



Club General Safety Manual

Issued by
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Club Notice Board (Sea Room & Bar)
WYC Office (Manager & Sailing Secretary)
WYC Race Box
WYC Committee Boat
WYC Website

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1. Introduction

Whitstable Yacht Club is one of the oldest and largest sailing clubs in England. The Club is situated on the north coast of Kent where the Thames Estuary meets the North Sea. The club has been in existence from 1902 and has been in its present club house since 1906

The club comprises:

- A clubhouse
- Several equipment storage buildings
- An area on the beach for the members to store their boats
- An independent tenant sailing school, The Whitstable Watersports Centre (WWC)

WYC offers sailing including racing and tuition from March to December in sheltered waters at all times of the tide for catamarans, dinghies, and windsurfers with yachts in nearby creeks which dry out.

There is organised racing for dinghies and catamarans. The race area is normally but not exclusively in an area North West of the club in an area known as Whitstable Bay. The training area is normally located closer to the shore as shown in the WYC RTC operational procedures.

As a RYA Recognised Training Centre (RTC) the club's activities include tuition for members; the club's training activities are separate from but can be complementary to the independent WWC training operation on the club premises.

WYC property includes a clubhouse with bar, kitchen and changing rooms. As part of the club activity food and drink is available and social activities are held. This manual contains important information about the club's approach to safety for all areas within the club including sailing and related activities and use of the club building including non public work areas. It contains the club's risk assessments, safety policies and procedures. These are complementary to the WYC's operational procedures for training, and must be followed by individual members who are responsible for their own sailing when not involved in training or organised club activities.

2. Club Organisation

Whitstable Yacht Club (WYC) is a private members club run by the voluntary efforts of its members. Part of the operation of the club is undertaken by paid employees under the management of elected members

It is governed by a General Committee elected by the members. The General Committee of WYC has the responsibility for managing the safety of its employees, members and visitors whilst engaged in its organised activities both afloat and ashore.

The General Committee delegates various areas of responsibilities to sub-committees.

The sub committees are: -

- The Sailing Committee - Responsible for programmed sailing activities and the onshore infrastructure and facilities to support them.
- Bar and Social Committee - Responsible for all social, catering and catering activities
- House committee - Responsible for the upkeep and maintenance of the club building

In addition, there is the club manager who looks after the day to day running of the club and who reports and takes instruction from the committees.

An organisational chart is Section 5.

WYC is affiliated to the Royal Yachting Association (RYA), recognizes RYA qualifications and in 2016 has applied to become a RYA Recognised Training Centre (RTC), providing tuition for adult and cadet members by qualified, volunteer staff. Sailing and windsurfing instruction for both members and non-members can also be provided on a commercial basis by Whitstable Watersports Centre (WWC), the independent sailing school operating from club premises. This manual does not cover WWC which has its own RYA recognition, policies and procedures.

Regular club racing is organised for club members; the race officer and supporting staff being club members who are volunteers.

Open meetings and championships for both members and non-members are also organised by the club.

Training and activities are organised for cadets

The club appoints a sailing safety officer (normally the Hon. Bosun) whose role is to advise the person responsible for specific activities afloat (race officers in the case of racing).

3. Sailing Activities

3.1. Safety Policies and Procedures

When completing application forms for joining the club and at membership renewal, members are required to sign that they have read, taken note and will follow the requirements of this manual. It is the responsibility of the owner/person in charge of a boat to ensure that the boat has the appropriate equipment and insurance and that crew are adequately skilled to face the conditions that may arise.

In addition to the mitigating procedures detailed in the risk assessments (Section 6) the following policies and procedures apply: -

3.2. Personal Responsibilities

- 3.2.1. The risk assessment for activities on the water makes “Personal Responsibility” clearer than it may have been in the past. All members of the club are expected to have read this manual and be clear about their own responsibilities.
- 3.2.2. The safety of a boat and her entire management including insurance shall be the sole responsibility of the owner/ person in charge who must ensure that the boat has the appropriate equipment and insurance and the crew are adequately skilled to face the conditions that may arise.
- 3.2.3. All participating members, or in the case of children aged up to and including 17 years of age under the guidance of their parents or guardians, are responsible for their own safety and insurance.
- 3.2.4. It is the individual’s (or parent’s) responsibility to ensure the suitability and condition of their own boats and equipment at all times. Note - In the case of club boats, the individual using the boat is responsible for making sure it is suitable and safe to use before launching.
- 3.2.5. Members are expected to abide by the decisions of the responsible officers for all WYC sailing activities.
- 3.2.6. RYA sailing qualifications are recognised and recommended by WYC. However, such qualifications are not mandatory and their absence does not necessarily detract in any way from a member’s competence.
- 3.2.7. Whilst the club provides sufficient patrol boat cover during organised WYC sailing events to mitigate risks, this does not detract in any way from sailor's personal responsibilities or the condition that they sail entirely at their own risk.

3.3. Organised WYC Sailing Events

- 3.3.1. Sailing events organised under the aegis of WYC might include; club racing, Whitstable Week and other regattas, open race meetings and class national championships. In addition training sessions may be organised by the club as a RYA RTC.
- 3.3.2. All organised WYC sailing events must be authorised in advance by the sailing committee. The committee will take the advice of the sailing safety officer when authorising such events. Organised events will normally be published in the WYC Programme booklet.
- 3.3.3. All events will have either a named organiser or in the case of racing events a Race Officer who will be responsible for safety during the event. They will be issued with the

Event Planning Document. This document when completed will be held by the office and a copy will be available.

3.3.4. When deciding to sail, the event organiser or Race Officer shall assess the risks using the risk assessments in appendix B as a base line. They will also take the advice of the club sailing safety officer or leading patrol boat driver. They will also take into account:

- The actual and forecast weather conditions covering the activities.
- The experience of the participants.
- The proposed sailing area of the activity.
- What patrol craft are available.
- What equipment is available (e.g. safety equipment, first aid equipment)?
- That means of communication, including radios if deemed appropriate, is available.

3.3.5. During the event, the organiser or race officer will keep the above conditions under constant review and will postpone or abandon the event if any change dangerously.

3.3.6. At least one patrol boat must be on the water to provide safety cover for all organised sailing events. The club sailing safety officer or leading safety patrol driver will take account of the type and number of boats sailing in the prevailing conditions to determine the number of safety patrol boats required. Each patrol boat will have at least two crew members, one of whom should hold a suitable qualification or have been deemed competent to operate the boat. (see section 3.6.4)

3.3.7. Communication between patrol boats, the committee boat and the shore will be coordinated during all events by a controller (in races this will be the race officer) from his / her position on the shore or from the committee boat.

3.3.8. A first aider will be available on shore during all events within easy communication of the shore controller and with access to a telephone to call emergency services if required.

3.3.9. It is mandatory for all participants on the water to wear CE50 Newton personal floatation device (PFD) during all organised WYC sailing events. These should be appropriate for the persons weight and size. Non-swimmers are particularly at risk and the wearing of an appropriate life jacket is mandatory. It is the responsibility of the participant to ensure that they are wearing a suitable PFD. A buoyancy suit does not constitute a PFD.

3.3.10. Appropriate clothing such as waterproofs, wet- suits or dry-suits should be worn depending on the air and sea temperature. It is the responsibility of the individual sailor to ensure they are dressed appropriately for the conditions.

3.4. Free-Sailing

3.4.1. Members participating in “free sailing” or cruising outside of WYC organised events are responsible for their own safety at all times. They should follow the safety advice for “free sailing” contained in appendix C and the WYC Programme booklet which is issued annually to all members. They should also take account of the personal responsibilities listed in the risk assessment at appendix B.

3.5. Use of club sailing boats

- 3.5.1. The club owns a small fleet of boats suitable for cadets and training, some of which are available to be chartered by individuals for a season. It is expected that boats are used for their prime purpose e.g. training, racing, cruising or other approved club activity.
- 3.5.2. Club boats are routinely checked and kept to a safe RTC standard and chartered boats must also be kept safe by the individual chartering the boat.
- 3.5.3. Members who have been given permission to use a club boat are expected to fully acquaint themselves with the operation of the boat and check it prior to use.
- 3.5.4. Members must report any breakage, loss or damage to club sailing boats to the Club Manager as soon as possible.

3.6. Use of patrol boats

(Both WYC owned boats and private boats supporting WYC activities)

- 3.6.1. The sailing committee, through the Hon. Bosun, is responsible for the WYC patrol boats including maintenance, fuelling and their allocation for club events. When the use of non WYC owned boats is required to support WYC activities, they are to comply with the same standards of serviceability, equipment and crew competency as WYC boats. It is the responsibility of the Hon. Bosun to ensure that they do.
- 3.6.2. The WYC patrol boats can only be used by those with the appropriate qualification and experience and approved by the Hon. Bosun.
- 3.6.3. The club patrol boats are not available for personal recreational use.
- 3.6.4. During organised WYC sailing activities the patrol driver(s) will hold the following qualifications: -
 - RYA Power Boat Level 2
 - First Aid Certificate
 - Briefed on WYC radio procedures and usage
- 3.6.5. Exceptionally, people under training who don't yet hold all the above qualifications may be authorised by the Hon. Bosun to drive patrol boats.
- 3.6.6. The club patrol boats will include the following equipment in accordance with RTC requirements for power boats (for which a full check list is provided in the club's RTC operational procedures): -
 - Radio
 - Flares
 - Paddles
 - First Aid Kit
 - "Crew-Safe" Tags
 - Anchor & warp
 - Tow lines
 - Sharp Knife
 - Wire cutters
- 3.6.7. The patrol boat driver shall be responsible for the safety of the crew and other passengers.

3.6.8. The patrol boat outboards are fitted with “kill cords” and these must be used by those in control at all times when the boats are in use on the water. Kill cords are to be worn round the leg and tested each time the engines are started, in accordance with RYA guidelines.

3.6.9. Any breakage, loss or damage to club patrol boats must be reported to the Hon. Bosun. as soon as possible.

3.7. Launching of Rescue and Support boats for Club use

(including the use of the dumper truck)

Launch and moving of rescue and support boats by any vehicle: -

3.7.1. Drivers shall do a visual check around vehicle for public before starting

3.7.2. Any movement of Vehicle must be with the use of a banksman

3.7.3. The hooking and unhooking of trailers must be done by the banksman where possible.

3.7.4. If driver has to step out of the vehicle, then engine must be stopped

3.7.5. The vehicle must be driven forward whenever possible.

3.7.6. The banksman must be in view of the driver at all times.

3.7.7. The operator must be in view of the banksman at all times. If they are unable to see the banksman then they must stop and wait for clearance to carry on

3.7.8. When collecting, or delivering to Rigdens shed the vehicle should not go any further than the end of the catamarans and not cross the public walkway. If Boats cannot be physically pushed from this point into the shed banksmen are required for the public walkway.

3.7.9. When delivering, and collecting boats from the Yacht club entrance then 3 banksmen must be available: -

- 1 to walk in front of the dumper
- 1 to stop the flow of public on the west side of the promenade
- 1 to stop the flow of public on the east side of the promenade
- Communication must be clear between all and the driver must stop on a call from any of them.

3.7.10. When not in use, the dumper is to be left with the articulated arm down, resting on the ground

Operational instructions associated with the use of the Dumper truck (all instructions above are included) are set out in a separate document and is to be read with the Dumper Truck Risk Assessment.

4. Accident and Emergency Procedures

Accident and Emergency Procedures are set out in Flow Charts, which are displayed during all training activities. The following procedures must be followed in the event of an accident leading to injury or the need for first aid or emergency medical treatment: -

4.1. Injury sustained whilst afloat

- 4.1.1. Initial first aid treatment will be given by the patrol boat driver(s) where/if appropriate
- 4.1.2. Initial first aid treatment will be given by the patrol boat driver(s) where/if appropriate.
- 4.1.3. The patrol boat will coordinate by radio with the beach or bridge controller to prepare shore reception so that the injured person can be brought ashore as soon as possible.
- 4.1.4. The patrol boat driver will stay with the injured person until another first aider or the emergency services take over.
- 4.1.5. If the injury is more serious and an ambulance is required, the patrol boat driver will inform the shore or bridge coordinator by radio. (If necessary an ambulance can be called directly by the Patrol boat by contacting the coastguard by radio on channel 16.)
- 4.1.6. The beach or bridge coordinator will coordinate: -
 - Shore reception to aid bringing the injured person ashore
 - A first aider to relieve the patrol boat driver
 - An ambulance to be called if required
 - People sent to the harbour entrance and by the RNLI to direct the ambulance to the most appropriate place

4.2. Injury sustained on land

- 4.2.1. Stay with the injured person and get someone to find a first aider.
- 4.2.2. Administer first aid treatment where/if appropriate.
- 4.2.3. Call for an ambulance if the injury is more serious.
- 4.2.4. A first aid kits are located: -
 - WYC clubhouse
 - Committee boat
 - Club patrol boats.
- 4.2.5. These Kits will be checked periodically by the club manager to ensure they are properly equipped
- 4.2.6. A list of Qualified First Aiders is posted on the club notice board, in the Sea Room First Aid box and in the race hut.

4.3. WYC Major Incident Procedure

A Major Incident is an incident involving life threatening or serious injury. A flow chart setting out Major Incident Procedure is displayed during training activity. In the event of any serious accident or incident which directly or indirectly concerns or involves WYC the following procedures must be followed:

For incidents requiring medical attention the priority must be to give first aid treatment or call an ambulance or other emergency services as necessary. Follow the Accident & Emergency Procedures in section 4.

Once this is done: -

4.3.1. Report the incident to the Commodore, Club Manager or any club official if they are not available. (Telephone numbers are in the WYC Programme and on the club website)

4.3.2. Initially it is only necessary to discuss the incident with members of the relevant public services e.g. Police, Ambulance, Fire, Coastguard etc.

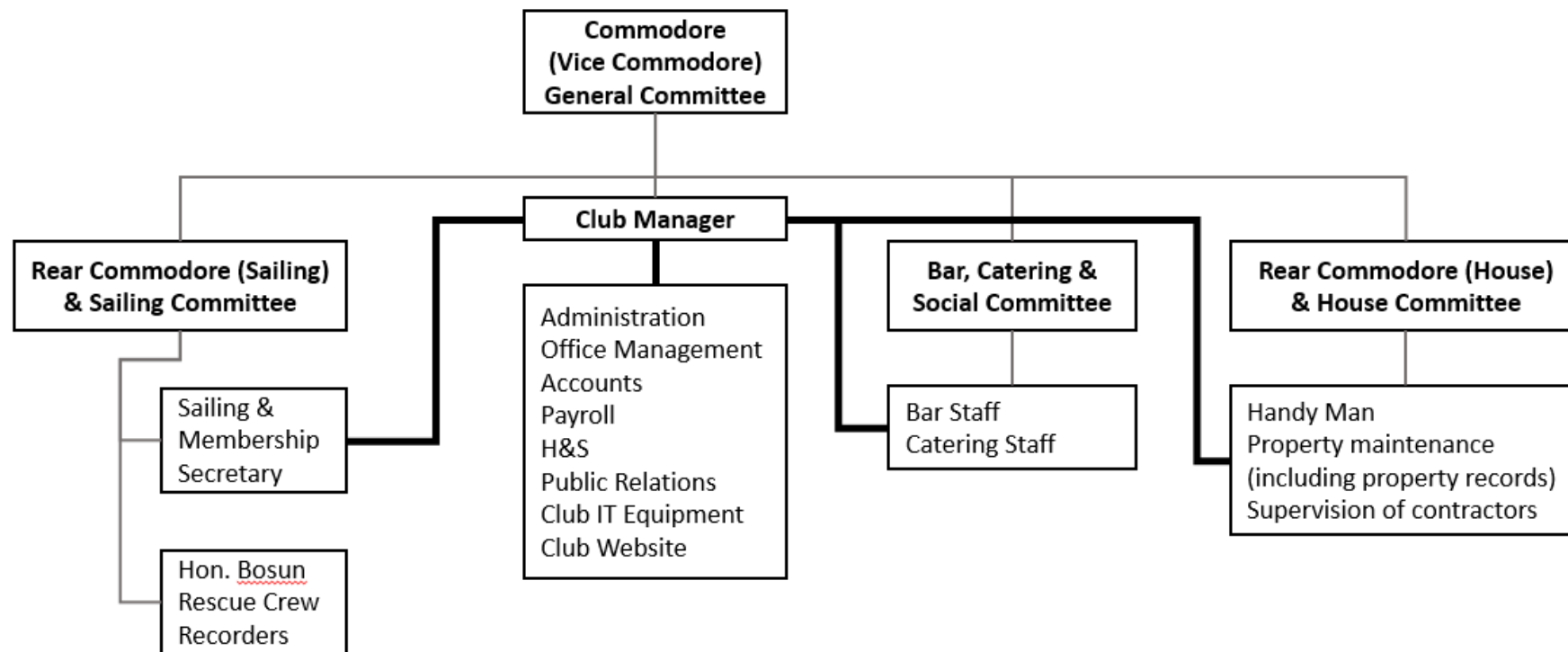
4.3.3. Any equipment involved in a Major Incident should be “quarantined” pending official investigation

4.3.4. The Commodore or club manager will initiate and maintain contact with other agencies and parties: -

- RYA
- MCA
- Club Insurers

4.3.5. The Commodore will authorise all communication with the media (press, TV etc)

5. Club Organogram



Note: **—** Indicates direct responsibilities and line management of staff

6. Risk Assessments

| | | | |
|------------------------|---------------------|--------------------|--------------------|
| Highly unlikely | Trivial risk | Low risk | Medium risk |
| Unlikely | Low risk | Medium risk | High risk |
| Likely | Medium risk | High risk | STOP |

| | |
|-------------|--|
| Risk level | Action and Timescale |
| Trivial | No action required and no documentary record needs to be kept. |
| Low | No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained. |
| Medium | Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |
| High | Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. |
| Stop | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work must remain prohibited. |

6.1. Sailing Activities (General – see also the WYC RTC RA for sail training activities)

| All activities whilst afloat | | | | | Dated assessed - 01/06/2014 | | |
|---|---------------------------|---|-------------|---|-----------------------------|-------------------------------|--|
| | | | | | Action and Review | | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Drowning | Club Sailors | The wearing of CE50 Newton personal floatation device & appropriate clothing b. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions c. Individual responsibility for sea-worthiness of boats | Low | | | Sailing Committee | |
| Hypothermia | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Low | | | Sailing Committee | |
| Death from cold shock | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Low | | | Sailing Committee | |
| Serious injury whilst afloat (no other boat involved) | Club Sailors | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility for sea-worthiness of boats | Low | | | Sailing Committee | |

| | | | | | | | |
|---|-------------------------|---|--------|--|--|-------------------|--|
| Collision whilst afloat leading to either injury or boat damage | Club Sailors | <p>a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions</p> <p>b. Individual responsibility to keep a proper lookout and to take appropriate avoiding action</p> | Medium | | | Sailing Committee | |
| Risk of injury to other water users | Club Sailors and public | Individual responsibility to watch out for other water users, particularly swimmers, canoers, and sailing school students whilst close to shore | Low | | | Sailing Committee | |

| Dinghy Racing | | | | | | Dated assessed - 01/06/2014 | |
|-------------------------------|----------------------------------|---|--------------------|--|------------------------|--------------------------------------|---|
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| All hazards in Section1 above | Club Sailors | <p>As in Section6.1.1 above <u>PLUS</u></p> <p>a. Wearing of CE50 Newton personal floatation device mandatory when racing</p> <p>b. Provision of appropriately equipped patrol boats with trained crews</p> <p>c. No racing organised in coldest months</p> | Low | | | Sailing Committee | |

| | | | | | | | |
|---|-------------------------|--|--------|--|--|-------------------|--|
| Collision whilst racing leading to either injury or boat damage | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Medium | | | Sailing Committee | |
| Death from cold shock | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Low | | | Sailing Committee | |
| Serious injury whilst afloat (no other boat involved) | Club Sailors | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility for sea-worthiness of boats | Low | | | Sailing Committee | |
| Collision whilst afloat leading to either injury or boat damage | Club Sailors | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility to keep a proper lookout and to take appropriate avoiding action | Medium | | | Sailing Committee | |
| Risk of injury to other water users | Club Sailors and public | Individual responsibility to watch out for other water users, particularly swimmers, canoers, and sailing school students whilst close to shore | Low | | | Sailing Committee | |

| | |
|---|------------------------------------|
| Free Sailing (including Dinghy Cruising) | Dated assessed - 01/06/2014 |
| | Action and Review |

| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
|---|---------------------------|--|-------------|---|-----------------|-------------------------------|--|
| All hazards in Section1 above | Club Sailors | As in Section 6.1.1 above PLUS a. Individual responsibility to let someone know of your intentions. b. Individual responsibility to ensure that there is adequate means to raise the alarm from the sea. c. Individual responsibility to ensure boat has appropriate equipment Follow the "Safety Advice For Free Sailing" in appendix C | Medium | | | Sailing Committee | |
| Collision whilst racing leading to either injury or boat damage | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Medium | | | Sailing Committee | |
| Death from cold shock | Club Sailors | a. Individual responsibility to assess the prevailing conditions and to wear appropriate clothing | Low | | | Sailing Committee | |

| | | | | | | | |
|---|-------------------------|--|--------|--|--|-------------------|--|
| Serious injury whilst afloat (no other boat involved) | Club Sailors | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility for sea-worthiness of boats | Low | | | Sailing Committee | |
| Collision whilst afloat leading to either injury or boat damage | Club Sailors | a. Individual responsibility and awareness for assessing own competency in relations to prevailing conditions b. Individual responsibility to keep a proper lookout and to take appropriate avoiding action | Medium | | | Sailing Committee | |
| Risk of injury to other water users | Club Sailors and public | Individual responsibility to watch out for other water users, particularly swimmers, canoers, and sailing school students whilst close to shore | Low | | | Sailing Committee | |

| | | | | | | | |
|--------------------|----------------------------------|---------------------------------|--------------------|--|------------------------|--------------------------------------|---|
| Windsurfing | | | | | | Dated assessed - 01/06/2014 | |
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |

| | | | | | | | |
|----------------------------------|--------------|--|-----|--|--|---------|--|
| All hazards in Section 1&3 above | Club Sailors | As in Sections 6.1.1 and 6.1.3 above PLUS a. Wearing of a CE50 Newton personal floatation device is mandatory for those aged under 18 years | Low | | | Sailing | |
|----------------------------------|--------------|--|-----|--|--|---------|--|

| Patrol Craft & Committee Boat | | | | | | Dated assessed - 01/06/2014 | |
|---|--|--|-------------|---|-----------------|-------------------------------|--|
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| All hazards in Section 1 above Plus | Club Sailors Rescue Boat drivers And Race Management | As in Sections 6.1.1 and 6.1.3 above PLUS Personal Floatation Devices must conform to RYA guidelines and be suitable for undertaking duties of a safety boat driver or crew | Low | | | Sailing Committee | |
| Injury caused by contact with, or boarding, patrol/committee boat | Club Sailors Rescue Boat drivers And Race Management | a. Only trained drivers to operate patrol boats b. Mandatory use and testing of the kill-cords in accordance with RYA guidelines c. Briefing of patrol boat crews d. Briefing of committee boat users e. Only trained drivers to operate the | Medium | | | Sailing Committee | |

| | | | | | | | |
|--|--|--|--------|--|--|-------------------|--|
| | | committee boat f. Do not use of the committee boat when conditions make crew transfer unsafe. | | | | | |
| Injury caused whilst laying or recovering marks | Club Sailors Rescue Boat drivers And Race Management | a. Appropriate patrol boat crew training b. Appropriate serviceable equipment available | Low | | | Sailing Committee | |
| Injury caused whilst laying or recovering committee boat anchor(s) | Club Sailors Rescue Boat drivers And Race Management | a. Adequate trained manpower to be available b. Use of winch if required | Medium | | | Sailing Committee | |

6.2. Shore side Risks

| Shore side Risks | | | | | Dated assessed - 01/06/2014 | | |
|---|---|--|-------------|---|-----------------------------|-------------------------------|--|
| | | | | | Action and Review | | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Tripping, falling on ramp | Club Sailors Rescue Boat drivers, Race Management and Public | a. Keep ramp clear of weed b. Careful stacking of trolleys c. Boat parking in authorised allocated spaces only. | Low | | | Sailing Committee | |
| Tripping, falling on beach | Club Sailors Rescue Boat drivers, Race Management and Public | . Keep beach clear of debris Careful stacking of trolleys Boat parking in authorised allocated spaces only. | Low | | | Sailing Committee | |
| Injury during launch and recovery of member's boats | Club Sailors Rescue Boat drivers, Race Management and Public | <ul style="list-style-type: none"> • Individual responsibility for assessing skills/ability levels in relation to conditions. • Individual responsibility to be aware of others. | Low | | | | |

| | | | | | | | |
|---|---|--|--------|--|--|-------------------|--|
| Injury when launching and recovering club patrol boats | Club Sailors Rescue Boat drivers, Race Management and Public | <ul style="list-style-type: none"> • Dumper truck only used by authorised driver • Banksman to be used at all times • Briefing and training of those involved • Boat parking in authorised allocated spaces only. | Low | | | Sailing Committee | |
| Injury when rigging or moving boats around WYC property | Club Sailors Rescue Boat drivers, Race Management and Public | <ul style="list-style-type: none"> • Individual responsibility to be aware of others (especially general public on sea wall and ramp) • Individual responsibility for security of boats (especially vulnerable when left with sails up) • Appropriate handling of windsurfing rigs whilst ashore. | Medium | | | Sailing Committee | |

| | | | | | | | |
|---|----------------------------------|---------------------------------|--------------------|--|------------------------|--------------------------------------|---|
| Launching of rescue and support boats for club use | | | | | | Dated assessed - 13/07/2014 | |
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |

| | | | | | | | |
|---|--|---|---------------|--|--|--------------------------|--|
| <p>Vehicle movement (General)</p> <p>Contact with moving vehicles</p> | <p>Patrol Boat Crew & Public – Major injuries – potential fatality</p> | <p>All drivers must have read the Operators Manual</p> <p>Club rules for vehicle movements adhered to.</p> <p>Visibility of banksman enhanced where required by provision of high viz waistcoat.</p> <p>People kept away from moving vehicles, particularly when reversing,</p> <p>No entering of Rigdens Shed by Vehicles</p> <p>In exceptional circumstances the operation is reviewed and either held off until beach is clearer or Patrol boat manually pulled up ramp</p> | <p>Low</p> | <p>Club instructions to keep area at end of Catamaran parking to be clear of trailers or vehicles during launch and recovery of Rescue and Support boats</p> | | <p>Sailing Committee</p> | |
| <p>Reversing</p> <p>Contact with moving vehicle</p> | <p>Patrol Boat Crew & Public – Major injuries – potential fatality</p> | <p>Reversing vehicles supervised by a banksman if assessment requires.</p> <p>Direction signals to be agreed between banksman and driver.</p> <p>Visibility of banksman enhanced where required by provision of high viz waistcoat</p> <p>Banksman to stand in a position where they can supervise the work and away from a position where they may be struck by the vehicle being directed or other vehicles</p> <p>People kept away from moving vehicles, particularly when reversing</p> | <p>Medium</p> | | | <p>Sailing Committee</p> | |

| | | | | | | | |
|---|--|--|--------|--|--|----------------------|--|
| Reversing Trapping | Patrol Boat Crew & Public – Major injuries – potential fatality | When reversing up to beach – banksman standing to one side (in line of sight of driver) Driver must be aware of presence of banksman and to take instruction from them | Low | | | Sailing Committee | |
| Vehicle movement Contact between vehicle and fixed structures | Major vehicle and property damage | Inspection of routes before vehicle movement, in particular to identify any obstructions including corners with limited turning circles | Low | Tests to be done with reversing sensor | | Sailing Committee | |
| Launching Boats Trapping | Patrol Boat Crew & Public – Major injuries – potential fatality | Rescue Boat shall not be released from winch until boat is at water’s edge, No access to trailer until tow Vehicles driver has indicated the Vehicle is ready | Medium | | | Sailing Committee | |
| Launching Boats Trapping between steering point | Patrol Boat Crew & Public – Major injuries – potential fatality | Tow Vehicle shall not move until Banksman has checked steering point is clear | Low | | | Sailing Committee | |

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|---|----------------------------------|--|--|--|--|--|--|
| Launching Boats Falling from Patrol Boat | Patrol Boat Crew- Minor injuries | Rescue Boat crew shall indicate that they are to leave boat and will not do so until tow vehicle indicates he is ready and the tow vehicle is parked | | | | | |
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6.3. Club Buildings including Race Hut

| Race Hut operation and access | | | | | Dated assessed - 01/06/2014 | | |
|---|---|-----------------------------|-------------|---|---|-------------------------------|--|
| | | | | | Action and Review | | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Main stairs at front of building Climbing and descending | Club Members Visitors Staff Tripping and falling from height | No Current Control Measures | High | Close off all general access to the stairs apart from maintaining fire route. | Place signs at top and bottom indicating no access and to use the internal stairs Place chain at top and bottom access | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Long term - Replace stairs | House committee to budget and plan | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| Handrails on roof area | Club Members Visitors Staff | No Current Control Measures | High | General access – place warning signs indicating potential hazard | Place signs indicating fall hazard on handrail at top of fire stairs | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed |

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|------------------------------------|--|----------------------------------|--------|--|--|-----------------|--|
| | falling from height | | | | | | 00/00/2014 |
| | | | | Restrict access for children to only went accompanied by an adult | Place signage to indicating child to be accompanied by adult | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Long term – replace handrails including mesh or bar at lower level for children | House committee to budget and plan | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| Access from roof to committee room | Club Members Visitors Staff Trip hazard | Control measures to be confirmed | Medium | Signs placed to indicate step and trip hazard. | Place sign on outside to warn of trip hazard at access point | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Short to medium temp - Temporary steps and landings created to give clear access | House to plan and build a suitable temporary platform to give clear access | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Long term – design and build suitable access | | House Committee | Required Completion Date |

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| | | | | | House committee to budget and plan | | 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| Lighting on roof area | Club Members Visitors Staff Trip hazard | Adequate Emergency lighting provided | Medium | Lighting to be tested to confirm adequate for emergency access | Scheduled lighting test to be actioned. | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Restrict access for children to only went accompanied by an adult | Place signage to indicating child to be accompanied by adult | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| | | | | Long term – replace handrails | House committee to budget and plan | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |
| Access from roof to ground floor | Club Members Visitors Staff Trip hazard | No Control Measures | Medium | Access to ground floor to be clear of all obstacles | Check for clear route to be added to Club managers daily walk around and obstacles removed – Users | House Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed |

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| | | | | | to be advised to keep route clear | | 00/00/2014 |
| Use of electrical equipment in race hut | Club Members Visitors Staff Electrocution | No Control Measures | Low | Danger of electrocution with the race hut to be treated as an external shed | Fit RCD in circuit so that power is tripped on earth fault | House Committee/ Sailing Committee | Required Completion Date 00/00/2014 |
| | | | | | | | Date Completed 00/00/2014 |

| Kitchen and Tea Bar | | | | | | Dated assessed - 01/06/2014 | |
|---|---|--|-------------|---|--------------------|-------------------------------|--|
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Tripping and Slips Doorways (rain), spillages, uneven surfaces | Staff and Club Members may be injured if they trip over objects, or slip on spillages, eg food or drink spilled/dropped on the floor. | A Kitchen equipment is well maintained and any leaks are promptly reported B Drainage channels and drip trays are provided where spills are likely C Staff clean up spillages immediately and leave the floor dry D There are no trailing cables or obstructions in walkways E Steps are clearly highlighted | Low | Make sure all staff wear suitable footwear with a good grip | Date to be entered | Club Manager | |

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|--|--|--|------------|--|--|---------------------|--|
| <p>Manual handling Lifting and moving heavy objects or objects that are difficult to grasp</p> | <p>Staff risk injuries or back pain from handling heavy/bulky objects, eg trays of crockery or boxes of ingredients.</p> | <p>A Appropriate equipment is available to move heavy items and staff are trained to use it safely</p> <p>B Ingredients are bought in package sizes that are light enough for easy handling wherever possible</p> <p>C Commonly used items and heavy goods are stored and are accessible at the appropriate height</p> <p>D The sink is at an appropriate height to prevent stooping</p> | <p>Low</p> | <p>Remind staff that deliveries (except for stock that can be easily carried) should always be moved using the trolley</p> | | <p>Club Manager</p> | |
| <p>Contact with heat Steam, hot water, hot oil and hot surfaces</p> | <p>Staff may suffer scalds or burns when they are handling hot substances or come into contact with hot surfaces</p> | <ul style="list-style-type: none"> • Staff are trained how to handle hot oils and how to safely use, empty and clean the fryers • Water mixer taps are provided • Heat-resistant gloves, cloths and aprons are provided • All staff wear long sleeves • Staff know about the risks of steam | <p>Low</p> | <p>Display 'hot water' signs at the sinks and 'hot surface' signs at the hot plates</p> | | <p>Club Manager</p> | |
| | | | | <p>Make sure pan-handles are in good condition</p> | | <p>Club Manager</p> | |
| | | | | <p>Make sure all staff are trained how to use the coffee machine safely</p> | | <p>Club Manager</p> | |

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| Knives | Staff preparing food risk injuries from contact with blades. | <ul style="list-style-type: none"> • Staff use the right knives for the job • Staff are trained in the safe use, maintenance and storage of knives | Low | Tell staff that they must only use suitable cutters for opening packages and must not use knives | | Club Manager | |
| Food handling | Staff risk skin irritation or dermatitis from frequent hand washing and some can develop skin allergies from handling certain foods. | <ul style="list-style-type: none"> • Wherever possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than their hands • Food grade, single use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling and fish filleting • Where handling cannot be avoided hands are rinsed promptly after finishing the task | Low | <ul style="list-style-type: none"> • Remind staff to thoroughly dry their hands after washing them | | Club Manager | |
| | | | | <ul style="list-style-type: none"> • Remind staff to check for dry, red or itchy skin on their hands | | Club Manager | |
| Contact with cleaning chemicals Bleach and washing chemicals | Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapor from cleaning chemicals may cause breathing problems. | <ul style="list-style-type: none"> • Where possible, cleaning products marked 'irritant' are avoided and milder alternatives are used instead • A dishwasher is used • Staff are shown how to use and store cleaning products safely, and never to transfer chemicals to an unmarked container • Mops, brushes and protective gloves are provided and used • Staff rinse gloves after using them and store them in a clean place | Low | Same as actions above | | Club Manager | |

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| Gas appliances | Staff and customers could suffer serious/fatal injuries because of an explosion or release of gas. | <ul style="list-style-type: none"> Gas appliances, flues, pipe work and safety devices are serviced and maintained by a Gas Safe registered engineer as per manufacturer's recommendations Staff know where the main isolation tap is and how to safely turn off the supply in an emergency | Low | Contact Gas Safe engineer to fit suitable flame failure device on oven | | | |
| Electrical equipment and installation Kitchen equipment, fans, sockets | Staff could get shocks or burns from faulty electrical equipment. Electrical faults can also lead to fires. | <ul style="list-style-type: none"> Plugs and sockets etc are suitable for a kitchen environment Residual current devices (RCDs) are installed on electricity supplies to hand-held and portable appliances Staff are trained in basic electrical safety and do pre-use visual checks. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported Any faulty equipment is promptly taken out of use Staff know where the fuse box is and how to safely turn off the electricity in an emergency Safety checks of the electrical equipment and installations are carried out to ensure that the equipment continues to be safe. Where necessary this is done by a competent electrician | Low | Do regular tests of RCD trip buttons according to manufacturer's instructions | | Club Manager | |

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|--|--|--|-----|---|--|-----------------|--|
| Fire Faulty electrics, arson | If trapped, staff and customers could suffer fatal injuries from smoke inhalation or burns | <ul style="list-style-type: none"> • Fire risk assessment has been done, and any necessary action taken, | Low | | | Club Manager | |
| Machines | Staff risk serious injury from contact with dangerous/moving parts on machines | <ul style="list-style-type: none"> • All new equipment is checked before first use to make sure that there are no obvious accessible dangerous moving parts • Staff are trained how to assemble, operate and clean machines and to report any defective equipment • Any dangerous machinery parts are suitably guarded and are checked daily • Safety-critical repairs are carried out by competent person | Low | Remind staff to always switch off from power supply before cleaning or carrying out maintenance | | Club Manager | |
| Pressure systems Coffee machines, pressure fryers etc | Staff and customers may suffer serious/fatal injury from explosion. | <ul style="list-style-type: none"> • Equipment is examined by a qualified engineer | | | | | |
| Working at height | Falls from any height can cause bruising and fractures. | <ul style="list-style-type: none"> • Appropriate equipment, eg suitable ladder, is provided and staff are shown how to use it safely | Low | Check the condition of the ladder before use – look for signs of wear and tear | | Club Manager | |

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|-----------------------------------|--|---|-----|--|--|--------------|--|
| Placing stock on high shelves | | <ul style="list-style-type: none"> • Items used frequently are stored in an accessible area • Ladders only used for short duration jobs eg those taking less than 30 minutes | | If there is a risk of anything falling that could injure someone, make sure no-one comes into the area below the work. | | Club Manager | |
| Workplace temperature | Kitchen staff may suffer ill health in hot working conditions. | <ul style="list-style-type: none"> • Fans and extractors are provided to control the air temperature | Low | Staff are encouraged to take rest breaks in cooler conditions when required | | Club Manager | |
| Risk of burns from deep fat fryer | <p>Kitchen Staff Risks of scalds and burns from frying food and removing food from the deep fat fryer.</p> <p>Risk of slipping due to oil spillages during the cooking and removal of food from the fryer.</p> | <ul style="list-style-type: none"> • Staff induction competence training • Staff issued with safety shoes. Personal Protective Clothing. • Wet floor signs to be used. Correct use of equipment for removing cooked food from the fryer onto clean racks • Fryers only to be turned on when in use and never left unattended. • Defects to be reported and fryer not to be used until repaired • Oil spillages to be cleaned up immediately | Low | | | | |

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| | | <ul style="list-style-type: none"> • Procedures in place for emptying and re filling fryer with clean oil • Staff instructed to clear up any spillages for their own and other staff safety. | | | | | |
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| Second Floor and Bunk Rooms | | | | | | Dated assessed – 12/08/2014 | |
|------------------------------------|------------------------------------|---|--------------------|--|------------------------|--------------------------------------|---|
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Guest getting locked out | Distress and entrapment. Guests | Full briefing on methods when checking in | Low | Make sure all full and temporary trained in methods of use | 1/10/14 | Club Manager | |

| Ground Floor and Bar | | | | | | Dated assessed – 12/08/2014 | |
|-----------------------------|----------------------------------|---------------------------------|--------------------|--|------------------------|--------------------------------------|---|
| | | | | | | Action and Review | |
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
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|--|---|--|-----|---|---------|---------------------------------|--|
| Step at walkway though to office corridor from wetroom | Club Members and Staff - Trip hazard | Hazard non-slip tape on edge | Low | Regular monitoring of markings, renew when worn with White Paint or other suitable markings on step | 1/10/14 | Club Manager House Committee | |
| Step in bar area though to South end of building | Club Members and Staff - Trip hazard | Hazard non-slip tape on edge | Low | Regular monitoring of markings, renew when worn with White Paint or other suitable markings on step | 1/10/14 | Club Manager | |
| Shutter dividing bar and wetroom area | Club Members and Staff | Bar Staff to have clear view of shutter as it is closed. To do final check when closed | Low | All Staff to be trained in operation | 1/10/14 | Club Manager | |
| Shutter closing bar counter | Club Members and Staff -Crush Hazard | Bar Staff to check shutter area is clear before closing. | Low | All Staff to be trained in operation | 1/10/14 | Club Manager | |

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|------------------------------------|------------------------------------|
| Basement and changing rooms | Dated assessed – 12/08/2014 |
| | Action and Review |

| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
|---|---|--|-------------|---|-----------------|-------------------------------|--|
| Stairs to mens changing room and toilets | Club Members and Staff - Trip hazard | edge strips and mark edge of step in place | medium | Add check to Club Managers weekly check. On condition and replace or revive when required | | House Committee | |
| Mens Toilets | Club Members and Staff - Slip Hazard | Cleaning of floor on a daily basis | low | Install sign at entrance to toilet warning of slip hazard | | House Committee | |
| Mens Changing room and showers | Club Members and Staff | Cleaning floors on a daily basis | low | Install sign at entrance to toilet warning of slip hazard | | House Committee | |
| Stairs to Ladies Changing rooms and toilets | Club Members and Staff | Cleaning floors on a daily basis | low | Mark edge of steps with white paint or other suitable markings | | House Committee | |

Outside including marquee area

Dated assessed – 12/08/2014

| | | | | | Action and Review | | |
|-------------------|---|--|-------------|---|-------------------|-------------------------------|--|
| Hazard | Who may be harmed and how | Current Control Measures | Risk Rating | Comments or Recommendations for Additional Controls | Action Required | Responsible Person/ Committee | Required Completion date /Date Completed |
| Stairs to Decking | Club Members and Staff - Trip hazard | edge strips and mark edge of step in place | medium | Add check to Club Managers weekly check. On condition and replace or revive when required | | House Committee | |
| Marquee | Club Members and Staff - Crush Hazard | Regular maintenance and repair | low | Record maintenance checks to make sure regular checks happen | | House Committee | |
| Chairs on Decking | Club Members and Staff - Fall and crush hazard | Use of benches in decking area | Low | Restrict use of chairs on decking that legs can fall down slots | | | |

6.4. Whitstable Watersports Centre

Whitstable Watersports Centre runs as a separate facility with its own structure. As such it produces its own risk assessments and methods of working. These are checked and held on file by WYC

7. Safety Advice for Free Sailing

The club is open every day of the week for the use of members. Expert advice and support boats are only available during club organised sailing activities. Members are responsible for their own safety at all times. In the case of children and youths, parents or guardians are expected to exercise appropriate supervision.

The following suggestions are for guidance only: -

- Arrange to go out with another similar boat and watch out for each other.
- Check the weather forecast – ideally Inshore Waters special forecasts.
- Check times and heights of tides in your chosen area.
- Avoid sailing in a dying wind on an ebb tide
- Check your boat's buoyancy and fixings
- Realistically assess yourself, your crew and your boat's ability to cope.
- Ask experienced sailing people for a second opinion if possible.
- Dress warmly for the conditions – it is easier to take off a layer than put it on.
- Wear personal buoyancy, properly done up, at all times afloat.
- Sail within your 'comfort zone'. Don't take risks.
- Watch the sky upwind for black clouds, fog, rain or wind direction changes.
- Go ashore if you have doubts or get cold or tired – there's always another day.
- Always sail in an area to the west of the harbour.
- If you capsize and can't right it, stay with the boat. Never try to swim to shore.
- Carry a mobile phone in a plastic bag or waterproof container.
- Carry a compass and a waterproof watch. Practice sailing a compass course so you can cope with poor visibility.
- Tell a reliable person ashore where you are going and give them your mobile telephone number(s).
- Arrange a time for your shore mate either to contact you or to raise the alarm.
- Avoid shipping routes and fishing grounds if possible.
- Watch all around for shipping, other boats and obstacles.
- Tell your shore mate to stand down when you come ashore.
- Don't stay out alone after your sailing partner comes in.

Additional advice for Dinghy Cruising

- Take drinking water, food or trail bars, extra clothing, paddles or oars, an anchor and warp, towrope, small flare kit, first aid kit and a small toolkit including; knife, pliers, wire cutter, shackles, cord, gaffer tape.
- Also, consider; a marine radio, waterproof charts, waterproof torch, outboard motor with extra fuel and spare shear pin
- Ensure that you have the ability to reef or lower sails whilst afloat.

(Also published in the club's annual programme booklet)