



# Schull Harbour Sailing Club

## Safety Statement and Risk Assessment



Contains

Accident/incident form

Media/Photography consent form

Covid 19 protocols

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## Introduction

This document is the official Safety Statement of Schull Harbour Sailing Club (hereafter referred to as SHSC or “the Club”). It is complementary to, and in addition to, the Club’s constitution. As such it must be read, understood, and adhered to by all Club members.

***“The overall aim of Schull Harbour Sailing Club is to ensure a Safe and enjoyable environment for its members and guests afloat and ashore.”***

This document has been prepared in line with **the Safety, Health and Welfare at Work Act, 1989 (Section 12) and the Safety, Health and Welfare at Work (General Application) Regulations, 1993, (Regulation 10)**. This document is the programme, in writing, for safeguarding the health and safety of Schull Harbour Sailing Club’s members while they are participating in club activities. It represents the Club’s commitment to its members’ health and safety. The primary purpose of the Club’s Safety Statement and Operations Manual is to encourage the reduction of accidents which might cause injury or illness to members and/or damage to Club property. The intent of these guidelines is to aid members in developing the proper safety awareness that is vital to the elimination of needless accidents. It is necessary for all personnel to exercise good judgment with personal safety always uppermost in mind in every task that is performed. Injuries can be prevented if members are constantly alert to possible hazards and take the necessary precautions to avoid dangerous conditions and injuries. While the Committee will be ever vigilant to comply with legal safety regulations, our first emphasis will continue to be on people. Our interest is in the prevention of human suffering resulting from Club---related injuries. 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 and elsewhere.

**Overall aim of the Club**

The overall aims of the Club is to follow the Irish Sailing Association standards of sailing, to enter and host racing events and to promote the sport of sailing to anyone wishing to learn. In doing this, we are expressing intent to provide a safe environment in which to carry out these activities.

**Statement of Policy and Intent**

It is the policy of Schull Harbour Sailing Club (SHSC – “the Club”) that all members are responsible for safety and that the Committee ensures that safety training and instruction are available to its members.

Schull Harbour Sailing Club (“the Club”) considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on its premises, and in all activities conducted under its jurisdiction. The Club also recognises and accepts responsibility, to provide a healthy and safe working environment for all its employees, its members and other people who use the Club's premises and equipment. 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 who may be affected by the Club’s activities - using the Club’s equipment in a safe manner - wearing personal flotation devices appropriate to the activity at all times while afloat The Club will take all reasonably practicable steps to fulfil its responsibility and will pay particular attention to meeting the requirements of the Safety, Health and Welfare at Work Act 1989 and all relevant statutory provisions. The Club requires management at all levels to display a positive attitude towards Health and Safety and that all its members abide by the Club Rules and Sailing Instructions.

Signed... Sean Norris ..... Date..... **9/6/21**.....

Commodore

### **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 invited 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.

*Members shall 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 & obvious hazards, then he/she is unlikely to succeed in a claim for recompense against those leading the activity.*

### **Safety Officer**

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.

### **Cruiser and Dinghy Captains**

The Dinghy Captain and Cruiser Captain plan and organise all competitive sailing activities at the Club within their respective areas of responsibility. The Dinghy Captain and Cruiser Captain are responsible for ensuring that:

- The Race Officers appointed are competent to carry out their duties and are trained accordingly,
- Safety boat drivers and crew are qualified to the required standard,
- All instructions required in relation to safety are carried out

### **Race Officer**

the Race Officer leads the Race Committee which conducts races as directed by the Dinghy or Cruiser Captains and as required by the Rules. The Race Officer is the ultimate decision maker on the conduct of racing on the day. The safety duties of a Race Officer include but are not restricted to the following:

- Check the weather forecast, From more than one source
- 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 Harbour,
- If fog is forecast only boats with a proven compass should be allowed to sail,
- Brief Safety Boat crews with the Boatman as regards duties and what is required,

- Report any deficiencies to the Dinghy or Cruiser Captains or Club Committee,
- Place racing marks in a safe position
- Report and document any safety incidents to the Safety Officer,
- Have a full up to date chart of the operating area and able to identify any risks or hazards when planning a Sailing/Racing area

### **Safety Boat Drivers and use of Safety boats/tenders**

Because of the nature of their responsibility for the safety of members on the water, only members whose qualifications and experience are approved by the Safety Officer, Junior Organiser (for Saturday Sailing) or Commodore should be used to carry out this task. Training will be given by qualified personnel.

All Safety Boat/Crew transport Drivers should:

- have a minimum of level 2 powerboat certificate or equivalent,
- have a sense of responsibility,
- be experienced in the use of VHF radio,
- wear a life-jacket at all times when on the water,
- be certified in the use of first aid, (recommended)
- have the ability to recognise developing situations,
- *always use a kill-cord.*
- Speed should be minimised in the moorings area and when close to other water users.

Before the launch/use of each rescue boat the following steps must be taken by the driver:

**1** Ensure there is adequate fuel **2** Check engine oil level at first start-of-the-day **3** Check cooling water discharge after starting **4** Check steering **5** Complete radio check **6** Check all safety equipment is present on board: fully stocked first aid kit, paddles, kill switch cord, painter, towing warps, bilge pump, bucket or bailer (other than self-bailer) Before leaving the boat the following steps must be completed by the driver: **1** Check mooring and the craft is secure **2** Tidy cockpit **3** Close and secure bailer **4** Tilt and lock engine **5** Remove kill switch cord **6** Remove fuel tank **7** Leave boat clean and tidy. **8** Return all equipment and report any damage or faults to the Junior Organiser or appropriate Committee member. On junior sailing courses (Saturday Sailing) the safety boat to dinghy ratio should always meet the current ISA guidelines.

Specifically: • A minimum of two safety boats should be on the water at any one time in case of engine failure.

- A safety boat should always be present at the slipway during launching and recovery.
- No dinghy should launch without a manned safety boat on the water.
- A watch should always be kept on a designated VHF channel e.g. (CH10).

**For the refuelling of safety boats the following steps must be adhered to:**

- Fuel must be stored in the fuel bunker overnight
- Refuelling must take place outside using the funnels provided and with a fire

extinguisher to hand

- Smoking and the use of naked lights is strictly forbidden during re-fuelling, in the container and in the power boats.
- Fuel and oil levels should be checked by the driver before every session.

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. On all activities or events, suitable safety equipment must be carried. This should include at minimum on each safety boat: flares, Anchor, first aid kit, VHF radio, knife, throw line, towing line, and a survival bag. It is the responsibility of the skipper to check these daily.

**Members who wish to use the club tender “15 minutes” may do so under the clubs’ rules of use and follow the appropriate procedures as outlined above.**

### **Liability**

The Commodore and other members of the Club Committee shall manage the affairs of the Club. Financial or legal liability incurred in the rightful exercise of their office shall not, however be their personal liability, but shall be the responsibility of the Club as a whole.

### **Risk**

*All members or other persons who attend Club activities on land or at sea, do so at their own risk, neither the Club or its officers can accept any liability for loss or injury of any kind sustained at the Club or whilst on a club event/tour/trip or any other activity.*

### **Risk Assessment**

A risk assessment is a careful examination of what in the Club could cause harm to people so that the Committee can assess whether enough precautions are being taken or more should be done to prevent accidents. The law states that the Club must do what is 'reasonably practicable' to keep the working environment safe. Accordingly, the list below aims to identify those hazards which currently exist and what the Club can reasonably do to reduce or eliminate them. Any regular checks made should be recorded and kept so that they can be shown to a Health and Safety Inspector, or support evidence should the Club become involved in any action for civil liability (e.g., maintenance records for rescue craft). This risk assessment of Schull Harbour Sailing Club is broken into general activities and areas in buildings, on land or on sea where Club activities take place. In each area the activities that take place there are listed and hazards there are identified. For each hazard, the injuries or risks they might cause are set out. Then, the precautions that already exist or should exist to deal with each risk are set out considering the number of people who could be involved.

ACTIVITY: Going sailing (dinghy)

HAZARD: The sea; weather; collision;

RISK: Drowning; being struck; exposure/ hypothermia

PRECAUTIONS: All members should be aware that the skipper 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 and that all gear is serviceable. Members must also be aware that many accidents can be avoided if they ensure that:

1. Buoyancy in dinghies is intact and/or pumped up,
2. Fittings are adequate for their intended purpose,
3. The boat is properly rigged,
4. the crew has been trained to your satisfaction,
5. the boat complies with the safety requirements of its class. Additional Safety

Features should be considered: • alternative means of propulsion, - e.g., a paddle, • a bailer, • a compass, • an anchor in some classes, • a signalling device.

**Cruiser craft** can also use as the basis of safety the RNLI Sea Check which can be carried out each month.

***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.***

ACTIVITY AREA: Dinghy park area

HAZARD: haphazard parking of boats, randomly left fishing nets and gear

RISK: Members/visitors/bystanders

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors, instructors and parents about safe parking and storage of dinghies.

ACTIVITY AREA: Boat storage shed

HAZARD: Wet floor; haphazard parking of dinghies; Dinghy racks;

RISK: Persons slipping, tripping or falling;

PRECAUTIONS: Responsibility of all sailors to ensure their boats are parked in a tidy, non-obstructive way with no swinging protrusions. Guidelines issued to junior sailors, instructors and parents about safe parking and storage of dinghies.

ACTIVITY AREA: Land around pier/launching area, boat storage area, shed, slipway

HAZARD: booms hitting bystanders

RISK: Head or other injury

PRECAUTIONS: Instructors to encourage clew outhauls to be attached/detached immediately prior to launching/recovery

ACTIVITY AREA: Car parking area

HAZARD: randomly parked cars and trailers; randomly left fishing nets and gear

RISK: car users, children, pedestrians

PRECAUTIONS: mark out car park spaces; ensure fishing equipment is tidied away.

ACTIVITY AREA: Pontoons

HAZARD: Lines/ropes tied across platform and steps

RISK: Injury through falling/tripping over lines

PRECAUTIONS: Secure lines appropriately as per the local regulations indicated by signage provided by Cork Coco

ACTIVITY AREA: Slipway

HAZARD: Slippery surface due to algae growth; refuelling rescue boats; boat launching; trollies; winching boats up

RISK: injury through falling or being struck to sailors, parents on slip duty, other slipway users, people sitting on slip; back injuries from pulling boats/trollies;

PRECAUTIONS: regularly inform Cork Coco of condition; guidelines issued to parents re trollies; issue HAS backache booklet (or relevant documentation or training will be provided).

ACTIVITY AREA: Embarking and disembarking from Craft and Pontoon (cruiser racers)

HAZARD: Moving boats, slippery surfaces

RISK: Falling into the sea, tripping,

PRECAUTIONS: Ensure all members know that responsibility for safe embarking and disembarking lies with the person being transferred. Safety boat driver crew to give clear instructions to Persons involved.

ACTIVITY AREA: Water around slipway

HAZARD: rescue boats, dinghies and other boats coming and going

RISK: swimmers, boat users, children

PRECAUTIONS: guidelines issued to rescue boat drivers, instructors, and sailors.

ACTIVITY AREA: Racing events

HAZARD: Multiple Cruisers on the start line

RISK: Collision, Damage to boats, injury to sailors

PRECAUTIONS: Skippers/Sailors to have a good understanding of the sailing rules and collision avoidance rules COLREGS.

ACTIVITY AREA: Swing moorings

HAZARD: large vessels unsighted to swimmers

RISK: swimmers, cruiser crews, dinghy sailors unsighted

PRECAUTIONS: Advise cruiser sailors and mooring users to be vigilant.

ACTIVITY: Chemical Hazards (include amongst others petrol & diesel oil, paints, solvents)

HAZARD: Mis-storage, delivery or dispensing; spillage.

RISK: Injury to members/visitors/staff/ bystanders

PRECAUTIONS: Any spillage 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.

ACTIVITY: Misuse of tools

HAZARD: Cutting, burning, pinching, impact injuries and shock, as well as injuries associated with flying particles

RISK: Injury to members/visitors/bystanders/ staff

PRECAUTIONS: Safe work practices and good maintenance of tools are adhered to by the persons using the tools; Ensure maker's instructions followed and the person using the tool must follow the instructions of the person in charge ; tools should only be used for the purpose for which they are intended ;use of unsuitable tools or equipment may lead to accidents; damaged or worn tools should not be used.

**Members are also reminded that the yellow areas (sit-down only) ashore and at the pontoons are to be always kept clear for the use of the emergency services as per the local regulations indicated by signage provided by Cork Coco.**

## Child Protection

As per Irish Sailing Guidelines a trained Child protection officer must be appointed in the interest of all parties.

Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
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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><input type="checkbox"/> The Club's Child Protection Policy shall be adhered to at all times.</li> <li><input type="checkbox"/> Instructors and helpers are briefed annually in identifying &amp; dealing with signs of abuse.</li> <li><input type="checkbox"/> All staff &amp; volunteers are subject to some form of scrutiny (detailed in CSC child protection document).</li> <li><input type="checkbox"/> The Club has appointed a Child Protection Officer to whom all allegations or incidents are to be reported.</li> <li><input type="checkbox"/> Adults should avoid being left alone with children &amp; should avoid physical contact where possible.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Annual review of Risk Assessment.</li> <li><input type="checkbox"/> Annual review of Child Protection Policy.</li> <li><input type="checkbox"/> Child protection training of volunteers &amp; organizers.</li> </ul>
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## Standard Operating Procedures

There is a duty on all individuals to take charge of their own safety. The Club will take all necessary steps to ensure that individuals are aware of their exposure to hazards, and what measures they should take to prevent accidents. This includes members, employees, and visitors. These Operating Procedures are designed to ensure the safe day to day running of the Club. It is the Club's way of ensuring there is a benchmark procedure for all the activities it undertakes. It is recommended that anyone involved in the operation of equipment, or running an activity covered in the operating procedures, should sign to say that they have read and understood them, particularly the people listed in above.

## **Accident and Emergency Action Plan and Procedures**

In the event of an Accident or emergency on Land or on the sea the following steps should be taken by the first person on the scene:

1. STOP and Assess the situation
2. Prevent further injury or danger by making safe the cause of the accident if possible.
3. Evacuate everyone away from any areas of danger if possible, to a safe and secure location.
4. Give immediate first aid to the casualty if appropriate
5. Summon emergency services (112) where necessary and arrange for an escort if possible. State the nature of the emergency (this should include location, nature of incident, numbers involved and severity of injuries)
6. Inform the Safety Officer, Commodore and Junior Organiser (if related to the junior sailing course)
7. Record the incident in the Accident Book/Reporting form

Attached to this document is the Medico Cork emergency reporting card and can be used to establish the nature of a casualty's condition and protocols to follow.

### **Missing Persons**

In the case of a young person's disappearance, the following procedure should be followed:

- Assemble the group
- Check the register and account for the remainder of the group
- Make the group safe and comfortable
- Establish where and when the individual was last seen
- Conduct a thorough search of the site and its immediate vicinity
- Can a member of staff or student on the course account for the disappearance?
- Parents should be contacted and apprised of the situation
- If the individual cannot be accounted for, the Gardai should be contacted immediately
- An incident report should be filled out

### **Decision to go afloat**

Whilst the Club committee and officers acting on behalf of the Committee will do everything reasonable, to ensure the safety of those engaged in club activity, the decision to go afloat rests with the skipper or helm of a boat, and they are responsible for their own safety as well as that of their crew. Club officials may, from time to time, make recommendations (without prejudice) based on their experience, as to whether they feel it is safe for sailing activity to take place. Club officials may, if they feel conditions are extreme, cancel club activity. In this instance any members going afloat do so in the knowledge there are no rescue boats to assist with their safety. In the case

of children under 16 years (except during organised e.g., Saturday activities), the responsibility for allowing children to put to sea rests with the parents, or adult supervisors appointed by parents. Whilst engaged in activities, the club recognises that novice and/or young sailors may not have the experience necessary to make their own decisions relating to safety matters. During training activities guidance should be taken from the organiser appointed.

### **Cruisers Sailors/Skippers**

the Club strongly recommends all cruiser owners to avail of the RNLI's free sea safety check on 1800 789589. Every boat owner is encouraged to attend an ISA Coastal Skipper theory and/or practical course. Also, sea survival and VHF and ISA Yacht Safety Awareness courses. Boats are encouraged to ensure at least one member of the crew is trained in first aid and have a robust set of emergency procedures. It is expected the master of his vessel have a strong safety ethic and can brief his/her crew accordingly.

*PFD's must be worn by all whilst ferrying to/from boats.*

### **Dinghy sailors**

Dinghy sailors should not put to sea whilst engaged in Club activities unless a rescue boat is on station. Dinghy sailors should also 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 water's edge.

### **Safety equipment**

Cruisers should carry at the very least safety equipment as recommended by the ISA and Solas V on their yacht/Vessel.

### **Safety equipment checklist.**

Dinghies should carry as a minimum a towing line, alternative means of propulsion and where appropriate a bailer.

### **General Weather Procedures**

The weather forecast should be checked by all sailors and Organisers before making any

decisions to put to sea. Racing should be cancelled if the winds are forecast to rise above a pre agreed force e.g.(F6), during the expected period of racing. In the event of cancellation, no rescue boats should be launched, except in a genuine emergency. If fog is forecast, dinghy racing should be cancelled, and cruisers should be advised of the forecast.

### **Damage to Club boats or other members boats or property**

All damage/losses/wear and tear should be reported at once to the Senior Instructor, the Junior Organiser and/or the Club Commodore. In matters relating to the junior sailing the Senior Instructor/Organiser will inspect all kit routinely and report to the Junior Organiser or Club Commodore. It is the decision of the Senior Instructor if the equipment is safe for (re)use.

### **Authority to launch**

Authority to launch Club powerboats Outside the normal operations of the junior sailing courses, junior and club racing, the Club powerboats may only be launched in the event of an emergency or as authorised by the Senior Instructor or Member of the Club Committee.

### **Smoking**

Smoking is prohibited at all times in the in the area of the container, where fuel is stored, where and when refuelling is taking place, in the boat shed, and also while afloat in the club tenders and safety boats.

### **Refuelling boats,**

The fuel levels in all Club boats must be checked before starting the engines the same as safety boat crew recommendations. Fuel tanks should be refilled before boats are put away or moored after use.

### **General Safety Guidelines**

*Kill cords must be always worn by drivers while engines are running in Club boats.* Life jackets must be worn at all times by all personnel when afloat. A speed limit of 5 knots applies to all powerboats within the harbour except in a genuine emergency. All vessels shall be equipped to the standards laid down by the governing body of that activity, taking into account the standards necessary for navigation, safety, or any other purposes. This includes sufficient buoyancy, paddles, and all ancillary safety equipment. Any vessel not conforming must not be used. Each vessel must be inspected by boat crews and the safety officer to ensure that it meets these standards.

### **Personal Clothing and Footwear**

All participants involved in Sailing activities should be dressed correctly for the prevailing weather conditions, as recommended by the Senior Instructor for the junior Sailing events,

Suitable footwear must always be worn. Personal Flotation Devices (PFDs) including Buoyancy Aids All those sailing in dinghies shall wear PFDs. PFDs shall also be worn by Safety/Ferry Boat crews and by all persons travelling in the Safety/Ferry Boats or any craft provided by the Club 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. Those with self-inflating PFD's should check them annually to ensure they work when needed. Cruiser skippers shall ensure the safety of their crew. The crew shall ensure their own safety whilst on board a cruiser. It is recommended and best practice for all crew to wear a PFD while on deck.

### **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. Fixtures and fittings should be properly maintained. Garbage and waste materials should be cleared up and disposed of correctly and promptly.

### **External contractors**

The Club should have a simple contract for casual workers and contractors (i.e., boat maintenance, builders etc.) stating that they have been made aware of the Club's safety statement and operating procedures, and that they carry their own insurance for the work they are undertaking. (e.g., laying of moorings, crane operators, maintenance etc.)

Name and Address of Club ..... Name and Address of Contractor.....  
Work to be carried out .....

I hereby agree to carry out the above works and/or survey for the sum of €.....  
I will provide all the equipment necessary to ensure compliance with all relevant health and safety legislation. I will make good, on completion, any damage to club property or furnishings, arising in the course of the works as stated above. I hold adequate insurance to cover costs to any damage caused during the undertaking of the works and hold third party liability insurance to the sum of at least €1 million. I will undertake to comply with all the relevant sections of the club's safety statement and take full responsibility for my own/my employees' safety while works are being carried out. Any additional conditions deemed appropriate...

Signed (Contractor)..... Date.....

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### **Photographic and Video Policy**

The Club will from time to time take photographs/video for promotional purposes. Personal details (name, address, contact detail) will not accompany any photographic image or video. Parental permission will be sought for use of such images when children enrol on Club activities. Professional or amateur photographers/film/video operators wishing to record an event or related activities must seek permission from the Club and complete the form attached.



### **Incidence/Accident Report Form**

Where did the Incident occur: \_\_\_\_\_

When did the Incident occur: \_\_\_\_\_

Name of persons/involved: \_\_\_\_\_

Describe any Injuries: \_\_\_\_\_

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

Name:

Date

Address:

Email:

Contact Number

Signature:

Include witnesses:



## Permission to take photographs/Video of Schull Harbour Sailing Club Activities

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Name (Print) \_\_\_\_\_

Address (Print)

\_\_\_\_\_

\_\_\_\_\_

\_ Contact Phone No:

\_\_\_\_\_

\_ Request permission to photograph/Video Schull Harbour Sailing Club activities on: Date:

\_\_\_\_\_

I confirm I have reviewed and will comply with Schull Harbour Sailing Club's Safety Statement and Child Protection Policy.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_

Schull Harbour Sailing Club Approved:

\_\_\_\_\_

Date: \_\_\_\_\_

## SHSC Covid -19 Protocols for Racing SHSC Committee,

In conjunction with ISA, has the following overall recommendations for racing to ensure Sailing remains a low-risk activity and limit any potential spread of Covid -19.

distancing of 2m on ferry and pontoon to be maintained

o Social  
o

Skippers are recommended to use their own tender and use ferry only when not possible to use their own. See note A below

o There will be hand sanitizer on the pontoon before getting on the ferry, it is expected that crew will hand sanitize on board their boat prior to returning on the ferry.

o Contact details for each boat to be retained electronically- see note B below.

o Skipper and personal responsibility emphasised, do not sail if you feel unwell and follow Covid-19 etiquette.

o Hand sanitizer to be provided by skipper for crew POD before boarding and disembarking

o We are recommending that if skippers use multi- household crew then this becomes a regular crew POD. It is not recommended that members of a crew POD regularly change.

o Minimum number of crew for boats highly recommended

o Do not share equipment, gloves, life jackets etc

o Where practicable rotate positions on the boat with multi- household crew PODs and maintain social distancing. See Note C from sailing.ie

o Whilst the use of masks is not deemed to be effective in a sailing setting due to wetting, prolonged use, and repeated readjustment, cloth masks can be worn if desired using correct procedures for use. Note A: Use of ferry The ferry will take only one boat's crew POD per trip The ferry will be at approximately 1/3 of capacity to facilitate 2m social distancing from the driver. Note B: Electronic Registration

o A new Skippers Registration via Email [shscontacttracing@gmail.com](mailto:shscontacttracing@gmail.com) .

o Skippers will register for each race Saturday morning before 1pm using the address provided. o The Registration Message will include the name and contact number of each crew member including children (under 18 and parent's contact details). This is important for contact tracing. The details for each race will be kept for a month as per recommendations then deleted. Note C: From sailing.ie

## PHASE 3

### Return to Sailing Scheme

Guidelines for Activity Organisers at Clubs and Centres



## Covid 19 Awareness

### 'Pod System'

- A 'pod' is a group of 2 or more household units involved in an activity together where social distancing may not be possible eg:
  - Boat Crew
  - Training Group (incl coach or instructor)
  - Committee boat/race management crew
  - Safety Boat Crew
- Although there is no limit on numbers, **pod size should be kept to a minimum** – the smaller the pod, the lower the risk
- People within the pod should **maintain social distancing where possible**
- Pods should **remain together for a minimum amount of time**
- People within the pod should **change position as much as possible** to minimize the time spent in close proximity to another member of the pod
- People within the pod should be **aware of slipstream effect** and avoid being directly down wind of others in the pod as much as possible
- People from different pods **should not mix with people from another pod**

**RECOMMENDED READING** The following booklets are available from: The Health & Safety Authority 10 Hogan Place, Dublin 2 Tel: - 01-6620400 Fax: - 01- 6620417 Email: - Information@has.ie Web site: - <http://www.hsa.ie/osh> - Safe Company, A Guide to safe working practices. - Guidelines on Safety Statements. (G1). - Safe to Work, an aid to preparing a safety statement for small businesses. (G7) - A Short Guide to Health & Safety Law. (G6)

Race Officer Should Consult/Consider Admiralty Chart 2129 for Sailing/Operating area to identify hazards.

<https://www.sailing.ie/Coronavirus>

<https://watersafety.ie/wp-content/uploads/2019/10/IWS-Accident-Reporting-Form-Version-1.0.pdf>

<https://watersafety.ie/emergency-situations/>

[https://emed.ie/Administration/MedicoCork/MedicoCork\\_about.php#links](https://emed.ie/Administration/MedicoCork/MedicoCork_about.php#links)

Code of Practice: Safe Operation of Recreational craft available from: Dept of transport, tourism, and sport. [www.dttas.ie](http://www.dttas.ie)



This safety statement and risk assessment (ver 2.0 2021) is subject to change and updating as required.

S.H.S.C



**Schull Harbour Sailing Club**  
**Statement of Acknowledgement**

I \_\_\_\_\_ acting on behalf  
of Schull Harbour Sailing Club, in My Role as  
\_\_\_\_\_ have been given full access  
to the club's risk assessments and Safety Statement  
documents. I can confirm that I have read and understood  
its contents. I further understand that I must abide by the  
policies and procedures included in these important  
documents. I understand that changes are made as  
necessary, and that I will be informed of these changes as  
they occur.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_