

DELPH SAILING CLUB HEALTH AND SAFETY POLICY

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DELPH SAILING CLUB HEALTH AND SAFETY POLICY

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INTRODUCTION

This document is intended to bring together information that was to be found formerly in a variety of existing documents and to record procedures and good practice that has been developed throughout the recent history of Delph Sailing Club.

It is not intended to make sailing at Delph any more difficult or to tie any further red tape around our excellent sport. Rather it is hoped that the document will be a source of information to make Delph a healthier and safer place to be.

GENERAL PRINCIPLES

Rights and responsibilities

This document does not define members' rights with respect to health and safety issues but it does make clearer their responsibilities.

The basic principle is that any member who sails at Delph, excluding any recognised training session, but including organised racing and free sailing, is deemed to accept the ordinary 'perils of the sea' and thus cannot complain of injury or damage if he or she voluntarily accepts the risks of sailing.

Totally different considerations arise where children and novices are concerned. Neither could be expected to assume a risk associated with the sport voluntarily because they cannot appreciate the inherent dangers. Thus, every teaching establishment, of which Delph is one, must provide a safe framework of operation including provision to deal with all eventualities on the water.

Delph Sailing Club does make clear statements about its expectations of members with respect to Health and Safety issues:

- Buoyancy aids or lifejackets must be worn at all times when on the water or on the pontoons. These should conform to EC Standards and carry the CE mark or equivalent.
- All boat owners must be insured against third party claims in respect of themselves and their boats to a minimum of £2,000,000 for any one incident.
- No boat may sail without prior permission of the Sailing Committee and no boat may race without a Certificate of Measurement.
- Members and visitors are reminded that the club can only provide rescue facilities during listed events and the decision to race/sail is entirely their own.
- The club accepts no responsibility for the actions of any of its members or visitors.

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These statements apply to all members and visitors whenever they are on the premises, but additional guidance is necessary at certain times, particularly whilst racing or training.

Recognised Qualifications

Much of the excellent work done at Delph is by club members who do not hold recognised qualifications. However, the Club supports members who would like to gain qualifications and recognises their value. Indeed, qualifications gained by Delph members at Delph and other establishments include:

- Coach Assessor
- Senior Instructor
- Dinghy Instructor
- Powerboat Instructor
- Assistant Instructor
- Powerboat at various levels
- Race Coach
- Regional Race Officer
- First Aid

However desirable it is for all members to hold recognised qualifications for safety boat operation, race management, first aid and teaching, it will not be a pre-requisite except where it is a requirement of Delph's recognition as a RYA training establishment. An appropriate level of experience and expertise will be expected before members drive powered craft (see Appendix 1) or are invited to assist in training activities.

Accident Reporting

All accidents must be recorded in the Accident and Near Miss Book, located beneath the first aid kit, by the defibrillator in the clubhouse. Any significant accidents and or incidents should be reported to the Sailing Captain, OOD, Principal or Flag Officer for further investigation and for lessons learned to become part of future good practice.

Major Incident Policy

The Major Incident Procedure is detailed in Appendix Two, a copy of which is displayed by the telephone in the clubhouse alongside an RYA document which gives further guidance for dealing with such an incident.

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SAFETY ON SHORE

Communications

- A telephone will be available for emergency use
- Emergency numbers will be displayed by the telephone
- Notes on the precise location of the club will be available as above
- A Major Incident Procedure sheet will be posted near the phone
- During an organised sailing event, a radio handset will be located in the galley.

First Aid Equipment

- A first aid kit is sited on the wall opposite the door to the bar
- A first aid kit is located on the wall adjacent to the entrance of the Race Control Centre
- A defibrillator is sited on the wall opposite the door to the bar
- The first aid kit will contain materials to immobilise injured limbs and materials to stem bleeding
- A thermal blanket will be available by the first aid equipment
- All accidents should be recorded in the Accident and Near Miss record book that is kept in the rack beneath the first aid kit in the club house.
- The first aid kits will be regularly checked during the season to ensure they are appropriately stocked
- The maintenance of the first aid kit will be the responsibility of the Training Group

Plant and Equipment

All electrical sockets on site have RCD protection when being used for tools and equipment.

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SAFETY ON THE WATER

Safety practices should be considered in the context of the actual risk of death or injury by drowning or hypothermia and how these risks can be reduced.

RECREATIONAL SAILING

Recreational sailing is defined as sailing at Delph at times other than during organised activities.

- The club is available for use by members at all times
- The decision of a member to sail at a time other than during organised activities is entirely their own
- Safety boat cover will not be available outside organised activities
- Buoyancy conforming to EC standards must be worn at all times when on or near the water
- Suitable clothing must be worn whilst on the water appropriate to the prevailing weather conditions and the wearing of a wet suit or dry suit is recommended for the Frostbite Series
- All boats must conform to class rules in relation to buoyancy
- All boats must carry any safety equipment recommended in its class rules
- All members must be insured against third party claims in respect of themselves and their boats to at least the minimum amount stated in the club fixture list
- Sailing alone is not recommended though not prohibited.
- Sailing during hours of darkness is not recommended.
- Certificates of competence are not required but members are encouraged to avail themselves of the available RYA courses

RACING

It is the clear intention of the Sailing Committee that race management at Delph is of the highest quality. Thus, an established system of race management is in place, organised by a clearly defined team of members. This system is designed to support safe practices.

The fixture list, issued to all members, includes the following statements:

- most club members will be asked to assist their fellow members by carrying out duties.
- the duties of the Race Officer and Race Team are of extreme importance, both in the organisation of racing and in ensuring safety on the water. People nominated for these duties should arrive at the club at least one hour before racing is scheduled to commence.
- if for any reason they are unable to attend they must find a replacement and amend the rota on Dutyman.
- the race team listed must all bring foul weather gear.

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Particular members are charged with additional responsibilities appropriate to their experience and in some cases, qualification. These personnel are as follows:

Principal Race Officer (PRO)

The Principal Race Officer will be a member of Sailing Committee, which delegates to the PRO the responsibility for all aspects of club racing.

The PRO will ensure the policies and procedures agreed at Sailing Committee are complied with and will set up appropriate systems to communicate these to Sailing Captains.

Sailing Captain

Under the direction of the PRO the Sailing Captain will be responsible for overseeing the general standard of race management for an event.

The Sailing Captain will communicate procedures to the Race Officer and step in to guide or instruct the Race Officer where appropriate but particularly with regard to matters of Health and Safety.

Sailing Captains will be club members who are experienced racers at the club and who have the appropriate skills to oversee the actions of the race team.

Race Officer (Officer of the day - OOD)

The Race Officer and Sailing Captain manage and deploy the race team.

There will usually be a minimum of four members in the team though additional members may be drafted in as appropriate.

Two or more of the team will be deployed in safety boats, which will be moored on the jetty and ready for immediate action. The Race Officer will expect the Safety Boat Crew to have read the **Operating Procedures** and sign the declaration that they have read and understood them.

The Race Officer will need to be satisfied that adequate safety cover is available and balance the ability of the safety boat crew with the conditions on the course. In the event of weather conditions leading to concerns about the ability of the crew to cope with rescue, the Race Officer may deploy additional safety boats and/or abandon racing.

It is the Race Officer's responsibility to ensure that a minimum of two safety boats are readily available whilst racing is taking place, although the second boat (depending on the conditions and ability of those racing) may remain moored to the jetty unmanned.

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The Race Officer will endeavour to deploy personnel according to their expertise, experience and qualifications.

Safety Boat Crew

The basic responsibility of the safety boat crew is to ensure that the instructions of the Race Officer are carried out. The single most important part of this responsibility is to attend every capsize, probably only briefly and sometimes at a distance, to count heads, check that the crew are not injured and need no further assistance.

Greater vigilance will be needed by the safety boat crew when the Hansa 303 access boat is being used. Vigilance may also be appropriate on occasions when inversions occur, especially with trapeze boats.

A Safety Boat Checklist is included in Appendix One, a copy of which is displayed in the Race Control Centre, and in the equipment in each safety boat.

Temporary amendments to this checklist will be displayed on the whiteboard in the Race Control Centre.

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TRAINING

Delph Sailing Club is recognised by the RYA as a training establishment. Thus, during recognised training activities Delph recognises the RYA recommended safety procedures.

As already stated an experienced sailor is deemed to accept the ordinary risks of watersports but totally different considerations arise where children and novices are concerned. Neither could be expected to assume a risk associated with the sport voluntarily because they cannot appreciate the inherent dangers. Thus, every teaching establishment must provide a safe framework of operation including provision to deal with all eventualities on the water.

In providing this framework, the task of the Principal is made easier by the fact that they can and should control the sailing area, the length of the session and the instructor to student ratio when necessary to keep things under control. The person responsible for each group will make decisions about each of these on the spot.

The Principal, or a Senior Instructor, who might deputise for the Principal, will oversee recognised training sessions. They will monitor weather conditions, safety issues, making sure the club operating procedures are followed, and keep in contact with other Instructors by radio, sounds and flags

For any club/regional race training (where an SI is not required to oversee the session, the L2 (or above) racing coach leading the session will provide details of the session (format, length of session, numbers of sailors, boats, confirmation of ratios, volunteers) to the Principal/Lead SI, to gain agreement for the session to take place.

The session lead will complete a risk assessment for each daily session which the Principal/Lead SI may request to see. The session lead will be responsible for monitoring the weather conditions, safety issues, making sure the club operating procedures are followed, briefing their team and keeping in contact with other coaches/volunteers by radio, sounds and flags.

Safety boat cover will be provided for all recognised sessions.

Recognised training sessions will not begin until the Principal or their deputy is satisfied that the available safety cover and Instructor to student ratios comply with the ratios given below. The flying of a green flag from the Race Control Centre will signal this.

Training sessions will be abandoned or cancelled if adequate safety boat cover cannot be provided. In determining the provisions of adequate safety, the weather conditions should be considered. For instance, training should not take place in foggy conditions when the whole sailing area cannot be seen from the Race Control Centre. Training should also be abandoned in the event of an electrical storm.

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The following principles apply to safety boat use whilst training:

- safety cover is the responsibility of the Principal or his/her designated deputy
- safety boat crews must be briefed on when to intervene in an incident for the safety of the sailors involved
- kill cords should be used at all times
- people before property
- when dealing with an incident, safety boat crews should keep a watch on the rest of the craft on the water
- the safety boat crew's responsibility ends only when all craft are ashore
- a safety boat should be manned by at least two people unless being used as an additional Coach Boat helmed by a qualified Instructor
- at least one person in every safety boat should be prepared to enter the water
- cut engine when dealing with people in the water
- when attending an incident, safety boat personnel should consider if it is appropriate to radio the shore for help.

Ratios – safety boats to training dinghies

- any tuition at an RTC, including RYA courses and start racing coaching, should comply with the following minimum safety boat requirements:
 - up to six dinghies 1 safety boat
 - 7 to 15 dinghies 2 safety boats
 - more than 15 dinghies 3 or more safety boats
- Race coaching for club racing and regional racing awards/level of ability, each safety boat should provide cover for a maximum of 8 dinghies.
- if providing recreational dinghy sailing which does not include any tuition, but which is part of a structured programme, each safety boat should provide cover for a maximum of 12 dinghies

Ratios – Instructors to students

- All RTC sailing sessions will be supervised by an SI. This SI can be included in the ratios.
- student to Instructor ratios, as given in the appropriate RYA publications, should be adhered to for all courses, at all levels and at all times. For basic skills courses(Stage 1-4, Level 1-3, Advanced):
- the ratio of students to Instructors will be
 - Crewed dinghies
 - 3:1 for beginners with Instructor on board
 - maximum 9:1 but not more than 6 boats per Instructor (e.g. 3 Wayfarers/Sport 16s with 3 students in each or 4 fusions with two students in each
 - Single handed dinghies
 - 6:1 (applies only whilst the boats are used as singlehanders
 - Powerboats

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- 3:1 for Levels 1, 2, Intermediate and Advanced
- 6:1 Safety Boat (2 boats)
- For race coaching (club and regional level) sessions taking place outside of the RTC guidance above, the following ratios should be adhered to at all times.
 - 8:1 maximum boats per coach

Club supplied safety equipment

- Members normally provide their own safety equipment including Buoyancy aids or Personal Floatation devices, wet suits and dry suits as appropriate.
- The club is able to provide a number of CE marked buoyancy aids for new sailors who are just starting on their first training sessions
- The club also has a number of CE marked helmets for use by those on recognised training courses.
 - It is mandatory that Youth Sailing Scheme level 1 and 2 trainees wear helmets. They are also recommended for Youth Sailing Scheme level 3 trainees.
 - It is recommended that National Sailing Scheme trainees also wear helmets.
- The club provides two quick release trapeze harnesses for use in training trapeze sailing.

Operating Area and Hazards

All sailors, Instructors and Safety Boat crews should be made aware of safe operating areas and 'no-go' areas such as the Res-Mix and Tower
For map see Appendix 3

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Child Protection and Safeguarding

Delph SC accepts that it is the responsibility of every adult to protect children from abuse. All children have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

The Children Act 1989 defined any person under the age of 18 as a 'child'. In this document and in day to day communications the terms 'children' and 'young people' may be used, recognising that older teenagers may prefer not to be referred to as 'children'. The safeguarding principles also apply to 'vulnerable adults'

Whilst Delph is not a residential centre, it is possible that child abuse may come to light. Children often place a great deal of trust in an Instructor or in other adults assisting with training and this may lead a child to disclose information of a sensitive nature.

If an instructor is concerned about disclosed information the RYA give the following advice:

Remember it is not your responsibility to decide if child abuse has occurred, but it is your responsibility to take action, however small your concern. Inform a senior colleague who will take responsibility for seeking any additional advice and for contacting the local Social Services Department, the Police or NSPCC, who are trained to deal with such situations and have the necessary legal power to protect the child.

During recognised training sessions this senior colleague would usually be the Principal or deputy, the current Welfare Officer or Flag Officer.

For contact details of the current Child Welfare Officer refer to the policy below

[See DSC Child Protection and Safeguarding Policy](#)

A copy is pinned to the wall next to the telephone and available on the club website in the policies' section.

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APPENDIX 1

Safety Boat Checklist

No one under the age of 16 may drive a power boat unless:

- they hold a valid powerboat certificate and are supervised
- they are under direct instruction in the course of training for a powerboat certificate

All Powerboat drivers during RYA Recognised Training Events must be qualified to Powerboat 2 or beyond

Before you begin your safety boat duty:

- Read the Powerboat Operating Procedures (and any temporary amendments displayed on the chalkboard) and sign the declaration that you understand them
- Wear your personal buoyancy aid
- Check the safety boat buoyancy
- Check you have the key, the engine kill cord
- Check you have a radio, in communication with the leader of the session (Race Officer / Senior Instructor as appropriate)
- Check you have paddles or oars
- Check the anchor, chain and warp are prepared for efficient deployment
- Check the heaving line is ready for efficient deployment
- Check you have a bucket, bailer and or bilge pump
- Check the fuel state and fill up on shore as necessary
- Take the red and yellow safety tub and check contents: safety knife, first aid kit (includes emergency kill cord), fire extinguisher, toolkit, emergency protocol and this checklist
- Given the size of the sailing area and the operating policy, Flares and Fog signals are not carried

Whilst on watch:

- The safety boat should be manned by at least two people unless being used as an additional Coach Boat helmed by a qualified Instructor/coach
- At least one of the crew must be over 18 (or be 16/17 with either a safety boat qualification and/or a Dinghy instructor qualification.)
- At least one of the crew should be dressed to enter the water
- Use the kill cord, attach it securely to the driver
- Keep a watch on the whole lake at all times
- Attend all capsizes to count heads and check all is OK
- To prevent inversion and entrapment support the masthead especially if attending a trapeze boat capsize
- Cut engine whilst dealing with people who are in the water

Before returning the safety boat to its mooring:

- Ensure all people and boats are safely on shore
- Top up fuel tanks

On return to shore

- Return the key, kill cord, radio and red and yellow safety tub to the RCC
- Fill in the Powerboat Log kept in the RCC

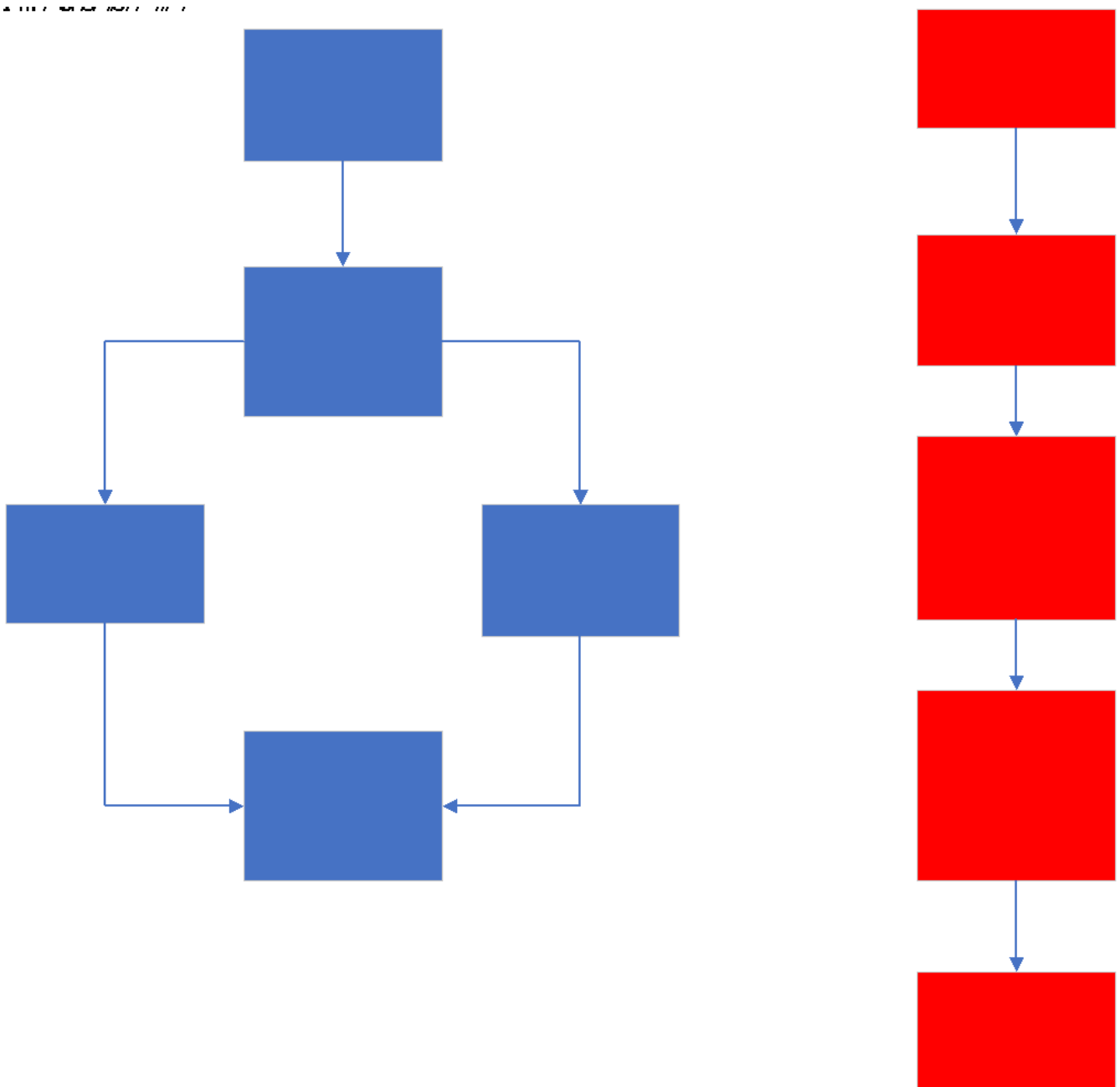
Report any faults to the Race Officer who should notify the Bosun or, in his absence, the Sailing Captain.

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APPENDIX 2

Incident Procedure:

The Flowchart below gives the appropriate actions to take in two incident scenarios.



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Major Incident Procedure: In the case of a serious incident:

1. **Inform a responsible adult**

The responsible adult should make an assessment as follows:

- 1.1 Is first aid necessary?
 - if yes, are trained first aid personnel available? note that all instructors and some members are first aid qualified
 - if yes, inform first aid personnel
 - if no, go to 1.2
- 1.2 Are emergency services required?
 - if yes find out the following information (A radio is in the Galley if needed)
 - what is the nature of the emergency?
 - how many casualties are there?
 - what is the nature of their injuries?
- 1.3 In Case of Emergency dial 999 with the following information:
 - Location
**DELPH SAILING CLUB
LONGWORTH ROAD
EGERTON
BOLTON
BL7 9TS**
 - Phone number **01204 309033**
 - Grid Reference: **SD 698154**
 - Lat Long: **N 53.634 W 2.458**
 - What 3 Words: Shocked:Debut:Snored
 - Your name
 - The number of casualties
 - The nature of their injuries
 - A description of first aid procedures that have been administered
- 1.4 Do not become impatient with the questions that will be asked, the emergency services will already have been dispatched

2. **Next of Kin**

If appropriate, a responsible adult should be assigned to inform the next of kin of the following information:

- the facts as known, without any speculation, including:
 - the name of the hospital to which the casualty has been taken
 - the nature of the injuries as far as understood

3. **Record the incident**

in the Accident, Incident and Near-miss Book (in the rack below the defibrillator) and inform a Flag Officer

4. **In the case of a major incident, dealing with the media etc.**

Refer to the RYA document Guidance on Major Incident Procedures stored with this document

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APPENDIX 3

Safe Operation Area and Hazards

Safe areas

- Launch and recover dinghies from the beach either side of jetty
 - if the water is at normal levels the beach shelves gently
 - however as the water level drops the angle of the beach becomes steeper and the water deepens more quickly
- Power boats should be moored to the jetty
 - either side of the jetty is acceptable but preferably the windward side to facilitate the use of the jetty by sailing boats.
 - However avoid bringing powered craft too close to the shore or beach
- The water shallows around the periphery of the reservoir: otherwise there are no other banks or shallows.
- The green flag, flown when the Senior Instructor is satisfied that on the water training can begin, is flown from the flagpole in front of the RCC

Hazards and no go zones

- Buoyancy aids
 - must be worn at all times when on or near the water and on the jetty
- Other than during capsize recovery swimming is not allowed
- The Res-Mix is moored with steel cables which are not easily seen.
 - do not land on the Res-Mix
 - avoid sailing too close to the mooring cables.
 - avoid anchoring in this area.
- The tower off the eastern wall
 - has a low footbridge, too low for most dinghy masts.
 - the water between the tower and the shore is often too shallow for the safe passage of power boats
 - avoid this area.
- The island at the northern end of the reservoir
 - is reserved for nesting birds
 - avoid this area and do not land here.
- See areas marked on the map as 'no entry'.
 - Pedestrians should confine themselves to the car park, dinghy park and Clubhouse.
 - The Race Control Centre has storage for fuel and other hazards. Do not enter unless invited to do so.
- Participants should not land anywhere on the shore of the reservoir other than on the beach unless in case of emergency.
- Dogs are not allowed anywhere on the property leased to Delph SC by United Utilities.

See overleaf for further details.

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General & Specific Hazards

1. "Bird Island"

The island in the N.W. corner of the lake near the inlet channel was specially created as a bird sanctuary. Do not land there or engage in activities which might disrupt the wildlife in the area. Do not enter the inlet channel.

2. Shallows, Spits.

In general, when the reservoir is full most of the lake is safe to sail. The map overleaf shows where known spits & shallows exist and might become a hazard as water levels fall.

At all times use a common-sense approach:

- maintain a safe distance from the shore.
- avoid areas where spits may protrude, or possible shallows.
- avoid the overflow/inlet area in the Eastern corner where there are shallows.

3. Reservoir Mixer (ResMix).

Recently a floating mixer platform has been installed in the S.E. corner of the reservoir (Near to mark "G") to improve water quality.

The floating part of the structure is a visible, obvious hazard. There are submerged hazards described below.

There is about 2m of the structure below the water, mainly a duct to direct the discharged surface water layer towards the reservoir bed.

The platform is held by four anchors, secured by cables to four arms on the structure, the arms positioned in approximately N, S, E, W, directions. The cables are secured to ground anchors, the cables then continue from the first ground anchors and are secured to a second anchor.

Cables S, W, are secured to shore anchors, which are concrete blocks on the S and W dam walls, not visible when the reservoir is full. The E anchor cable is secured to the outlet tower. The N anchor has a second ground anchor on the reservoir bed.

All boats that are in that area should maintain a safe distance from the mixer, the cables and the dam walls.

When the reservoir is full the mixer has limited movement, if the water level falls the mixer will be moved by the wind.

If water levels fall the shore anchor blocks on the dam wall and cables to the tower and shore anchors come nearer to the surface and become visible.

Except for, e.g. safety boat giving assistance, all boats should avoid / take care anchoring in this area, e.g. to set a start line.

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