



Health and Safety Policy

1. General Statement

The purpose of the club is to encourage and support the sport of sailing, and membership is entirely voluntary. The sport itself and the many ancillary activities including boat handling involve some inherent physical risks. The club site is a working environment and the river and its banks have potential dangers and all are easily accessible to the public. The club recognises that each individual carries the prime responsibility for his or her participation in club activities and for ensuring their own safety, that of their fellow members, and others who may use our premises. The club is committed to ensuring as far as possible that members, visitors and guests, employees and contractors, and members of the public are not exposed to unreasonable or unnecessary risks to their health and safety as a result of taking part in club activities or using club facilities and premises, including all of the club buildings and the surrounding areas.

The club will act on this commitment by as far as possible:

- Maintaining a safe and healthy environment for work, leisure, sailing and social activities;
- Providing information and training as necessary about safety issues;
- Responding to reasonable health and safety concerns;
- Obtaining expert advice as necessary;
- Reviewing this policy every year or whenever exceptional events demand a review.

2. Organisation

2.1 The General Committee is responsible for health and safety policy within the Wivenhoe Sailing Club.

2.2 The Commodore will oversee the implementation of health and safety policy on behalf of the General Committee.

2.3 The Vice Commodore and Rear Commodore are responsible for the implementation of health and safety practice within their respective areas of activity, and will report to the Commodore and to the General Committee.

2.4 The Vice Commodore and Rear Commodore are responsible for an annual Fire Risk Assessment (which is required by law) within their respective areas of activity, and will report to the Commodore and to the General Committee.

3. Arrangements for implementation of the policy.

3.1 The implementation of this policy in all areas will be reviewed by the Commodore in January of each year (or more frequently if required) and report in writing to the General Committee.

3.2 The General Committee will consider the Commodore's report and make changes to the club's Health and Safety Policy as necessary.

3.3 The Commodore will oversee Child Protection policy and good practice in all areas. And report to at least annually to the General Committee.

3.4 Reporting to the Vice-Commodore and Sailing Committee:

3.41 The Sailing Committee will at a meeting in the autumn of each year review all aspects of health and safety in its area of activities, and will report to the General Committee on any matters which require action.

3.42 The Cadet Leader is responsible for safe practice in all aspects of cadet activities. The Cadet Leader (or his agent) will review practice and procedures each year before the start of each sailing season and report annually to the Sailing Committee.



3.43 The Lifting Group Committee is responsible for safe practice in cruiser lifting and storage and ensure the proper maintenance and use of all of the boat-handling equipment, including periodic inspection and testing. The Chair of the Lifting Group Committee (or his agent) will review practice and procedures each year before the start of each sailing season and report annually to the Sailing Committee. A copy of the current procedures will be kept in the Club Policy Manual.

3.44 The Sailing Secretary is responsible for the overall safety of arrangements for club dinghy races, including the application of the Club Racing Rules, and of Club Safety Boat procedures, and the proper maintenance of race-equipment and safety boats. The Sailing Secretary (or his agent) will review practice and procedures each year before the start of each sailing season and report annually to the Sailing Committee.

3.45 The Vice Commodore (or his agent) will undertake an annual Fire Risk Assessment and report to the General Committee each January.

3.5 Reporting to the House Committee and the Rear Commodore:

3.51 The Bar Manager and Bar Sub-Committee are responsible for health and safety within the bar and bar-store areas, and including the work of bar-staff.

3.52 The Rear Commodore is responsible hygiene and food safety procedures (including regular inspections) and the cleaning of the club, including the work of the cleaner.

3.53 The Bookings Officer will ensure members and others using club premises under a booking agreement are aware of, and have undertaken to implement necessary health and safety measures.

3.54 The sponsor of an event will oversee the safety of people attending a specific event organised under a booking agreement, and will be the 'responsible person' for the purposes of the Fire Regulations.

3.56 House Committee will at a meeting in the autumn of each year review all aspects of health and safety in its area of activities, and will report to the General Committee on any matters which require action.

3.57 The Rear Commodore (or his agent) will undertake an annual Fire Risk Assessment and report to the General Committee each January.

3.6 Reporting Direct to the general Committee.

3.61 The Building Maintenance and Development sub-committee, chaired by the Vice and Rear Commodores will oversee the maintenance of club buildings, premises, pontoons and grounds in a safe and sound condition. This will include regular safety and electrical inspections.

3.62 The Club Secretary will be responsible for administering the contract with the Alarm System Maintenance Company, and ensuring our Fire Alarms and Fire Extinguishers and Appliances are properly maintained.

3.63 The Club Secretary will be provided with complete and up-dated records of all health and safety policies, including minutes and notes of meetings of sub-committees and of actions taken to implement these. These records will be maintained by the club secretary in the Club Policy manual.

This Health and Safety policy is hereby adopted by the General Committee of Wivenhoe Sailing Club at a meeting on.....*May 1st 2013*.....

Signed on behalf of the Club...*Nikki Robinson*.....(Commodore)