



WEST WICK
YACHT CLUB

31st March 2025

WWYC/PD/003 Rev 0

Health and Safety and Environmental Policy Document



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WWYC- Health and Safety Policy

Policy Statement

WWYC is operated by and for its members for the purpose of providing and developing competitive, recreational sailing and Motor Cruising in a social and family atmosphere. An elected Management committee coordinates the operation of the club and sets out to engender a thoughtful and safe environment with risks as low as reasonably practicable for our sport.

The Club encourages high standards of Health and Safety. The Committee recognise that compliance with Health and Safety legislation, and the recommendations of our insurers, is as important a management activity as any other in providing a safe and enjoyable environment for our sailing and motor cruising.

It is the policy of the Club that all members and guests (Members) are responsible for safety and that the Committee ensures that safety training and instruction are available to its members. Specifically, it is the responsibility of the individual to make an assessment of prevailing conditions on land and water and take prudent precautions to ensure their own safety and that of those around them.

The Committee encourages feedback on potential safety risks and reports of accidents or near misses with a view to mitigating the risk if reasonably practicable. Any dangerous occurrence should be made safe if it is safe to do so.

Duties, Responsibilities and Procedures relating to Health and Safety are maintained and updated in electronic format.

Key members of the Management Committee and their contact details are available on the website.

Club Commodore - Nick Parsons

Rear Commodore – Nick Jones

Signature

Date 31st March 2025

Signature

Date 31st March 2025

Objectives for managing Health, Safety, and the Environment

- To establish and maintain effective systems and plans for managing the health, safety, and welfare of everyone and, in addition, the environmental impact of our operations to ensure that all risks are accurately assessed and controlled as far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety, and the environment and to ensure that they are adhered to
- To ensure that all Organisation members are competent and able to perform their tasks safely, through the provision of adequate training, information, and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety, and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all members
- To maintain an effective system of monitoring and reviewing health, safety, and environmental performance.

Members

Most Members comply with the following in the normal course of responsible sailing, Motor Cruising however, all members should read and comply with this Safety Policy and shall:

- Have regard for all safety training and instruction.
- Comply with all notices relating to safety including, but not restricted to, Sailing and Motor Cruising Instructions.
- Observe safe systems of work and follow safety and operating instructions, including Risk Assessments that are implemented by the Management Committee.
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission.
- Be responsible for their own safety while afloat.
- Give help to another boat or person in difficulty on the water.
- Co-operate with the Management 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 (including personal protective equipment) if supplied by WWYC 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.
- Recognise any personal health limitations that may affect the efficacy of their sailing or work on Club matters.
- Report any accidents or near misses to a member of the Management Committee.

Members shall report any unsafe practice being carried out by another member, a visitor or a contractor to a Committee member. This reporting may be verbal, or in writing, and may be made anonymously

Commodore and Management Committee

The Commodore and Management Committee have responsibilities and duties as defined by the Club Rules , including the following Health and Safety related duties:

- The implementation of the Safety Statement.
- Ensuring that all activities under the control of the Management Committee are carried out in accordance with the Safety Statement.
- Ensuring that the Committee lead by example in good safety practices.
- Ensuring that a reporting system is in place for reporting all accidents to Committee members.
- Ensuring that all Sailing and powerboats are maintained and equipped to a safe level.
- The first aid boxes are provisioned where required for events.
- A record of members' skill and qualifications relating to use of sailing and Motor boats and first aid is maintained
- It is the responsibility of the Commodore to ensure that health and safety policy for the club is implemented and reviewed on an annual basis and that the appropriate risk assessments are undertaken.

The Committee plans and organises all sailing and Cruising activities at the Club, developing competitive, recreational sailing and motor cruising through sub committees. For each day of organised sailing and motor cruising the Committee shall schedule as appropriate:

- A Senior Race Officer who is competent to carry out the RO duties and is trained accordingly.
- A Recreational Cruise Lead who is competent to carry out the duties and is trained accordingly
- If required, Safety Boat drivers and crew who are qualified to the required standard.

The safety duties of a Race Officer include but are not restricted to the following:

- Check the weather forecast.
- In conjunction with the Safety Boat drivers decide if conditions and safety cover are sufficient for sailing to take place subject to the racing Rules of Sailing.
- Brief Safety Boat crews as regards duties and what is required.
- Report any deficiencies to the Committee.
- Ensuring that the Safety Boats are adequately manned. In making the decision to start or abandon the race, the Race Officer shall bear in mind the experience and number of the club team, the type and seaworthiness of the boats involved, the experience and age of the participants, the scale of the event, the weather and water conditions, the safety facilities available and other relevant conditions.

The Race Officer leads the Race Committee which conducts races as directed by the Committee and as required by the Racing Rules of Sailing and Sailing Instructions. It is not possible for the club officials and race organisers to guarantee that event conditions will not change, and it will continue to be safe, still less that it will be safe for every boat and crew.

The Racing Rules of Sailing is therefore adopted and states that “A boat [skipper] is solely responsible for deciding whether or not to start or to continue racing”.

Powered Safety Boat Drivers

Safety Boat drivers report to the Race Officer. They are responsible for the safety of their craft and to offer safety cover to other craft during races and other sailing activities. If they feel that they cannot offer adequate safety cover due to weather or other reasons they should inform the Race Officer.

Safety Boat drivers should:

- Have RYA level 2 powerboat certificate or equivalent experience.

- Have a sense of responsibility.
- Be at least 18 years old.
- Have the ability to recognise developing situations.
- Always use a kill-cord.
- Comply with the WWYC procedure for checking the power boats and recording any defects.

Drivers should note the importance of proceeding at low speed when manoeuvring in the vicinity of any other water users. This will reduce the risk and consequences of collisions as well as preventing the environmental impact and annoyance caused by wash and noise.

Safety Procedures

First Aid Members who sail are encouraged to have a current first aid certificate, so that they can render assistance to any member, visitor or anyone requiring assistance ashore or afloat. In addition, first aid boxes should be located in the safety boats, and on the premises. These boxes should be stocked with basic first aid equipment. More serious injuries should be dealt with by the local hospital. Transport to the hospital should be undertaken by car or by ambulance depending on the seriousness of the injury.

Accident Book and Reporting

Any accident or significant injury must be entered into the Accident Book which is located in the **River Breeze Café**. To demonstrate WWYC's commitment to reducing injury and accidents, the Accident Book is reviewed at each Management Committee meeting and takes any action that may be required to prevent or reduce the risk of a similar accident occurring.

Risk Assessments

Risk Assessments have been completed for a number of activities and remains an ongoing operation. All Risk Assessments will be posted in the members section of the club's web site. Risks are continually been assessed and procedures updated and WWYC requests that members read the relevant Risk Assessment before carrying out a particular activity or operation. Any "special event" can only take place following a specific Risk Assessment carried out by the event organiser. Following the event it is imperative that a full de-brief is held to assess the suitability of the Risk Assessment and any changes that should be made for future use.

NOTE – The Risk Assessments have been prepared with the sole intent to assist members using the club facilities to remain as safe as can be reasonably practicable but it does rely on familiarity with the risks – please read them; they are for your benefit.

New Membership Inductions

All new members shall take part in an induction given by a member of the Management Committee prior to taking part in any YYYC activities. At this time the new members will be made aware of safe working practices, this Health and Safety Document and Risk Assessment and general Policy documents.

Fire

Regular fire safety inspections should be carried out and records kept of such inspections. These inspections should be carried out on all club premises and also on any equipment or craft belonging to the Club. Storage of flammable liquids should be kept to a minimum and should be stored in adequate containers for such liquids.

Fire protection

Fire is a chemical reaction made up of three main elements, fuel (material to burn), oxygen and heat. These elements if present in the right quantities will result in fire. Fire extinguishers that are placed in the club are as follows:

- Water: for use on ordinary materials e.g. wood, paper, cloth etc.
- Dry Powder: for use on oil and electrical fires
- CO2 : for use on oil and electrical fires

Instructions for the use of the extinguishers are displayed on the extinguishers. All members should read these instructions. Extinguishers should be used to fight fires only by those trained to do so.

Personal Flotation Devices (Buoyancy Aids)

All those participating in activities on the water shall wear PFDs. PFDs shall also be worn by Safety Boat crews and by all persons travelling in the Safety Boats or any craft, provided by the Club Member for whatever purpose. PFDs when worn shall be worn as per the maker's instructions. This means belts buckled, zips done up, crotch straps worn properly if fitted, to name some but not restricted to the above.

In sailing boats all PFD that require inflation to be effective are inflated.

Safety boats

All Safety Boats will be properly equipped, which equipment will include the following:

- Kill Cords
- Anchor
- First aid kit including thermal protective aids
- Knife
- Radio
- Two fuel tanks (full)
- Distress flares

Safety Boats should not carry more people than recommended by the manufacturer. All the routine work of safety on the water is managed more easily with a crew of two. At least one of the crew should be ready to enter the water if required. The roles should be defined as driver and crew with the more experienced of the pair being clearly in charge through the operation.

The duty of a Safety Boat crew is to assist competitors on the water to be safe.

SAFETY HAZARDS

Accidents will happen but 99% of accidents are caused by human failure. Accidents cannot be legislated against but with care and forethought may be prevented. Safety Hazards associated with WWYC include but are not restricted to the following:

- Water borne accidents
- The slipway
- Launching and recovery of craft
- Embarking and disembarking from craft
- Exposure in bad weather
- Slips from litter/debris/spillage
- Misuse of tools
- Chemical hazards
- Electrical equipment
- Lack of responsibility (self and others)
- Lack of good housekeeping
- Drowning

Water borne accidents

The helm is solely responsible for deciding whether or not to launch or to leave moorings. So from a safety point of view, regardless of legal liability, safety starts with the individual sailor ensuring that the boat is seaworthy, that the boat is properly equipped, that all gear is serviceable and that helm and crew are appropriately skilled for the conditions.

Many accidents can be avoided if it is ensured that:

- Buoyancy in dinghies is intact and/or pumped up,
- Fittings are adequate for their intended purpose,
- The boat is properly rigged,
- The crew has been trained to the helm's satisfaction,
- The boat complies with the safety requirements of its class.

Additional Safety Features should be considered such as:

- Alternative means of propulsion, - e.g. a paddle,
- Whistle to attract attention.

Launching and recovery of craft

This procedure involves pulling and pushing craft up or down the slipway. As the activity involved could lead to injuries to the back, each member should be familiar with safe handling of boats. Members are encouraged to help each other.

Embarking and disembarking from craft

The responsibility for safe embarking and disembarking lies with the person being transferred.

Exposure

Members afloat must recognise the dangers of hypothermia. Any symptoms must be acted upon immediately and the person suffering taken out of the water. If the Safety Boat crew believes the condition of hypothermia exists, then they must take action.

All helms and crews should wear suitable protective clothing, appropriate to the weather conditions, whilst afloat.

Slips, trips and falls

About a fifth of all reported accidents are in this category. The floor/ground surface on which people walk and the good maintenance of it will go a long way to cutting down the potential for accidents. A good housekeeping routine, prompt repairs whenever they are required, immediate clearance of spillages and suitable footwear all contribute to reducing the risk of accidents.

Use of tools

The common hazards from portable tools include cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles. The risks are reduced by safe work practices and good maintenance of tools. Persons using tools should pay regard to:

- The maker's instructions and the person using the tool.
- The Risk Assessment and Method Statement for the activity.
- The instructions of the person in charge.
- Tools should only be used for the purpose for which they are intended.
- Chainsaws should only be used by qualified persons.
- Use of unsuitable tools or equipment may lead to accidents.
- Damaged or worn tools should not be used.

Any defects with the equipment should be reported to the person in charge and recorded in the equipment logbook (In the workshop)

Chemical hazards

Chemical hazards include amongst others petrol and diesel oil, paints, solvents. Care should always be taken with the storage, delivery and dispensing of these products. Any spillage should be dealt with immediately. All precautions should be taken to prevent naked flames, bulbs, electrical connections, cigarettes and matches or any other items likely to cause ignition from being brought too close to these products. Be aware that fumes given off from these products can be extremely explosive even some distance away. Manufacturers' safety documentation should be kept for reference.

Petrol tanks

The filling of petrol tanks must be carried out in accordance with the HSE requirements under 'The Petroleum (Consolidation) Regulations 2014' which states that all refuelling will be:

- In a safe position in the open or,
- In a well-ventilated area free from pits and ignition sources such as cigarettes, electrical hand tools, welding sparks, heaters.

The filling of petrol tanks must be carried out next to the fuel store. Use of the correct adapters to allow lack of spillage when decanting fuels is essential. Before

commencing, other members, or general public in the vicinity must be advised so that they are aware of the hazardous operation taking place. Spillage of all fuels should be kept to an absolute minimum at all times. Use of the correct pipes, adapters and funnels to prevent any spillage when decanting fuels is essential. Jerry cans should be filled to a maximum of 80% capacity to reduce the risk of spillage. Any spillage in the area shall be cleaned up, using the correct spillage kit.

In all events Personal Risk should be assessed and the Emergency services called immediately.

Electrical equipment

- Only trained personnel are allowed to install or repair electrical equipment.
- All electrical wires should be treated as live wires.
- Do not use portable electrical equipment if your hands are wet or if you are standing on wet ground.
- Make sure the appliance is in good order and the cable and plug are in good condition.
- Use the appliance in accordance with the maker's instructions.
- If a fuse blows it indicates an overload or short, this should be reported to a Management Committee member.
- Also report any sparking or smoke coming from any electrical motor appliance.
- A Management Committee member of the club can stop any equipment being used in the club if they think the equipment is unsafe or the user cannot prove that the equipment is safe. Normally if a piece of equipment has passed a PAT test within the last three months and is not damaged it can be deemed to be safe.

Responsibility

It is the responsibility of the Club Officers, members, employees, contractors and visitors to conduct themselves in a safe manner at all times. All persons are expected to be aware of both the hazard and safety procedures connected with their own duty and to operate in a manner which so fulfils these procedures. If unsure ask a Management Committee member.

Housekeeping

Good housekeeping is an essential element in promoting health and safety. Equipment and other items should be safely and securely stored. This ensures not only that defects are discovered but that articles can be found when required

Accident Procedure - Appendix A

Add Schematic Flow Chart

999 Emergency Call – Telephone Options

1. Member's Mobile Phone.
2. Fambridge Yacht Haven Office.

Major Incident Procedure

This plan should be implemented in the event of a serious injury or fatality at WWYC Events.

It is important that a single person is responsible for managing the incident until a senior club officer (table below) has been contacted and has arrived on site or management of the incident has been handed to a designated Incident Officer as described in this plan.

Until professional care is on site the priority should be the victim and the objective should be to ensure their situation does not deteriorate further.

1. Stop all water based activities immediately; ask everyone other than those directly involved or witness to the incident to pack up and go home. Remind people not to use social media to publicise the accident.
2. The Incident Officer will brief the Emergency Services when they arrive on site.
3. In the event of a fatality do not contact the relatives if they are not present at the club – the police will undertake this role by sending officers to inform the relatives in person. This process may take some time if next of kin do not live locally.
4. Contact the most senior club officer available (work through the table below from the top).

Vice President John Smitherspn

Commodore Nick Parsons

Vice Commodore Nick xxxx

Club Secretary Mike Crocker

Any Member of the Management Committee

5. The Commodore, or most senior club officer in the Commodore's absence, shall take responsibility for management of the incident or nominate someone to do so. This person will become the Incident Officer.

6. The Incident Officer will respond to all enquiries to ensure the club responds with one voice and in a consistent manner.
7. The Incident Officer should seek to understand what has happened; ask for witnesses and take statements. Take photographs if practical and prepare a report on what happened, however simple and support with drawings.
8. No Club Officer should admit responsibility either personally or on behalf of the club.
9. Do not hold a press conference even if under pressure to do so. A simple “We cannot comment at this time” is sufficient. Never give out the name of the incident victim even if the press appears to know; it is very important the relatives hear of the incident from the police first.
10. The Incident Officer should consider contacting the Club’s Insurers on the next business day: Groves, **Name and Number insert here** (Business Hours).

WWYC Environmental Policy

It is the policy of WWYC to ensure that its work and processes do not unreasonably contribute to environmental pollution.

The Organisation will therefore comply with the requirements of the Environmental Protection Act 1990 and all relevant regulations, when it is practicable to do so.

WWYC will encourage its Management Committee and members to avoid harming the environment and to report any potential environmental hazards.

WWYC will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal, particularly paper. When disposal is necessary, WWYC will ensure that waste is disposed of safely by using licensed contractor Methods Under control, of Fambridge Yacht Haven Site

WWYC will regularly audit the Clubs operations from an environmental standpoint and set out standards for improvements. When purchasing new equipment, WWYC will consider energy efficient properties.

WWYC will also ensure that all equipment is regularly maintained to minimise pollution.

New Members Induction Protocol

Welcome to the Club (in the River Breeze Cafe) Point out where in Club Almanac to find key people contact information & what they do.

- Commodore, Vice Commodore
- Treasurer. (anything to do with money)
- Management Committee
- Secretary: Renewals/New Members

Club Details and polices :

Website – show where Club Rules, News and members log in can be accessed.

WWYC– Policies and Procedures

Showers, toilets and Changing Rooms: **Fobs for access or codes :**

Some General Safety Rules:

- Buoyancy aid or lifejacket at all times in/on the water in/out any craft!
- Wear something on your feet at all times – problem of “sharps”.
- Under 14s not allowed on site without parent/guardian with legal parental responsibility.

This is a safety, a club insurance and a “safeguarding” issue.

- Under 14s: not on jetty without lifejacket (drowning)

Club Communication

How we Communicate with YOU! • Email address is very important to us. Make sure we know when it changes!

Any updates on Membership details are to be notified to the Secretary (including address/phone).

- Make sure we are using the “right” email: are we communicating with the family diary planner?

Families:

we find it is best to have both partners email addresses

- We use text messages (txtlocal) so let us have your mobile number and keep us up to date with changes.
- Facebook – we have Facebook and you can follow us there – Facebook account not required!
- News pages on the website.
- Posters watch out for