

Chippenham Sailing and Canoe Club

Health and Safety Policy Statement

Introduction

The club will take all reasonable steps to ensure the health & safety members and visitors. Health and safety is embedded in everything we do. In particular, our

- Codes of conduct
- Job roles
- Agreed procedures
- Policies

have been designed specifically to address health and safety issues including child protection issues.

Responsibility for health & safety lies with all members with particular responsibility lying with the Management Committee & those with supervisory responsibilities.

Any accidents, which result in an injury, will be thoroughly investigated with the intention of helping to prevent any reoccurrence. All investigations will be recorded & kept on record.

All members are expected to report occurrences & situations which may be hazardous to health as well as any perceived shortcomings in the club's health & safety arrangements or areas where changes could be made to improve or promote safe working practices.

All officers and coaches will be provided with training as appropriate to their role that will include how to recognise hazardous situations.

Health and Safety arrangements Overview

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The club has appointed a health and safety officer. The HSO is a specific member of the committee and is re-elected at the AGM every year.

H&S is a standing agenda item for the committee.

The HSO (or an alternate) reports health and safety issues to the Committee at every meeting.

The name and contact details of the HSO are included in the welcome pack for new members. They are also posted on the notice board of the club. Members are encouraged to report any H&S issues to the HSO who will raise points as necessary at the committee.

Other duties of the HSO

1. To ensure that a risk assessment of the club compound is carried out annually.
2. To ensure that facilities, maintenance equipment and sporting equipment (club boats, buoyancy aids, spraydecks and helmets) are checked for defects at least annually. Note these jobs can be delegated.
3. To ensure that appropriate safety and first aid equipment is available and is in good order.
4. To ensure that amendments agreed by the appropriate committee or subcommittee to codes of conduct, job roles, agreed procedures and policies are incorporated into the documents within one month.
5. To review codes of conduct, job roles, agreed procedures and policies annually and recommend changes to the committee.
6. To attend seminars on club H&S issues and feed back to the committee
7. To recommend appropriate actions in the event that a breach of H&S policies and procedures is identified.

Facility maintenance and usage

Facilities maintenance working parties will take place a minimum of [4] times a year. Identified H&S issues will be assessed by the committee and remedial action taken with appropriate urgency.

The organizer of a working party is responsible for advising members of appropriate tools and safety wear to bring to a session (eg boots, gardening gloves, goggles).

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It is the responsibility of the operator to use the appropriate PPE.

Equipment maintenance and usage

Equipment (eg mower, strimmer) will be maintained in good order. The H&S officer will keep a record of maintenance.

Standard PPE will be provided by the club and must be used. No person under 16 may use motorized maintenance equipment.

Where equipment has been donated it will be the responsibility of the Committee to ensure that this is in a safe working condition & fit for purpose prior to its use or to ensure that it is brought into this condition prior to use

Incident / accident reporting procedures

The accident book is kept in the cupboard on the right hand side of the clubhouse together with the first aid kit.

Any:

- Accidents
- noteworthy occurrences which may have resulted in an accident
- other incidents which presented a risk to participants of which the club committee should be aware

must be reported in the book. At formal training sessions this should be done by a coach.

The book shall be completed as soon as practical after the incident . The HSO must be informed within 72 hours or sooner depending on the seriousness of the incident.

The record shall be kept in the safe in order to comply with Data Protection Act for a minimum of six years so that the club is able to respond if challenged over an incident at a later date.

The HSO should evaluate the occurrences reported & if appropriate notify either the facility management or Health & Safety Executive as appropriate.

Reports will also be used to evaluate club practices to identify any specific activities or sites, which present a risk to the health & safety of participants following which consideration should be given to how these risks can be managed so as to minimise the risk to participants. The HSO will raise appropriate reports at the committee.

Members' Responsibilities as regards Health & Safety

- To take care of their own health and safety and that of others who might be affected by their acts or omissions
- Co-operate with the club on health and safety issues
- Correctly use all equipment provided by the club
- Not to interfere with or misuse anything provided by the club for members' health, safety or welfare.

Risk Assessment procedure

The compound, maintenance equipment and sports equipment will be reviewed at least annually using the risk assessment template (or similar) at Appendix 1 to this policy.

Fire precautions

These arrangements shall be circulated to all members and posted on the external clubhouse noticeboard and detailed to trainees at their first training session.

If anyone detects a fire in the compound, they should raise the alarm by shouting "Fire, Fire, Fire". If it is safe to do so, they should alert coaches and/or Officers of the Club. All persons should move to the Fire Assembly Point via the safest route. Groups on the river will be directed by their coaches to the Fire Assembly Point by the safest route. Call the fire brigade on 999 or 112. See "Contacting the emergency services" below. If required, the club phone is kept in the clubhouse safe or by the OOD.

Adults may seek to extinguish the fire only if it is safe to do so:

Two extinguishers are located inside the clubhouse and one in the engine shed.

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A fire blanket is located inside the clubhouse.

Attendees should exit by the nearest safe route in an orderly, but prompt manner. The two exit routes are:

- i) Through the main gates to the compound. Assembly point: outside the gates;
- ii) Via the jetty on the right hand side of the slipway and up the bank into the Sea cadets compound. Assembly point: outside the main gate.

Any boats on the water when the fire alarm is raised should not return to the compound, but exit onto the opposite bank.

The OOD and/or lead coaches should check that all attendees are accounted for and whether anyone needs first aid or an ambulance.

Do not stop to pick up belongings in changing rooms etc.

Attendees should return to the compound only on the instruction of a coach or the OOD if a false alarm and only on the instructions of the Fire Officer in the event that the Fire Brigade has been called.

First Aid arrangements

These arrangements shall be circulated to all members and posted on the external clubhouse noticeboard and detailed to trainees at their first training session.

First aid kits

The clubhouse, the male changing room and the female changing room all contain first aid kits. These are inside the doors on the right hand side and are signposted by a green first aid sign on the outside of the door or nearby. All adult members have keys to the changing rooms. Committee members and coaches have access to the clubhouse which is open during all coaching sessions and competitive events held at the club.

At pool sessions, first aid kits are located at the poolside and in the corridor
A first aid kit is on the kit list of all trip leaders away from the club site. Before departing on any trip, a check shall be made that at least one participant has a first aid kit.

The contents of club first aid kits shall be checked quarterly by the H&S officer and recorded.

First aiders

All coaches must have a current first aid/appointed persons qualification.

The names of all current first aiders will be displayed on the clubhouse external noticeboard.

Dealing with incidents

Most incidents can be resolved by an on the spot response, the procedure below should be followed:

Minor Injury e.g. small cut, graze, bumps, bruises

- a) Notify the nearest accessible first aider who will take the appropriate action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury, complete the accident book and inform the HSO within 72 hours or sooner depending on the seriousness of the incident

In the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place.

Major Injury

- d) Notify the nearest accessible first aider who will take the appropriate action
- b) Arrange for injured person to be taken to hospital, or ring for an ambulance. If required, the club phone is kept in the clubhouse first aid cupboard or by the OOD.
- c) Make participant comfortable
- d) Telephone the next of kin
- e) Record any incident or injury, complete the accident book and inform the HSO within 72 hours or sooner depending on the seriousness of the incident

Contacting the emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your facility is located.

Procedure:

- ✓ Keep calm, speak clearly
- ✓ Give your name – state the service(s) that you require
- ✓ Give your full name, and address and telephone number of the facility you are using
- ✓ Location, details and time of the accident/incident
- ✓ Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- ✓ Access point for ambulance
- ✓ Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible

Assault

- a) Should an actual or alleged assault incident take place the OOD or a coach should be informed
- b) The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).
- c) Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. The police should be notified for any injured person U18, and if over 18, if the injured parties request this.
- d) Complete the accident book and inform the HSO within 72 hours or sooner depending on the seriousness of the incident

Drug/Alcohol Abuse

- a) All persons found to be under the influence of drugs and/or alcohol shall be escorted off the club site by the most senior officer available. It is important that Coaches do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse – in all such cases the police service should be summoned.
- b) In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period a qualified first aider should treat the casualty.
- c) In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.
- d) Complete the accident book and inform the HSO within 72 hours or sooner depending on the seriousness of the incident

Manual Handling

Under the agreed procedure for on-site training, all members are taught safe lifting techniques as part of their first lesson.

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Training

See agreed procedures and Coaches development plan.

No coaches will be permitted to operate within the club without a current national governing body coaching qualification appropriate to the level of coaching they are to provide

Fund Raising Issues and off site events

See trips and events agreed procedure and child protection policies and procedures.