

Wivenhoe Sailing Club Health & Safety Policy

Our commitment

Wivenhoe Sailing Club is committed to providing a safe and healthy environment for all members, volunteers, visitors, and contractors. We aim not only to meet our legal obligations but to champion a proactive health and safety culture—protecting everyone involved in club activities, afloat and ashore.

Policy objectives

1 Compliance and best practice

- 1.1 Comply fully with all relevant health and safety legislation, including the Health & Safety at Work etc. Act 1974, RYA guidance, and local regulations.
- 1.2 Strive for continual improvement of safety standards and procedures through regular review and learning.

2 Risk assessment and management

- 2.1 Identify, assess, and manage risks for all club activities, both on and off the water.
- 2.2 Maintain up-to-date risk assessments for all major areas, including (but not limited to) club premises (clubhouse, bar, kitchen), general activities, fire, activities on the water (e.g., dinghy sailing), pontoons/slipway, lifting/hoisting, tractor/vehicle use, and severe weather or adverse environmental conditions.
- 2.3 All risk assessments, checklists, and safety guides are published in the Health & Safety Documents Hub on the club website and, where relevant, at point of use (e.g., vestibule/boathouse). Members and volunteers must familiarise themselves with the relevant documents for their activities.

3 Incident reporting and learning

- 3.1 Encourage prompt reporting of all accidents, incidents, near misses, and hazards by members and volunteers.
- 3.2 Review and learn from incidents to improve procedures and prevent recurrence.
- 3.3 Maintain a confidential, no-blame reporting culture.
- 3.4 Meet RIDDOR requirements where applicable, ensuring statutory reporting and record-keeping are completed by or with guidance from the Health & Safety Lead/Officer.

4 Training, competency, and supervision

- 4.1 Ensure all those in safety-critical roles (e.g., safety boat operation, instruction, lifting/hoisting, tractor use, bar/kitchen leads) are appropriately trained and competent, with refresher training as required.
- 4.2 Keep up-to-date records of qualifications, including safety, first aid, and specialist training (e.g., RYA PB2; Level 2 Food Hygiene).
- 4.3 Provide appropriate supervision for less experienced members and visitors.
- 4.4 Ensure that an appropriate number of members and volunteers hold current first aid qualifications, and that first aid cover is in place for club events and activities.
- 4.5 Make first aid kits easily accessible and clearly signposted at the club and during events. Publicise who the trained first aiders are, especially during organised activities and races.
- 4.6 Ensure volunteers involved in preparing or serving food and drink in the clubhouse/bar are aware of and follow basic food hygiene standards.

5 Roles and responsibilities

- 5.1 The General Committee has overall responsibility for health and safety.
- 5.2 Committee leads and role-holders responsible for documents in the Health & Safety Documents Hub must ensure those guides, risk assessments and checklists are maintained, reviewed and updated as required, and that they are implemented in practice.
- 5.3 All members, volunteers, and contractors must work safely, follow club guides and risk assessments, and report hazards or concerns.
- 5.4 Parents/guardians must supervise children at all times, except during organised cadet activities where club safeguarding arrangements apply.

6 Safe equipment, premises, and activities

- 6.1 Maintain boats, equipment, and premises in a safe condition.
- 6.2 Ensure all safety equipment (e.g., lifejackets, first aid kits, defibrillator by the main clubhouse door, fire extinguishers) is available, checked, and properly stored.
- 6.3 Ensure all safety-related procedures (e.g., Safety Boat Checklist, Harry Hoist, Tractor Use, Masting Derrick) are followed, with guidance available in the Health & Safety Documents Hub.
- 6.4 Ensure the clubhouse, bar, kitchen, and other communal areas are maintained in a safe and hygienic condition, meeting all relevant health, safety, and food hygiene regulations.

- 6.5 Higher-risk tasks (e.g., working at height, lifting operations, electrical work) must only be carried out by competent/qualified persons.
- 6.6 Maintain required statutory inspections and tests, including (as applicable) fire extinguishers, portable appliance testing (PAT), fixed-wire electrical inspection (EICR), gas safety checks, and basic defibrillator checks/recording.

7 Occupiers' liability

- 7.1 Take reasonable steps to ensure the safety of lawful visitors and (as far as reasonably practicable) trespassers on club premises, as required by the Occupiers' Liability Acts 1957 and 1984.
- 7.2 Place warning signage where there are known hazards.

8 Safeguarding and welfare

- 8.1 Promote safeguarding of children, young people, and vulnerable adults in line with club and national guidance.

9 Insurance

- 9.1 Maintain appropriate insurance for club activities, premises, boats, and events, seeking insurer guidance where relevant to risk controls.

10 Communication and awareness

- 10.1 Share health and safety information, guides, and updates through club communications, signage, and training.
- 10.2 Maintain a single online hub for all health & safety documents, risk assessments, and checklists, clearly signposted for members.

11 Monitoring, review, and improvement

- 11.1 Review health and safety performance and this policy at least annually, after any serious incident, or following major changes.
- 11.2 Report progress and issues to the General Committee and members.

12 Supporting club guides and documents

- 12.1 Practical steps, risk assessments, and safety procedures are set out in Club Guides and supporting documents, which are reviewed and updated alongside this policy.

- 12.2 The Health & Safety Documents Hub includes, but is not limited to:

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| • General Risk Assessment | Commodore |
| • Fire Risk Assessment (Main building) | Rear Commodore |
| • Fire Risk Assessment (External) | Vice Commodore |
| • Activities on the Water Risk Assessment | Sailing Secretary |
| • Lifting Group Risk Assessment | Lifting group chair |
| • Safety Boat Checklist | Bosun |
| • Harry Hoist Instructions | Lifting group chair |
| • Severe Weather and Emergency Procedures Guide | Sailing Secretary |

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| • Tractor Use Guidelines | Lifting group chair |
| • Mastig Derrick Procedure | Lifting group chair |
| • Accident and Incident Reporting Guide | Club Secretary |
| • Fuel Storage and Handling Guide | Vice Commodore |
| • Safeguarding and Welfare Guide | Welfare Officer |
| • Clubhouse and Bar Safety Guide | Rear Commodore |
| • Kitchen and Food Hygiene Guide | Rear Commodore |
| • Any new or updated document as required | Commodore |

12.3 Members and volunteers must refer to and follow the relevant guide for each activity.

13 Linked policies and documents

13.1 This Health & Safety Policy should be read alongside other Club policies and procedures that support safe, responsible and respectful activity at WSC.

13.2 Linked policies and documents include (as applicable):

- Safeguarding Policy and Procedures / Welfare arrangements
- Code of Conduct
- Disciplinary Procedure (complaints and member conduct)
- Environmental Policy (where relevant to safe operations and expectations)
- Social Media Policy (where online conduct impacts welfare/safety)
- Data Protection / Privacy (where it affects incident and safeguarding records)

14 Review and approval

14.1 This policy will be reviewed by the General Committee at least every 12 months and updated as necessary in response to changing circumstances or legislation.

Julie-Anne White

Commodore

23rd March 2026

Next policy review date: 23rd March 2027