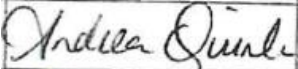
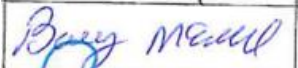
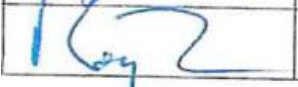


SOP Number WHSC 002.02

Document Title Safety Statement and Operations Manual

	NAME	TITLE	SIGNATURE	DATE
Author	A.Quinlan	Junior Organiser		08/jun/21
Reviewer	B. McConnell	Safety Officer		08/06/21
Authoriser	R. Power	Commodore		8/6/21

Effective Date:

14th June 2021**Revision History****Revision 01**

New document

Revision 02

- Updated document layout and introduction of controlled numbering system as per SOP WHSC 001.
- Addition of Child Safeguarding Section
- Removal of Senior Instructor and Instructor sections. Included in SOP JS 001.
- Removal of Boatman section as it's no longer an active role in WHSC.
- Removal of safety boat operations. Included in SOP WHSC 003.
- Addition of Beachmaster / Slip duty role
- Removal of duplicated information for clarity of instructions.
- Introduction of appendices section and forms

Reference Documentation

- SOP WHSC 001 "WHSC Documents List and control process"
- SOP WHSC 003 "Safety Boat Operations"
- SOP WHSC 004 "Concussion Procedure"
- SOP WHSC 005 "Child Safeguarding"
- Policy 005 "Members Code of Conduct Policy"
- JS 001 "Junior Sailing SOP"

1. PURPOSE

This document is the official safety statement of Waterford Harbour Sailing Club (hereafter referred to as WHSC or “the Club”). It is complementary to, and in addition to, the Club’s constitution.

The primary purpose is to encourage the reduction of accidents which might cause injury or illness to members and/or damage to Club property.

The overall aims of the Club are to follow the Irish Sailing standards of sailing, to enter and host racing events and to promote the sport of sailing to anyone wishing to learn, all in a safe environment.

2. INTRODUCTION

This document has been prepared in line with the Safety, Health And Welfare At Work Act, 2005, replacing 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 Waterford Harbour Sailing Club’s members while they are at Waterford Harbour Sailing Club. It represents the Club’s commitment to its members’ health and safety.

The intent of these guidelines is to aid members in developing the proper safety awareness that is vital to the elimination of needless accidents.

3. SCOPE

It is necessary for all personnel to exercise good judgment with personal safety always. 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.

4. DEFINITIONS

Accident – an unplanned event which results in serious injury or illness and may also result in property damage.

Incident – an instance of something happening, an unexpected event that doesn’t result in serious injury or illness but may result in property damage. It can also involve a ‘Near Miss’.

Near Miss – a narrowly avoided accident.

RESPONSIBILITIES

4.1 WHSC Club Members

This document must be read, understood, and adhered to by all Club members.

4.2 Safety Officer

4.2.1 The WHSC Safety Officer is **Barry McConnell, 9 Ard Na Coille, Dunmore East Co. Waterford. Phone no: 087 2259962**

4.2.2 Responsible for all activities in the Clubhouse, surrounding land and buildings and on the water.

4.2.3 To review, update as necessary, and approve this document annually.

4.3 Child Safeguarding – Designated Liaison Person (DLP)

4.3.1 The WHSC Designated Liaison Person is **Roy Power, Ballymountain House, Ferrybank, Waterford. Phone no.: 086 2566960**

4.3.2 Responsible for reporting allegations or suspicions of child abuse to TUSLA Child and Family Agency or An Garda Siochana.

4.4 Child Safeguarding – Club Children’s Officer (CCO)

4.4.1 The WHSC Designated Liaison Person is **Tara McGee, Phone no.: 086 8519068**

4.4.2 Aims to ensure a child-centred club exists. Responsible for monitoring and reporting of the impacts of club policies on young members.

4.5 Covid Officer / Supervisor

4.5.1 The WHSC Covid Officer is **Dr. Deirdre Plant. Phone no.: 087 7986345.**

4.5.2 Responsible for ensuring compliance to current COVID -19 guidance and regulations.

4.6 Commodore

4.4.1 To ensure that this document is reviewed annually and updated, as necessary.

4.4.2 To review, amend as necessary, and approve **Appendix 1 ‘Statement of Policy and Intent’**, on an annual basis. A copy of the approved statement will be posted on the Notice Board.

5. SPECIFIC DUTIES AND RESPONSIBILITIES WITH REGARD TO SAFETY

5.1 All Members

Must:

- read and comply with this WHSC 002 - Safety Statement and Operations Manual
- Comply with relevant safety legislation, statutory instrument regulations and WHSC 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,
- take reasonable care for their own safety and that of any other person who may be affected by their action or omission (**ref. Appendix 2 “WHSC Risk Assessment” and Appendix 4 “WHSC Emergency Plan Flow Chart”**)
- 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 for their own safety, health and welfare,
- be familiar with the operation of the Club’s safety equipment including fire extinguishers.
- Complete and report incidences and Accidents (ref. “**Appendix 5 Accident / Incident Log**” immediately to the Safety Officer. Blank forms are available at the bar and in the Race Office.
- All sailors must abide by the members Code of Conduct (**ref. Policy 005 “Code of Conduct”**). All junior sailors must agree in writing to the junior Code of Conduct prior to participation in sailing courses.
- Failure to comply with safety instructions and guidelines may result in disciplinary action being taken.
- Ensure all vessels have adequate and valid insurance cover before putting to sea.
- be aware of the legal principle of “volenti non fit injuria” (where an adult participates voluntarily in an activity, which includes known and obvious hazards, then he/she is unlikely to succeed in a claim for recompense against those leading the activity).

The Club strongly recommends that all members, junior and senior, should be able to swim. All members or other persons who attend Club activities on land or at sea, do so at their own risk. Neither the Club nor 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.

5.2 Safety Officer

The duties of the Safety Officer include but are not restricted to the following:

- guide and advise the committee, management and staff on all safety, health and welfare matters,
- ensure all safety, first aid and fire equipment are regularly serviced and maintained in good working order and the position of each fire extinguisher noted,
- ensure that there is an Emergency Plan (*ref. Appendix 4 “WHSC Emergency Plan Flow Chart”*) and that it is current, and posted in the boatshed, clubhouse notice board and at the bar.
- ensure that there is an evacuation plan for the clubhouse, that it is posted on the clubhouse notice board.
- ensure records are maintained of tests carried out on safety and fire equipment,
- ensure newly qualified Safety Boat drivers are trained and experienced before being approved for rescue duties. Ensure training records are kept up to date,
- have safety audits carried out regularly basis and report findings to the Committee,
- ensure that all accident and incidents logs (*ref. Appendix 5 “Accident / Incident Log”*) are reviewed regularly and are reflected in the Risk Assessment (*ref. Appendix 2 “WHSC Risk Assessment”*).
- Investigation, follow up and closure of each accident / incident record.
- promoting and organising safety related training courses in the Club

5.3 Child Safeguarding Personnel

The primary duties of the Designated Liaison Person and Club Children’s Officer are ensuring that children in the club feel safe, protected, and have a representative voice at committee level. Specific duties are described in *SOP WHSC 005 “Child Safeguarding”*.

5.4 Covid Officer / Supervisor

The primary duties of the Covid Officer is to ensure compliance to current health guidance and regulations at the club.

5.5 Safety Boat Drivers and use of safety boats

Responsible for the safety of members on the water. The Safety Officer, Junior Organiser (for sailing courses) or Sailing Secretary review and approve qualified, experienced and trained members as Safety Boat Drivers. All drivers must be trained to SOP *“WHSC 003 “Safety Boat Operations”*. A minimum of two safety boats should be on the water at any time for all WHSC organised water-based activities.

5.6 Beachmaster / Shore Duty

Co-ordinates approval to launch with rescue and Race Officer and / or Officer of the Day. Assists in launch and retrieval of sailors. Records list of sailors out and returned. Raises alarm for missing persons / group as per **section 6, Accident and Emergency Action Plan and Procedures**. Is familiar with the **Concussion Procedure (ref. WHSC 004)**.

5.7 Race Officer (RO) / Officer of the Day (OOD)

The Officer of the Day can lead a team of Race Officers (fleet specific) on large competition days and for non-competitive sailing (e.g. Sealegs, Watertime), leads and co-ordinates operations as directed by the Sailing Secretary. The Race Officer leads the Race Committee which conducts races as directed by the Sailing Secretary and as required by the Rules. They are the ultimate decision maker on the conduct of racing on the day. The safety duties of both positions include but are not restricted to:

- check the weather forecast.
- In a gale warning for the period of sailing, activities should be cancelled, and rescue boats should not be launched, except in an emergency,
 - identify winds which cause difficult conditions in the harbour or estuary,
 - if fog is forecast only boats with a proven compass should be allowed to sail,
- brief Safety Boat crews on duties and ensure they are adequately manned.
- gives the command to launch or cancel.
- report any deficiencies to the Sailing Secretary or Club Committee,
- document any safety accidents/ incidents (**ref. Appendix 5 "Accidents / Incidents Log"**) and report to the Safety Officer.

5.8 Commodore and Committee

The business and affairs of the Club are under the management 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 all accidents and incidents are reported to the Safety Officer.

5.8.1 Vice Commodore

Is an officer of the Club and fills the position of Commodore in their absence.

5.8.2 Honorary Secretary

Is an officer of the Club. Ensures minutes are kept of all meetings and addresses correspondence to and from the Committee. Controls booking of the Clubhouse for functions and meetings. Ensures that all safety matters discussed at Committee meetings are documented and forwarded to the Trustees, Safety Officer, subcommittees, members and external individuals, companies, or contractors as appropriate. They are the custodian of the annual Boat Registration Forms.

5.8.3 Honorary Treasurer

Is an officer of the Club. Ensures correct accounts are kept of the financial affairs of the Club, its receipts & expenditure and reports to the Committee meetings. Ensures the Club Insurance is fully paid, and copies of documents and receipts are sent to the Trustees.

5.8.4 Membership Secretary

Is responsible maintaining a database of members including subscription status, address, telephone numbers and other relevant information, deals with membership renewal and new members. Ensures an up-to-date list of members is on display in the Clubhouse within proper GDPR guidelines.

5.8.5 Public Relations Officer

Is responsible for promotion of WHSC to the public through the press and other media outlets.

5.8.6 Junior Organiser (JO)

Organises Irish Sailing approved training for junior members of WHSC as per **SOP JS001 "Junior Sailing SOP"** following Irish Sailing Health and Safety Guidelines. Ensures the Senior Instructor and instructors comply with all Club and ISA safety requirements for junior sailing activities.

5.8.7 Sub-committee Members

The Committee has power to appoint sub-committees and to define the scope of their authority. Responsible for day-to-day safety within their areas, in particular that:

- safe systems of work operate in their areas,
- safety and operating instructions are documented and implemented in their areas,
- training records are kept in respect of members under their leadership,
- safety concerns are reported (*ref. Appendix 5 "Accident / Incident Log"*) to the Safety Officer.

5.8.7.1 Sailing Secretary

Plan and organise all competitive and non-competitive sailing activities (e.g. Sealegs, Watertime) at the Club. Responsible for ensuring that:

- Race Officers / OOD are trained and competent to carry out their duties,
- safety boat drivers and crew are qualified to the required standard,
- all instructions required in relation to safety are carried out

5.8.7.2 House Officer

Responsible for upkeep of the Clubhouse to the high standards expected, maintaining, and repairing the Clubhouse as required. Ensuring a safe place of work for all staff and any work carried out by third parties has appropriate insurance cover. Ensuring the bar First Aid kit is stocked at all times. Responsible for the smooth running of the bar and ensuring that all bar staff are instructed in the following:

- SOP **WHSC 002 “Safety Statement and Operations Manual”**
- basic manual handling
- basic hygiene
- dealing with broken glass

6. ACCIDENT AND EMERGENCY ACTION PLAN AND PROCEDURES

In the event of an incident, accident or emergency in the Clubhouse, its vicinity or on the sea the following steps should be taken by the first person on the scene (Refer to **Appendix 4 “WHSC Emergency Plan Flow Chart”**).

1. Assess the situation.
2. Prevent further injury or danger by making safe the cause of the accident if possible.
3. Evacuate everyone from any areas of danger to a safe and secure location.
4. Give immediate first aid to the casualty if appropriate.
5. Call emergency services where necessary. State the nature of the emergency (include location, nature of incident, numbers involved and severity of injuries)
6. Inform the Chain of Command (otherwise known as the Command): Safety Officer, Commodore, Vice Commodore, Centre Principle, Sailing Secretary and Junior Organiser (JO) (if related to the junior sailing course)
7. Record details in the Accident Log (**ref. App. 5 “WHSC Accident / Incident Log”**) immediately. Detail any incident, on or off the water, requiring first aid, compromising safety, or where deemed necessary by the Senior Instructor / training coach. The Safety Officer, Commodore and/or Junior Organiser should be informed immediately by the person filling out the log.

6.1 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 appraised of the situation
- If the individual cannot be accounted for, contact the Gardai
- Complete an incident report (*ref.: App. 5 "WHSC Accident / Incident Log"*).

6.2 Group Failing to Return

If the whole group fails to return within 30 minutes of their ETA and cannot be sighted, the Beachmaster / slip duty must:

- Attempt to contact the Senior Instructor / training coach either by VHF radio or mobile phone (number should be behind bar in Clubhouse at all times)
- If contact cannot be established, follow the Emergency Plan and inform the Chain of Command (*ref. Appendix 4 "WHSC Emergency Plan Flow Chart"*).

6.3 Major Incident

- In the event of a major incident, the commodore will take command of the situation or in their absence, will appoint a competent person along with the Safety Officer.
- Members of the committee will be contacted, as necessary.
- Key personnel and witnesses will provide statements as required.
- The press will not be allowed access to key personnel or witnesses. No statements, comments or interviews, names of casualties will be given to the press unless agreed by the committee.
- In the event of a fatality, the Gardai will be contacted and they will contact the next of kin. **Garda Dunmore East Phone no.: 051 - 383112**
- If Irish Sailing assistance is required, contact **ISA training 01 - 2800239**

7. WHSC RISK ASSESSMENT

- The Club must do what is 'reasonably practicable' to provide a safe working environment. **"Appendix 2 WHSC Risk Assessment"** aims to identify hazards in the Club that may cause harm and the processes in place to mitigate them.

- This is an 'active' document that reflects actions arising from the Accident / Incident Report Log.
- All records / checks (e.g. maintenance records for rescue craft, training) must be maintained to demonstrate compliance with the Risk Assessment and for audit by a Health and Safety Inspector or a civil liability claim.

8. ROUTINE PROCESSES AND ACTIVITIES WITH REGARDS TO SAFETY

All vessels must be equipped to the standards specified by the governing body of that activity, especially those 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 at least once a year (or at the start of the course in respect to sailing vessels used on the junior sailing courses) to ensure that it meets these standards. New boats must carry the CE logo of the European Union or the British Standard Kitemark. All vessels must be adequately insured for their class.

8.1 Housekeeping

Good housekeeping is essential in promoting health and safety. Equipment and other items should be safely and securely stored and defects reported. Fixtures and fittings should be properly maintained. Garbage and waste materials should be cleared up and disposed of correctly and promptly.

8.1.1 Smoking

Smoking is prohibited at all times in the Clubhouse (except the balcony), in the area of the container, fuel store, during refuelling, in the boat shed, and while afloat.

8.2 Personal Clothing and footwear

All participants in sailing activities should be dressed correctly for the prevailing weather conditions, (as recommended by the Senior Instructor for the junior sailing courses). Suitable footwear must always be worn.

8.2.1 Personal Flotation Devices (PFDs) including Buoyancy Aids

- All dinghy sailors (including Flying Fifteens), Safety Boat Crews or passengers on any craft provided by the Club, must wear PFDs (conforming to CEN 50N or CE marked and appropriate for the weight of the user).
- PFDs must be worn as per the maker's instructions (e.g belts buckled, zips done up, crotch straps worn properly).
- Self inflating PFD's should be check annually to ensure they work when needed.

8.3 Decision to go afloat

- Race Officer / Officer of the Day / Senior Instructor, as appropriate for the sailing session (i.e racing / social sailing/ junior courses), will give approval to launch.

- The decision to go afloat rests with the skipper or helm of a boat. They are responsible for their own safety as well as that of their crew.
- Club officials may cancel a club activity if conditions are extreme. In this instance any members going afloat do so knowing there are no rescue boats to assist with their safety.
- The responsibility for allowing children (under 16) to put to sea rests with the parents, or adult supervisors appointed by parents (except during junior sailing courses or training activities where the Senior Instructor / specific training coach decides).

8.4 General weather procedures

- The weather forecast must be checked by all sailors, instructors, RO and OOD before making any decisions to put to sea.
- Racing should be cancelled if the winds are forecast to rise above force 6, during the expected period of racing.
- If fog is forecast, the Senior Instructor / OOD / RO (as appropriate), will assess the conditions before making a decision on dinghy sailing. Cruisers should be advised of the forecast.
- In the event of cancellation, no rescue boats should be launched, except in a genuine emergency.

8.5 Authority to launch Club powerboats.

Authority is granted for the junior sailing courses, club organised coaching and club racing. Outside these, the Club powerboats may only be launched in an emergency or as authorised by the Senior Instructor or Member of the Club Committee.

8.6 Cruisers sailors

- All cruiser owners are recommended 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. Other training courses of use are sea survival, VHF and ISA Yacht Safety Awareness courses.
- Skippers are encouraged to ensure at least one member of the crew is trained in first aid.
- PFD's must be worn by all whilst ferrying to/from boats.
- Consideration should be given to the potential impact on other water users when leaving outboard tilted at the mooring to prevent injury or damage.
- Cruisers should carry safety equipment as recommended by the ISA, on their yacht safety equipment checklist.
- 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.

8.7 Dinghy sailors

- Dinghy sailors involved in Club activities must await launch instructions from RO / OOD / Senior Instructor as appropriate.
- Dinghy sailors should be familiar with **Appendix 2 “Risk Assessment”**
- Dinghies should carry as a minimum a towing line, alternative means of propulsion and where appropriate, a bailer.

8.8 Lift in/out procedures

- One person shall be designated in charge of this operation and must stay on site until the operation is complete or suspend operations until he/she returns.
- The area of operation includes the area within a 15 metre radius of the pivot of the crane in use.
- The person in charge will delegate someone to ensure members are kept clear of the area of operation.
- No maintenance work should be carried out on boats within the area of operation.
- The Danger area shall comprise of the area under the crane’s arc and will be marked accordingly. Only those authorised by the ‘Person in Charge’ may enter the danger area.
- Trailers should not be brought to the area of operation until such time as advised by the person in charge. Trailers should be removed from the area of operation as soon as is practical after lift in/out has taken place.

8.9 External Contractors

The Club should have a simple contract for casual workers and contractors (i.e. window cleaners, builders, laying of moorings, crane operators, maintenance 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. Refer to **Appendix 3 “WHSC External Contractors Contract”**.

8.10 Use of Clubhouse for private functions

A statement on the procedure for the private use of the Premises at WHSC is in place.

8.11 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.

9. FORMS/TEMPLATES TO BE USED

Appendix 1 "Statement of Policy and Intent"

Appendix 2 "WHSC Risk Assessment"

Appendix 3 "WHSC External Contractor Contract"

Appendix 4 "WHSC Emergency Plan Flow Chart"

Appendix 5 "WHSC Accident / Incident Log"

Appendix 1 - Statement of Policy and Intent

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

1.2 The Club considers 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.

1.3 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.

1.4 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

1.5 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 2005 and all relevant statutory provisions.

1.6 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.

The WHSC Safety Officer is

Barry McConnell, 9 Ard Na Coille, Dunmore East Co. Waterford.

Phone no: 087 2259962

The WHSC Designated Liaison Person is

Roy Power, Ballymountain House, Ferrybank, Waterford

Phone No.: 086 2566960

The WHSC Club Children's Officer is

Tara McGee, Phone no.: 086 8519068

The WHSC Covid Officer is

Dr. Deirdre Plant, Phone no.: 087 7986345

Signed.....

Date.....

Commodore

STANDARD OPERATING PROCEDURE

Waterford Harbour Sailing Club

SOP No: WHSC 002.01

Document Title: Safety Statement and Operations Manual

Appendix 2 - WHSC Risk Assessment

Process Step	Potential Failure Mode	Potential Failure Effect	Severity (1-10 low-high)	Potential Causes	Occurrence (1-10 low-high)	Current Process Controls	Detection (10-1 low-high)	Risk Priority Number (RPN)	Action Recommended
What is the step?	In what ways can the step go wrong?	What is the impact on members if the failure is not prevented or corrected?	How severe is the effect on members?	How could the failure mode occur?	How frequently is the cause likely to occur?	What are the existing controls that either prevent the failure mode from occurring or detect it should it occur?	How probable is detection of failure or its cause?	Calculated as SEV x OCC x DET	What are the actions for reducing the occurrence of the cause or for improving its detection? Provide actions on all high RPNs and on severity ratings of 9 or 10.
Boat Removal from Boat Shed and return to storage	Boat / Mast falling from a height	Head or body injury Back strain Damage to boat / mast	7	Lifting items over head Lifting heavy weights	1	Slide poles in use in Oppi Shed Work as a team Topper mast holding station Concussion Procedure WHSC 004	1	7	Look to using slide poles for topper racks
	Slip on wet ground	Slip and falls	4	Ground wet from boats and people Leaking taps	7	No running or 'horseplay' allowed (Code of Conduct)	3	84	Introduce 'Wet Floor' signage Fix taps
	Hit with long mast	Head or body injury	7	Sailor removing 20ft + mast from shed Mast falling / sliding down	2	Instructors to advise 2 people required Concussion Procedure WHSC 004	3	42	Install holder / bracket for 420 masts
	Hazards / obstructions e.g ropes, boats, trolleys or parts	Trips and falls Head or body injury	3	Rubbish, Boats, misc items incorrectly stored Poor lighting No defined walkway	7	Correct use of bins and storage racks for boats, trolleys and parts Report blown lights to Outdoor Amenities Person	3	63	Paint a walkway space onto floor. No items to protrude / stored in walkway. Look into better lighting
Rigging / De-rigging on apron and outside park	Booms swing in the wind	Harm to bystanders and vehicles	7	Sudden change of wind direction or strength	8	Point boat into wind Don't raise sail / drop promptly Park within bollards	2	112	Review use of crowd control barriers on apron during rigging / derigging
	Hazards on ground e.g. Covers and foil bags	Trips and falls	4	No defined storage location for covers and foil bags	10	Covers and bags left on ground	2	80	Encourage use of outside barrier for storage

STANDARD OPERATING PROCEDURE

Waterford Harbour Sailing Club

SOP No: WHSC 002.01

Document Title: Safety Statement and Operations Manual

Potential Failure Mode	Potential Failure Effect	Severity	Potential Causes	Occurrence	Current Process Controls	Detection	RPN	Action Recommended	
Transition to Slipway	Booms swinging in the wind	Harm to bystanders and vehicles	7	Sudden change of wind direction or strength as sailor moves around buildings to slip	8	Travel in single file Point into wind if possible in confined space No outhaul on	2	112	Look into use of temporary traffic barrier and 'Dinghys launching' signage
	Collison of vehicular traffic with sailors	Potential of serious injury to sailor from vehicles	9	Driver inattention. Poor parking. Excessive traffic.	4	No dedicated pathway to protect sailor	4	144	Look into use of temporary traffic barrier and 'Dinghys launching' signage
	Hazards on ground e.g, sports equipment, fishing nets, etc	Trips and falls	4	Multiple users of space	2	Travel in single file. Be situationally aware	2	16	
Launching from / Landing on slipway	Slip on algae	Loss of control Harm to sailors / bystanders Damage to boats	8	Algae growth	10	Use winch for keel boats Inform Harbour Master Work as a team	4	320	Slip maintenance is outside control of WHSC
	Launch without safety in place	No rescue/ no record of going to sea	8	Not following club protocol.	2	Safety statement (WHSC 002)– rescue on water, beachmaster in place and record of all going to sea	1	16	
	Boat too heavy	Back strain Loss of control	7	Not enough crew / support to control safely	6	Work as a team Request help Use winch for keel boats	3	126	
	Capsizing on the slip	Harm to sailors, bystanders and boats	8	Windy conditions / gusts (NE and onshore wind especially)	5	Assistance in the water to launch / retrieve. Depower (e.g., go head to wind / block to block, etc)	2	80	Safety Officer to generate guidance procedure for this specific landing situation.
	Multiple users	Injury to users	7	Good weather Influx of people	6	Sailors be situationally aware Beachmaster / instructors to manage sailing traffic	1	42	

STANDARD OPERATING PROCEDURE

Waterford Harbour Sailing Club

SOP No: WHSC 002.01

Document Title: Safety Statement and Operations Manual

	Potential Failure Mode	Potential Failure Effect	Severity	Potential Causes	Occurrence	Current Process Controls	Detection	RPN	Action Recommended
Sailing	Sink	Loss of life Loss of vessel	10	Holed Incorrect buoyancy Missing bung Poor boat maintenance	2	Bouyancy and bung check Maintain vessels appropriately Correct clothing and PFDs On-water Rescue vessels	1	20	Emergency Action Plan (WHSC 002, Appendix 4)
	Head injury	Loss of life Concussion	10	Swinging boom Collision Slip, trips and falls	8	Sail training Correct rigging Concussion SOP WHSC 004	5	400	Emergency Action Plan (WHSC 002, Appendix 4)
	Capsizing	Loss of life Hypothermia / Exposure Trapped under vessel	10	Incorrect clothing Incorrect buoyancy Damage to vessel Hair caught in pulley	10	Sail training Correct clothing (hair) and PFDs Maintain vessel appropriately On-water Rescue vessels	2	200	Emergency Action Plan (WHSC 002, Appendix 4)
	Cuts / burns	Bleeding Burns Loss of limb	9	Poorly maintained vessel Incorrect / lack or protective clothing / gloves	5	Maintain vessel appropriately Correct clothing On-water rescue vessels	3	135	Emergency Action Plan (WHSC 002, Appendix 4)
	Drown	Loss of life	10	Incorrect clothing and PFDs Trapped under vessel	1	Correct clothing and PFDs On-water rescue vessels	2	20	Emergency Action Plan (WHSC 002, Appendix 4)
	Man-overboard	Hypothermia / Exposure Loss of life	10	Slip, trips and falls Poorly maintained vessel	8	Maintain vessel appropriately Correct clothing and PFDs On-water rescue vessels	5	400	Emergency Action Plan (WHSC 002, Appendix 2)
	Collisions	Harm to sailors Damage to vessels	8	Loss of control of vessel Skipper inattention /not following rules	4	Sail training On-water rescue vessels	1	32	
	Loss of propulsion	Vessel adrift	6	Poor maintenance / damaged Broken mast Loss of wind	3	Bailer and paddle (at a min) in each boat. Anchor, compass & signalling device as appropriate. On-water rescue vessels	4	96	

STANDARD OPERATING PROCEDURE

Waterford Harbour Sailing Club

SOP No: WHSC 002.01

Document Title: Safety Statement and Operations Manual

Potential Failure Mode	Potential Failure Effect	Severity	Potential Causes	Occurrence	Current Process Controls	Detection	RPN	Action Recommended	
Refuelling Powerboats	Spillage	Harm to environment Fume inhalation	8	No funnel / syphon in use Loss of concentration	2	Performed by trained personnel only (ref.: Safety Boat / Powerboat SOP WHSC 003)	1	16	
	Explosion	Loss of life Damage to buildings	10	Poor ventilation Incorrect storage Spark / naked flames	1	Correct storage of chemicals Outdoor amenities responsible for checmical storage unit Refuel as per SOP WHSC 003)	1	10	Emergency Action Plan (WHSC 002, Appendix 4)
Powerboat (launch, use & mooring)	Fall into water	Harm to person Drowning	10	Slip on wet surfaces Moving platforms No PFDs	1	Exercise caution Use grab handles, ropes or hands Wear PFDs (SOP WHSC 003)	1	10	Emergency Action Plan (WHSC 002, Appendix 4)
	Collision with other water users (e.g. swimmers, kayakers)	Loss of life Loss of liimb	10	Driver inattention Speed Divers re-surfacing near / under craft	2	Drivers to be situationally aware Certified drivers Training as per SOP WHSC 003	3	60	Emergency Action Plan (WHSC 002, Appendix 4)
	Break free from mooring	Harm to other water users Damage to craft	5	Poorly maintained mooring Frayed rope Strong wind / storm Not tied as per procedure	6	Annual Mooring Service Certified drivers Training as per SOP WHSC 003	2	60	
	Poorly executed rescue	Loss of life Loss of limb Concussion	10	Inexperience Challenging environment Speed	4	Approved drivers only Training as per SOP WHSC 003 Concussion SOP WHSC 004	2	80	Emergency Action Plan (WHSC 002, Appendix 4) Driver refresher training
	Loss of propulsion	Vessel adrift Failed rescue	3	Poor maintenance Poor pre-launch check	2	Maintenance schedule Training as per SOP WHSC 003	1	6	
	Detach from hitch	Loss of life Loss of limb	10	Not correctly attached Poor equipment No lock / chain	2	Maintenance schedule Training as SOP WHSC 003 Responsibility of Outdoor amenities	1	20	Emergency Action Plan (WHSC 002, Appendix 4)

STANDARD OPERATING PROCEDURE

Waterford Harbour Sailing Club

SOP No: WHSC 002.01

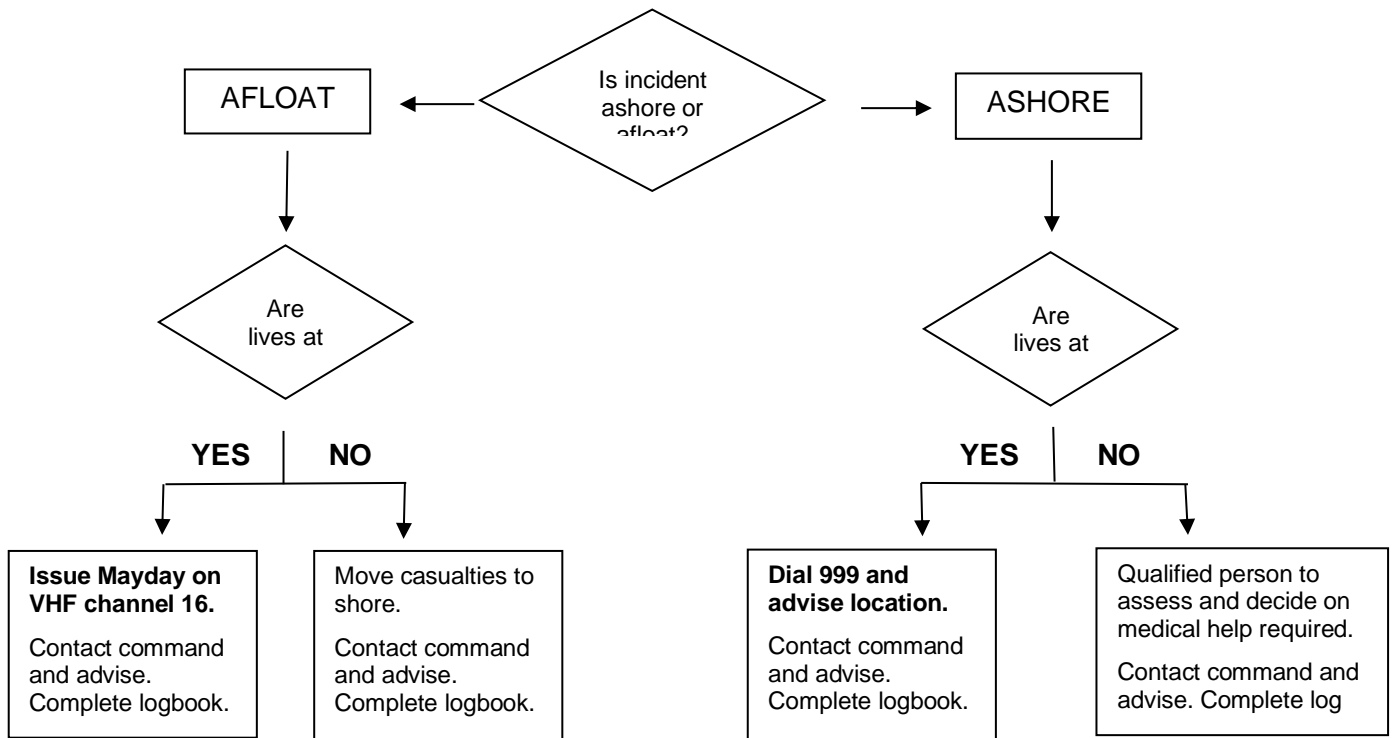
Document Title: Safety Statement and Operations Manual

Potential Failure Mode	Potential Failure Effect	Severity	Potential Causes	Occurrence	Current Process Controls	Detection	RPN	Action Recommended	
Cruiser Lift in and Lift out	Drop cruiser &/or mast Damage to cruiser	10	Unstable weight Not following procedure Sling incorrectly positioned	1	As per procedure WHSC 002 Carried out under Harbour Master authority	1	10	Emergency Action Plan (WHSC 002, Appendix 4)	
Clubhouse, Bar and balcony	Slips, trips & fall	Loss of life Injury to member	10	Wet floor Greasy floor Hazards (e.g. bags, equipment left on ground) Horseplay	8	Non-slip floors installed in entrance, stairs, bathrooms and changing rooms. Dedicated bag storage area	5	400	Emergency Action Plan (WHSC 002, Appendix 4) Addition of a second bag shelf to accommodate increased membership
	Burns	Loss of life Permanent injury	10	Inattention in kitchen and bar (ovens, dishwasher, cooker). Inattention at barbecuing area Scalds from hot water	2	Authorised personnel only Situational awareness	1	20	Emergency Action Plan (WHSC 002, Appendix 4)
	Cuts	Bleeding	6	Incorrect usage of knives / sharps Broken glass	3	Authorised personnel Situational awareness Training	2	36	
	Electrocution	Loss of life	10	Poor / incorrect wiring Poor maintenance of equipment	1	Maintain equipment in good order Qualified electricians only for repairs	1	10	Emergency Action Plan (WHSC 002, Appendix 4)
	Gas leak	Explosion Loss of life	10	Poor maintenance of gas systems / BBQ	1	Annual fire regulations inspection and fire extinguisher	2	20	Emergency Action Plan (WHSC 002, Appendix 4)
	Food Poisoning	Illness	6	Poor hygiene / cleanliness Incorrect storage of foods Contamination	1	Food Safety Authority Inspection Staff basic hygiene training	2	12	

Appendix 3
WHSC External Contractor Contract

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:

**Appendix 4
WHSC Emergency Plan Flow Chart**



Chain of Command Contacts:

Safety Officer:	Barry McConnell	087-2259962
Commodore:	Roy Power	086-2566960
Vice Commodore:	Rob McConnell	087-6289219
Centre Principle:	Rene Wubben	087-2199570
Sailing Secretary:	Stuart Harris	087-9696564
Junior Organiser:	Fiona Phillips-Passberger	087-9180605

Other Emergency Contact Numbers

Garda Dunmore East	051-383112
ISA Training	01- 2800239

Appendix 5 - Accident / Incident Log

#

Details of Accident / Incident Classify as an Accident or Incident _____

Date and time of event: Date: _____ Time (24hr) _____

Location: _____

Recorded by: _____ Date: _____

Instructor _____ Group _____

Describe the injury or incident:

Were there any witnesses? _____ If so, give names and contact details:

Was anyone injured?

Name: _____ **Age:** _____ **M / F** ____ **Phone:** _____

Address: _____

If a number of people injured, then record their details on overleaf and indicate so here or attach additional forms

Treatment Details (circle as appropriate)

None	First Aid	Referred to GP	E.R. Outpatient	Hospital Stay, # of nights _____
Specify First Aid given:				
Name of WHSC person delivering treatment:				

Action taken:

Immediate Action to make situation safe:

List people notified of event (Parents, Safety Officer, JO, etc):

Signed & Dated by:

Senior Instructor / Coach / Leader: _____

Junior Organiser / Safety Officer: _____

Action Required to Prevent / Reduce risk of re-occurrence

Signed & Dated Safety Officer _____

Signed & Dated (Commodore) _____