

August 2024

Felpham Sailing Club Health and Safety Policy

Felpham Sailing Club (FSC) has a duty of care to all members, contractors, visitors and employees. The Club is committed to protect (as far as is reasonably possible) everyone from risks to their health and safety arising out of, or in connection with, their Club's activities.

As an amateur sports club, health and safety is the responsibility of all members, employees and contractors. The management committee support the running of the club and the Officer on Duty (OOD) is responsible for organising sailing activities on any given day.

The elected Commodore has overall responsibility.

In addition to this policy FSC is a Royal Yachting Association (RYA) training centre. The RYA require us to have several procedures which are the responsibility of the training centre principle.

Health and Safety Principles

FSC is run by volunteers. As with any sport, sailing is not without risk, FSC is committed to safety and has many highly experienced individuals who dynamically risk assess our activities, based on various factors such as the wind, tide and weather. The OOD will decide if a race or training session can safely to be run, however it is up to the individual to decide if they want to sail and therefore are sailing at their own risk. All boats are required to have insurance and sailors must abide by international collision regulations. Further details of the participant's self-responsibility are shown in section 2 of the FSC sailing instructions published on the FSC website.

The Management Committee ensures that:

- The clubs premises and equipment are kept in good repair.
- The club is appropriately insured
- Staff/members are properly trained.

Members, employees, visitors and contractors have a duty to:

- To take reasonable care of their own safety and health and that of other persons who may be affected by their acts or omissions.
- To comply with all safety instructions
- To report any hazard or potential hazard known to them to the club's committee.

Risk assessment / control measures

The club only has 1 employee working fixed hours and some occasional bar staff. Consequently we try to keep our health and safety documentation minimal and HSE guidance <https://www.hse.gov.uk/simple-health-safety/policy/index.htm> does not require us to 'write anything down'.

As a club, however, we feel it is useful to have written control measures and the following paragraphs demonstrate that we have assessed and prioritised the risks within the club and describe control measures. With these in place we assess the overall risks to be low.

Legionella

The highest risk of legionella at the club is within the shower system and the shower system has been designed to reduce the possibility of legionella bacteria growing; the commercial shower heads are designed to have no scale build up and the mixer valves are just above each shower. Due to insufficient water pressure, the club has a water tank on the roof which feeds the showers. Legionella bacteria cannot survive in water temperature below 20°C or above 50°C and the water temperature in the tank during the winter is too low for legionella bacteria to survive. Running the showers regularly also reduces the risk of legionella bacteria to propagate and in the winter the showers are run at least once a week.

At the beginning of the sailing season the showers are run for several minutes to flush the system through. Throughout the sailing season the showers are used regularly, often on Wednesdays, Thursdays, Fridays, Saturdays and Sundays.

During the summer months the water tank temperature increases. We monitor the temperature and if the temperature remains above 20°C for more than a week we consider if additional action is required; such as taking a sample of water from the shower for legionella testing, running the system through or we have a complete system flush and clean.

The risk of legionella elsewhere within the club is low, we have removed any 'dead ends', mains incoming water temperature is colder than 20°C and our boilers heat the hot water above 50°C. Hose pipes are used to flush through the safety boat engines and wash off boats. The hoses are exposed to the sun so people are advised not fill their water bottles from these hoses. There is a "Not drinking water" sign displayed by the hose.

First Aid/accident reporting

Many members are first aid trained and we offer RYA first aid training. The Club makes reasonable endeavours to have 1st aiders available for sailing & training sessions. There are first aid kits in the safety boats and the club house. The first aid kit content conform to RYA recommendations. There is an accident reporting book with the club's first aid kit. The accidents are reviewed by the committee at least annually. The first aid kits are checked at least annually.

Fire

We store petrol for the safety boats in a purpose made locked and bunded fire store located away from the clubhouse. The store has safety signage on the outside. The club is fitted with a fire alarm which is tested twice a year. There are fire extinguishers at each exit, upstairs and in the boat shed. All fire exits are clearly marked. The fire extinguishers are professionally checked. The type of fire extinguisher varies at each location dependant on the risk. We don't have a deep fat fryer or any naked flame heat sources in the kitchen. There is a fire blanket in the kitchen. We don't permit smoking inside the premises. All faulty or damaged equipment is either repaired or replaced.

Electric

Fixed wiring testing (safety certificate) is completed every 5 years. PAT testing is completed at least every 3 years. Circuit breakers are fitted within the clubhouse consumer unit.

Gas

We have 2 gas boilers for the shower system and a separate boiler for hot water and heating. The gas boilers are tested and serviced annually by a gas safe registered contractor.

Slips, trips and falls

The boat park etc are to be kept tidy and the walkways clear. Members are requested to not leave trip hazards lying around. The clubhouse has an upstairs balcony and flat roof to the rear, both have surrounds which minimise the risk of falling. The flat roof is accessed for maintenance and repair only. Members who use the safety boats should take care getting in and out of the boats whilst they are on their trailer. We have a few step ladders which should be checked before each use for damage. Any liquid spills in the clubhouse are to be mopped up forthwith and a slip hazard sign displayed until dry. Some of the safety boats are stored in the club's garage which has a tiled floor. Occasionally the safety boats are put away wet and there are drains in the floor. Slip hazard warning signs are displayed.

Asbestos

A survey was conducted by Club Members and we are not aware of any asbestos within the building however the artex ceiling in the clubhouse may contain trace amounts as may the older vinyl floor tiles. The ceiling has been painted several times so any asbestos would be contained and we check for damaged floor tiles so we consider risk to be low. If we were to do any work disturbing either the floor tiles or artex ceiling we would ensure appropriate controls are implemented.

CoSHH

Apart from petrol we only have household substances such as cleaning products, cooking and maintenance oils. Children must be supervised by an adult if they are filling up petrol tanks. Members and employees should be familiar with any product they use or look up safety information online.

Food hygiene

FSC maintain their food preparation areas to standards as laid out by the Food Standards Agency and are subject to regular inspections by Arun District Council.

Lone persons

Occasionally members and staff may be on the premises alone. Each person's situation is different and they are required to make their own safety arrangements. Should a person feel vulnerable, a list of contact details for nearby committee members is available for them to contact should they wish to be escorted.

Review

All procedures and practices in this document will be reviewed every 2 years and/or when something changes.

Martin Gillam

Commodore FSC