

**LEIGH & LOWTON SAILING CLUB**  
(A Royal Yachting Association Training Centre)  
Health & Safety Policy Statement and Procedures Manual



**LEIGH & LOWTON SAILING CLUB**  
(RYA Training Centre)

**GREEN LANE**  
(off SANDY LANE)  
**LOWTON**  
**WARRINGTON**  
**WA3 1BQ**

**HEALTH & SAFETY**  
**POLICY STATEMENT & PROCEDURES**  
**MANUAL**

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**Change Control – Summary Table**

<b>Date of Change</b>	<b>Changed By</b>	<b>Summary</b>
November 2016	Dave Eccles	Hyperlinks added & general review
May 2017	Dave Eccles	Location of defibrillator

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Date last amended: Sept 2012
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**LEIGH & LOWTON SAILING CLUB**  
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Health & Safety Policy Statement and Procedures Manual

**Safety Policy Statement**

**The objective of the Management Committee of the Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for the purpose. We also accept our responsibilities for the health and safety of club members and other people who may be affected by our activities.**

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the Management Committee any suspected hazards that they consider are not covered by Club safety procedures.

It is important to be aware that this is a members' club with a management committee elected annually by the members. It follows therefore, that each member has a duty and responsibility to ensure that their own actions do not constitute a danger to themselves or others, and to bring to the attention of the Management Committee (or their nominees) any hazards or risks which could adversely affect health or safety, to ensure that the above objective can be achieved and maintained.

The Management Committee nominates the undernoted officers of the Club as having the authority to take appropriate steps to rectify any problems which are brought to their notice.

All buildings (including the clubhouse interior), and the grounds:	Facilities Manager
Boathouse interior: Safety Craft:	Bo'sun
Training building interior: Training Craft: Training activities:	Training Officer
'Sailability' Craft:	'Sailability' Fleet Captain
Sailing Activities: (other than Training)	Sailing Manager

Where the Management Committee considers that certain activities require specific guidelines, these are appended.

Appropriate Risk Assessments will be undertaken following the guidance produced from time to time by the Health & Safety Executive, the Royal Yachting Association, or any other competent authority, and these will be reviewed periodically.

The club will maintain an Accident Book.

Date last amended: Nov 2012
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## **Guidance Notes to Coxswains**

### **Check-list**

Before launching ensure that the boat is equipped with the following: -

- 1) Drainage bung and 'kill-cord'
- 2) Anchor/ warp and chain
- 3) Throwing line and towing warps
- 4) Survival/ exposure bag
- 5) First-aid kit
- 6) Baler
- 7) Alternative method of propulsion (oars/paddle)
- 8) Fire extinguisher (know how to operate)
- 9) Full fuel tank secured to boat
- 10) Radio or visual means of communication

### **Guidance Notes to Coxswains**

- 1) When using the outboard-engined boats, the engine 'kill-cord' must be used.
- 2) When coming alongside a casualty in the water with the intention of bringing them into the safety-boat, the engine should be switched off.
- 3) Coxswains and passengers must wear life-jackets or buoyancy aids.
- 4) Coxswains should discourage any occupants of the safety-boats from standing up whilst the craft is in motion or about to move off.
- 5) In the event of a dinghy capsize, the coxswain's priority is to be given to the welfare of the crew rather than the dinghy. In the event of several capsizes, priority is to be given to those crews in personal distress. It may be necessary to leave a capsized boat with a safe crew, to check other boats to establish the condition of their crews. Where more than one safety-boat is in use, effective use of the radios can avoid duplicated effort.
- 6) The safety-boat's presence near to a capsized dinghy can provide all the re-assurance necessary. The coxswain should look for the first signs of fatigue or hypothermia, and take command of the rescue at that point for the self-protection of the crew in distress.
- 7) In addition to the Accident Book which is kept in the Club-house "Office" area and which should be used to record personal injuries which require first-aid or other medical treatment, there is an Incident Log kept with the Accident Book to record significant incidents both on and off the water. The intention is that such incidents can be reviewed, analysed, and where possible, to prevent similar incidents recurring.

Date last amended: Nov 2012
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**Dinghy & Powerboat Training Courses**

**Guidance Notes for Instructors & others involved in teaching**

- 1) Know where the first-aid kits are stored.
- 2) Know where the telephone is.
- 3) Advise the students where the club's changing rooms, toilet and washing facilities are, and the location of the telephone and first-aid kits.
- 4) If there are any other hazards e.g. Blue/green Algae; Weils Disease, tie-down stakes, draw the attention of the pupils to the dangers.
- 5) Ensure that pupils have properly fitting buoyancy-aids.
- 6) Ensure that pupils are suitably clothed for the conditions.
- 7) Ensure that the safety-boat is afloat.
- 8) Ensure that you know of any pupil's medical condition which requires special awareness.
- 9) Ensure that all pupils and instructors are aware of the designated sailing area and understand visual or sound signals necessary to re-call or control the group.
- 10) Ensure that novices are kept clear of swinging booms or loose rope-ends.
- 11) Ensure that pupils avoid unnecessary lifting of heavy weights, by keeping trolley tyres inflated and explaining about floating boats on and off the trolley with enough hands for hauling out.
- 12) Remember to keep each session short. Beginners often feel under some tension and short sessions help to relax. They also may wish to use the toilet or have some liquid intake.
- 13) Ensure that the training dinghies are in seaworthy condition. Any defects which can be immediately rectified should receive attention. Anything more serious should be reported to the Training Officer or the Bo'sun.
- 14) For basic skills courses the ratio of dinghies (single-handed or crewed) to safety-boats should not exceed:-

up to 6 dinghies	:	1 safety-boat
7 to 15 dinghies	:	2 safety-boats
More than 15 dinghies	:	3 or more safety boats
- 15) In addition to the Accident Book which is kept in the Club-house "Office" area and which should be used to record personal injuries which require first-aid or other medical treatment, there is an Incident Log kept with the Accident Book to record significant incidents both on and off the water. The intention is that such incidents can be reviewed, analysed, and where possible, to prevent similar incidents recurring.

Date last amended: Sept 2011
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**Emergency Procedures**

- 1) **Dial 999 to call emergency services.**
  
- 2) **The club's telephone number is 01942 673 169**
  
- 3) **You are at Leigh & Lowton Sailing Club, which is located at: -**  

**Green Lane, off Sandy Lane, Lowton, WA3 1BQ.**
  
- 4) **There are Hospitals with Accident & Emergency facilities at Warrington and Wigan.**
  
- 5) **There are First-Aid kits situated as follows:-**
  - (a) **In the entrance lobby inside the club-house main doorway.**
  - (b) **In the boathouse.**
  - (c) **In the training building.**
  - (d) **In each of the safety boats.**
  
- 6) **A Defibrillator is located In the entrance lobby inside the club-house main doorway.**
  
- 7) **A list of trained First Aiders is posted adjacent to the First-Aid kits within the above buildings.**
  
- 8) **There are exposure bags in each safety boat.**
  
- 9) **Accidents requiring medical treatment should be reported to Training Principal, Flag Officer or member of the Club Executive Committee and should be recorded in the Accident Book kept in the "Office" area of the club-house.**

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### **Dealing with the Aftermath of a Major Incident (Guidance from RYA)**

- 1) Obtain statements from competent witnesses.
  
- 2) Flag officers (and where the incident involves any teaching or coaching – the Training Officer), should interview witnesses and others involved somewhere away from the press to obtain as full a picture as possible.
  
- 3) A written initial statement should be prepared which can be given to the press if required, e.g.  

“Leigh & Lowton Sailing Club regrets to announce the death of a club member who was injured in a boating accident.  
The incident occurred on (date) at Pennington Flash, Lowton near Leigh, Greater Manchester.  
Our deepest sympathy to the relatives etc. A full statement will be issued at 2pm tomorrow.” (Allow sufficient time to collate the information).
  
- 4) Don't hold a press conference, but do decide who will speak to the press.
  
- 5) Try to prevent other well meaning but ill-informed club members from making public comments.
  
- 6) Try to keep a record of who has been spoken to, or who has contacted the club etc.
  
- 7) If the incident involves the club as an RYA Training Centre, inform RYA Training (023 8060 4180) who can assist with compiling our statement to the press. (RYA address: - RYA House, Ensign Way, Hamble, Southampton SO31 4YA).
  
- 8) If there has been a fatality, the police will be involved and they will inform the next of kin. Do not publicise the name of the casualty until you know that this has been done, even if the press appear to know who it is.

Date last amended: Dec 2012
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**Incident Log (specimen)**

Potentially serious incidents or near-miss incidents should be recorded in this log. The objective being for the circumstances to be analysed to see if such incidents can be avoided in future or to ensure that appropriate emergency procedures are in place. The log is kept with the Accident Book in the "Office" area of the main club-house.

(NB. Accidents resulting in injury requiring first-aid or professional medical treatment should be recorded in the Accident Book which is kept in the "Office" area of the main club-house.)

<p><b><i>Date:</i></b></p> <p><b><i>Circumstances:</i></b></p>  <p><b><i>Action (if any):</i></b></p>
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**Risk Assessments**

	Hazard (the injury)	Who is at risk?	When is the risk?	How long is the risk?	How often is the risk?	Why is there a risk?	Control Measures in place	Further Action Required
1	Hypothermia	Sailors. Safety boat crew.	When sailing Any time of the year More likely during winter	Up to 6 hours per day - usually 3x1 hour	Saturday, Sunday and Wednesday during Spring, Summer and Autumn. Sundays during Winter About 50 sailors are on the water at any one time, from a membership of around 250	Exposure to the cold (water and weather) can lead to hypothermia. It is always cooler on the water.	Sailors are asked to dress for the weather. A number of members are trained in First Aid.	Consider First Aid training for all safety coxswains
2	Sun stroke Sun burn Heat exhaustion	Sailors. Safety boat crew.	When sailing Mainly summer months.	Up to 6 hours per day - usually 3x1 hour	Saturday, Sunday and Wednesday during Spring, Summer and Autumn. Sundays during Winter About 50 sailors are on the water at any one time, from a membership of around 250	Lack of protection from the elements. Underestimating the effect of exertion outdoors.	Sailors are asked to dress for the weather. A number of members are trained in First Aid.	Consider First Aid training for all safety coxswains
3	Drowning - during racing times	Sailors. Safety boat crew. Spectators on the jetties.	When sailing	Up to 6 hours per day - usually 3x1 hour	Saturday, Sunday and Wednesday during Spring, Summer and Autumn. Sundays during Winter About 50 sailors are on the water at any one time, from a membership of around 250 Casual sailing	Sailor falls into the water. Sailor exceeds own ability	Members are required to wear buoyancy aids when sailing or on the jetties. Safety boat available. A number of members are trained in First Aid.	
3(a)	Drowning - during casual sailing	Sailors.	When sailing	About 10 hours per year	Casual sailing is a small percentage of all sailing. During fine weather only, about 1 or 2 sailors per day use the water	Sailor gets into difficulty and there is no manned safety boat on the water	Sailors are required to wear buoyancy aids	
4	Young persons - many and various injuries	Any person under the age of 18	Ever present. Some training courses are aimed specifically at young persons	Ever present	Ever present	Young persons do not have the experience of adult life and overestimate their judgement	Safety boat is available during water-based activities. Courses are supervised by qualified Instructors and Coaches	

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**Risk Assessments**

	<b>Hazard (the injury)</b>	<b>Who is at risk?</b>	<b>When is the risk?</b>	<b>How long is the risk?</b>	<b>How often is the risk?</b>	<b>Why is there a risk?</b>	<b>Control Measures in place</b>	<b>Further action required</b>
5	Slip, trip or fall resulting in: - Strain sprain, or broken bone	Sailors in boats. Anybody on wet grass or wet floors. People tripping over stakes in the boat park. People slipping on jetties, runways or slipways.	When the deck is wet. When the grass or the clubhouse floor is wet. When launching or recovering dinghies or safety-boats	Instant	Every day potentially	Water makes surfaces slippery	Personal care and vigilance. Weekly cleaning of clubhouse floors. Regular brushing and cleaning of jetties and slipways.	
6	Cut or bruise Bang on head (from boom)	Sailors	When sailing	Instant	Every time sailing	Sailing is a physical activity	Take care	
7	Strain or sprain Back Injury	Sailors Safety boat crew	When man-handling: - Dinghies Safety boats Engines Fuel cans Catering supplies	Instant	Every time there is sailing	Sailing is a physical activity	Take care	
8	Food poisoning	Anybody who eats food from the galley	When food is cooked or stored incorrectly	Single event with symptoms appearing 12 - 24 hours after eating	Never/ Once in a decade	Supply of food	Professional standards of food preparation. Kitchen cleaning regime.	
9	Burn or scald	Galley staff	When cooking	Up to 4 hours per week	Wednesday evenings in summer; Sunday lunches	Hot food requires cooking	Professional cooks.	
10	Electric Shock	All clubhouse users - members and visitors	When a person comes into contact with live wire /surface	Instant	Never/ very seldom	Electricity can kill - with the added presence of wet conditions	Qualified electricians are used.	

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**Risk Assessments**

	<b>Hazard (the injury)</b>	<b>Who is at risk?</b>	<b>When is the risk?</b>	<b>How long is the risk?</b>	<b>How often is the risk?</b>	<b>Why is there a risk?</b>	<b>Control Measures in place</b>	<b>Further Action Required</b>
11	Fire	All clubhouse and boathouse users - members and visitors	When a source of fuel, a source of oxygen and an ignition source combine in an unexpected way	Instant	Never/ very seldom	Fire can kill	Gas boiler is installed and serviced professionally. Galley gas burners are checked regularly.	
12	Explosion from battery charging	Any person with access to the boathouse	At all times as the batteries are left on permanent charge	Instant	Ever present	Batteries are used to operate the winch	Batteries have their caps left off during charging.	
13	Traffic accident - struck by a motor vehicle	All members and visitors	When vehicles are moving in the car park	Up to 3 minutes per day per vehicle. Normally 20-30 vehicles during sailing days. Up to 70 vehicles on Open Days	Every day	We all have cars.	Drive slowly.	
14	Algae bloom in the water (toxins)	Sailors (especially those that capsize)	Late summer during a hot spell	3-4 weeks	Once a decade	Nature.	Warning notice in clubhouse.	
15	Roller shutter doors dropping and causing injury	Any person with access to the boathouse or Training Building	When doors are raised or lowered	Approx 5 minutes per sailing day	Every time there is sailing	Minimal risk of shutter dropping if safety chain is not secured.	Shutters are raised and lowered by safety coxswains or Instructors who are aware of the safety chain usage.	
16	Submerged objects (launching trolleys) causing injury	Sailors	When launching and recovering own boats	Approx 10 minutes per sailing day	Every time there is sailing	When disembarking from own boats in the water-injury could be sustained from unseen obstruction.	Club bye-law requires launching trolleys to be visible on shore.	

Date last amended: Nov 2012

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**Large Event Risk Assessment Form**

Event.....

Date.....

Prepared by.....

Dated.....

Signed.....

	<b>Hazards</b>	<b>Potential problems</b>	<b>Control Measures in place</b>	<b>Further Action Required</b>	<b>Final risk assessment</b>
1	Injury ashore while preparing for sailing		Ensure area is safe and tidy		
2	Injury whilst launching	Uneven foreshore Trolleys in water	Event briefing to draw attention to hazards and the need to remove trolleys from the water		
3	Injury whilst sailing		Entry requirements for crews to wear approved buoyancy aids at all times when afloat and the appropriate clothing in the winter months		
4	Capsize	Fatigue, Hypothermia, or injury. Possible entrapment	Entry requirements for crews to wear approved buoyancy aids at all times when afloat and appropriate clothing in the winter months. Safety Boats provided with correct equipment. Safety Boat coxswains trained to minimum RYA Powerboat Level 2. First Aid qualified wherever possible. Each incident attended as soon as possible.		
5	Collision	Damage to hull and possible sinking. Injury to crews.	Safety Boats provided with correct equipment. Each incident to be attended as soon as possible.		
6	Equipment failure	May disable craft resulting in boat being towed ashore	Safety Boats keep a watch for disabled craft and attend and assist as appropriate		
7	High winds	Could cause collisions, capsizes injuries and equipment failure	Race Officer to check weather forecast for each day's racing. It may be appropriate to cancel, postpone or abandon racing. Ensure that adequate safety cover is provided. Safety Boat Co-ordinator appointed for all events where a high entry is anticipated. In these circumstances all Safety and Coach boats (if present) will come under the direction of the Safety Boat Co-ordinator.		

Date last amended: Sep 2004

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**Risk Assessments – Control of Substances Hazardous to Health (CoSHH)**

	<b>Hazard (the injury)</b>	<b>Who is at risk?</b>	<b>When is the risk?</b>	<b>How long is the risk?</b>	<b>How often is the risk?</b>	<b>Why is there a risk?</b>	<b>Control Measures in place</b>	<b>Further Action Required</b>
1	<p>Cleaning chemicals on the hands or skin.</p> <p>Cleaning chemical in the eye.</p> <p>Cleaning chemical ingested.</p> <p>Cleaning chemical inhaled.</p>	Cleaners (x2) on a part-time basis.	<p>When cleaning the kitchen, changing rooms, clubhouse and corridors.</p> <p>Cleaning takes place any time during the week.</p> <p>Winter – after Sunday sailing and before the next Sunday sailing.</p> <p>Summer – after Sunday sailing and before Wednesday evening sailing.</p>	Up to 2 hours per week (across all areas).	Once per week	<p>The club employs cleaners to keep the premises clean as club members have other commitments during the week/</p> <p>See the LLSC list of chemicals.</p>	<p>Exposure to each chemical is very low – similar to a residential/domestic risk.</p> <p>Ventilate the areas where cleaning.</p> <p>Use rubber gloves (washing up gloves) when handling or in contact with the cleaning materials.</p> <p>If chemicals come into contact with the skin – remove the source (and remove contaminated clothing) and rinse with water.</p> <p>If chemicals come into contact with the eye – rinse with water.</p> <p>If chemicals are ingested – drink water and see a doctor if symptoms persist.</p> <p>If chemicals are inhaled – move to a ventilated area and see a doctor if symptoms persist.</p>	<p>Periodically (annually) ask the cleaners if the chemicals used at LLSC are having any effect on their health.</p> <p>Establish if the cleaners have other cleaning jobs that may impact on their health.</p>
2	Spreading ant powder	Cleaners (x2) on a part-time basis.	Summertime when ants are active.	About 30 seconds per application.	Once per week for about 3 weeks per year.	<p>Ants inhabit cracks and crevice.</p> <p>Ant powder contains various chemicals, but the exposure time is very low (below and STEL monitoring time).</p> <p>See the LLSC List of chemicals.</p>	Exposure to each chemical is very low, almost a trivial risk. It is about the same as a domestic residential risk.	None.

Date last amended: Nov 2012

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**CoSHH – List of Chemicals**

Date, 22-Mar-11  
 By, 011ie Shaw, Telephone 01925 765050

Item	Location	Identification	Supplier	Manufacturer	MSDS	Precautions for use / Control measures				Exposure controls (EH40)	Comments
						Eyes	Hands/skin	Ingestion	Inhalation		
1	Galley	Tesco Anti Bacterial Multi Surface Cleaner	Tesco		Yes	Rinse		See doctor		None	
2	Galley and Cleaners	CIF Professional Power Cream	Any retailer	Johnson Diversey	Yes	Rinse	Remove source. Rinse	Drink water. See doctor		Calcium carbonate dust inhalable and respirable (WEL)	
3	Galley	Tesco thick Bleach	Tesco		Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	
4	Galley	Fairy washing up liquid	Any retailer	P&G	Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
5	Galley	Classeq Super Shine Dishwashing Rinse Aid A8 20631			Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	
6	Galley	Supa Nova L6 Dishwashing Liquid		Johnson Diversey	Yes	Rinse	Remove source. Rinse	Drink water. See doctor		Sodium Hydroxide (WEL)	
7	Galley	Tesco Anti Bacteria; handwash	Tesco		Yes	Rinse	Remove source. Rinse	See doctor		None	
8	Cleaners	Flash all purpose cleaner	Any retailer		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
9	Galley and Cleaners	Kitchen degreaser 11080	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	
10	Cleaners	Flash floor cleaner	Any retailer		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
11	Cleaners	Nationwide Kitchen Cleaner NW11220	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	
12	Cleaners	4 Hygiene Kitchen Surface Cleaner NW 11220S	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	Same product as Nationwide Surface Cleaner 11220 sold under the "4 Hygiene" brand.
13	Cleaners	B&Q ant and Insect Killer Powder	B&Q		Yes	Rinse	Remove source. Rinse	Drink water. See doctor		None	
14	Cleaners	Nationwide Pine toilet cleaner NW13040	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	Talc (WEL), Calcium Carbonate dust (WEL), Silica respirable (WEL), Silica amorphous (WEL), Inhalable dust (WEL)	
15	Cleaners	Nationwide toilet cubes NW3077 (Sanilav Urinal channel bloc	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
16	Cleaners	Parazone thick bleach	Any retailer		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
17	Cleaners	Power force Thick bleach	Any retailer		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	
18	Cleaners	Toilet descaler Nationwide NW11420	Nationwide Hygiene Supplies		Yes	Rinse	Remove source. Rinse	Drink water. See doctor	Go to a ventilated space	None	





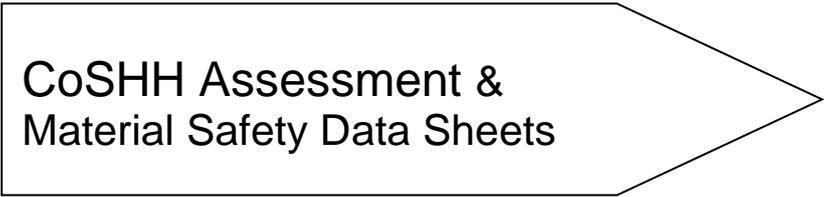
Health & Safety Policy



Safety Arrangements



Risk Assessments



CoSHH Assessment &  
Material Safety Data Sheets



General Information