

Barnt Green Sailing Club

SAFETY RULES & REGULATIONS

Members' attention is drawn to the following safety policy.

Safety Policy

1. Safety shall at all times be the responsibility of each individual member.
2. Subject to the above, it is the policy of Barnt Green Sailing Club to ensure as far as is reasonably practicable, the Health, Safety and Welfare of all members and visitors.
3. Whilst recognising the potential risks inherent in its sailing and other activities, the Club shall use its best endeavours to reduce such risks to the lowest level reasonably practicable.
4. The Club recognises the need to take reasonable steps to safeguard the safety of the Junior, Elderly and Disabled. The Club has formulated a separate child protection policy which will be reviewed annually in line with RYA requirements.
5. The Club shall from time to time, provide training for Rescue officers to become RYA Qualified and will hold up to date records of qualified persons. In addition, the Club shall from time to time engage in refresher training for qualified persons.
6. The Club recognises that personal competence developed through training and experience in a range of conditions is the most important single factor in the achievement of adequate safety standards. Members who feel that they do not possess the necessary skills shall be encouraged to seek appropriate training through an approved RYA training establishment

Safety Rules & Regulations

1. The arrangements for the effective planning, organisation, control, monitoring and review of safety are the responsibility of the Safety Sub-Committee. The General Committee will be responsible for endorsing all matters of safety policy. The Safety Policy, and any subsequent revisions, will be reviewed annually and will be displayed on a notice board in the clubhouse and published in the current year's handbook.
2. Members bringing children onto the Company's property shall be responsible for their safety and conduct and shall not leave them unaccompanied. All children whether sailing or not should wear personal buoyancy in the vicinity of the water.
3. Each member shall have a responsibility to act in a safe manner at all times and shall not act recklessly in a manner likely to cause injury to other club members or visitors. Members shall at all times co-operate with the Club and its Officers in the course of Club activities in order to maintain a safe environment both on and off the water.
4. Club Members shall:-
 - (i) At all times whilst on the water, obey instructions given by the Officer of the Day or Rescue Officer.
 - (ii) Familiarise themselves with the Club's Safety Policy and Rules as displayed in the Club House and in the current year's handbook
 - (iii) Observe all safety instructions and notices issued by the Club
 - (iv) Wear and use all appropriate safety equipment

- (v) Report all health and safety incidents immediately to the Duty Officer/Person(s) organising the activities.
5. The Officer of the Day and the Duty Team shall have regard to the operating notices displayed containing Health & Safety information.
 6. The Club shall provide a suitable number of safety boats which should be available and ready for use during all sailing/water activities. Safety boats may not be driven by junior members below the age of 16 years save for recreational practice, and then must be supervised by a suitably competent member at all such times. At all other times, safety boats may only be operated by suitably competent members i.e. adults with suitable experience or an RYA qualification or a 16-18 year old with an RYA safety boat qualification.
 7. In the event of an accident involving personal injury, the responsible officer in charge of the event should enter details of the accident in the accident book and send the completed tear-off slip to the Honorary Secretary
 8. Restrictions on recreational sailing: On non-racing days members are advised that they must not sail unless they have made adequate rescue arrangements, normally with someone on the shore. Such arrangements may not be made with the keeper. Members, other than juniors, may arrange to give mutual rescue cover to each other on the water provided that their experience is compatible with the weather conditions experienced and expected. Recreational sailing shall only take place in daylight hours.
 9. Personal Buoyancy: All Dinghy sailors must wear Personal Buoyancy at all times when sailing. All Personal Buoyancy must be adequate for the weight of the wearer. It is the personal responsibility of the individual to ensure that he/she complies with this rule and any member not complying may be disqualified by the Officer of the Day.
 10. Protective Clothing: Appropriate clothing should be worn by all sailors whilst afloat. The wearing of an adequate wet or dry suit is recommended to all members whilst afloat between 30 November and 30 March and is compulsory for junior members during this period. Juniors are regarded as children under 18 years of age.
 11. The Training Principal shall produce a written Operating Procedures Manual. Instructors and others involved in training shall have regard to the Operating Procedures Manual of the Training establishment, the RYA Guidance Principles and these Safety Rules at all times. Training is however intended to be relaxed, informal and enjoyable and each participant is responsible for his or her own safety.

Fire Safety & Evacuation Procedure

1. The clubhouse has Five Designated Fire Exits. These are: the 2 main doors from the Clubhouse, the ladies changing room door, the men's changing room door and the door from the men's shower room. Fire Alarm Activation Points are situated by all of these doors. All Fire Exits must be kept clear at all times.
2. The Fire Alarm is not connected directly to the fire service. In the event of a fire the Fire Brigade must be called by using the phone – 999
3. Emergency Lighting is installed and activates in the event of a power failure.
4. In the event of a fire, the first priority is to ensure that everyone gets out of the building so far as is reasonably practicable. Do not stop for personal property. The Assembly Point is by the flagpole in front of the Keeper's Cottage. The Bar Officer of the Day or other designated member of the duty team should take charge.

5. His/her duties are:

- To supervise an orderly evacuation using all fire exits
- To ensure that the building is checked, that no-one is left inside and that everyone is accounted for as far as is practicable. All must congregate at the assembly point by the flagpole in front of the Keepers Cottage
- To ensure that the Fire Brigade is called
- To inform the keeper
- To liaise with the Fire Brigade on arrival
- The building should not be re-entered until declared Safe by the Fire Brigade or Bar Officer of the day in the event of a false alarm.

6. Water Fire Extinguishers are by the two fire exits from the Main Club Room and a Powder Extinguisher and a Fire Blanket are just inside the Kitchen door. An instant decision needs to be made whether to try to extinguish the fire. As a guide, the Fire Brigade recommend that anything much bigger than a waste paper bin should be left and just get out. No one should risk their life in fighting a fire.

7. The commodore shall organise a fire drill every six months.

Kitchen

Members or visitors who work or assist in the kitchen should familiarise themselves with the notices and Instructions displayed in the kitchen.

Voluntary Work Parties

Working parties shall be organised by the Rear Commodore or another nominated person who shall be responsible for the organisation of the work party. Voluntary participation shall be at the member's own risk. Members shall only attempt jobs within their own capabilities and shall ensure that they undertake any job safely so as not to injure themselves or others. If it is proposed to undertake any hazardous tasks, the person responsible for the working party shall undertake a risk assessment.