



The Harbour  
Fortrose  
Ross-shire  
IV10 8TP

[info@chanonry.org.uk](mailto:info@chanonry.org.uk)  
[www.chanonry.org.uk](http://www.chanonry.org.uk)

## **CHANONRY SAILING CLUB – HEALTH & SAFETY MANAGEMENT PLAN 2012**

### **Introduction**

Chanonry Sailing Club is strongly committed to encouraging members to take part in sailing, but the health, well-being and safety of each individual is always our paramount concern. It is the intention of Chanonry Sailing Club that members and their guests or visitors to the Club should be able to enjoy the Club's activities in reasonable safety while acknowledging that water sports, by their very nature, can be hazardous. We also acknowledge that we have to provide a reasonable duty of care to members of the general public who exercise their rights to access areas such as the harbour which are managed by the Club.

While health and safety policy is set by the committee, promoting health and safety is the responsibility of every member and it is up to the member to decide whether or not to take part in Club activities.

### **Our statement of general policy is:**

- to provide adequate control of the health and safety risks arising from our activities;
- to provide and maintain a safe Club environment and appropriate safety equipment;
- to provide safety boats for organized Club sailing activities equipped and crewed as recommended by the Royal Yachting Association (RYA);
- to offer training to those whose Club duties can affect health and safety;
- to take all reasonable measures to prevent accidents;
- to record, investigate and learn from any accidents or near misses that do occur;
- to review this policy annually every March or immediately following a major incident.

## Responsibilities:

Overall responsibility for health and safety policy lies with the Club committee. The committee appoints a Club member to be the Club Health & Safety Officer (**Richard Jenner**). The responsibilities of the Club Health & Safety Officer are to:

- Draft this plan on behalf of the committee;
- Conduct an annual review of the plan;
- Advise the committee and appointees listed below on health & safety matters;
- Conduct quarterly (recorded) safety inspections of the clubhouse, harbour, slipways, safety boats & club dinghies as per Annexes G – K.

The following Club areas have appointees to act as a focal point for health and safety on behalf of the committee. They undertake or organize the undertaking of the measures identified in Annexes A - C:

- Clubhouse fabric, electrics and fire prevention systems: Building Custodian (**Gavin Campsie**)
- Galley hygiene and food safety: Social Convenor (**Pam Hogan**)
- Harbour and slipways: Harbour Master (**David Pocock**)
- Dinghy Park: General committee member as appointed (**Marisa Astill-Brown**)
- Allocation of event duties: Sailing Secretary (**Helen Morgan**)
- Overall on-water safety at club race events: Race Officer (for open events or non-routine events a separate safety plan may be required - Sailing Secretary (**Helen Morgan**))
- Overall on-water safety for recreational sailing: Safety Officer. While suitably<sup>1</sup> trained juniors over the age of 16 can hold full Powerboat Level 2 and RYA Safety Boat certificates, it is the Club's policy that only adults (ie aged 18 or over) can act as Safety Officers.
- Overall safety for formal tuition activities: Training Principal (**Richard Jenner** - may be delegated on a day-to-day basis to the relevant instructor)
- Fixed First Aid kits: Training Principal (**Richard Jenner**)
- Provision of dinghy training safety equipment and Club dinghy safety standards: Training Principal (**Richard Jenner**)

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<sup>1</sup> New text in 2012 to clarify that only adults can act as Safety Officers

- Provision of safety boat equipment (except radios): Safety Boat Convenor (**Ken Ferguson**)
- Provision of serviceable radios: As appointed (**Alan Munro**)
- Maintenance of the Club owned portion of the moorings: Harbour Master (**David Pocock**)
- Planning & direction<sup>2</sup> for crane-in and crane out: As appointed (**Peter Illingworth**)
- Child Protection and vulnerable adults: Child Protection Coordinator (**Helen Robinson**)

All Club members have to:

- Cooperate with responsible Club appointees on health and safety matters;
- Not interfere with anything provided to safeguard their safety;
- Take reasonable care of their own health and safety and that of others in their vicinity who may be affected by what they do or not do;
- Report all health and safety concerns to the appropriate Club appointee above or any committee member;
- Correctly use all equipment provided by the Club.

The Club appointees are not responsible in any way for the safety standards of equipment owned personally by Club members nor do the Club appointees carry responsibility for any on-water activity that is not part of a Club organized event.

The Club provides indemnity insurance for all Club appointees in the responsible execution of their duties.

It is a condition of Club membership that all Club members keeping boats at Chanonry Sailing Club, or leasing a mooring, or taking part with their boats in any Club activity, arrange their own insurance to include third party and public liability indemnity for at least £2,000,000.

### **The Club employs a structured approach to promote good health and safety in 3 stages; these are:**

- Hazard identification (a hazard is the thing that could cause harm, damage or loss)
- Risk assessments (assessments to identify the risk that someone will be harmed by a hazard)

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<sup>2</sup> 'direction' inserted in 2012

- Measures to minimise risks by taking reasonably practicable precautions. Ultimately if risks cannot be reduced to an acceptable level, the activity should not take place.

Additionally in the wider context of safety, the Club produces specific policies or guidance where groups can be at particular risk.

The Club makes a written record of its assessments and these are made available to activity or event organisers and all Club members by posting them on the Club website and in a folder in the Race Office. While a structured approach is employed, any assessment is to a degree subjective and is only totally valid at the time that it is made. Therefore anyone with responsibility for a particular activity or event must make their own assessment on and during the day to see if new hazards exist or if risk has increased (for example through changes in the weather). These assessments do not need to be recorded but it is advisable to make a brief note for example on the race sheet. There is guidance below on how to identify hazards and assess risk. While it may seem that the main hazards facing a sailing Club stem from on-water activity, the Club considers all hazards and these are assessed in 3 main areas:

- The Clubhouse.
- The harbour, dinghy park and slipways.
- The sailing area for events or training.

The current Club assessments can be found at Annexes A – C.

## **Hazards:**

Hazards are assessed by physically examining the area and asking members what they consider to have the potential to cause harm. For sailing related activities, lessons learnt from incidents analysed by the RYA and Marine Accident Investigation Branch (MAIB) should also be considered by the assessor to see if similar hazards may exist at Chanonry Sailing Club. In assessing hazards, it is important to assess who might be hurt and how.

## **Risks:**

Following the identification of the hazard, the risk is then assessed (that is the likelihood that the harm from a particular hazard is realized) and the potential severity of an accident is graded. The Club uses numerical scales to identify a Risk Factor (Risk Factor = Likelihood x Severity): as follows:

- L = Likelihood scale:
  - 5 = High i.e. likely
  - 3 = Medium i.e. possible though unlikely
  - 1 = Low i.e. possible but very unlikely
- S = Severity scale:

- 5 = Severe i.e. fatality, major injury, major loss
- 3 = Concerning i.e. requiring professional medical treatment, significant loss
- 1 = Recordable i.e. requiring first aid only, minor loss
- RF = Risk Factor (= L x S)

|                    |                                                                                                     |                           |
|--------------------|-----------------------------------------------------------------------------------------------------|---------------------------|
| <b>High Risk</b>   | <b>Unacceptable – situation must be modified or avoided</b>                                         | <b>Scores 15 &amp; 25</b> |
| <b>Medium Risk</b> | <b>Requires judgment by all whether situation is acceptable or can be modified to be acceptable</b> | <b>Score 9</b>            |
| <b>Low Risk</b>    | <b>Acceptable but all reasonable measures must still be taken to reduce remaining risk</b>          | <b>Scores 1, 3, 5</b>     |

## **Dispute by Members of an Organizer’s Decision to Abandon an Activity**

Should an organizer judge that the situation carries unacceptable risk, the activity is deemed to be cancelled as a Club activity and all Club equipment must be withdrawn. Should individual adult members decide, having been informed of this decision, that they wish to continue the activity using their own equipment, they cannot be prevented from doing so but must understand that they do so totally at their own risk. Should there be juniors (ie members under the age of 18) who also wish to continue, the organizer should make his or her concerns known to the parent or guardian (or person acting in loco parentis) who must then decide whether or not the junior can continue.

## **Control Measures**

Controls are measures put in place to reduce the risk by taking reasonably practicable precautions. These measures are very wide ranging and encompass the provision of safety equipment, the availability of training and briefings for key personnel, the implementation of an inspection and maintenance regime and the production of detailed safety guidance to reduce what would otherwise be an unacceptably high risk activity.

## **Child Protection**

Children and vulnerable adults represent one group that is at particular risk and for whom extra safeguards are required as expressed in the Club policy at Enclosure One.

## **Safety guidance for organizers and safety officers**

Safety Officers are those members who take charge of the Club safety boats for on-water activities. They are responsible to the Race Officer or other event or activity organizer except for recreational sailing when they are directly responsible for safety. The Club offers training (RYA Powerboat Level 2 Course, Safety Boat Course, First Aid Course) to all members eligible for Safety Officer duty and members are strongly advised to make themselves available for this training. Additionally, the Club provides written guidance for organizers and Safety Officers on the website and in a folder in the Race Office and this is reproduced at Annex D.

## **Accident & Near miss book**

The Club records all accidents and ‘near misses’ (a near miss is an accident that didn’t quite happen through intervention or ‘good luck’) in an Accident & Near Miss Book which is kept in the Race Office. Any Club member can record details of an accident or

near miss and the form is reproduced at Annex E. The Committee reviews the Accident & Near Miss Book at its meetings and decides what follow-up action, if any, is required.

## **Briefings for visitors**

A standard briefing sheet for visitors which can be used by an event or activity organiser is at Annex F. This sheet identifies the common hazards but may need to be supplemented on the day following a risk assessment update.

## **Inspections**

Periodical inspections represent a control measure that is appropriate to the physical environment and to safety equipment to ensure that there has been no degradation in the period following the previous inspection. Where an inspection is appropriate it is recorded as a control measure in Annexes A-C and the Club Health & Safety Officer will make the inspection which must be recorded in writing. An Inspection Log is kept in the Race Office and the forms are at Annexes G – K. The Committee reviews the Inspection Log at its meetings and decides what follow-up action, if any, is required. Should a matter warrant urgent action, the Club Health & Safety Officer should contact the Commodore or any committee member or the appropriate Club appointee as soon as possible.<sup>3</sup> Additionally, the Building Custodian arranges for the First Aid Fire Appliances to be serviced annually and the Club's electrical systems to be tested every 3 years by a qualified electrician. A portable electrical appliance register (Enclosure 2) is maintained by the Building Custodian and a visual inspection of equipment is undertaken annually. The Building Custodian also arranges for the fire alarm system to be checked monthly and a log (Annex L) is kept with the Inspection Log.

## **Dealing with a serious incident**

While we all endeavour to avoid serious incidents by reducing and managing risk, the possibility of a serious incident cannot be eliminated. Guidance for dealing with a serious incident (one involving a fatality, or serious injury, or significant loss of boats or 'high profile' assistance from the MCA, RNLI, or SAR) is at Annex M.

Helen Jenner  
Commodore

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<sup>3</sup> New text in 2012 to end of section to clarify responsibilities

**Annexes:**

- A. Clubhouse hazards, risks and measures**
- B. Harbour, dinghy park and slipways hazards, risks and measures**
- C. Sailing area hazards, risks and measures**
- D. Safety Advice**
- E. Accident Book form**
- F. Briefing for visitors**
- G. Inspection form for the Clubhouse**
- H. Inspection form for the Harbour & Slipway**
- J. Inspection form for the Safety Boats & their equipment**
- K. Inspection form for the Club dinghies & Club owned dinghy safety equipment & fixed First Aid kits**
- L. Fire Alarm Checks Log**
- M. Dealing with a serious incident**

**Enclosures:**

- 1. Child protection policy**
- 2. Portable Electric Appliance Register**