

# Health and Safety Manual

## Version control

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# 1. Health and safety policy statement

## 1.1 Policy statement

Minima Yacht Club (MYC) attaches great importance to the health and safety of its members and guests and members of the public that may be affected by its activities. To this end MYC aims to ensure that all activities carried out by its members are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person who may be affected by such activities.

MYC has adopted and implemented procedures that are compatible with and recognise the duties imposed by the provisions laid out in the relevant statutory documents relating to health & safety. MYC will pay particular attention to the provision of:

- a safe and healthy environment for the activities of the club;
- safe and suitable resources and equipment;
- sufficient training for members to enable them to comply with health & safety procedures; and
- risk assessments for all relevant activities carried out by MYC, where we believe this is appropriate.

## 1.2 Responsibilities

It is the responsibility of the Board of Directors to ensure that the MYC's health and safety policies are implemented and reviewed on an annual basis and that appropriate risk assessments are undertaken.

It is the responsibility of each member:

- to take reasonable care to avoid acts or omissions that may adversely affect the health or safety of themselves or others;
- to co-operate fully with anyone responsible for carrying out health & safety checks;
- to not intentionally or recklessly interfere with, or misuse, any resource or equipment; and
- to observe at all times health & safety procedures.

Approved by the Board 3 March 2023

Rob Brooks, Commodore

## **2. Health and safety procedures**

### **2.1 Major incidents**

The major incident procedure is in Section 3 of this document.

### **2.2 Fire**

The Emergency Exit Procedure and the Fire Assembly Point are displayed in the clubhouse (on exit points and in the clubroom). Members should familiarise themselves with these procedures. In the event of a fire, everyone using the club house is reminded that their first priority is for their own safety and those of other users and a safe evacuation of the building is paramount. Instructors leading training and anyone leading activities in the club at which guests or other non-members are present is to brief participants on the Emergency Exit Procedure and the Fire Assembly Point at the beginning of the course or activity.

### **2.3 First aid**

The first aid kit is located in the club house (in the kitchen) and a list of all members who hold a First Aid Certificate is displayed. Any person requiring first aid assistance is encouraged to ask the Duty Officer, or, in his absence, any other member to locate a qualified First Aider. The contents of the First Aid Kit are regularly checked and replenished as necessary.

### **2.4 Accident book and reporting**

Any accident or injury must be entered into the Accident Book which is located in the Kitchen. To demonstrate MYC's commitment to reducing injury and accidents, the Board reviews the Accident Book at each Board meeting and considers any action required to prevent or reduce the risk of a similar accident occurring.

### 3. Major incident procedure

This procedure should be implemented in the event of loss of life, serious injury or substantial damage to property or the environment.

The following are examples of serious incidents:

- a fatality, serious or multiple fractures, amputation or other serious injury leading to hospitalisation
- any situation that presents a serious risk to the reputation of Minima Sailing Club, the RYA or British Canoeing
- circumstances in which a group or individual might be at serious risk of harm.
- any adverse situation in which the media are or may be involved.

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. In the first instance that responsible person would normally be the Race Officer or Bosun.

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.

#### Procedure

1. Stop all water based activities immediately; ask everyone other than those directly involved or witnesses to the incident to pack up and go home. Remind people not to use social media to post anything about the incident.
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 from the Emergency Procedures Checklist on the notice board by the kitchen, in the clubroom and race-box.
5. The most senior Club officer available 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 appoint someone to manage an incident log and 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. Do not hold a press conference even if under pressure to do so. A simple “It would be inappropriate to comment further until we’ve had the opportunity to consider all the factors contributing to the incident” Never give out the name of the incident victim even if the press appear to know; it is very important the relatives hear of the incident from the police first
9. The incident officer should ensure that the following are informed:
  - The Club’s insurers (via the Honorary Secretary)
  - If relevant, the press office of the RYA (023 8060 4209 or outside business hours 07789 556 080) or British Canoeing (0115 8966581)

## **4. Safeguarding and child protection policy**

It is the policy of Minima Yacht Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children have a right to protection from abuse.

For the purposes of this policy anyone under the age of 18 should be considered as a child.

Anyone who is concerned about a child's welfare should inform the Club Welfare Officer immediately, in strict confidence. The Club Welfare Officer will follow the procedures in the RYA Safeguarding and Child Protection Policy and Guidelines (Flowcharts 1 and 2).

Any member of the Club failing to comply with the Safeguarding policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rules.

### **Parental responsibility**

**It is a Rule of the Club that each child must have a parent or guardian on the premises at all times.** In the event of any injury or other incident the parent will be informed and except in an emergency requested to be present during any first aid or other assistance.

### **Changing rooms**

Adults are requested not to enter the changing rooms at times when children are changing unless accompanied by another adult.

### **Race Box**

Children are not permitted in the Race Box unless accompanied by a parent or guardian.

### **Photography and filming**

The Club will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the Club Welfare Officer.

### **References**

Any person whose role brings them into regular contact with young people will be asked to provide references. The Club Welfare Officer and those regularly instructing, coaching or supervising young people will also be asked to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate.

### **Club Welfare Officer**

The Club Welfare Officer is Erica Bishop ([bishoperica@hotmail.com](mailto:bishoperica@hotmail.com) 07974 312 084).

## 5. Glossary

|       |   |
|-------|---|
| BCU   | British Canoe Union (now known as British Canoeing) |
| Board | the Board of Directors of Minima Yacht Club         |
| MYC   | Minima Yacht Club                                   |
| RYA   | Royal Yachting Association                          |

# In case of accident, injury or illness

- Assess situation
- Reassure casualty
- If afloat move the casualty to shore asap

Club House  
KT1 1HN

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Barge Walk  
KT1 4AB

  
 'Oddly Royal Star'

Are emergency services required?

NO

- Administer first aid
- If under 18 advise parent
- Keep casualty under supervision until recovered
- Report incident to the Race Officer or a Flag Officer or if none present complete the Accident Report Book

YES

- Instruct someone to contact emergency services
- Administer first aid
- Reassure and stay with casualty

- Notify the next-of-kin, carer, parent or guardian (if a Flag Officer is present, ask them to do this)
- Brief Emergency Services when they arrive
- If the next-of-kin, parent or guardian is not available, nominate someone to accompany the casualty
- Complete the Accident Report Book

Is the injury fatal or potentially life threatening?

NO

- Refer to the major incident procedure
- Use the contact list

| Contact in case of major incident |               |                    |
|-----------------------------------|---------------|--------------------|
| Rob Brooks                        | 07732 118 401 | Commodore          |
| Keith Payne                       | 07507 996372  | Vice Commodore     |
| Paul Bloomfield                   | 07768 724 015 | Rear Commodore     |
| Eileen Barry                      | 07970 202897  | Honorary Secretary |

MYC EmergencyProcedure 2023

Nearest A&E – Kingston Hospital KT2 7QB

Nearest Defibrillator – Kingston Police Station