

Itchenor Sailing Club

Health, Safety and Environment Policy

Safety at Itchenor Sailing Club

Itchenor Sailing Club exists to provide the opportunity for members to sail competitively, to enjoy other on-the-water activities and going down to the sea, and to fully use the Club facilities ashore. By its nature our sport depends on weather, wind and water which can be unpredictable and dangerous. In providing the support structure for members to take part in these activities the Club is clear about its commitment to Health, Safety and Environmental performance (HSE). This is simply stated:

No harm to people and no damage to the environment.

Nothing is more important to us than the health, safety and security of the people who work for us, our members, and the community in which we operate. Our environment is shared and we must be vigilant, disciplined and always be looking out for one another.

We are committed to complying with applicable laws, Club procedures, managing our operating activities and risks, reporting HSE performance and learning from internal and external HSE events. Everyone in the Club has a part to play.

Individual accountabilities are of utmost importance. While our senior employees, Flag Officers and Principal Race Officers will make clear and direct specific safety actions according to prevailing conditions, each person must always assess conditions and decide for themselves whether it is appropriate for them to sail or go out on the water in any boat for any activity.

Each skipper and crew is accountable for assessing the conditions and the relevance of specific safety directives from Officers in relation to the strength, experience and ability of themselves. They will also take into account the seaworthiness of their craft, the adequacy of their clothing and the condition of their personal flotation devices.

No one should feel under pressure to go out on the water, to compete in or support Club activities. The Club exists to support the enjoyment of racing, sailing and other on-the-water activities. The efforts of all of us to maintain safe operations will ensure we continue to be able to enjoy the sport we love.

Implementation of our Health and Safety Policies

Health and Safety is more than compliance with relevant legislation. It is a culture which will help the Club deliver a safe and efficient environment for the Club's staff, members and visitors. In order to deliver this culture, the Club has developed a structure which is designed not only to deliver regulatory compliance, but also to help the Club build an effective Health and Safety culture.

There are three interconnecting themes to this structure. Identification of Hazards, Learning and Compliance.

Identification of Hazards

It is not possible to eliminate all hazards. The key is to understand what the hazards are, taking into account the very wide range of the Club's operations, and to have in place policies and procedures to eliminate or minimise harm arising from those hazards. To achieve this the Club;

1. Has a detailed set of Health and Safety Policies and Procedures which include relevant risk assessments ("the Policies") which identify the hazards in each area of the Club's activities and lay down procedures for eliminating or minimising harm arising from those hazards.
2. Encourages reporting by staff members and visitors of accidents and near misses which are investigated by the Health and Safety Officer immediately after they have been submitted. He or she will initiate the actions needed to eliminate or minimise the cause of each reported accident or near miss.
3. Has a standing subcommittee of the Flag Officers and the Health and Safety Officer ("the Subcommittee") which meets quarterly to review the reports of accidents and near misses, and the remedial actions taken. It will also identify new risk areas and the improvements and updates required to the Policies.
4. Has a quarterly meeting of the staff ("the Staff Meeting") attended by a Flag Officer to discuss and review Health and Safety issues.

Learning

The hazards we face are constantly changing, as are the expectations of our staff and members and the regulatory environment in which the Club operates. As a result, the Club;

1. Has implemented a programme whereby each set of Flag Officers, together with senior staff, receive formal Health and Safety training covering their responsibilities under Health and Safety legislation and best practice.
2. Provides our staff with formal and on the job training necessary to enable them to carry out their roles in accordance with their job descriptions and safe operating procedures.
3. Has established a mechanism whereby the Subcommittee reviews the reports of accidents and near misses, identifies where the Policies and practices can be improved and the implementation of those improvements.
4. Carries out periodic reviews of and where necessary rewrites of the Policies. An earlier review will be carried out in the event of an incident occurring or a change in legislation in the intervening period, making a review necessary or desirable.

5. Has set up a notice board at the entrance to the Club to bring to the attention of members staff and visitors the existence of the Policies, current Health and Safety issues effecting the Club by publication of the Subcommittee action list, and how they can report accidents or near misses.

Compliance

The Club has established a formal structure to ensure compliance with Health and Safety legislation as follows;

1. The Club has a designated Health and Safety Officer who is the General Manager. It is his or her responsibility to ensure compliance with Health and Safety legislation, and to bring to the attention of the General Committee where there are deficiencies.
2. The Club has a detailed set of Policies covering each area of the Club's activities. Each of these are formally reviewed every 2 years by the Flag Officer and/or member of staff who has particular responsibility for its implementation, for final approval by the General Committee.
3. The Club has a system of reporting accidents and near misses and recording the remedial actions taken as a consequence.
4. The Club has established the Committee and Staff Meeting to regularly review Health and Safety issues.
5. The first item on the agenda of all meetings of the Flag Officers and General Committee is a report of the status of Health and Safety at the Club.
6. The Flag Officers have determined that the Club should undergo in the third quarter of 2019 and regularly thereafter a Health and Safety audit by an independent expert to review the Club's compliance with Health and Safety legislation and best practice.

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