommend, the use of an App such as RYA Safetrx or similar safety system.**

**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/in or near the water at all times, and appropriate clothing, such as wet suits or dry suits, suitable for the prevailing weather conditions and temperatures. Between November 1<sup>st</sup> and 30<sup>th</sup> March dry suit or wet suits are required.**

## 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. It is prohibited to sail between the post and Mudeford sandbank.
- The tides can also be very strong around Hengistbury Head and the “Ledge” can get very rough.



# Safety Policy

## Training Events

The club organises several 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 sailing event, and a suitable qualified person for paddling events.
- The club will have support boat/boats on the water, crewed and in action for every 6 craft (best practice defined by RYA). With a maximum of 18 craft in the harbour and 12 at sea.
- If more members wish to sail or paddle, than the club can provide support cover for, the members will have to take turns on the water.
- The coaches can stop any member sailing or paddling at any time.
- The coaches will decide which member will sail/paddle which craft.
- No members can sail or paddle unless a support 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, open meetings etc. 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.



# Safety Policy

## Club Hire Craft /Kayaks

The club has a selection of sailing Craft / Kayaks for members to hire for use within the sailing areas.

To hire and sail one of these craft, members must have:

- Been shown how to rig and de- rig the boat by a competent club member and have taken note of the navigation hazards within the sailing areas (see above) or demonstrated their paddling abilities to a competent club member.
- Completed a booking on Webcollect and paid relevant fee.
- Signed on to the race sheet (if they are racing) .
- Have the OODs permission to hire a boat. (if racing)
- Checked the Craft for faults or had the Craft checked by another member and agree it is in a suitable condition for sailing/paddling.
- It is the responsibility of social sailors and users of club hired Craft to keep clear of racing boats.

Craft / Kayaks are not available to hire if the wind gusting strength is greater than 20 Knots

Any member who finds a fault with these craft or their equipment should inform a committee member or email [office@highcliffesailing.co.uk](mailto:office@highcliffesailing.co.uk)

The committee appoints a club member / members to oversee maintenance of these craft. The club undertakes to provide members with safe seaworthy craft but accepts no other responsibility for members who hire boats. The condition of the craft is reviewed at every committee meeting.

The ultimate decision to use a club boat is with the hirer and it is their responsibility to assess the conditions of the craft. weather, tide and their own competence for the conditions and therefore use the craft at their own risk.



# Safety Policy

## Junior Members and Children

### General

There are 4 categories of membership that include children, these are:

#### Family Membership

Comprising individual members and their children up to the age of 25 whilst still living in the family home.

Single membership for single persons over the age of 21 years

#### Intermediate Membership

A member aged 16 to 25 inclusive (whether family or Independent).

All children 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 clubhouse, dinghy park or close by or on the club's 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 of 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 request designated adults inform the OOD's of the following:

- Their level or experience
- Any relevant medical conditions

The OOD's can refuse to allow any child to compete in a race if they feel the conditions are hazardous or they cannot provide adequate support cover. In allowing a child to compete in a race the OOD's 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, sail, paddle and land safely.



# Safety Policy

## **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 12 should not be left alone on the club premises whilst their designated adult goes sailing and if a child under 12 is sailing or paddling then their designated adult should either be on the craft with them, on another craft 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 coaches may be able to advise on a child's sailing/paddling ability but the responsibility for deciding on the level of supervision rests solely with the designated adult.

## **Training Events**

The club organises several 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 clubhouse, dinghy park or close by or in the club sailing area) throughout.
- The club has been given a Medical Consent Form (see page 16) 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.



# Safety Policy

## Medical consent form

I, the Parent / Guardian \* of:

- **Name of Participant**

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**

- **Name of Participant**
- **Name of Parent / Guardian**
- **Relationship to Participant**
- **Signature of Parent / Guardian\***

*\* delete as applicable.*





# Safety Policy

## Guests

Guests are the responsibility of the members who invited them to the club. All guests need to be signed in. These members should be present whenever their guest are 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.

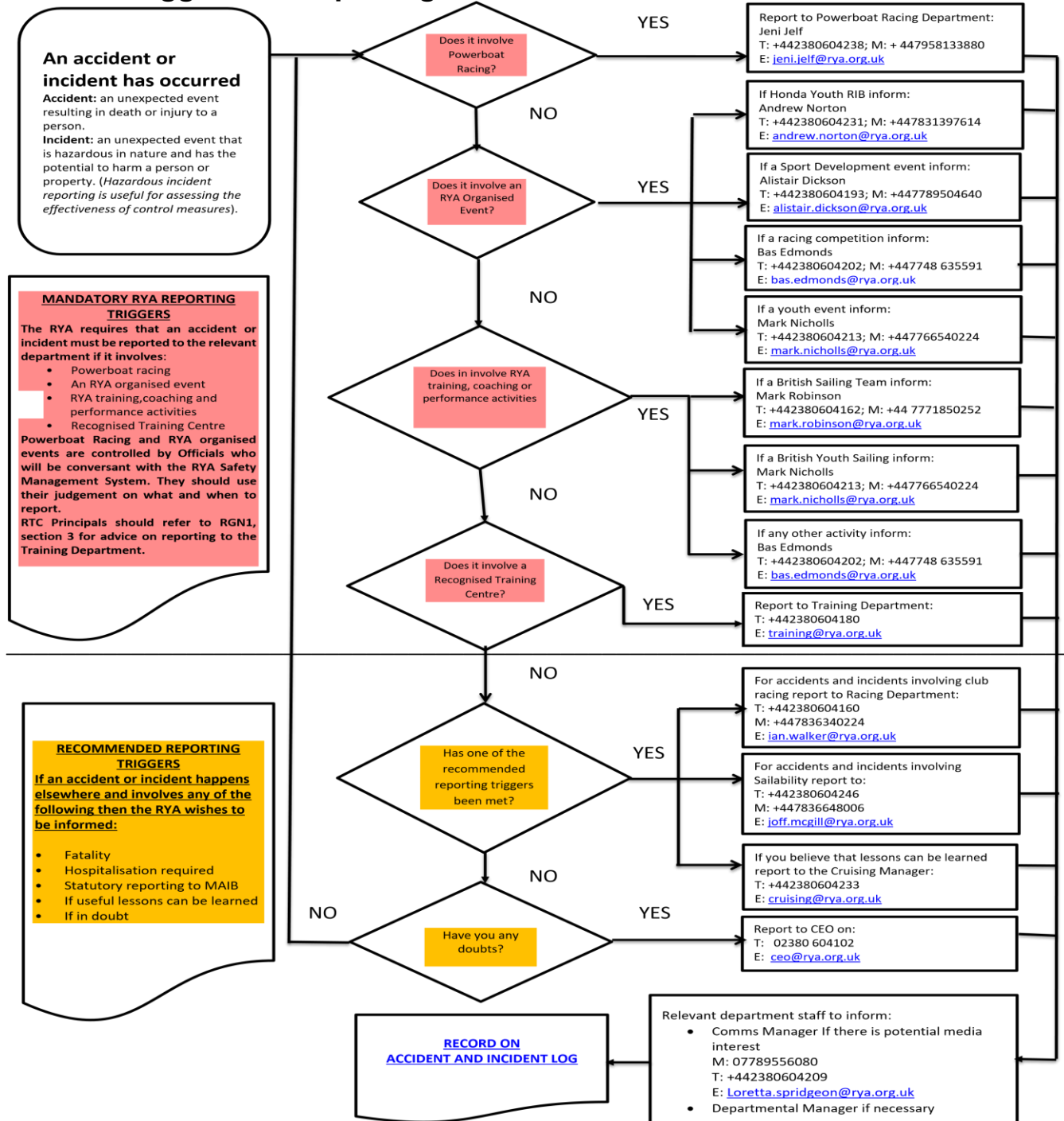
## Feedback

This policy is a live document and will be amended as required to suit changing conditions and lessons learnt from its implementation. If members wish to comment on this policy or risk assessments please contact a committee member. Alternatively email [office@highcliffesailing.co.uk](mailto:office@highcliffesailing.co.uk)



# Safety Policy

## Triggers for Reporting Accidents and Incidents to RYA



Feedback of lessons learned This might include:



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## Club House Risk Assessment

Version 2.0 – revision 3.0 reviewed 16.12.24

| Risk                               | Persons at risk           | Precautions and Control measures  | Risk factor with control measures in place | Action   |
|------------------------------------|---------------------------|---|--|--|
| <b>GALLEY:</b>                     |                           |   |  |  |
| Knives                             | Club Members              | Only members on the duty rota to enter Galley and to have had a prior familiarisation session | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Objects on high shelves            | Club Members              | Only members on the duty rota to enter Galley and to have had a prior familiarisation session | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Hot Surfaces (grill, hob and Oven) | Club Members              | Only members on the duty rota to enter Galley and to have had a prior familiarisation session | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Hot water Urn                      | Club members              | Only members on the duty rota to enter Galley and to have had a prior familiarisation session | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Kettle                             | Club members              | Only members on the duty rota to enter Galley and to have had a prior familiarisation session | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Electrical appliances              | Club Members              | All Electrical appliances PAT tested as required annually                                     | Low  | PAT testing carried out annually and recorded  |
| Lifting from lower cupboards       | Club Members              | Items removed from lower cupboards (plates) to be removed in small controllable quantises     | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Cleaning materials                 | Club Members              | Rubber gloves to be worn when using cleaning materials  | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Hot water taps                     | Club members              | Care to be taken when using hot tap to regulate temperature                                   | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley.         |
| Trip and slip hazards              | Club member               | Floors to be kept clear and dry in walkways and working locations                             | Low  | All Members on Galley duty rota to have attended a familiarisation session. No under 14's permitted in Galley. Monitor |
| Fire                               | Club members and property | Fire extinguisher and fire blanket located in galley  | Low  | Extinguisher and blanket to be maintained annually or as required.   |



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| Risk   | Persons at risk                      | Precautions and control measures  | Risk factor with control measures in place | Action  |
|--|--------------------------------------|---|--|---|
| <b>Main Hall:</b>                                |                                      |   |  |   |
| Trips and slips                                  | Club members and guests              | Stairs, walkways, and all general access areas to be kept clear. Spillages to be cleared up immediately                     | Low  | No wet gear permitted in the main hall area. All rubbish to be placed in bins provided. Monitor |
| Fire exits                                       | Club members<br>Guests               | Fire escape doors to be always kept clear   | Low  | Monitor   |
| Fire   | Club members,<br>Guests and property | Fire extinguishers positioned by main exit. Familiarization of evacuation routes as shown on notice board                   | Low  | Extinguishers to be maintained annually or as required. Record                                  |
| Stacking chairs                                  | Club members and guests              | Stacking chairs to main Hall to not be stacked more than 8 high   | Low  | Monitor   |
| Tables   | Club members and guests              | Tables to only be moved by two persons  | Low  | Monitor   |
| Lighting   | Club members and Guests              | All light bulbs to be regularly checked to ensure adequate illumination of the hall and escape doors                        | Low  | Monitor   |
| Upper landing hand railings and balcony barriers | Club members and Guests              | Railings / barriers are not to be climbed on and children under 12 must be always supervised on the upper landing /balcony. | Medium                                     | Parents of young children to be made aware of their responsibilities. Monitor                   |
| Under stairs                                     | Club members and Guests              | Area to house stacked chairs. When vacant, benches to be placed to prevent possible collision injury                        | Medium                                     | Monitor   |
| TV and other electrical appliances               | Club members and Guests              | Appliances to only be operated by club members and all to be PAT test annually or as required                               | Low  | Annual PAT test to be carried out and recorded. Monitor   |
| Electric heaters                                 | Club members and guests              | Electric radiators checked and certified as required. No items to be placed on radiators                                    | Low  | Signage and record. Monitor   |



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| Risk                             | Persons at risk                   | Precautions and control measures  | Risk factor with control measures in place | Action   |
|----------------------------------|-----------------------------------|---|--|--|
| <b>BAR &amp; REAR BAR STORE:</b> |                                   |   |  |  |
| Manual handling                  | Club members                      | Beer crates to be carried by two persons, Wine boxes to be carried singly and empty bottle skips to be emptied when 70% full.                     | Low  | All members doing bar duties to have attended a familiarisation session. Monitor |
| Glasses                          | Club members                      | All glasses are for single use only and will be cleaned prior to another use. No glasses are to be re used.                                       | Low  | All members doing bar duties to have attended a familiarisation session. Monitor |
| Broken glass                     | Club members                      | Broken glass to be swept up using broom / dustpan and brush. No broken glass to be collected by hand. Glass to be placed in the disposal bucket.  | Low  | All members doing bar duties to have attended a familiarisation session. Monitor |
| Slips / trips                    | Club members                      | All spillages to be cleaned up immediately. Trip hazards to be reported to the rear com House via e mail:<br>rearcomhouse@highcliffesailing.co.uk | Low  | All members doing bar duties to have attended a familiarisation session. Monitor |
| Carrying glasses                 | Club members                      | Glasses not to be stacked unless of a stacking type. Glass trays to be used to collect glasses  | Low  | All members doing bar duties to have attended a familiarisation session.         |
| Use of optics                    | Club members                      | Two hands to be used when changing bottles to minimise bottles being dropped.   | Low  | All members doing bar duties to have attended a familiarisation session.         |
| Storage                          | Club members                      | Beer crates and wine boxes, not be stacked more than two high   | Low  | All members doing bar duties to have attended a familiarisation session.         |
| Fire                             | Club members, Guests and property | Fire extinguishers positioned by main exit  | Low  | Extinguishers to be maintained annually or as required. Record                   |



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| Risk                           | Persons at risk         | Precautions and control measures  | Risk factor with control measures in place | Action                                  |
|--------------------------------|-------------------------|---|--|---|
| <b>Toilets/changing rooms:</b> |                         |   |  |   |
| Slips                          | Club members and guests | Squeegee mops provided to remove surface water from floors.   | Low  | Squeegees provided and notices. Monitor |
| Shower doors (ladies)          | Club members and guests | Users of the changing rooms to be aware shower cubicle doors open outwards  | Low  | Signage. Monitor                        |
| Electric showers               | Club members and guests | Showers visually checked regularly and electrically certified as required. Showers run frequently in line with legionella prevention. | Low  | Monitor and record                      |
| Hand driers                    | Club members and Guests | Driers visual checked regularly and electrically certified as required  | Low  | Monitor and record                      |
| Non vision doors               | Club members and guests | Members and guests to be aware when using doors of possible persons on blind side   | Low  | Signage. Monitor                        |
| Heaters                        | Club members and guests | Electric radiators checked and certified as required. No items to be placed on radiators  | Low  | Signage and record. Monitor             |

| Risk                         | Persons at risk              | Precautions and control measures   | Risk factor with control measures in place | Action  |
|------------------------------|------------------------------|--|--|---------|
| <b>Cleaning Cupboard</b>     |                              |  |  |         |
| Household cleaning materials | Club members                 | Cleaning materials to only be used by appointed cleaners                 | Low  | Monitor |
| Electrical points            | Club members                 | Care to be taken to ensure wet items are not placed against power points | Low  | Monitor |
| Exposed pipe work            | Club members property damage | Care to be taken when removing items from cupboard to prevent snagging   | Low  | Monitor |
| Face fitted wiring           | Club members property damage | Care to be taken when removing items from cupboard to prevent snagging   | Low  | Monitor |
| Open doors                   | All (escape route)           | Doors to be kept locked shut when not in use                             | Low  | Monitor |



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| Risk                              | Persons at risk | Precautions and control measures  | Risk factor with control measures in place | Action  |
|-----------------------------------|-----------------|---|--|---|
| <b>Rib Shed</b>                   |                 |   |  |   |
| Head injuries                     | Club members    | Ribs not to be boarded until removed from rib shed  | Low  | Signage. Monitor  |
| Foot entrapment by trailer wheels | Club members    | Instructions issued for removal and return of ribs on trolleys to be followed.  | Medium                                     | Instructions issued to all members + posted in rib shed |
| Falling objects/ Marks            | Club members    | Ensure Marks are secured before hanging or hoisting   | Low  | Instructions issued to all members + posted in rib shed |
| Fuel                              | Club members    | Refer to appendix 1 Fire risk assessment  | Low  | Refer to appendix 1 fire risk assessment                |
| Entrapment by door                | Club members    | In case of power or other failure mechanical override is available internally   | Low  | Instructions in rib shed                                |
| General Public                    | General public  | Removal and return of rib trailers to be carried out as issued instructions. Jockey wheel person to control movement and warnings to public | Low  | Instructions issued to all members + posted in Rib shed |

| Risk                            | Persons at risk | Precautions and control measures  | Risk factor with control measures in place | Action   |
|---------------------------------|-----------------|---|--|--|
| <b>Bosun Shed</b>               |                 |   |  |  |
| Upper deck                      | Club members    | This area only to be accessed by Bosun or authorised persons.                               | Low  | Signage placed on wall at foot of ladder stating authorised access only. |
| Windsurf boards striking people | Club members    | Windsurf lockers users to be aware of persons around them when removing items from lockers. | Low  | Monitor  |
|                                 |                 |   |  |  |



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## Dinghy Park / Slips and on the Water Risk Assessment

| Risk                                  | Persons at risk | Precautions and control measures   | Risk factor with control measures in place | Action                                 |
|---------------------------------------|-----------------|--|--|--|
| <b>Dinghy park / slips</b>            |                 |  |  |  |
| Slipways trips and falls              | Club members    | Slipways will always be slippery due to changing conditions members to be made aware when joining club                       | Medium                                     | Monitor and inform new members of risk |
| Boat rigging                          |                 | If practical all main sails to be hoisted on foreshore not on dinghy park to prevent booms swinging                          | Low  | Monitor                                |
| Trips, slips, foot injury and strains | Club members    | Footwear is recommended to be always worn in the dinghy park to prevent injury. Ask for assistance when lifting heavy items. | Low  | Monitor inform members                 |

| Risk                      | Persons at risk   | Precautions and control measures  | Risk factor with control measures in place | Action  |
|---------------------------|-------------------|---|--|---|
| <b>Sailing / Paddling</b> |                   |   |  |   |
| Drowning                  | Sailors /Paddlers | Wearing of buoyancy aids  | Low  | HSC Policy states <b>All club members must wear appropriate CE approved, e.g., min.150N life jackets or 50N buoyancy aids when they are on/in or near the water at all times.</b> |
| Tide (EBB and flow)       | Club members      | Be aware of tidal conditions (refer to tide tables) especially around the run area            | Medium                                     | Refer to tidal conditions. See HSC web site, before going afloat. Allow adequate time for your sailing /paddling  |
| Mudeford Quay Ferry       | Club Members      | Avoid the ferry route and keep well clear of operating ferry vessel. Always avoid collisions. | Medium                                     | Keep clear of ferry route in harbour and delay your passage of the run when ferry is manoeuvring by quay.   |
| Hot weather               | Club members      | Avoid dehydration by carrying drinking water in your craft.                                   | Low  | Wear appropriate clothing and keep hydrated.  |





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|   |              |   |        |  |
|---|--------------|---|--------|--|
| Cold Weather (Hypothermia)                            | Club members | Between November 1st and 30 <sup>th</sup> March appropriate clothing for the prevailing conditions must be worn i.e. Wetsuit or dry suits   | Low    | HSC Policy states Between November 1st and 30 <sup>th</sup> March appropriate clothing for the prevailing conditions must be worn i.e. Wetsuit or dry suits  |
| Sudden immersion in cold water                        | Club members | Sudden immersion in cold water can cause shock / breathing difficulties. And possible drowning. HSC rules state Buoyancy aides to be always worn when on/in or near the water.  | Medium | All sailors /paddlers should be aware of the consequences of entering cold water even on hot days. All club sailors should be aware if they enter the water unexpectedly, to try and relax and breath normally and have confidence in their buoyancy aid |
| Collisions  | Club members | Collisions should be always avoided to prevent possible injuries and craft damage. All craft afloat should be aware of the “rules of the road” (regulations for the prevention of collisions at sea and racing rules of sailing) when changing direction. | Low    | HSC Sailing / paddler instructions refer to requirements (on notice board)   |
| Capsize / Inversion                                   | Club members | To minimise risk of immersion and injury. Mast head floats should be considered where possible and all sailors / paddlers to be aware of the RYA/ BCU techniques for avoiding and recovering from capsize.  | low    | HSC recommends that all sailors/ paddlers practise recovery techniques within the harbour. On race days adequate supports boats on water to assist.  |
| Entrapment  | Club members | All ropes etc to be kept tidy and stowed prior to sailing. Trapeze boats should consider quick release harnesses. All systems should have a rope component close to the harness for cutting.  | Low    | HSC recommends that all sailors carry a knife within their craft or on themselves. On race days adequate supports boats on water to assist   |
| Snaring in mooring area by ropes and submerged tackle | Club members | Sailors to be alert to the hazards when passing through the area to avoid being accidently caught up.   | Low    | HSC has requested a marked channel by laid through the launch area by BCP  |
| Bodily injury   | Club members | Sailors to be aware of rigged boats with swinging booms on foreshore. Also, to be aware of their own boats to potential to cause injury.  | Medium | HSC recommends the wearing of bump caps particularly in low boom boats. At all youth training sessions, helmets are to be worn. Paddlers advised to wear helmets in rough waters.  |
| HSC Hire vessels                                      | Club Members | Users to check vessels for sea worthiness prior to launching.   | Low    | Monthly checks to be carried out.  |



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## HIGHCLIFFE SAILING CLUB LIMITED (Founded 1962)

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### FIRE RISK ASSESSMENT Page 1 of 2

Version 2.0 – revision 2.0 reviewed 04.04.23

| Hazard                 | Persons at risk        | Precautions and control measures  | Risk Value | Further action   |
|------------------------|------------------------|---|------------|--|
| Firefighting equipment | All                    | Ensure firefighting equipment is maintained   | Low        | Annual checks as required and update equipment to suit.  |
| Fire source            | All<br>Property damage | Ensure combustible materials are not stored in Galley, Rear bar room, race office or under stairs     | Low        | Monitoring   |
| Fire spread            | All<br>Property damage | Ensure that the firefighting equipment remains accessible and maintained.                             | Medium     | Signage and updates on club web site   |
| Detection              | All                    | The club has a linked smoke and heat detection/ alarm system installed across the club house.         | Medium     | The system to be tested as required and records kept. Fire escape route lighting and signage to be checked as required and recorded. |
| Electrical             | All                    | Ensure the electrical system is tested at least every 5 years and PAT testing is carried out annually | Low        | Monitoring and records kept  |
| Rubbish                | All                    | Ensure that rubbish is not allowed to accumulate, and all bins are emptied regularly                  | Low        | Exterior bins are isolated from public access to minimise risk. Secured within lockable compound.                                    |



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## FIRE RISK ASSESSMENT Page 2 of 2

| Hazard                        | Person at risk          | Precautions and control measures  | Risk value | Further action           |
|-------------------------------|-------------------------|---|------------|--------------------------|
| Fuel store and decanting fuel | All                     | Fuel to be decanted from the fuel jerry cans to the safety boats outside of the rib shed and with boat tanks removed from boats where practical.<br><br>Funnels to be used rather than free pour. | Low        | Monitoring               |
| Fuel in Jerry Cans            | All                     | These are to be stored in the fuel store and the store to be locked. Minimum amount of fuel may be stored in the boats tanks but no fuel to be stored in the rib shed                             | Low        | Monitoring               |
| Usage of Jerry Cans           | All                     | Care to be taken when opening jerry can (only opened when stood on the ground) to avoid spillage from overfilling or expansion on hot days  | Low        | Awareness and monitoring |
| Boat fire                     | All                     | All fuelling to be done outside the rib shed with no smoking signs displayed and extinguishers available.   | Medium     | Awareness and monitoring |
| Galley oven, hob and grill    | All and property damage | Ensure no combustible items are left on the appliances  | Medium     | Awareness and monitoring |

Activity control compliance: Regulatory reform (fire safety) order 2005



### HSC Risk Assessment Evaluation Chart for Club Organised Sailing. Racing in the Harbour

- Below are 7 factors for racing conditions.
- Consider each factor and ‘circle’ the relevant risk factor. One per line.
- Total the number of ‘circled’ factors for each column. Enter in line A
- Calculate & enter risk value for each column. Line A x B risk value.
- Total the 4 risk values.

| RISK LEVEL  | LOW                      | Low/ Medium   | Medium/ High   | High               |
|---|--------------------------|---------------|----------------|--------------------|
| FACTORS   |                          |               |                |                    |
| 1.Wind Gusts. Strength in Knots                                       | 0 to 8                   | 8 to 15       | 15 to 20       | 20 to 24           |
| 2. Wind Direction   | All directions           |               |                |                    |
| 3.Air Temp (°C)   | 25 to 20                 | 19 to 15      | 14 to 10       | 9 to -0            |
| 4.Sailing Area: Harbour   | Harbour adjacent to Club | Main Harbour  | Main Harbour   | Main Harbour       |
| 5.Standard of Sailors   | Competition Sailors      | Club Racing   | Competent      | 1&2 point disabled |
| 6.Boats sailing<br>Support boats minimum 2 cover ratio<br>Max 1 to 12 | 3 to 4: boats            | 4 to 8: boats | 8 to 12: boats | 12 to 15: boats    |
| 7.Sailing time  | 1 hour                   | 2 hours       | 3 hours        | 4 hours            |
| <b>A</b><br>Total ‘circled’ boxes                                     |                          |               |                |                    |
| <b>B</b><br>Risk Level Values   | x 1                      | x2            | x3             | x4                 |
| <b>Risk Values</b><br>A x B for each column                           |                          |               |                |                    |
| <b>Total Risk Value.</b><br>ie Total of columns 1-4                   |                          |               |                |                    |

| LOW RISK                                       | MEDIUM RISK | HIGH RISK |
|--|-------------|-----------|
| 16   | 22          | 28        |
| 14   | 20          | 26        |
| 12   | 18          | 24        |
| 10   |             |           |
| 8  |             |           |
| 6  |             |           |
| 4  |             |           |
| Chart based W&PNSA process and RYA guidelines. |             |           |



### **HSC Risk Assessment Evaluation Chart for Club Organised Sailing. Racing at Sea**

- Below are 7 factors for racing conditions.
- Consider each factor and ‘circle’ the relevant risk factor. One per line.
- Total the number of ‘circled’ factors for each column. Enter in line A
- Calculate & enter risk value for each column. Line A x B risk level.
- Total the 4 risk values.

| RISK LEVEL  | LOW                          | Low/ Medium                  | Medium/ High                  | High                         |
|---|------------------------------|------------------------------|-------------------------------|------------------------------|
| <b>FACTORS</b>  |                              |                              |                               |                              |
| 1.Wind Gusts. Strength in Knots                                 | 0 to 8                       | 8 to 15                      | 15 to 20                      | 20 to 24                     |
| 2. Wind Direction   | S / SE                       | SW / E                       | NE                            | N / NW                       |
| 3.Air Temp (°C)   | 25 to 20                     | 19 to 15                     | 14 to 10                      | 9 to -0                      |
| 4.Sailing Area: Christchurch Bay                                | 200 to 500 metres from shore | 600 to 800 metres from shore | 800 to 1000 metres from shore | 1000 plus. metres from shore |
| 5.Standard of Sailors   | Competition Sailors          | Club Racing                  | Competent                     | 1&2 point disabled           |
| 6.Boats sailing Support boats minimum 2 cover ratio Max 1 to 12 | 3 to 8: boats                | 9 to 14: boats               | 15 to 20: boats               | 21 to 24: boats              |
| 7.Sailing time  | 1 hour                       | 2 hours                      | 3 hours                       | 4 hours                      |
| <b>A</b><br>Total ‘circled’ boxes                               |                              |                              |                               |                              |
| <b>B</b><br>Risk Level Values                                   | x 1                          | x 2                          | x 3                           | x 4                          |
| <b>Risk Values</b><br>A x B for each column                     |                              |                              |                               |                              |
| <b>Total Risk Value.</b><br>ie Total of columns 1-4             |                              |                              |                               |                              |

| LOW RISK | MEDIUM RISK | HIGH RISK |
|----------|-------------|-----------|
| 16       | 22          | 28        |
| 14       | 20          | 26        |
| 12       | 18          | 24        |
| 10       |             |           |
| 8        |             |           |
| 6        |             |           |
| 4        |             |           |

Chart based W&PNSA process and RYA guidelines.