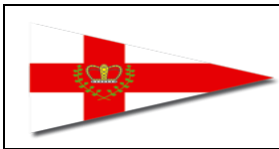


# Royal Western Yacht Club of Ireland Safety Statement

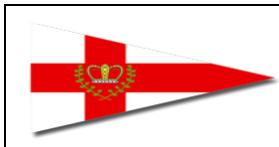


Revision 1  
July 2020



## The Royal Western Yacht Club of Ireland Safety Statement

Revision Number	Revised by	Date Revised	Signature
0	Initial Issue	01-05-18	
1	Elaine O'Mahoney	04/06/2020	



# The Royal Western Yacht Club of Ireland Safety Statement

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10. Publicising the Safety Statement

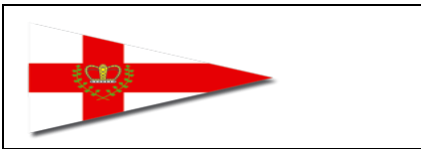
Appendix 1: Incident Report Form

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# The Royal Western Yacht Club of Ireland Safety Statement

## INTRODUCTION

This document is the official safety statement of Royal Western Yacht Club of Ireland (hereafter referred to as “the club or RWYCI”). It is complimentary to, and in addition to, the club’s constitution documented in the Memorandum and articles of Association. As such it must be read, understood and adhered to by all club members.

This document has been prepared in line with the Irish Sailing Centre Recognition Requirements 2017, The Welfare at Work Act, (Section 12) and the Safety, Health and Welfare at Work (General Application) Regulations, (Regulation 10).

The Primary purpose of the statement is to safeguard the club Members and all those involved with and affected by its activities. The individual member is in the best position to ensure his or her safety by exercising care, using common sense and following safety rules contained within this document.

## 1. GENERAL

### Overall aim of the Club

The clubs goal is to promote and facilitate the sport of amateur sailing by enabling members to pursue their interest. This is done by offering the opportunity to learn and improve sailing skills through a number of courses and events run annually.

### The Committee

It shall fall upon the Committee to decide upon, implement and enforce the safety statement. The committee will be supported by the Club Safety Officer.

### Safety Declaration

Royal Western Yacht Club of Ireland is committed to the provision of a safe and healthy environment, ensuring, so far as is reasonably practicable, the health, safety and welfare of its members, guests and users of its facilities.

### Statement of Policy and Intent

It is the policy of Royal Western Yacht Club of Ireland that all members are responsible for safety and that the Committee ensures that relevant safety training and instruction are available to its members.

The Club strives to achieve and maintain of a high standard of health and safety on its premises, and in all activities conducted under its jurisdiction.

All members, employees, visitors and contractors are responsible for addressing their own safety needs while engaged in Club activities or while on the Club premises paying particular attention to the needs of juniors.

The Club will take all reasonably practicable steps to fulfill its responsibility and will pay particular attention to meeting the requirements of the Safety, Health and Welfare at Work Act 2005 and all relevant statutory provisions.

The Club requires all members to display a positive attitude towards Health and Safety and abide by the Club Rules and Sailing Instructions.

Signed.....

Date.....

Commodore

Royal Western Yacht Club of Ireland Safety Statement





## The Royal Western Yacht Club of Ireland Safety Statement

### 2. SAFETY POLICIES

#### General

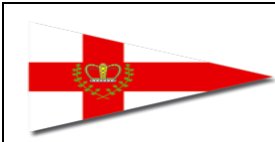
- Sailing is by nature a wet sport and when dinghy sailing a capsize is a normal expectation. It is recommended that sailors should be able to swim and if not, be confident in the water in the event of a “man over board” or a capsize.
- Sailing boats must be in good state of repair and must have suitable buoyancy to remain afloat in the event of a capsize/being swamped. It is recommended dinghy owners should perform a buoyancy test on their boats annually.
- Boat owners are responsible for repair and maintenance of their boats.
- Only club members may use club sailing and rescue boats and equipment.

#### Before Sailing

- All members must make themselves aware of where the first aid kits are located.
- Placed inside the Royal Western Yacht Club of Ireland boat house will be a list of emergency telephone numbers. It will contain contact numbers for the Emergency Services.
- Members, especially recent members who are new to the area, should make themselves fully aware of the particular conditions in which sailing takes place at Kilrush. If unsure on any matters it is that member’s responsibility to ask and clarify the issue.
- There shall be no sailing between sunset and sunrise

#### While Sailing

- Whilst launching/retrieving/embarking or disembarking a boat and whilst on the water all members shall wear suitable buoyancy aids applicable to the craft being operated. It should be noted that wetsuits and dry suits by themselves do not count as suitable personal buoyancy.
- Suitable clothing and footwear must be worn at all times whilst on the water. This must be appropriate not only to the activity but to the sailing conditions. Non-slip footwear is recommended. The wearing of an adequate wet or dry suit is recommended to all members at all times while afloat.
- A manned rescue boat must be on duty for all club organised dinghy sailing activities. Dinghy sailing without rescue cover is discouraged. Those who do so, sail at their own risk.
- The number of rescue boats on the water should be appropriate to the number of boats sailing and the weather conditions.
- When driving a rescue boat a kill cord should be worn by the driver at all times.
- The rescue boat should carry the following items: towing lines, knife, emergency buoys, an anchor, oars and a bailer.
- All members should be aware of the statutory provisions affecting them whilst on the water. In particular s.422 Merchant Shipping Act in respect to the legal duty to assist another vessel in distress. Also, that it is the responsibility of the person in charge of each vessel as to whether to launch or not and subsequently whether to remain sailing.
- All sailing boats must have adequate drainage equipment on board (hand bailer/bucket, self bailers).
- All sailors are to be familiar with the basic right of way rules while on the water.



## The Royal Western Yacht Club of Ireland Safety Statement

### **Cruiser Sailors**

- The Club Strongly recommends all cruiser owners to avail of the RNLI's FREE SEA SAFETY CHECK. Call free on 1800 789589
- Every boat owner is encouraged to attend an IS Coastal Skipper theory and/or practical course. Also sea survival and VHF and IS Yacht Safety Awareness courses.
- Boats are encouraged to ensure at least one member of the crew is trained in first aid.
- PFD's must be worn by all whilst ferrying to/from boats.
- At least three fenders either side should be used when picking up/leaving moorings.
- Adequate protection/padding should be used to cover the propeller when outboard is tilted up at mooring (to prevent injury to others).

### **Dinghy Sailors**

- Dinghy sailors should not put to sea whilst engaged in Club activities unless a patrol boat is on station.
- Dinghy sailors should be aware of the hazardous conditions created whilst leaving/returning to the marina due to commercial ferry operations.
- Be aware of the dangers associated with pulling launching trolleys across the platform and up/down the slipway. Ensure there are sufficient people on hand to help, before attempting to pull the boat up/down the slipway.
- In the case of single handers; outhauls should not be attached, for double handers; the mainsail should not be hoisted - until the boat is at the waters edge.

### **Safety Equipment**

- Cruisers should carry safety equipment as recommended by the ISA, on their yacht safety equipment checklist. (see appendix 2)
- Dinghies should carry as a minimum a towing line, alternative means of propulsion and where appropriate a bailer.

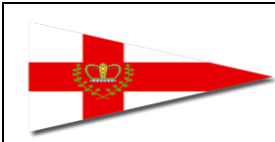
### **Fuel storage and re-fuelling**

Risks from exposure to fuel and oil are through inhalation, contact with skin, and ingestion. Other risks caused by improper handling can include asphyxiation in confined spaces, fire and explosion.

Risk is controlled through training in handling, storage and use of fuels.

### **Controlling Risk - Code of Practice**

- Do not use fuels near sources of ignition.
- Do not work with fuels in confined spaces except with respiratory equipment.
- Do not eat, drink or smoke in areas where fuel is used or stored.
- Restrict access to fuel, especially by children.
- Refuel in the open air as much as possible.
- Ensure you use the correct mix for the particular engine.
- All containers, drums, bottles and packages must be clearly labeled with their contents, danger symbol (if any), and safety advice relating to use of the product.
- Read and follow the instructions of any containers before use. Consult the Material Safety Data Sheet if one is available.
- Waste oils must be clearly labelled as such before disposal.
- Observe hazard warnings on containers.
- Wear personal protective equipment where it is recommended.



## The Royal Western Yacht Club of Ireland Safety Statement





### Personal Flotation Devices (PFDs) or Buoyancy Aids & Lifejackets.

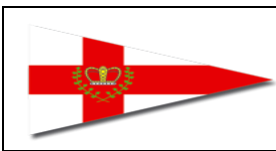
Probably the two most important factors when considering Personal Flotation Devices are;

- Ensuring that you are using the right type of PFD for your activity.
- Making sure that you and your crew actually use your PFD whenever afloat.

PFDs come in a number of types each of these types now carries a CE mark or designation to allow you to correctly identify its type. The CE mark will correspond to the amount of buoyancy provided by the PFD. The buoyancy is measured in Newtons, the higher the number of Newtons, the more buoyancy the PFD will have.

It is extremely important that you choose the right category of device for your intended activity. The categories are as follows;

Type and Markings	Suggested Uses
 EN 399 - 275N	<i>275 Newton Lifejacket. (EN 399)</i> The 275 Newton Lifejacket is intended primarily for offshore and extreme conditions and for those wearing heavy protective clothing that may adversely affect the self-righting capacity of the lifejacket. This lifejacket is designed to ensure that the wearer is floating in the correct position with their mouth and nose clear of the surface of the water..
 EN 396 - 150N	<i>150 Newton Lifejacket. (EN 396)</i> The 150 newton lifejacket is intended for general offshore and rough weather use where a high standard of performance is required. It will turn an unconscious person into a safe position and requires no subsequent action by the wearer to maintain their posture. .
 EN 395 - 100N	<i>100 Newton Lifejacket. (EN 395)</i> The 100 newton lifejacket is intended for those who may still have to wait for rescue but are likely to do so in sheltered and calm water. Whilst these lifejackets are less bulky, they are only intended for use in relatively sheltered waters.
 EN 393 - 50N	<i>50 Newton Buoyancy Aid. (EN 393)</i> A buoyancy aid will simply assist a conscious person to keep afloat. It is not guaranteed to turn a person from a face down position in the water to a face upward position. It must always be remembered that a buoyancy aid has not got the same capabilities as that of a Lifejacket. Buoyancy aids have no less than 50 newtons of buoyancy and are intended only for competent swimmers in inshore waters where help is close at hand.



## The Royal Western Yacht Club of Ireland Safety Statement

### **While on Club Property or the Kilrush Marina Dinghy Park**

- Car parking within the Kilrush Marina Dinghy Park is prohibited. Cars may enter the dinghy park only for the purpose of towing/delivering/removing a boat and an with the permission of Kilrush Marina.
- Clear access to the dinghy park is essential in the event of an emergency. Car parking on the entrance road to the dinghy park is prohibited.
- Boat owners must park their boats in allocated positions.
- Road trailers must not be stored in the dinghy park.
- Be aware of and considerate of other Club members and users of the facilities.
- When using the clubhouse/marina dinghy park/marina centre/changing rooms, members should be aware of slipping risk due to wet floors.
- The Club does not have a regular waste collect service. To maintain the facilities and prevent littering, all members should remove their waste when leaving the club facilities.
- Gas and engine fuel and any combustible materials should not be stored in the clubhouse. They should be stored in the steel storage container.
- Horse play or other such like activity is not permitted in the clubhouse or dinghy park.
- There is no electricity supply in the dinghy park and therefore no public lighting. Activity in the dinghy park and clubhouse after sunset should be kept to a minimum. If necessary members should provide their own lighting.

### **3. DUTIES AND RESPONSIBILITIES**

The following are the duties and responsibilities of Club members, officers, committee members, volunteer workers and staff with regard to safety:

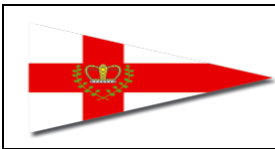
#### **Members**

All members are obliged to read this Safety Statement and Operations Manual and must:

- Have regard for all safety training and instruction;
- Comply with all notices relating to safety including, but not restricted to, Sailing Instructions;
- Observe safe systems of work and follow safety and operating instructions that are implemented by the Committee;
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- Co-operate with the Committee in the application of relevant safety legislation, statutory instrument regulations and codes of practice - members should note that failure to co-operate may lead to a case of contributory negligence in the event of injury being caused to a Member;
- Not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare;
- Use equipment supplied by the Club on designated work parties for their own safety, health and welfare;
- Be familiar with the operation of the Club's safety equipment including fire extinguishers;
- Draw to the attention of visitors or other third parties relevant safety issues; and
- Report any unsafe practice being carried out by another member, a visitor or a contractor to the Safety Officer. This reporting may be verbal or in writing and may be made anonymously.

All members of the Club should be aware of the legal principle of "*volenti non fit injuria*" which means that where an adult participates voluntarily in an activity, which includes known and obvious hazards, they accept the risks associated with the activity.





## The Royal Western Yacht Club of Ireland Safety Statement

### **Safety Officer**

The Safety Officer in Royal Western Yacht Club of Ireland is:

Name: Louis Keating  
Address: c/o The RWYCI  
Contact Details: 0868064807

The duties of the Safety Officer include but are not restricted to the following:

- Guide and advise the Club committee, management and staff on all safety, health and welfare matters;
- Ensure all safety, first aid and fire equipment is regularly serviced and maintained in good working order;
- Have safety audits carried out on a regular basis and report findings to the Committee;
- Investigate all reports of incidents, draw members' attention to the Safety Statement and communicate safety information to those affected by the Club's activities.

### **Commodore and Committee**

The business and affairs of the Club are under the direction of the Committee in accordance with the Constitution and Rules of the Club. The Commodore is an officer of the Club and Chairman of the Committee. Committee members are responsible for the day to day safety within the areas under their control.

The Commodore and Committee are responsible for:

- The implementation of the Safety Statement and pursuing the objectives of the Club in respect of health and safety;
- Ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement;
- Monitoring the effectiveness of the management of health and safety of the Club's activities and its premises;
- Investigating accidents, hazards and dangerous occurrences on the Club premises, surroundings and in the sailing area;
- Ensuring that the Committee lead by example in good safety practices;
- Ensuring that a system is in place for reporting all accidents to the Safety Officer.

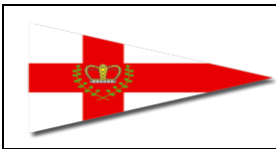
Specific responsibilities of individual officers related to safety are:

Secretary: Ensures that all safety matters are discussed and documented at Committee meetings.

Treasurer: Ensures that the Club Insurance is always up to date and paid in full.

### **Center Principle**

Shall be the person who has overall responsibility for the implementation of IS accredited training and coaching activities within the organisation. The Centre Principal is responsible to the IS for the conduct of IS accredited activities within that organisation including the issuing of certificates on behalf of the IS. The Centre Principal is the primary contact for IS and will be the person with whom IS communicates. The Centre Principal may however inform the IS of other people assuming those roles within the organisation defined below.



## The Royal Western Yacht Club of Ireland Safety Statement

### **Junior Organiser**

The Junior Organiser organises sail training and other activities for the junior members of the Club and liaises with the Training Centre Principal in running Irish Sailing Junior Training Courses run in the summer.

The Junior Organiser must take into account the Health and Safety Guidelines laid down by the Irish Sailing Association (ISA) and the implementation of those guidelines as well as ensuring that the Club's own Safety Statement and Procedures are adhered to at all times in the organisation of activities for junior members.

The Junior Organiser has overall responsibility for the safe organisation and running of the junior sailing courses and needs to ensure that the Senior Instructor along with other Instructors comply fully with all safety requirements laid down by the Club and the ISA for junior sailing activities.

### **Senior Instructor for Junior Sailing Courses**

The Senior Instructor is appointed by the Training Centre Principal and Club Commodore to manage the team of instructors for the junior sailing courses in the summer.

The Senior Instructor will be responsible, in particular on the junior sailing courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior;
- Supervising the security/issue/return of vessels and equipment; and
- Comply with the clubs child protection policy.

The Senior Instructor should always carry a charged mobile telephone when on the water in a secure dry container. The Senior Instructor will also complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

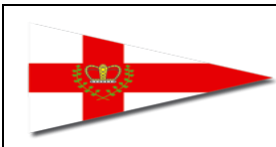
- Assess the prevailing wind/sea/river and tidal states;
- Obtain a current weather forecast;
- Be aware of shipping movements;
- Be familiar with local by-laws, regulations and notices to mariners; and
- Be aware of local dangers/features and obstructions.

Having due regard to the above, the Senior Instructor may reduce the areas of operation and/or the number of participants whilst conforming to ISA Guidelines concerning instructor/student ratios.

### **Instructors**

Instructors are employed by the Club through the Training Centre Principal to teach on the Junior Sailing Courses organised in the summer. Under the management of the Senior Instructor they are responsible for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior; and
- Supervising the security/issue/return of vessels and equipment.



## The Royal Western Yacht Club of Ireland Safety Statement

### Behaviour of Instructors

- Maintain a high standard of personal conduct and support the standards of fair play. RYWCI ask instructors to remember that students on our courses develop social skills and habits based on our actions. In most cases a student will look up to an instructor and that our positive, or negative behaviors will rub off on them.
- Treat everyone equally regardless of sex, age, physical ability, ethnic origin, religion or political persuasion.
- Be responsible for setting and monitoring the boundaries between a working relationship and friendship with students. This is particularly important when the instructor and students are of the opposite sex and or when the student is a young person.
- Instructors should adhere to Centre Policies on rules so as to be seen to lead by example.
- Instructors should never exert undue influence over a student in order to obtain personal benefit or reward.
- Instructors should be on the lookout for the signs of bullying and victimization. Group – child. Child – child. Adult - child.
- Prohibit swearing and other inappropriate language, personal remarks, gesturing or behavior.
- Instructors should discourage and avoid participation in horseplay as it is unsafe and can be misconstrued.
- Any serious breaches of discipline by group members should be reported to the S.I. the Centre Principal or Child Protection Officer for them to further deal with.
- For every bodies benefit staff are to avoid one to one situations with children, especially in a non-public environment. If a child needs to be in the Safety boat, needs first aid, or needs a lift to the medical center its more comforting for them to have a friend or another staff member with them, this also means you have a witnesses if there is a possibility of any event being misconstrued by the child or onlookers.

### Child Relationships

- Entered into by choice.
- Open, positive and encouraging.
- Defined by a mutually agreed set of goals and commitments.
- Respectful of the creativity and autonomy of children.
- Defined by an ethical code of conduct relating to interaction, touching and bullying.
- Carried out in a context where children are protected and where their rights are promoted.
- Free from verbal, physical, emotional or sexual abuse.
- Respectful of the needs and developmental stage of the child.
- Aimed at the promotion of enjoyment and individual progress.
- Respectful of the roles and responsibilities of sports leaders.
- Governed by a code of ethics and good practice in sport.



## The Royal Western Yacht Club of Ireland Safety Statement

### **Disclosure Relating to Child - Child Relationships**

- Entered into by student voluntarily.
- Treated with strictest confidence.
- Tell the child you must inform other employees.
- Don't interrupt the narrative.
- Take notes immediately afterward.
- Show genuine interest in the allegations.
- Take appropriate action to prevent further confrontations
- Use confidential phonenumber to Social Worker if necessary to seek advice anonymously

### **Selection and Screening of Staff Members**

The RWYCI is an equal opportunities employer and as such it is recommended that all instructors and staff should pass through a screening process, which will include an interview process Garda Vetting and 2 reference checks. Such a process should include specific questions and references relating to previous work with children. This will include FÁS/PLC trainees on work experience, but not however Transition Year students, who should not be unsupervised in the workplace.

### **Instructor Induction**

All instructors (including the senior instructor) will receive induction training at the start of their employment. Induction training will be carried out per the checklist in Appendix 2.



## The Royal Western Yacht Club of Ireland Safety Statement

### **Safety Boat Operators**

Authority to Drive:

The Club powerboats may only be launched in the event of an emergency or as authorized by the Officer of the Day, Senior Instructor, or Member of the Committee.

All Safety Boat Drivers should:

- Have a minimum of IS level 2 powerboat certificate or be competent/ experienced;
- Have a sense of responsibility;
- Wear a suitable buoyancy aid at all times when on the water;
- Have the ability to recognise developing situations;
- Always use a kill-cord when operating the rescue boat;
- Speed should be minimised when close to other water users; and
- Ensure required safety equipment is on the rescue boat prior to launching (paddles, first aid kit, kill switch cord, towing ropes, anchor, safety knife).
- Take responsibility for adhering to the Safety Boat Check (found on board)
- Report any problems or damage as soon as possible.

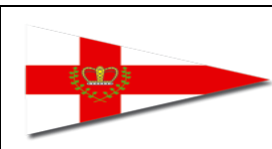
### **Junior Sailing Course Participants**

Junior sailing course participants are members of Royal Western Yacht Club of Ireland and must abide by the safety provisions in guidelines for junior courses which are sent to all parents/guardians at the time of enrolment on the courses. Failure to comply with safety instructions and guidelines may result in disciplinary action being taken. Further information can be found on the RWYCI course enrollment form.

### **Officer of the Day (OOD)**

The OOD is responsible for the management of racing activities organised by the club. He/She is the ultimate decision maker on the conduct of racing on the day. The safety duties of the OOD include the following:

- Check the weather forecast;
- When there is a gale warning in the area for the period of racing, racing should be cancelled and rescue boats should not be launched, except in an emergency;
- Have regard to any winds which cause difficult localised conditions around the sailing area;
- Brief Safety Boat crews as regards duties and what is required;
- Report any deficiencies to the Safety Officer or Club Committee;
- Report and document any safety incidents to the Safety Officer; and
- Ensure there are sufficient safety boats on duty and are adequately manned for the weather conditions and experience of sailor



# The Royal Western Yacht Club of Ireland Safety Statement

## 4. STANDARD OPERATING PROCEDURES (Training Center)

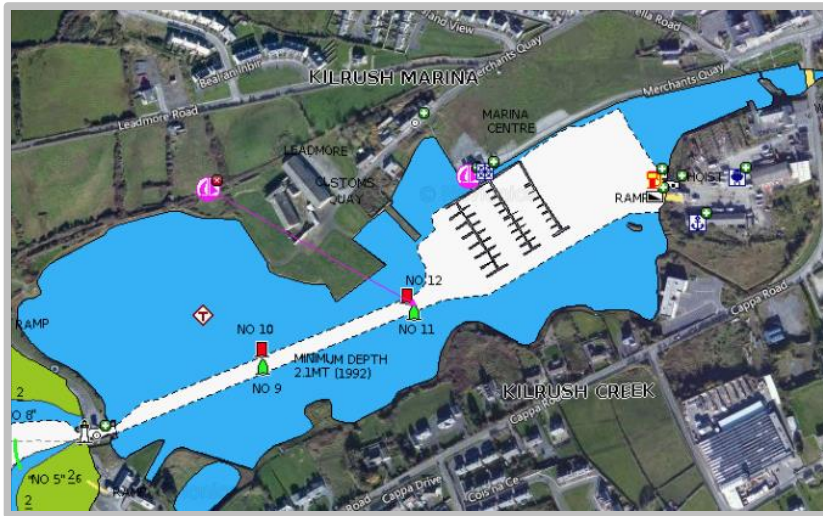
### Equipment

The RWYCI has use of 4 x Laser Topaz, 3 x Wayfarer, 2 GP 14, 1x 6mtr RIB with a 115hp engine, 1x 3mtr rib with a 6hp engine and 1xWhalely 435 4.35mtr rescue boat with a 20hp engine. These are to be assessed and repaired if necessary at the end of each week's instruction and repaired at the nearest possible opportunity.

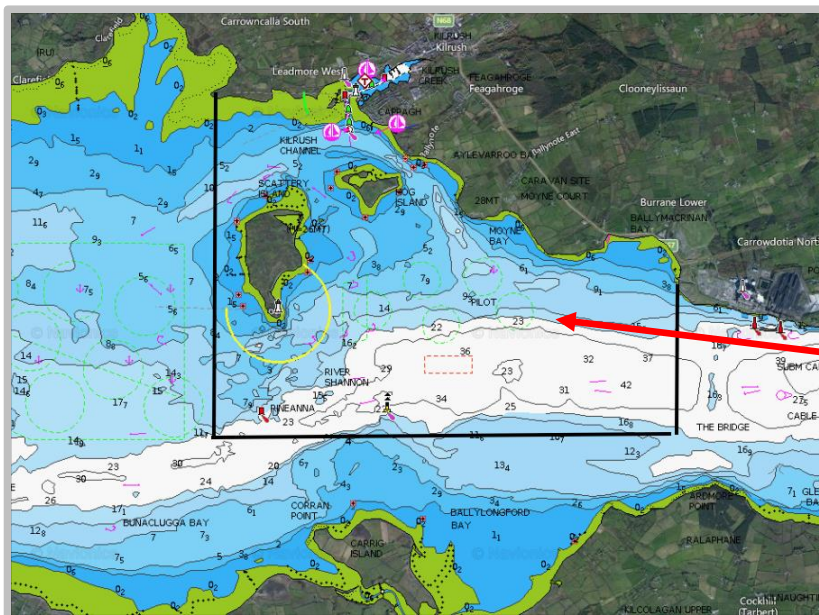
### Sailing areas

#### Inner sailing area.

The inner sailing area can be easily defined as the area within the "lockgates" i.e. the marina area.



#### Outer Sailing Area



Outer  
Sailing  
Area

**Any trip to the outer training area should be approved by the S.I. or Centre Principal.  
The coast guard should be made aware of route plan, numbers etc.**



## The Royal Western Yacht Club of Ireland Safety Statement

### **Sailing times**

Sailing times will rotate around tide times but no sailing will take place between sunrise and sunset each day.

*Note: The Senior Instructor has the authority to stop anyone from sailing, provided they are seen to be a risk to themselves or to other water users through disruptive or negligent behavior.*

### **Boat Care**

It is the responsibility of the instructors, in particular the SI, to ensure the boats are stored correctly in a sustainable manner. It is the Instructor's responsibility to ensure the boats are launched in a safe manner, ensuring the prevention of injuries with particular reference to the risk assessment.

### **Safety ratios**

When teaching and instructing there shall be a fully functioning powerboat to assist in emergency and the instructor-student ratio will not exceed IS guidelines.

Otherwise the ratio of safety boat cover to boats on the water will not exceed 1:10.

### **General Boat information**

In the morning;

The person responsible for the safety boat will rig it according to IS guidelines, and launch from slip or from marina as necessary. The safety boats should include:

- Tow lines / Herringbone line
- Paddles
- Anchor, chain and warp.
- First aid kit.
- Vhf radio.
- Spare kill-cord
- Multi tool

After Session;

- The equipment from the office or containers should be returned neatly and on to charge if necessary.
- If it is wet it needs to be dried properly.
- The rest of the equipment gets returned to the storage container.
- The fuel tanks should be refilled for the morning, and if the reserve tanks are empty the S.I. should be notified.
- The rest of the boat equipment should be left ready for the morning.

The boats;

- The boats should be recovered ashore and secured. All Boats should be placed in the boatshed/containers if the weather forecast is unfavourable, or on the last day of any training course.
- At the end of the session, check oil levels, props and double check any securing knots.
- The boats must be left in order for the following day.
- If the safety boat is left on the water, fuel tanks, keys, killcord and grab bag must be removed, engine raised and sponson pressure checked.



## The Royal Western Yacht Club of Ireland Safety Statement

### Sailing session SOP

<b>Activity:</b>	Sailing
<b>Course:</b>	Irish Sailing SBSS
<b>Operating area:</b>	Kilrush Marina (inside lockgates), Shannon estuary (Inside defined area) i.e sailing area 1 and sailing area 2.
<b>Group Type:</b>	Open to all
<b>Staff Qualifications:</b>	Irish Sailing Instructor / Senior Instructor
<b>Ratios:</b>	1:6

### Clothing/Equipment Instructor

- Inst. Must be dressed to enter the water at any time
- Suitable Footwear.
- Knife/whistle/watch

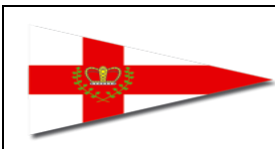
### Clothing/Participants

- Suitable PFD
- Wetsuit/drysuit/steamer/suitable attire
- Suitable footwear
- Weatherproof Cag

### In the Morning

- The first job every morning is to ensure that the powerboats are on station, that they are running properly have all the equipment necessary as outlined in the SOP
- Upon instances where the safety boats are on shore and require help for launching, make sure adequate help is at hand and the trailer is returned to the boatyard.
- Assess the condition and serviceability of the sailing boats to be used and completed the checklist (Appendix 3)
- Assess the weather conditions in relation to wind direction and pupil ability.
- Notify the designated person ashore about the plan for the day their estimated time of return to shore
- Boats should be launched under supervision of an instructor or with the permission of the SI.
- Launch and recovery of the dinghies should also be considered at this point. On/Off shore conditions require special consideration.
- Visibility: extra care should be exercised when motoring in misty/foggy conditions - make sure you know the Navigation Channel and where you are.
- Participants clothing, in particular PFD must be checked at this point, prior to entering the water.
- Forecast and local conditions should be gone through with the S.I. in the morning meeting.
- Instructor should provide an appropriate briefing to the students for the session being run. Including, Defining sailing area and a Recall Signal.





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- The S.I. should also be given a brief summary of the session, especially if any problems occurred, this can be drawn out in the instructor debrief at the end of the day to establish any changes to policy.

### During Sessions

- **KILLCORDS *MUST* BE WORN AT *ALL* TIMES. Safety boat drivers are encouraged to remain seated at all times whilst making way.**
- Buoyancy aids/lifejackets are to be worn at all times by everyone (including rigging/de-rigging).
- Do not overload boats a maximum of 6 persons in the safety boat at one time, taking into account boat trim.
- Make sure boats are fully and correctly rigged before session begins, in particular “pins” securing the mast and ensure rudders are clipped on
- Give a basic brief to students where necessary when on the powerboat.
- Speed should be gradually increased and never ran full throttle for extended periods.
- Throttle should be kept below 3/4 of full to lessen fuel consumption and increase engine lifetime.
- The rescue boats are not playthings. They are necessary and valuable pieces of equipment. Instructors do not have permission to use rescue boats for any other purpose other than that associated with work or rescue.
- Instructors should be sensitive to and respect the needs of other people using the marina.
- For safety and communication reasons a VHF radio should be taken on every boat trip. The SI must also carry a mobile telephone in a dry bag with emergency contact numbers saved for easy contact from the center.
- At the end of each day all fuel tanks are to be topped up both to decrease moisture intake into fuel and to assure that boats are always ready for the next day or in case of emergency. Fuel is stored in the rear of the store, away from sources of ignition, and is restocked upon request to the S.I. or Centre Principal.
- Check the oil level and the prop of each engine at the end of the day.
- Any damage or safety concerns with the boats or associated equipment must be reported immediately to the S.I. or the Centre Principal

### Post sailing

- Ensure portable VHF's are returned to charge;
- Participants will be debriefed by their instructor upon return to shore;
- Instructor in charge of session will report to the SI if applicable giving details of how the session went and be available for a debrief;
- Tracker sheets to be filled in;
- Leave the equipment in a secure environment, either in the clubhouse or in the boatshed;
- Ensure the safety boat has adequate fuel for the day's activities with a spare 5 ltr fuel tank that must be full before going out on the water each morning;
- Any Incidents, involving instructors, participants or equipment must be reported to the designated person at the end of the day and any debriefs and incident report forms to must be completed at the earliest possible opportunity;
- Ensure that the teaching environment (classroom, slipway and changing rooms) are left neat and tidy at the end of each day, may include mopping of changing facilities



## The Royal Western Yacht Club of Ireland Safety Statement

### **Daily Operations and Time Scale**

Consideration should be given to local ferry prior to launching at the slipway.

#### Daily operations

- The Safety Boats should be the first item to be attended to each morning, and the last at the end of the day.
- The stores and equipment should be tidy at the end of the day and all dinghies and equipment properly stored before students are allowed to return to the clubhouse/marina centre for changing.
- During changing an instructor must not enter the changing rooms unless it is necessary to do so.
- When circumstances require an instructor's attention the instructor must act respectfully and never enter a changing room on their own for their own protection.
- A responsible adult (training centre staff or parent) must be found of the same sex as the changing room being entered. Clothes can be kept in the changing rooms.
- Briefs and debriefs should be conducted on shore wherever possible and away from distractions such as flapping sails. The briefs should be open and inclusive. Covering the syllabus in an accurate and concise manner.
- Students are not permitted to enter the store unless under instructor supervision.
- Pupils will pass masts to an instructor to be put away and students should take care when carrying equipment.
- Boats should be checked before launch in particular secure rudder, "T" pin and bung. Boats should also be checked over for any damage so it can be fixed for the next day.

### **Complaint Procedure**

The RWYCI recognizes that where a customer's expectations are not met, through the fault of the center, the customer is entitled to make a complaint and receive appropriate recompense. The club views any such complaint as an opportunity to improve the level of customer service delivered by the school, and any learning points arising from such a complaint will be encompassed in future activities.

The Centre Principal and Senior Instructor will investigate any complaint received. The following is a summary of the course of action to be taken:

- Acknowledge receipt of the complaint and advise that it is being investigated and that the complainant will receive a reply.
- Obtain details of any alleged incident or cause for complaint should be taken from all parties concerned.
- Establish if all the criteria cited in this manual and its appendices have been fulfilled.
- Establish if there was possible negligence on the part of the school or any instructor.
- Establish if the course syllabus was fully delivered.
- Establish if the assessment standards were met.
- A report of the findings should be kept on record.
- The complainant must be notified of the findings of the investigation and details of remedy offered.



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### **IS Passport**

Procedure for applicants that have passed their relevant course.

- The Principle will confirm on the IS passport that the participant has achieved their level. Participants can access their certificates on Checklick.

Updating passports

- Passports are to be updated at the end of each day by each evaluator to track the participant's progress. Evaluators will fill out the passports with as much detail as possible to make it easier for subsequent instructors to understand their learning difficulties, natural talents etc. Joe soap sheets are to be used alongside the passport as a checklist and progression system.

Procedure for applicants that have been deferred.

- The pdf checklist will be printed out from the passport website and handed to the individual on the final day of their course. It is imperative for this reason that they are filled out as fairly and as detailed as possible.

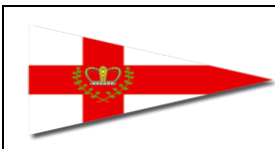
### **Standard Operating Procedures Club safety boats**

- Smoking is prohibited at all times on all RWYCI craft.
- Fuel and oil levels to be checked before starting the engines.
- Refueling to be carried out in a safe and sensible manner.
- Kill Switch Cords to be worn at all times while the engines are running
- Life Jackets to be worn by all personnel afloat
- Speed Limit of 8 knots applies to all safety boats in the marina except in an emergency.
- Club safety boats to have a First Aid Kit and Fire Extinguishers on board at all times.

### **Rescue Boat Check**

Before use, always check the following:

- Ensure there is adequate fuel
- Check Engine oil level at first start-of-the-day
- Check cooling water discharge after starting
- CheckSteering
- Complete radio check
- Safety Equipment
- Fully stocked first aid kit
- Paddles
- Kill Switch Cord
- Painter
- Towing warps
- Bilge Pump, Bucket or Bailer
- Complete the checklist and comment as appropriate (Appendix 4)



## The Royal Western Yacht Club of Ireland Safety Statement

Before leaving the boat ensure the following is completed:

- Check mooring and the craft is secure
- Tidy Cockpit
- Close & Secure Bailer
- Tilt and Lock Engine
- Remove Kill Switch Cord
- Remove Fuel Tank
- Leave boat clean and tidy.
- Return all equipment and report any damage.

When on duty, the rescue boat should be manned by two people (driver + one lookout). Other than in emergencies, the rescue boat should not carry more than four adults. Standing up in the rescue boat is prohibited when under way.

In the event the Safety boat operators are also fulfilling OOD duty, the primary responsibility is safety/rescue activities. OOD duties are of secondary importance.

### **5. RISK ASSESSMENT**

The law states that the Club must do what is 'reasonably practicable' to keep the working environment safe. Accordingly, the risk assessment (Appendix 5 of this document) aims to identify those hazards which currently exist and what the Club can reasonably do to reduce or eliminate them. For each activity, hazards are identified and control measures are listed.

### **6. INCIDENT PROCEDURES**

An incident, for the purposes of this safety policy, is defined as an event, which did, or could have caused, significant injury to persons or which did, or could have caused, significant damage to boats or other equipment.

All incidents must be reported to a committee member on the 'Incident Form' in Appendix 1 at the earliest practicable opportunity or within 24 hours, whichever is sooner.

When filling the form in take care to include all conditions, which may have had any bearing on the incident, involved. This must include some indication of the weather and sailing area conditions and your opinion on how the others involved in the incident acted.

Following this the sub-committee will read the reports and decide if any further action is to be taken. This will include further inquiry into the incident resulting in revising this safety statement and disciplinary procedure or other appropriate measures.

### **7. INSURANCE**

It is mandatory that all owners of boats should have 3<sup>rd</sup> Part Liability Insurance with minimum cover to €3,000,000.

A copy of the up to date club insurance cover can be obtained from the club treasurer.

### **8. SWIMMING POLICY**

The Club strongly recommends that all members, junior and senior, should be able to swim.

All sail training course participants will have their water confidence and or swimming ability assessed as per Irish Sailing guidelines.



## The Royal Western Yacht Club of Ireland Safety Statement

### **9. REVISION OF THE SAFETY STATEMENT**

This safety statement will be reviewed annually and subsequently revised with the aim of reinforcing the safe environment already prescribed.

### **10. PUBLICISING THE SAFETY STATEMENT**

An up-to-date copy of this statement will be available to all members on request and/or published on the club website: [www.westernyachtclub.com](http://www.westernyachtclub.com).



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**Appendix 1**  
**Incidence Report Form**

<b>Where did the incident occur:</b>	<b>When did the incident occur:</b>
<b>Name of person/s involved in the incident:</b>	<b>Describe any injuries:</b>

**Type of Activity Being Undertaken**

What activity was being undertaken at the time of the incident:

**Circumstances of the Incident**

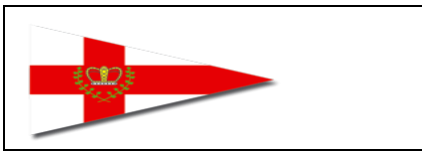
Description and Cause:

**Details of Notifier**

<b>Name:</b>	<b>Date</b>
<b>Address:</b>	<b>Email:</b>
<b>Contact Number:</b>	<b>Signature:</b>

Include witnesses:

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## Appendix 2

### Instructor Induction Checklist

All instructors must receive induction training at start of employment

- Safety Statement
- Child protection Policy
- Emergency Contacts
- Club Facilities   
Clubhouse, container storage, toilet facilities, security
- Sailing area   
Shallow water, obstacles/rocks, prevailing wind direction.
- Rescue boats   
Engines, safety pack, launching
- Fuel management   
Procedure for decanting to fuel, storage
- Club sailing boats   
Inspection of boats, Forestay safety rule

Club Representative	Instructor
Role:	
Date	Date



## The Royal Western Yacht Club of Ireland Safety Statement

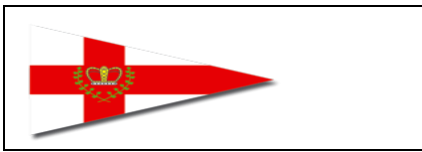
### Appendix 3 RWYCI Dinghy Checklist

To be completed initialed and dated by instructor or responsible person

	Dinghy 1	Dinghy 2	Dinghy 3	Dinghy 4	Dinghy 5	Dinghy 6	Dinghy 7	Dinghy 8	Dinghy 9	Dinghy 10
MODEL e.g. Topaz										
HULL & DECK										
TOE STRAPS										
MAST FOOT										
PAINTER AND TOW LINE										
MAST and FLOAT										
BOOM										
SAILS X 2 CONDITION										
KICKER										
MAST HEEL AND GOOSE NECK										
DAGGERBOARD										
RUDDER (CLIP ATTACHED)										
TRANSOM FITTINGS										
TILLER										
TILLER EXTENSION/UJ										
MAINSHEET PULLIES/STROP										
OUT HAUL										
CUNNINGHAM										
<b>Instructors Initials</b>										
<b>Date</b>										

**Comments:**





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**Appendix 4**  
**RWYCI Rib/Safety Boat Checklist**

To be completed initialed and dated by instructor or responsible person

	<b>Rib 1</b>	<b>Rib 2</b>	<b>Rib 3</b>
First aid kit			
Spare killcord			
Spare bag			
Anchor			
Warp+chain			
Mooring lines			
Towing/herringbone line			
Forward sponson			
Aft P sponson			
Aft S sponson			
Hull top			
Hull Bottom			
Paddles			
Multi-tool			
Bung			
Spare tank			
Prop condition, (good/moderate/poor)			
Oil levels			
Fuel tank			
<b>Instructors Initials</b>			
<b>Date</b>			

**Comments:**



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## Appendix 5 - Risk Assessments

<b>Activity #1:</b>	<b>While on the Water – Sailing</b>			
<b>Conducted by:</b> <b>Date:</b>	<b>Jim Carroll</b> <b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk :</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Capsized boat	Drowning	Sailors	<ul style="list-style-type: none"> <li>• Sailors should be wearing 50 N life vest.</li> <li>• Sailors have training in capsize drills.</li> <li>• Particular care to be taken by sailors using trapeze, which should only be used by experienced sailors.</li> <li>• Sailors, parents &amp; trainee to be made aware of inherent risks.</li> <li>• Children to be checked for water confidence prior to courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Rescue boats to attend capsized boats immediately.</li> <li>• Head count to be preformed upon arrival at scene.</li> <li>• Sailing knife to be present on safety boat.</li> <li>• Safety boat personnel ready to enter water if necessary.</li> </ul>
Hypothermia	Drowning	Sailors	<ul style="list-style-type: none"> <li>• Sailors should be warmly dressed for weather conditions preferably in wet or dry suits. Sailors should have spare warm clothes ashore.</li> </ul>	<ul style="list-style-type: none"> <li>• Rescue personnel should remove sailors from water at signs of weakness or if they have been in water for long duration.</li> </ul>
Trips/falls	Cuts/bruises	Sailors	<ul style="list-style-type: none"> <li>• Boats should be maintained.</li> <li>• Ensure no sharp objects are exposed on the boat.</li> <li>• Training in boat handling.</li> </ul>	<ul style="list-style-type: none"> <li>• It is the responsibility of the boat owner to ensure their boat is maintained &amp; in good order.</li> </ul>



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Weather	Drowning Hypothermia	Sailors, rescue personnel	<ul style="list-style-type: none"><li>• Check weather forecast.</li><li>• Wear suitable clothing (Wetsuit recommended).</li><li>• Wear suitable buoyancy aids.</li></ul>	<ul style="list-style-type: none"><li>• If there is a gale warning for the area, racing is to be cancelled &amp; the rescue boat should not be launched unless in an emergency.</li><li>• Have regard to any winds which cause difficult localised conditions around the slipway or sailing area.</li><li>• ISA recommended ratio of rescue boats to sailors adhered to. OOD should assess the weather conditions &amp; skills/experience of the sailors in determining whether or not to race.</li><li>• Each boats helm &amp; crew should assess the weather conditions &amp; determine if they are able to cope with the prevailing weather conditions.</li></ul>
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## The Royal Western Yacht Club of Ireland Safety Statement

<b>Activity #2:</b>	<b>Rescue/Safety Boat – Preparing the Rescue Boat</b>			
<b>Conducted by:</b>	<b>Stephen Morris</b>			
<b>Date:</b>	<b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Explosion or Fire	Volatile nature of petrol	Club Personnel Club Members Club patrons/ visitors	<ul style="list-style-type: none"> <li>Petrol is stored in appropriate purpose made containers.</li> </ul>	<ul style="list-style-type: none"> <li>Do not use lighters or smoke near petrol.</li> <li>Avoid storing large quantities of petrol on site.</li> <li>Use petrol in the open air.</li> </ul>
Contact with petrol	Spillage	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Tray available to catch any spillage when transferring petrol from transport containers into the boat tanks.</li> </ul>	<ul style="list-style-type: none"> <li>Use P.P.E. (Gloves).</li> </ul>
Weight of full can of petrol	Back injury when lifting full cans of petrol	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Use the containers supplied.</li> </ul>	<ul style="list-style-type: none"> <li>Do not carry more than one container at a time.</li> <li>Stand close to the container before lifting.</li> </ul>
The weight of the boat	Personal injury, back injury	Club Personnel Club Members	<ul style="list-style-type: none"> <li>The boat is mounted on a trailer.</li> </ul>	<ul style="list-style-type: none"> <li>Share the load: a minimum of two people should be engaged in preparing this boat.</li> <li>Call for help when required.</li> </ul>
Weight of the engine	Personal injury	Club Personnel Club Members	<ul style="list-style-type: none"> <li>The heavy 15H.P. engine is left fixed on the transom of the Rescue Boat.</li> <li>Use the boat to carry the engine.</li> </ul>	<ul style="list-style-type: none"> <li>Do not lift or carry this engine unless you have the strength to do so.</li> <li>Lift engine by its lifting handle therefore ensuring that the load is balanced.</li> <li>Use best practice lifting techniques.</li> <li>Get assistance to carry this engine.</li> </ul>
Collision with rescue boat	Club members or patrons getting hit with the rescue boat	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Prior to sailing, the rescue boat is launched before the general boat launch commences.</li> <li>After sailing, the rescue boat is the last boat to be removed from the water.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>



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<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Trailing ropes	Being dragged into the water	Club Personnel Club Members	<ul style="list-style-type: none"><li>• Painter to be neatly stored in the anchor locker in the front of the boat.</li><li>• Do not use long ropes – the painter should be <math>\frac{3}{4}</math> the length of the rescue boat.</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>
Rescue boat trailer	Trips/falls	Club Personnel Club Members	<ul style="list-style-type: none"><li>• Park the trailer in the designated area for this purpose.</li></ul>	<ul style="list-style-type: none"><li>• Watch out for other sailors when moving the empty trailer.</li></ul>



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<b>Activity #3:</b>	<b>Launching/Retrieving a Sailing Dinghy/Slipway</b>			
<b>Conducted by:</b>	<b>Fergal Stynes</b>			
<b>Date:</b>	<b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Trips/falls	Bruise, fracture,	Helm Crew Other Sailors	<ul style="list-style-type: none"> <li>• Non-slip grooving in position on the slipway.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of others when launching.</li> <li>• Launch boats “head to wind”.</li> <li>• Wear non-slip footwear (sailing boots recommended).</li> </ul>
Swinging boom	Bruise, head injury	Helm Crew Other Sailors	<ul style="list-style-type: none"> <li>• Boats are positioned “Head to Wind” where practical during rigging and launching.</li> </ul>	<ul style="list-style-type: none"> <li>• Training – Ensure boats point “head to wind” when launching.</li> <li>• Training –be aware of swinging booms.</li> </ul>
Heavy weight	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>• Share the load.</li> <li>• Members assist each other to retrieve boats.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek assistance when launching/retrieving boats.</li> <li>• Minimum two people required to launch/ retrieve a dinghy (single handed boats are an exception).</li> <li>• Use best practice lifting techniques.</li> <li>• Use portable winch to assist retrieval for heavy boats (Wayfarers) if necessary.</li> </ul>
Launching boat	Drowning	Helm Crew	<ul style="list-style-type: none"> <li>• Wear suitable buoyancy aids.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of risks when in the water.</li> </ul>



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<b>Activity #4:</b>	<b>Rigging Dinghy - Raising the Mast and Sails</b>			
<b>Conducted by:</b>	<b>Jim Carroll</b>			
<b>Date:</b>	<b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Swinging boom	Bruise Head injury	Helm Crew Other sailors	<ul style="list-style-type: none"> <li>Boats are positioned “Head to Wind” where practical during rigging and launching.</li> </ul>	<ul style="list-style-type: none"> <li>Training – ensure boats point “head to wind” when raising mainsail.</li> <li>Training –be aware of swinging booms.</li> </ul>
Raising/ Lowering sails	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance –ensure all boat gear is in good order.</li> <li>Boat maintenance is the responsibility of the boat owner.</li> <li>Use best practice/lifting techniques when hauling ropes.</li> </ul>
Raising/ Lowering sails	Rope burns	Helm Crew	<ul style="list-style-type: none"> <li>Wearing of sailing gloves is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Wearing of sailing gloves is recommended.</li> </ul>
Raising/ Lowering mast	Head injury	Helm Crew Others	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Two people required when raising/ lowering a mast.</li> <li>Ensure there is no person in area within the radius of the length of the mast.</li> </ul>
Raising/ Lowering mast	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Two people required when raising/ lowering a mast.</li> </ul>



## The Royal Western Yacht Club of Ireland Safety Statement

<b>Activity #5:</b>	<b>Ashore - Launch Area, Dinghy Park, Club facilities and Toilets</b>			
<b>Conducted by:</b> <b>Date:</b>	<b>Stephen Morris</b> <b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Launch Area	Slipping Falling Bruise cuts	Club Members Public	<ul style="list-style-type: none"> <li>• Slipway for use by club activities only.</li> <li>• Slipway to be kept clear at all times.</li> <li>• Wearing suitable foot ware with good grip is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean non-slip grids annually.</li> </ul>
Roadway & Compound Surface	Cuts Trip Fall Pot hole damage to cars	Club Members Public	<ul style="list-style-type: none"> <li>• Walk, don't run.</li> <li>• No driving or car parking in dinghy park.</li> <li>• Boats and boat trailer will be parked in designated areas.</li> <li>• "Walk" area to be kept clear.</li> </ul>	<ul style="list-style-type: none"> <li>• Surface will be inspected and repaired annually.</li> </ul>
Gates & Container Doors	Crush and back injury	Club Members	<ul style="list-style-type: none"> <li>• Get assistance.</li> <li>• Don't over exert yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Share the load, use best practice lifting techniques.</li> </ul>
Lighting	Trip Fall	Club Members Public	<ul style="list-style-type: none"> <li>• Be out of the area between dusk and dawn.</li> <li>• Provide own lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Steps at Doorways	Trip Slip Fall	Club Members Public	<ul style="list-style-type: none"> <li>• Keep clear.</li> <li>• Take special care when wet.</li> <li>• Walk, don't run.</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect and clean steps when necessary.</li> </ul>
Club facilities & Changing Room Flooring	Trip Slip Fall	Club Members Public	<ul style="list-style-type: none"> <li>• Walk, don't run.</li> <li>• Take special care when wet.</li> </ul>	<ul style="list-style-type: none"> <li>• Warn others to be cautious if floor is wet.</li> </ul>





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<b>Activity #6:</b>	<b>Junior Sailing and Training</b>			
<b>Conducted by:</b>	<b>Jim Carroll</b>			
<b>Date:</b>	<b>01/07/2018</b>			
<b>Hazard:</b>	<b>Risk:</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Child Protection	<p>Children may be at risk of physical, emotional or sexual abuse from adults, whether or not the adult is directly involved in the sailing event.</p> <p>Adults may be falsely accused of abuse by a child.</p>	<p>Course Attendees Instructors Coaches Helpers</p>	<ul style="list-style-type: none"> <li>• The Club's Child Protection Policy shall be adhered to at all times.</li> <li>• Instructors and helpers are briefed annually in identifying &amp; dealing with signs of abuse.</li> <li>• All staff &amp; volunteers are subject to some form of scrutiny (detailed in RWYCI child protection document).</li> <li>• The Club has appointed a Child Protection Officer to whom all allegations or incidents are to be reported.</li> <li>• Adults should avoid being left alone with children &amp; should avoid physical contact where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of Risk Assessment.</li> <li>• Annual review of Child Protection Policy.</li> <li>• Child protection training of volunteers &amp; organisers.</li> </ul>