



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

June 2019

DELL QUAY SAILING CLUB (DQSC) LTD HEALTH AND SAFETY POLICY

Part 1

DQSC Health and Safety Statement

DQSC General Committee aims to:

- maintain a safe and healthy environment in and around the Club premises, by ensuring, so far as is reasonably practicable, that the premises and any equipment or substance in the premises, or provided for use there, are safe and without risks to health;
- identify and control the health and safety risks arising from activities sanctioned by DQSC in order to manage the risks they pose to a level that is as low as is reasonably practicable, recognising that, risk can never be eliminated completely, particularly for on the water activities, which are inherently risky.
- ensure that emergency procedures are implemented for fire and major incidents;
- communicate the above to members, visitors and contractors as appropriate.

Part 2

Accountability and Responsibility

Policy is created, implemented and reviewed by the General Committee. The Commodore is accountable for this process and delegates oversight to a nominated General Committee member. As the Directors of Dell Quay Sailing Club, the General Committee are responsible for ensuring this policy is put into practice. This includes:

- Addressing health and safety during the planning and implementation of activities
- Ensuring arrangements are in place to monitor and review health and safety performance including accidents and incidents; and ensuring that the necessary amendments are made to relevant policies, procedures, processes and training.

Flag Officers are responsible for managing relevant risks in accordance with the Risk Management Strategy and in conjunction with their respective committees - General, House, Sailing, Cruiser (see committee Terms of Reference).

For club organised events the Duty Officer, event lead and, for private hire, the member booking the club, is responsible for:

- Recording any accidents/near misses.
- Activating and implementing the Major Incident Policy.



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

- Tasks assigned in the Fire Policy.

When using the Club or Club equipment, each Club Member is required to “take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions”.¹

This includes:

- following DQSC policies, terms and conditions, instructions and briefings.
- reporting to the Duty Officer, event organiser or any committee member any situation that gives rise to immediate danger, or shortcomings that may create danger.
- Provide their own personal protective equipment and clothing.

The responsibility for going afloat remains with the boat's helm, or their parent / guardian, if the person in charge is a junior under 18 years old who is not, as a minimum, qualified as RYA Assistant Instructor. The exception to this is the DQSC RYA Training Centre (TC) activities when the TC Principal, Chief Instructor or Senior Instructor takes the responsibility for going afloat.²

Part 3 General Arrangements

The Club is a small organisation run for members by members who are all volunteers. As such, there are no employed staff who are available on a day to day basis to check the premises and equipment before use, including club boats. Members have access to the Club's buildings and facilities whether there is a DQSC organised activity or not.

The General Committee will provide sufficient information to enable all members to avoid notified hazards when using the Club and to carry out their duties.

Contactors should conduct appropriate surveys and risk assessments prior to starting work, notifying the General Committee of any works that may affect access (e.g. chemicals being used, hot work, excavations, and mobile plant), who will advise members of their activities. They should be briefed on the DQSC Fire Policy and any hazards on the DQSC site e.g. asbestos.

First Aid

There are no First Aiders except for Training Centre activities.

First Aid boxes are located:

- in the Clubhouse and galley and are the responsibility of the House Committee.
- in each patrol boat and are the responsibility of the Sailing Committee.

¹ Health and Safety at Work Act 1974

² DQSC RYA Training Centre Operational Manual



DELL QUAY SAILING CLUB

Dell Quay, Chichester, West Sussex, PO20 7EE. Tel: 01243 785080

- A defibrillator is located in a locked cupboard to the left of the workshop door in the red brick building. The code will be given by the ambulance service on calling 999

Accidents/Incidents and Near Misses

Accidents and hazardous situations are reported, analysed and shared, with the objective of improving safety.

All accidents (apart from those requiring a plaster) and near misses are to be entered in the Accident and Incident Book, and if serious (as per definitions in the Accidents and Incident Book) reported to a Flag Officer of the Club.

All relevant incidents are reviewed by the General Committee at each meeting and if necessary, a RIDDOR report will be submitted to the local Health and Safety Executive or to the appropriate authority.

The Accident and Incident Book is located in the Main Club House, above the First Aid Kit.

Fire Safety and Evacuation

See Dell Quay Sailing Club Ltd Fire Policy.

Plans of Escape Routes are available throughout the Club buildings with the muster point being Wyche Marine

Risk Assessments

All risk assessments are live documents and are reviewed and findings acted upon in the appropriate committee meeting and communicated to members as appropriate.³

Major Incident Policy

There is a separate Major Incident Policy for DQSC.

Specific documents relating to the management of Health and Safety are contained within related policy documents as listed below:

DQSC Organisational Structure
DQSC Role descriptions spec Commodore and Flag Officers
DQSC Fire Policy
DQSC Major Incident Policy
DQSC Safety on the water Policy
DQSC Safety Boat Policy

³ DQSC Risk Management Strategy/Policy