

## 1. Policy Statement

Weir Wood Sailing Club (WWSC) attaches great importance to the health and safety of its members and all members and non-members using the facilities provided by us. To this end the club aims to ensure that all activities carried out, or undertaken by its members in relation to the work of the club, are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to an acceptable level.

WWSC will adopt and implement procedures that are compatible with and recognise the duties imposed by the provision laid out in the relevant statutory documents relating to health & safety. Weir Wood Sailing Club will pay attention to the provision of:

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for members to enable them to comply with health & safety procedures.
- Risk Assessment for all aspects of work carried out by WWSC, where we believe this is appropriate.

## 2. Policy Procedures

General Duties of all Members.

- To take reasonable care to avoid acts or omissions that may adversely affect the health and safety of themselves and others.
- To co-operate fully with anyone responsible for carrying out health & safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment.
- To observe at all times health & safety procedures.

## 3. Responsibility

It is the responsibility of the Club Secretary to ensure that health and safety policy for the club is implemented and reviewed on an annual basis and that the appropriate risk assessments are undertaken. Any person using the club facilities does so with due regard to this Health & Safety Policy and Risk Assessments and does not interfere in any way with equipment that may cause injury to themselves or others. Members are requested to notify the OOD, or, in his absence, the most senior member in attendance, or by email, using [secretary@wwsc.org.uk](mailto:secretary@wwsc.org.uk) of anything they feel may present a danger to other people. Visitors are the responsibility of the members who invite them to WWSC, and those members should supervise their guests, particularly children accordingly.

## 4. First Aid

There is a First Aid kit in the Club House which the Club Secretary maintains. The Sailing Development Committee maintains two first aid and safety kits, one in the training store and one in Oppy bay. Each safety boat will carry a first aid and safety kit.

## 5. Smoking

WWSC operate a no smoking policy within the clubhouse, all other buildings and in the vicinity of the fuel store.

## **6. Fire Safety**

Follow the Club's fire safety procedure – leave the building immediately, assemble between the roadway and the reservoir on the grass facing the clubhouse, call the Fire Service. The Lead or Senior Instructor is responsible for making sure all students and Instructors are out of the building and safe.

## **7. Accident Book and Reporting.**

Any accident or significant injury must be entered the Accident Book which is located on the in the training room. To demonstrate WWSC commitment to reducing injury and accidents, the Accident Book is reviewed at regular intervals by the Training Principal and takes any action that may be required to prevent or reduce the risk of a similar accident occurring.

## **8. Risk Assessments**

Standard Risk Assessments are available for training events as well as templates for specific activity risk assessments. Following any event, it is imperative that a full de-brief is held to assess the suitability of the Risk Assessment and any changes that should be made for future use.

## **9. Electrical Equipment**

All electrical equipment owned by WWSC will be subject to regular testing in accordance with the relevant regulations. The frequency of such testing, together with certification and re-test schedule can be found in the "Electrical Equipment" file located in the club house. Members own equipment which has been brought to the club should be removed from WWSC on completion of the task or locked into the workshop.

## **10. New Membership Induction**

All new members are sent a new members' pack of information about the club by a member of the membership team. The pack contains helpful information that answers the questions most new members are likely to have and contains links to further sources of relevant information, such as club documents on the club's website.

## **11. Working on Site**

At various times, members may undertake work on their own boats. Extreme caution should be exercised at this time if working alone, as help may not be available. Any hazardous material and tools must be removed from the site when work is complete. As part of an organised working party, members should only carry out work that is within their area of expertise and level of competence.

## **12. Fuel**

Powerboat re-fuelling is to be carried out on land only and by adults only, away from the fuel store and with the fire extinguisher close by. Avoid re-fuelling while wearing a dry suit because of the static electricity hazard. Get help if necessary, to keep people away and watch for anyone smoking nearby. Fuel must only be stored in the designated Fuel Store and any refilling of boat fuel tanks must only be completed in this area. Any fuel spills must be immediately attended to.

**13. Periodic Procedures**

Some procedures that help to reduce or eliminate risks to health and safety need to be reviewed or carried out periodically. These are listed below.

<b>POLICY / PROCEDURE</b>	<b>PERIOD</b>	<b>RESPONSIBLE</b>
Review of H&S Policy	Annually or as deemed necessary	Club Secretary
Review of Risk Assessments	Prior to special events and ongoing as deemed necessary	Services Officer and Training Principal
Electrical Installation	When changed and five-yearly in accordance with BS7671	Services Officer
Fire Equipment	For firefighting equipment. Refer to schedule. Smoke detectors battery's checked and replaced on alarm or every six months	Services Officer
Shower supply pipes	Control of Legionella Bacteria within shower head to be monitored with regular shower head cleaning	Services Officer
Accident Book Review	Reviewed as a Main Committee agenda item and action taken accordingly	Training Principal
Manual winch	Monthly or as deemed necessary	Services Officer
Main Club First Aid Kits	Monthly or as deemed necessary	Club Secretary