



## **The Statement of the Health and Safety Policy Of Skerries Sailing Club**

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**Sept 2019.**

<b>Harbour Road</b> .....	1
INTRODUCTION .....	3
Statement of General Policy Of Skerries Sailing Club .....	4
ASSIGNMENT OF RESPONSIBILITY .....	5
Responsibility for Safety at Skerries Sailing Club .....	6
ORGANISATIONAL STRUCTURES & RESPONSIBILITIES .....	7
SAFETY CONSULTATION PROCESS .....	8
CONSULTATION PROCESS .....	9
SPECIFIC DUTIES OF THE SSC HEALTH AND SAFETY OFFICERS .....	10
Provision of Safety Training & Instruction .....	10
SAFETY RULES FOR CONTRACTORS.....	11
SAFETY RULES FOR CONCESSIONAIRES .....	12
REPORTING OF ACCIDENTS/INCIDENTS .....	13
HAZARDS AND RISKS.....	14
HAZARD IDENTIFICATION & RISK ASSESSMENT .....	14
RISK ASSESSMENT.....	15
Area of Operation – Car Park and Boat Sheds. ....	16
Area of Operation - Boat Yard.....	16
Area of Operation - Kitchen.....	17
Area of Operation – Bar.....	17
Area of Operation – Club Punt Boats .....	18
Area of Operation – Club Race Management Boats.....	18
Area of Operation – Club Rescue Boats.....	19
STANDARD OPERATING PROCEDURE Nbr 1 .....	20
STANDARD OPERATING PROCEDURE Nbr 2 .....	21
STANDARD OPERATING PROCEDURE Nbr 3 .....	22
STANDARD OPERATING PROCEDURE Nbr 4 .....	23
STANDARD OPERATING PROCEDURE Nbr 5 .....	24
STANDARD OPERATING PROCEDURE Nbr 6 .....	25
STANDARD OPERATING PROCEDURE Nbr 7 .....	26
STANDARD OPERATING PROCEDURE Nbr 8 .....	27
Launching .....	27
Recovery .....	28
STANDARD OPERATING PROCEDURE Nbr 9 .....	29
STANDARD OPERATING PROCEDURE Nbr 10 .....	32
STANDARD OPERATING PROCEDURE Nbr 11 .....	33
STANDARD OPERATING PROCEDURE Nbr 12 .....	34
STANDARD OPERATING PROCEDURE Nbr 13 .....	35
STANDARD OPERATING PROCEDURE Nbr 14 .....	40
STANDARD OPERATING PROCEDURE Nbr 15 .....	43
EMERGENCY ACTIONPLAN.....	51



## ***INTRODUCTION***

The fundamental aim of the Safety, Health and Welfare at Work Act, 2005, is to make provisions for the Safety, health and welfare of persons at work; i.e. the prevention of accidents and ill health at the place of work.

Safety has no barriers and everyone at every level has a duty to promote it.

This Safety Statement is designed to cover the basic safe operating practices through;

- (i) identification of hazards,
- (ii) risk assessment,
- (iii) implementation of control measures,
- (iv) proactive review and control systems.

For convenience the words 'he', 'his' and 'him' are used throughout this Safety Statement. Where they appear, they are to be read equally to male and female.

This Safety Statement will be available to all club employees and a copy will also be available for every contractor of self-employed person entering Skerries Sailing Club premises to carry out work and on the official Skerries Sailing Club website ; [www.skerriessailingclub.com](http://www.skerriessailingclub.com)



## ***Statement of General Policy of Skerries Sailing Club***

To each employee, member, contractor & visitor:

This document sets out the Safety Policy of Skerries Sailing Club (The Club) and specifies the means provided to achieve that policy.

Our objective is to endeavour to provide a safe and healthy work environment for all our employees and to meet our duties to members, contractors and members of the public who may be affected by our operation through prompt identification of hazards and implementation of prioritised remedial action based upon current risk assessment. Furthermore, the Club shall manage and conduct its affairs in such a way as to ensure, so far as is reasonably practicable, that in the course of work being carried on, Club Members are not exposed to risks to their safety.

In addition, The Club shall endeavour to ensure that there is systematic follow-up of problems identified by employees and/or members.

The success of the policy will depend on your co-operation.

It is therefore important that you read the document carefully and understand your role and the overall arrangements for health and safety at Skerries Sailing Club.

It is our intention to review this statement in the light of experience and developments annually.

Commodore

Date.....

***A COPY OF THE SAFETY STATEMENT IS AVAILABLE IN THE CLUB-HOUSE FOR VISITORS AND CONTRACTORS***



Skerries Sailing Club

***ASSIGNMENT OF RESPONSIBILITY***

The Commodore is responsible for the safety, health and welfare of all Skerries Sailing Club employees under the Safety, Health and Welfare at Work Act of 2005. This responsibility is delegated to all Flag Officers & committee members and to the Operations Manager for the safety of their own areas. However, it is important that all staff and members have a responsibility to co-operate with committee-members and managers to achieve a safe environment.

The tasks that must be performed under the Safety Statement are listed overleaf as is the job title of the person(s) responsible for the initiation of the task.

All managers/supervisors/employees will undergo training to outline their responsibilities assigned by the Safety Statement. Their obligation for the performance of the tasks assigned will fall due when the training takes place.

The Safety Officer shall, where possible, undertake to educate members about their safety awareness.

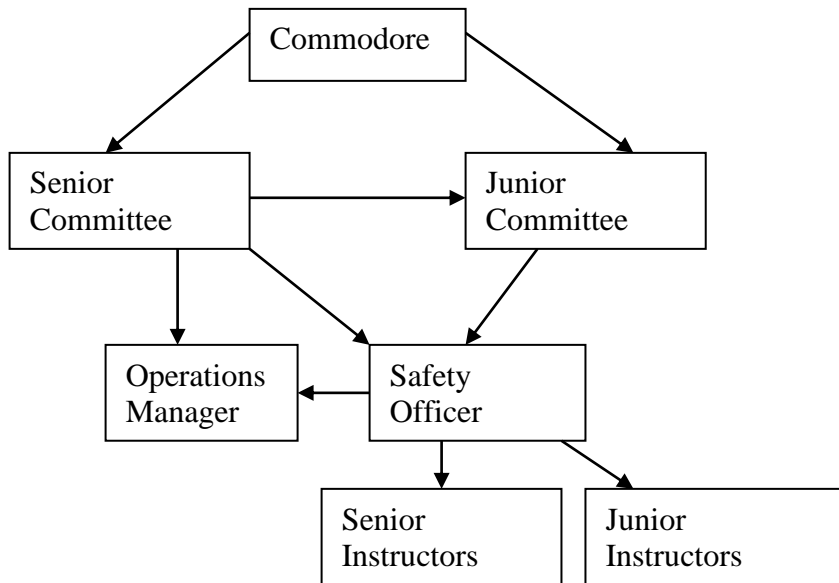


Skerries Sailing Club

## **Responsibility for Safety at Skerries Sailing Club**

<b>TASK</b>	<b>Job Titles of Persons Responsible</b>
1. Provisions of resources	Committee, Commodore.
2. Safety Programme Development	Committee, Commodore, Health & Safety Officer
3. Information on new legislation and Codes of Practice.	Committee, Commodore, Health & Safety Officer
4. Training to ensure safety	Committee, Commodore, Health & Safety Officer
5. Safe Work Procedures Development	Committee, assisted by Health & Safety Officer
6. Preventative maintenance of buildings and services	Committee, Commodore, Health & Safety Officer, Operations Manager
7. Review of Safety Programme	Committee, Commodore, Health & Safety Officer
8. Maintenance of equipment	Committee, Commodore, Health & Safety Officer, Operations Manager
9. Consultation Process	Refer to consultation page
10. Employee Obligation Co-operation Reporting Defects Reporting of Accidents and Incidents	All Employees
11. Fire and Emergency Evacuation	Committee, Commodore, Health & Safety Officer, Operations Manager
12. Accident Investigation	The Health & Safety Officer,
13. Risk Assessments	The Health & Safety Officer, Committee
14. Control of Contractors	Committee, Commodore, Health & Safety Officer
15. Statutory Reporting of Accident & Incidents	Health & Safety Office, Operations Manager
16. Corrective Action	Committee, assisted by Health & Safety Officer
17. Liaison with other agencies on Health & Safety Matters	Committee, Commodore, Health & Safety Officer
18. Provision of Competent Personnel	Committee, Operations Manager, Health & Safety Officer
19. Control of Concessionaires	Committee, Commodore, Health & Safety Officer, Operations Manager

## **ORGANISATIONAL STRUCTURES & RESPONSIBILITIES**



Senior Committee - Those primarily responsible for instigating and perusing safety issues are the elected Flag Officers - Commodore, Vice Commodore, Sailing Secretary, Treasurer, and Secretary

Junior Committee – Are responsible for implementing and perusing safety issues effecting junior members and employees involved in junior training/coaching & supervision.

The Operations Manager - responsible for managing and conducting all work activities so as to ensure the safety of employees and members.

The Safety Officer (SO) shall be responsible for communicating safety information and making the committees aware of their responsibilities and liabilities. Furthermore, the SO shall endeavour to educate members about safety awareness.



## **SAFETY CONSULTATION PROCESS**

### **SAFETY REPRESENTATIVES**

Skerries Sailing Club recognises the statutory rights of a Safety Representative as set out in Part 4 Section 25 of the 2005 Act.

Skerries Sailing Club supports the election by all employees of the club, of at least one Safety Representative(s) as specified in the Safety Health & Welfare at Work Act 2005, to co-operate with those elected and ensure that proper training and support is provided as necessary by mutual agreement.

Each Safety Representative shall have the following functions:

- To investigate potential hazards and dangerous occurrences at the workplace and to examine the causes of accidents at the workplace
- To investigate complaints by any employee he/she represents relating to that employees' health, safety or welfare at work.
- To make representations to the employer (manager or supervisor) on matters arising out of the above.
- To carry out inspections
- To liaise with HAS Inspectors as necessary and the Health and Safety Officer as required.
- To attend meetings of safety committees.
- Any other functions as deemed by the regulations.



## ***CONSULTATION PROCESS***

Skerries Sailing Club is committed to meeting its obligations under Part 4, Section 26 of the Safety, Health and Welfare Act 2005 on consultation. Every employee has a responsibility to participate in maintaining an effective Health & Safety policy for all who use the club facilities.

Skerries Sailing Club is committed to taking account of any representations made by the employees, so far as is reasonably practicable.

Skerries Sailing Club recognises the employee's right to appoint representatives to represent them in consultations on safety with the company.

## ***SPECIFIC DUTIES OF THE SSC HEALTH AND SAFETY OFFICERS***

The health and Safety Officer shall have the following functions:

- Communicating current Health & Safety information to Committee and Operations Manager.
- Making Committee & Management aware of their responsibilities and liabilities.
- To investigate accidents and analyse reports in conjunction with the Committee & Management in order to prevent reoccurrence.
- To ensure risk assessments are carried out in different parts of the organisation on a regular basis (at least once annually).
- To seek where necessary the services of a competent person for the purpose of ensuring health, safety and welfare of employees.
- To support the Committee & Management in the setting of internal organisation safety standards.
- To liaise with the Health and Safety Authority on any requests or demands made on them.
- To accompany Safety Representatives on any inspection tour carried out by them as necessary.
- To liaise as necessary with the Safety Representatives.
- To liaise with the Committee to ensure adequate insurance for all club facilities and activities.
- Facilitate education of Members about safety awareness.

### ***Provision of Safety Training & Instruction***

Skerries Sailing Club is committed to providing information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of its entire employee's.

All training is based on an analysis of the task to be completed and safety training will be based on the hazards of the particular task.

Skerries Sailing Club will carry out a programme of training to ensure safety. This will be developed as part of any ongoing programme whereby employees will be trained in all the hazards in their workplace and the precautions to be taken at each stage to ensure safety.

## ***SAFETY RULES FOR CONTRACTORS***

Contractors employed by Skerries Sailing Club must comply with the following arrangements:-

- Not to put at risk any Skerries Sailing Club employee or other persons employed at, or visiting the club.
- Produce their Safety Statement to Skerries Sailing Club on demand.
- Obey all traffic regulations enforced by Skerries Sailing Club.
- Carry appropriate insurance cover.
- Ensure that their employees and sub-contractors are competent to carry out the tasks assigned.
- Work through the liaison person assigned by Skerries Sailing Club.
- Take all safety precautions with systems of work, equipment, personal protection, etc.
- Report any accidents or dangerous occurrences to the liaison person, the Health and Safety Officer and the HSA.
- Cordon off the boundaries of the contractors operation, where possible and mark them with warning signs.
- Provide any emergency safety equipment, which may be required for the Contractor's operation.
- Follow strictly the terms of any Permit to Work system in force at the time of the contract.
- Comply with the LPC code of practice for fire safety on construction sites.
- Not to use any Skerries Sailing Club's equipment without the express written permission of the liaison person.

## ***SAFETY RULES FOR CONCESSIONAIRES***

Tenants and concessionaires on Skerries Sailing Club's property must comply with the following arrangements:-

- Not to put at risk any Skerries Sailing Club employee or other persons employed at, or visiting the club.
- Produce their Safety Statement to Skerries Sailing Club on demand.
- Carry appropriate insurance cover.
- Ensure all employees are competent to carry out the tasks assigned.
- Ensure that all equipment is certified for operation prior to operation on Skerries Sailing Club's property.
- Work through the liaison person assigned by Skerries Sailing Club.
- Take all safety precautions with systems or work, equipment, personal protection, etc.
- Report any accidents or dangerous occurrences to Skerries Sailing Club's Safety Officer and if required, the HSA.
- Follow strictly the terms of any 'Permit to Work' system.
- Ensure that all staff is trained in evacuation and emergency procedures.
- Not to use any Skerries Sailing Club's equipment without the express written permission of the liaison person.
- Comply with all safety legislation and in particular the Safety Health and Welfare at Work Act of 2005.

## **REPORTING OF ACCIDENTS/INCIDENTS**

**(To include 'near misses' and dangerous occurrences)**

Incident – where a dangerous or potentially dangerous occurrence happened but where there were no injuries.

Accident - means an incident arising out of which a person carrying out work, results in personal injury.

Every accident/incident must be reported to the Safety Officer or to a Flag Officer.

All accidents/incidents must be investigated by either the Senior and/or Junior Committee in conjunction with the Safety Officer. A copy of the investigation report may be retained by the Safety Officer.

Accident/Incident report can be obtained from the Safety Officer or Operations manager.

The club will comply with statutory obligations under the Safety, Health and Welfare at Work Act to report all fatal or potentially fatal accidents to the HSA, immediately by telephone (1890 289 389) and then in writing using the Incident Reporting Form (available on [www.hsa.ie](http://www.hsa.ie)) or via HSA for IR1.

Reportable accidents to employees (resulting in absence from work of more than 3 consecutive days) shall be reported to the HSA using either the on-line reporting form or using form IR1.

Accidents relating to members of the club shall be reported to the Safety Officer via the Club Accident Report form.

A monthly report of all accidents/incidents will be sent to the Senior Committee by the Safety Officer.

## **HAZARDS AND RISKS**

### **INTRODUCTION**

This section outlines a general method for identifying the hazards and assessments of the risks on SSC property and in compliance with the Safety, Health & Welfare at Work Act 2005, Section 19.

The section outlines some of the hazards applicable to the premises and activities of SSC, the associated risks and the controls in place to minimise those risks.

The Risk Assessment shall be used to facilitate the objective of eliminating or reducing work-related hazards through the following prioritised order -

- (a) Elimination of the risk
- (b) Minimise the risk
- (c) Isolate the risk
- (d) Bar access to hazard zones
- (e) Use of PPE (Personal Protective Equipment)

### **HAZARD IDENTIFICATION & RISK ASSESSMENT**

The Safety Health & Welfare Act 2005 Pt 3, Section 19(3) requires the identification of hazards and an assessment of the risk to safety and health in the workplace.

A *Hazard* is defined as any substance, article, material or practice, which has the potential to cause harm.

A *Risk* is the likelihood of a specified undesired event (accident, incident, dangerous occurrence, near miss, etc.) occurring within a specified period or in specified circumstances.

The Club undertakes to identify hazards in the place of work under its control and assess the risks presented by those hazards. This undertaking is referred to as the “Risk Assessment” and shall

In addition, this Risk Assessment will be reviewed by The Club where –

- (a) There has been any significant change in the matters to which it relates or,
- (b) There is any reason to believe that it is no longer valid

## **RISK ASSESSMENT.**

The identification and assessment of risks under the control of The Club is assessed in 7 areas of operation:

- Boat Yard
- Car Park
- Boat Sheds
- Bar/Kitchen
- Rescue Boats
- Punt Boats
- Race Management Boats

**Area of Operation – Car Park and Boat Sheds.**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Fuel Store	Fire	Fire extinguisher (In shed beside the fuel store)	Y
		Secure Padlock	Y
		SOP	Y
		“EX” sign at point of entry	Y
Refuelling	Fire	SOP	Y
Power Lines	Electrocution	Warning Sign ( <i>No longer a power line across the building</i> )	
Ground Drain	Trip	Replace drain cover	Y
Fire Escape	Blocking	Keep-Clear sign	Y
Fall		Danger sign	Y
Vehicles	Personal Accident	Warning Sign	Y
Main Road	Cars	Procedure + warning signage	Y

**Area of Operation - Boat Yard.**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Boats &	Injury	Control access via locking gate	Y
Trailers		Warning sign at entrance	Y
Boat Racks	Contact Injury/fall	Warning sign at end of rack system.	Y
Boat trailers	Contact Injury	Advisory note for all members.	Y
		Warning sign at entrance	Y
General	Injury/ Unauthorised access	Security systems at gate	Y
		Dual locking system in place	Y



**Area of Operation - Kitchen**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Gas supply	Explosion	Turn off gas after use Notice at source & in regulations	Y Y
Bottled Gas	Explosion	Store bottle gas externally only SOP for storage of GAS	Y Y
Electricity	Shock	Mains switch off after use Notice at source & in regulations	Y Y
Floors	Slip/fall	Clean after use/ Warning sign	Y
Rodents	poisoning	Rentokil contract HASOP training	Y Y
Kitchen Equipment	cuts/burns	Only trained personnel given access All equipment to ISEN std	Y Y
Food Supplies	Poisoning	Use Certified suppliers only	Y
Fire	Burns	Extinguishers & Fire blankets Installed & inspection schedule in place SOP in place	Y Y

**Area of Operation – Bar.**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Floor	Slip	Non-slip flooring behind bar	Y
Heavy Weights	Back injury	Proper racking system for heavy boxes. Information leaflet/training for staff	Y N
Passageways	Trip	Signage to keep passages/stairs clear Of obstructions	Y
General Area	Fire	Extinguisher (2kg CO2)	Y
Bar Stores	Fire	2 x Powder Fire Extinguishers	Y

**Area of Operation – Club Punt Boats/Slip/Pier**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Embarking	Fall/drown	Information to members	Y
Disembarking		SOP for Punt Operators	Y
Breakdown	Exposure	MEL for operators	Y
Sinking	Drown	Inspection roster for boats	Y
Contact with Other boats	Injury	Minimum driver qualification	Y
		Operating standards (SOP)	Y
Man Overboard		1 <sup>st</sup> Aid Kit on board	Y
		Recovery System	Y
Overloading	Capsize	Operating standards	Y
Slipway	Falls	program of seaweed dispersal	Y
Pier/Ladder	Falls	Liason with FCC re handrails	Y

**Area of Operation – Club Race Management Boats.**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Embarking/ Disembarking	Fall/ Drown	Storage of boats in calm/safe waters.	Y
		Information leaflet to users	Y
Breakdown	Exposure	MEL for BOAT	Y
Sinking	Drown	Inspection roster for boats	Y
		MEL for Boats	Y
Contact with Other boats	Injury	Minimum driver qualification	Y
		1 <sup>st</sup> Aid Kit on board	Y
Man Overboard		Recovery system	Y

**Area of Operation – Club Rescue Boats.**

<b>Hazard</b>	<b>Risk</b>	<b>Proposed Control Mechanism</b>	<b>In place Y/N</b>
Launch/ Recovery	Slip Injury	SOP for launch/recovery	Y
Breakdown	Exposure	MEL for BOAT Pre-launch checklist	Y Y
Sinking	Drown	Inspection roster for boats	Y
Contact with Other boats	Injury	Minimum driver standards 1 <sup>st</sup> Aid Kit on-board.	Y

**FIRE PREVENTION MEASURES (Fire-fighting equipment list & location)**

No	Type	Location
1	6lt Foam	Sailing Function room downstairs
2	6lt Foam	Sailing Function room downstairs
3	Fire Blanket	1 <sup>st</sup> Floor Kitchen
4	3kg Powder	Bar Storeroom
5	6kg Powder	Bar Storeroom
6	2kg CO2	Downstairs bar area
7	9lt Water	Upstairs lounge
8	2kg Powder	1 <sup>st</sup> floor Kitchen
9	Fire Blanket	Bar Stores
10	6lt Foam	Lounge
11	2kg CO2	Lounge – behind bar
12	9lt Water	Function room
13	9lt Water	Snooker Room
14	6kg Powder	Front Hall downstairs
15	9kg Powder	Boat Shed
16	9kg Powder	Fuel Shed
17	6kg Auto Pdr	Boiler house.
18	6Kg powder	Committee boat

**STANDARD OPERATING PROCEDURE**      **Nbr**      **1**

REF	Fire & Emergency
DATE	10 APR 2011
VERSION	1.

**Emergencies:**

In the event of an emergency Skerries Sailing Club have the following procedures in place:

**Raising the Alarm:**

The Fire Alarm can be activated by operating one of the many Fire Call Points situated though out the building. Fire Call Points are usually situated at Fire Exits or in Fire Escape routes.

If it is safe to do so, call the Fire Brigade using a Telephone.

When calling the Fire Brigade the following procedure should be used:

1. Dial 999 or 112 (once an outside line has been required).
2. You will be asked – ‘which service do you require?’ – ask for the Fire Brigade.
3. You will then be asked, ‘your name, telephone number (01) 8491233 and full address’ (Give information you are asked for clearly and calmly. DO NOT hang-up until the correct information is repeated back to you).
4. After you have completed the call, evacuate the building following the established procedures.
5. Report incident to the Commodore/Safety Officer as soon as possible.

**STANDARD OPERATING PROCEDURE**      **Nbr**      **2**

REF	Storage of GAS incl LPG
DATE	10 APR 01
UPDATE	10 Feb 2013.
VERSION	1.

**Hazard.**

L.P.G. (normally sold as BRUTANE or PROPANE) is supplied as a liquid under pressure and subsequently vaporised for use as a fuel. The main hazards associated with L.P.G. are leakage (as a gas it will sink to the lowest possible level) followed by ignition (when mixed with air it is highly flammable and potentially explosive).

**Controls:**

1. Store all cylinders (full or empty) externally in a secure well ventilated compound. Do not store below ground level, or adjacent to openings into buildings or drains. Compound gates should open outwards.
2. Keep storage areas clear of combustible materials and ignition sources and clearly mark with warning, no smoking and fire procedure signs.
3. Provide and maintain suitable fire fighting equipment e.g. dry powder extinguishers, and ensure it is readily accessible.
4. Store cylinders in an upright position. Do not stack above 2.5m high and leave sufficient space for access, cylinder removal and fire fighting.
5. Ensure all work on gas appliances is carried out by a competent person. Check with suppliers for advice.
6. In rooms where L.P.G. appliances are used, ensure plenty of high and low level ventilation and provide a readily accessible isolation point to switch off the supply quickly in the event of an emergency.
7. Have all appliances and flues regularly checked and maintained. Carry out visual checks for damage to pipe work and flexible hoses.
8. Turn off cylinder valves at the end of each working day, and change cylinders away from ignition sources in a well ventilated place (preferable outside).

Note: Carbon Monoxide alarms are now fitted in the beer cooler cellar.  
Servicing is by contract with supplier

**STANDARD OPERATING PROCEDURE**

**Nbr 3**

REF

Fire Extinguisher Storage

DATE

10 NOV 06

VERSION

2.

Update

1<sup>st</sup> July 2012.

**Hazard**

Risk of asphyxiation in high concentrations – Medium.

Risk of damage to feet from cylinders – Medium

Risk of explosion – Low

**Controls:**

1. Cylinders/Bottles always strapped – never free standing.
2. Employees trained in correct procedures for opening valves and using gasses.
3. Personal protection (safety glasses, safety boots, overalls) to be worn.
4. Adequate and suitable storage facilities for gas bottles.
5. Supervision to ensure safety.
6. All equipment well maintained.
7. Obtain service contract with outside supplier for maintenance & testing.
8. Signage on all cylinders.
9. Scheduled inspection system by provider

**Installation and Type.**

No	Type	Location
1	6lt Foam	Sailing Function room downstairs
2	6lt Foam	Sailing Function room downstairs
3	Fire Blanket	1 <sup>st</sup> Floor Kitchen
4	3kg Powder	Bar Storeroom
5	6kg Powder	Bar Storeroom
6	2kg CO2	Downstairs bar area
7	9lt Water	Upstairs lounge
8	2kg Powder	1 <sup>st</sup> floor Kitchen
9	Fire Blanket	Bar Stores / Kitchen
10	6lt Foam	Lounge
11	2kg CO2	Lounge – behind bar
12	9lt Water	Function room
13	9lt Water	Snooker Room
14	6kg Powder	Front Hall downstairs
15	9kg Powder	Boat Shed
16	9kg Powder	Fuel Shed
17	6kg Auto Pdr	Boiler house.
18	6Kg Powder	Committee Boat

<b>STANDARD OPERATING PROCEDURE</b>	<b>Nbr</b>	<b>4</b>
REF	Explosion Protection Document	
DATE	10 Nov 06	
VERSION	1.	
Update	1 <sup>st</sup> July 2011.	

**Hazard:**

Storage of Petrol & Diesel fuel for Club Boats.

**Risk:**

Fire/Explosion/Burns

**Controls**

1. All fuel to be stored exclusively in lockable Fuel Shed.
2. Door to be reinforced with steel frontage.
3. Storage should comply with the 99/92/EC Atex Workplace Directive (2003)
4. Access to keys for fuel-shed to be strictly controlled by Operations Manager
5. Fuel to be stored in containers which are CE marked and compliant with SI.83 of 1998 (Atex Product Regulations)
6. The workplace must be classified into Zones with 'Ex' Signs marking points of entry and Equipment used in these zones must comply with the 94/92/EC Atex Equipment Directive.
7. Maximum quantity of Petrol permitted in storage at any time shall be : 150l
8. Maximum quantity of Diesel permitted in storage at any time shall be : 50l

**Explosion Protection Document (EPD)**

- Site Area Identification - Locked shed attached to boat shed.
- Substances stored - Petrol & Diesel fuel
- Protection measures - Fire Extinguisher
  - Authorised keyholders only
- Gas Control - Vented doorway
- Ignition Control - Warning signage
- Means of escape - Egress from open area in front of store
- EPD periodic review. - Yearly.

**STANDARD OPERATING PROCEDURE**

**Nbr 5**

REF

Electrical installations

DATE

10 Nov 06

VERSION

1.

UPDATE

Nov 2011.

**Hazard:**

Electricity/High Voltage

**Risk:**

Risk of electrocution – High

Risk of fire - High

**Controls:**

1. All electrical wiring in accordance with standards laid down in Electricity Regulation 1993 and E.T.C.I. Codes of Practice.
2. 30mA R.C.D. provided on all socket outlets over 125v AC.
3. Low voltage hand tools (110v) and hand lamps (24v) used in damp or confined situations and in the open.
4. Regular testing of all circuits for insulation and earth continuity.
5. Safe Work Practices followed.
6. Only competent personnel allowed to work with electricity.
7. All equipment well maintained.
8. Safety signs to be provided where necessary.
9. Safety Sign at exit to Car Park to notify Boat Owners of overhead wires.
10. Safety notices to be placed in club for information of members.



**STANDARD OPERATING PROCEDURE****Nbr 6**

REF

1<sup>st</sup> AID Kits

DATE

10 Nov 06

VERSION

1.

Updated

1<sup>st</sup> July 2012.**RECOMMENDED CONTENTS FOR FIRST AID BOX**

MATERIALS	First Aid Travel Kit Contents	FIRST – AID CONTENTS		
		Persons	Persons	Persons
Adhesive plasters	12	12	20	40
Sterile Eye Pads (Bandage attached)	0	0	2	4
Individually Wrapped Triangular Bandages	2	2	6	6
Safety Pins	2	2	6	6
Medium Individually Wrapped Sterile Unmediated Wound Dressings (approx. 10 x 8 cms)	0	0	6	8
Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 13 x 9 cms)	1	1	2	4
Extra Large Individually Wrapped Sterile Unmediated Wound Dressings (approx. 28 x 17.5 cms)	0	0	3	4
Individually Wrapped Wipes	8	8	8	10
Paramedic Shears	1	1	1	1
Pairs of Latex Gloves	1	1	2	2
Watergel	1	1	1	1

**1<sup>st</sup> AID KIT LOCATIONS**

Rescue Rib #2

Rescue Rib #3

Rescue Rib #4

Rescue Rib #5

Upstairs Bar

Race Office

Committee Boat (Inis Rua)

Punt Service Main Boat

(Additional 1<sup>st</sup> Aid kits to be located on any boat acting as a Rescue Boat)

Kitchen + burns kit

<b>STANDARD OPERATING PROCEDURE</b>	<b>Nbr</b>	<b>7</b>
REF	Rescue Boat MEL	
DATE	10 APR 06	
VERSION	2.	
UPDATE	Mar 2013.	

## RESCUE BOAT MINIMUM EQUIPMENT LIST

The following list of equipment is the minimum that must be carried in SSC Rescue RIB. A grab Bag containing smaller items & 1<sup>st</sup> Aid Kits are now installed in separate lockers for each RIB (2-5) in the boat shed. Grab Bag to be taken afloat by RIB drivers & returned after recovery.

**Anchor** Suitable size and type, fitted with sufficient chain and line for the operating areas.

**Towing Warp** At least 1 warp.

**Painter** Length overall slightly less than 1 x boat length

**Fuel Tank** Correct tank for the craft.  
Capacity must be sufficient for task plus 25% reserve.  
Minimum 75% levels in the tank prior to launch.

**Paddles** 2 x paddles securely stowed.

**Bailer** secured to craft.

**VHF** Tested prior to launch. (May be handheld).

**Boat Hook**

**Knife** Sheathed/protected knife capable of cutting ½ inch rope.

**1<sup>st</sup> Aid Kit** Secured in a protected area of the craft.

**Crew** Capable of providing *active* assistance to the Helm.

**STANDARD OPERATING PROCEDURE**

**Nbr 8**

REF

Rescue Boat  
Launch/Recovery

DATE

11 APR 06

VERSION

2.

UPDATE

Feb 2013.

**RESCUE BOAT LAUNCHING & RECOVERY PROCEDURE.**

Before the RIB is permitted to leave the yard the HELM must complete the RIB LOG which is located in the Boat-shed & place GRAB BAG onto RIB.

- Raise the outboard
- Remove the bow eye tie-down and straps.
- Make sure the winch strap is properly attached to the bow eye and that the strap will run freely when released.
- Ensure the drain flaps are up and drain plug in.
- Attach a line to the bow and the stern of the boat so the boat does not drift away after launching and can be easily maneuvered.
- Inspect the launch ramp for hazards such as a steep drop off, slippery areas, seaweed or sharp objects.
- Make sure the slip is not too slippery and has adequate depth to float off.
- Check for current or waves which might damage the boat coming off the trailer
- Evaluate the pitch and length of the slip compared to the length of the boat and trailer.

**Launching**

Line the boat and tow vehicle up with the slip in a straight line.

Back down the ramp slowly, using someone at the back of the boat to guide you. The ideal situation is to have one person in the boat and one observer at the water's edge in view in the driver's mirror to help guide. Submerge the trailer only as much as necessary to float the rib off

If possible, keep the rear wheels of the vehicle out of the water. This will generally keep the exhaust pipe out of the water. (Alternatively the trailer is sometimes reversed down the slip using a towrope. This method is not recommended as it provides poor control of the trailer)

Set the handbrake firmly.

Make sure someone on shore is holding the lines attached to the rib.

At this point, the boat should be able to be launched with a light shove. Release the winch when the driver is ready and allow the rib to run backwards into the water then disconnect the winch line from the bow. Move the rib away from the slip and recover the trailer so others may use the slip

Lower the engine and look for fuel leaks.

After the normal checks start the engine and make sure that water is passing through the engine cooling system.

### **Recovery**

The steps for removing it from the water are basically the reverse of those taken to launch it. However, keep in mind that certain conditions may exist during retrieval that did not exist during launching. As you approach the ramp, take special care to note such factors as:

Change in wind direction and/or velocity.  
Change in current and/or tide.  
Increase in boating traffic and activity on the slip.  
Visibility, etc.

- First, unload the boat at a pier if possible. Next, evaluate the slope and length of the ramp when compared to the length of the boat and trailer, if you launched at that slip and there is no change in water level then it is simple. Line the tow car and trailer up with the ramp and back down the ramp slowly.
- Submerge the trailer only as much as necessary to float or roll the boat on. If you cannot get the car far enough down the slip you will have to use a towrope strong enough to recover the rig.
- Attach lines to bow and stern and preferably hand them to someone on shore.
- Gently maneuver the boat onto the trailer and attach the trailer's winch clip. Once the boat is straight on the trailer, double check to make sure the winch strap is securely attached to the bow ring and all lines are free of the undercarriage of the trailer. Make sure the engine tilt is locked up.
- Then winch the boat onto the trailer and secure the bow ring to the trailer with lashing.
- Gently pull the trailer forward, making sure not to spin the car wheels, especially when the rib weight comes on the trailer. Once tires start spinning traction is lost and it can be almost impossible to get the trailer up the slip. If the wheels start spinning, try to add more weight on the driving wheels of the car. Be careful about having people climb onto bumpers etc as they could be injured.
- Finally, drive the trailer with the boat aboard carefully off the slip to an area where you can cleanup, reload, and secure it for transport.

## **STANDARD OPERATING PROCEDURE**

**Nbr 9**

REF

PUNT Operations

DATE

1 AUG 06

VERSION

3.

Updated

15<sup>th</sup> May 2013.

### **PURPOSE**

To define Operating Procedures and Safety Limits for Punt Operators to provide an effective and safe service to members.

### **PRECHECKS**

Check current Weather Forecast for the relevant Period of Operation. Where available check Log of Windspeed and Direction indicators if available.

### **COMMUNICATIONS TO MEMBERS**

All Punt Operators commencing shift shall advise complete details of their proposed operations on the Blackboard and leave same for display in the Lobby area in full view of any members arriving to the club.

Information required for display include -

- Times of Operation (including Break-times)
- Location of Operation (main slip, back slip, etc)
- Phone contact (if not on-the-water).
- RED flag (if applicable)

### **EQUIPMENT LIST**

Punt Operator shall ensure that punt is properly equipped before duty commences. I.E. –

- Operating VHF
- Operating Engine
- Sufficient Fuel
- Back-up communications (phone or handheld)
- Anchor.
- Warps and mooring lines.
- Fenders
- Bailer and/or Pump.
- Appropriate Protective Clothing for conditions.
- 1<sup>st</sup> AID KIT

### CAPACITY CONSTRAINT

Capacity constraints shall be rigidly adhered to by all Operating Personnel.  
Constraints are as follows –

PUNT VESSEL	MAXIMUM CAPACITY(excl Skipper)
19ft Speedliner	10 pax (inner mooring) 8 pax (outer Mooring)

(Inner Mooring defined as those located within the protection of the harbour walls)

NOTE – In certain weather conditions at the discretion of the Punt Operator, this capacity may be REDUCED for safety reasons.

### OPERATING LIMITS –

Wind Direction	Wind Speed	Limit of Operations
N.W	7 +	Inner Moorings
N	5 +	Inner Moorings
N	6 +	No Launch
N.W – N	7 +	No Launch
N.E.	5 +	Inner Moorings
N.E.	6 +	No launch
E	5 +	Inner Moorings
E	7 +	No launch
S.E.	6 +	Inner Moorings
S to W	7 +	Inner Moorings
S.E – W	7 +	No launch.

### STAND-DOWN

If current weather is outside permitted Club Operating Limits, Punt Operator shall not go afloat without permission from Operations Manager or Committee Member.

In such circumstances the use of a RIB may be authorized if there is an urgent requirement for punt operations in order to secure a members vessel which is in danger of coming adrift.

In such cases the Punt Operator shall fly a RED flag from the yard-arm and remain on station at the Club unless given permission to stand-down by the operations Manager.

Should the service be stood down the operators will fly a **RED** flag from the club yardarm and advise contact details on the blackboard in the lobby.

**SAFETY DISCRETION.**

- The Punt Operator at all times has the authority to decline to operate a service if in their opinion the conditions are considered unsafe. Such decisions must be communicated to the Operations Manager.
- The Punt Operator at all times has the authority to decline to come alongside a vessel which he considers to be unapproachable for safety reasons.
- Under no circumstances can the Punt Operator carry members not wearing appropriate buoyancy aids/life jackets.
- The Punt Operator may decline to carry members who have not paid Punting Fees.
- The Punt Operator may decline to carry members who appear intoxicated.

**STANDARD OPERATING PROCEDURE**      **Nbr**      **10**

REF	Rescue Cover/Supervision.
DATE	May 08
VERSION	2.
UPDATE	Feb 2012.

**Purpose :**

To provide club parameters for provision of adequate levels of rescue cover during club racing events.

**Decision to Participate:**

In all cases it is the responsibility of the skipper of each boat to decide whether the conditions are suitable for his/her skill level and that of his/her crew.

The OOD on the day has the authority to postpone, cancel or abort racing if in his/her opinion the prevailing conditions warrant.

**Controls - Senior Racing.**

Ratio of rescue boats\* to dinghies      1:9

\* Mark Laying boats can count toward fulfilling required ratio.

**Controls - Junior Racing**

Ratio of rescue boats to dinghies	(level 1 & 2)	1:6
	(level 3 )	1:8
	(fun level)	1:10

**Controls - On-shore Supervision**

In addition, junior events shall have the same ratio of adult supervision when onshore.

A designated adult shall be responsible on the slipway to assist with launch/recovery and to provide traffic management for juniors taking boats to/from the boat yard.

A second designated adult shall be responsible for boat yard coordination and to direct juniors to/from the slipway area.



**STANDARD OPERATING PROCEDURE****Nbr 11**REF  
DATE  
VERSIONSafety Audit Schedule.  
May 08  
1.**Purpose.**

To define appropriate timeline for conducting of Club Safety Audit.

<b>Area of Audit</b>	<b>Schedule</b>	<b>Audit Details</b>
Boat yard & Car Park	Annual Monthly	Full safety & risk Audit walk-around by manager
Punt	Annual Sea Check  Monthly  Daily	Full pre-launch safety & risk audit Safety Officer check of equipment list compliance MEL compliance by punt operator.
RIBS	Annual Sea Check  Annual Sea Check Monthly  Daily	full pre-launch safety & Risk audit. Full safety & risk audit Safety Officer check of equipment list compliance & Log book updates MEL compliance by Driver & log-book updates
Race Comm Boats	Annual Sea Check  Monthly  Daily	Full pre-launch safety & risk audit Safety Officer check of equipment list compliance. check by driver/operator.
Showers/Changing	Annual Weekly	Full safety & risk audit. Inspection by manager. Cleaning roster update

**STANDARD OPERATING PROCEDURE**

**Nbr 12**

REF

Precautions using roadways.

DATE

Feb 10

VERSION

3.

Update

1<sup>st</sup> July 2011.

**Purpose.**

To describe how SSC proposed to manage safety of junior members whilst using the main road to access the slipway.

When children are leaving the Sailing Club yard they must walk along the road to access the sea at the slipway. This constitutes a hazard. During coaching sessions and events an adult must be present to stop the traffic and allow the children safe passage across the road before proceeding to the slipway. When returning to the Sailing Club yard children must be encouraged to firstly cross the road at the slipway and then walk towards the Sailing Club yard.

**Safety Wardens.**

Where possible adult safety wardens shall wear reflective Bibs and carry a red flag to warn oncoming traffic of children using the roadway.

Wardens must be briefed beforehand about awareness of their own safety and that of their charges when REQUESTING road users comply with their requests.

Wardens must also be briefed on use of polite non-threatening communications with the public at all times and be aware that their role has no back-up under road Traffic Acts.

**STANDARD OPERATING PROCEDURE**      **Nbr**      **13**

REF      ISA Small Boat Training Scheme  
 DATE      Feb 09  
 VERSION      1.

**Purpose.**

To identify and control all aspects of the commercial ISA Small Boat Training scheme undertaken by SSC each summer encompassing Instructors, Equipment and Safety.

Instructor Qualifications:

**Appropriate ISA Dinghy Instructor Level supervised by ISA Senior Instructor**

Ratios:

<b>Levels 1 &amp; 2: 1:6</b>	<b>Level 3: 1:10</b>	<b>Level 4: 1:12</b>
When the total number of participants in a particular level is greater than the permitted ratio for that level, extra instructors are required.		
In those circumstances, each instructor must only instruct up to the permitted ratio.		
Only in exceptional circumstances, authorised by the Senior Instructor, will a combination of groups of the same level be permitted to be instructed together by a group of instructors		

<p><b>Clothing &amp; Equipment:</b>  <b>Instructor:</b></p> <ul style="list-style-type: none"> <li>• Instructor must be prepared to enter the water immediately and at any time and must be dress appropriately for conditions</li> <li>• Appropriate personal floatation device</li> <li>• Knife</li> </ul>	<p><b>Participant:</b>  <b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Appropriate Personal Floatation Device</li> <li>• Wetsuit, steamer or dry suit</li> <li>• Footwear (wetsuit booties, trainers or sandals)</li> <li>• Waterproof Cagoule (discretionary)</li> </ul>
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General:

- Instructor running session must complete session plan prior to session
- Session must fit with programme for appropriate level of ISA SBSS. Deviations from this must be authorized by SI.
- Instructor must get permission to launch from Senior Instructor before launching sailing boats
- Instructor running session responsible for ensuring that suitable safety boat is on hand and ready for use, prepared and equipped with safety equipment and that any outboard engine is securely fastened.
- Instructor running session must check each boat prior to launch to ensure it is rigged/fitted out correctly.
- Instructor running session must check each participant prior to launch to ensure they are kitted out correction.
- If conditions afloat appear to be marginal instructor should check sailing area themselves before launching course participants.
- Instructor must be aware of forecast weather and tidal conditions prior to embarking on session.
- Instructor must ensure that all participants have taken down their sails during lunchtime.
- Instructor must ensure that all participants have fully derigged and stored their boats neatly in the allocated spaces at the end of each day.
- This session is ISA approved and as such is subject to guidelines issued by them.
- Instructor must provide appropriate briefing to participants at the start of the session and prior to launch including:
  - Launching procedure
  - Defined sailing area
  - Always stay within the boat
  - Recall signal
  - Recovery procedure
- Instructors must ensure that the areas of the Clubhouse and grounds which they use are left in a good and tidy condition by the participants at the end of each session.

<b>Activity</b>	
Dinghy Sailing – Optimist	
<b>Course Type:</b> Start Sailing – Level 1	<b>Training scheme:</b> ISA Small Boat Sailing Scheme
<b>Operating Area:</b> Skerries Bay	
<b>Group Type:</b> Juniors – age range from 9 – 15	
<b>Staff Qualifications:</b> ISA Dinghy Instructor supervised by ISA Senior Instructor	
<b>Ratios:</b> 1:6 in up to 6 Boats	
<b>Clothing &amp; Equipment:</b> <b>Instructor:</b> <ul style="list-style-type: none"> <li>• Instructor must be prepared to enter the water immediately and at any time and must be dress appropriately for conditions</li> <li>• Appropriate personal floatation device</li> <li>• Knife</li> </ul>	<b>Participant:</b> <b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Appropriate Personal Floatation Device</li> <li>• Wetsuit, steamer or dry suit</li> <li>• Footwear (wetsuit booties, trainers or sandals)</li> <li>• Waterproof Cagoule (discretionary)</li> </ul>
<b>General</b> <ul style="list-style-type: none"> <li>• Instructor must get permission to launch from Senior Instructor before launching sailing boats</li> <li>• Instructor running session responsible for ensuring that suitable safety boat is on hand and ready for use, prepared and equipped as per appropriate SOP.</li> <li>• Instructor running session must check each boat prior to launch to ensure it is rigged/fitted out correctly.</li> <li>• Instructor running session must check each participant prior to launch to ensure they are kitted out correction.</li> <li>• Instructor running session must complete session plan prior to session</li> <li>• Session run must fit within programme for basic skills course. Deviations from this must be authorized by SI.</li> <li>• If conditions afloat appear to be marginal instructor should check sailing area themselves before launching course participants.</li> <li>• Instructor must be aware of forecast weather and tidal conditions prior to embarking on session.</li> <li>• This session is ISA approved and as such is subject to guidelines issued by them.</li> <li>• Instructor must provide appropriate briefing to participants at the start of the session and prior to launch including: <ul style="list-style-type: none"> <li>• Launching procedure</li> <li>• Defined sailing area</li> <li>• Always stay within the boat</li> <li>• Recall signal</li> <li>• Recovery procedure</li> </ul> </li> </ul>	

<b>Activity</b> Dinghy Sailing – <b>Optimist</b>	
<b>Course Type:</b> Basic Skills Course – Level 2	<b>Training scheme:</b> ISA Small Boat Sailing Scheme
<b>Operating Area:</b> Skerries Bay	
<b>Group Type:</b> Juniors – age range from 7 – 15	
<b>Staff Qualifications:</b> ISA Dinghy Instructor supervised by ISA Senior Instructor	
<b>Ratios:</b> 1:6 in up to 6 Boats	
<b>Clothing &amp; Equipment:</b> <b>Instructor:</b> <ul style="list-style-type: none"> <li>• Instructor must be prepared to enter the water immediately and at any time and must be dress appropriately for conditions</li> <li>• Appropriate personal floatation device</li> <li>• Knife</li> </ul>	<b>Participant:</b> <b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Appropriate Personal Floatation Device</li> <li>• Wetsuit, steamer or dry suit</li> <li>• Footwear (wetsuit booties, trainers or sandals)</li> <li>• Waterproof Cagoule (discretionary)</li> </ul>
<b>General</b> <ul style="list-style-type: none"> <li>• Instructor must get permission to launch from Senior Instructor before launching sailing boats</li> <li>• Instructor running session responsible for ensuring that suitable safety boat is on hand and ready for use, prepared and equipped as per appropriate SOP.</li> <li>• Instructor running session must check each boat prior to launch to ensure it is rigged/fitted out correctly.</li> <li>• Instructor running session must check each participant prior to launch to ensure they are kitted out correction.</li> <li>• Instructor running session must complete session plan prior to session</li> <li>• Session run must fit within programme for basic skills course. Deviations from this must be authorized by SI.</li> <li>• If conditions afloat appear to be marginal instructor should check sailing area themselves before launching course participants.</li> <li>• Instructor must be aware of forecast weather and tidal conditions prior to embarking on session.</li> <li>• This session is ISA approved and as such is subject to guidelines issued by them.</li> <li>• Instructor must provide appropriate briefing to participants at the start of the session and prior to launch including: <ul style="list-style-type: none"> <li>• Launching procedure</li> <li>• Defined sailing area</li> <li>• Always stay within the boat</li> <li>• Recall signal</li> <li>• Recovery procedure</li> </ul> </li> </ul>	

<b>Activity</b> Dinghy Sailing – <b>Mirror / Optimist</b>	
<b>Course Type:</b> Improving Skills	<b>Training scheme:</b> ISA Small Boat Sailing Scheme
<b>Operating Area:</b> Skerries Bay	
<b>Group Type:</b> Juniors – age range from 11- 16	
<b>Staff Qualifications:</b> ISA Dinghy Instructor supervised by ISA Senior Instructor	
<b>Ratios:</b> 1:10 in up to 10 single handed boats (optimist/laser/topper) or 1:12 in up to 6 double handed boats or (mirror/pico/420) 1:9 in up to 3 boats (GP14, wayfarer etc)	
<b>Clothing &amp; Equipment:</b> <b>Instructor:</b> <ul style="list-style-type: none"> <li>• Instructor must be prepared to enter the water immediately and at any time and must be dress appropriately for conditions</li> <li>• Appropriate personal floatation device</li> <li>• Knife</li> </ul>	<b>Participant:</b> <b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Appropriate Personal Floatation Device</li> <li>• Wetsuit, steamer or dry suit</li> <li>• Footwear (wetsuit booties, trainers or sandals)</li> <li>• Waterproof Cagoule (discretionary)</li> </ul>
<b>General</b> <ul style="list-style-type: none"> <li>• Instructor must get permission to launch from Senior Instructor before launching sailing boats</li> <li>• Instructor running session responsible for ensuring that suitable safety boat is on hand and ready for use, prepared and equipped as per appropriate SOP.</li> <li>• Instructor running session must check each boat prior to launch to ensure it is rigged/fitted out correctly.</li> <li>• Instructor running session must check each participant prior to launch to ensure they are kitted out correction.</li> <li>• Instructor running session must complete session plan prior to session</li> <li>• Session run must fit within programme for basic skills course. Deviations from this must be authorized by SI.</li> <li>• If conditions afloat appear to be marginal instructor should check sailing area themselves before launching course participants.</li> <li>• Instructor must be aware of forecast weather and tidal conditions prior to embarking on session.</li> <li>• This session is ISA approved and as such is subject to guidelines issued by them.</li> <li>• Instructor must provide appropriate briefing to participants at the start of the session and prior to launch including: <ul style="list-style-type: none"> <li>• Launching procedure</li> <li>• Defined sailing area</li> <li>• Always stay within the boat</li> <li>• Recall signal</li> <li>• Recovery procedure</li> </ul> </li> </ul>	

**STANDARD OPERATING PROCEDURE**      **Nbr**      **14**

REF	Operation of Club Jeep
DATE	15 <sup>th</sup> May 2012
VERSION	2.

Purpose.

To establish safe procedures for use of SSC JEEP for launch/recovery of SSC rescue craft.

**Rules:**

1. The Jeep is only to be used for the launch and recovery of club rescue boats.
2. Only nominated members of the club are allowed to operate the Jeep.
3. Drivers must have a full drivers licence and be over 25 years.
4. No passengers are allowed on or in boats while been towed.
4. Driver **must** comply with Rules of the Road at all times.
5. The jeep must **NOT** be driven into to salt water – use a tow rope.
6. Never disengage the winch or remove ropes securing the boat until the last moment before launching (never at the top of the slipway).
7. Driver must NEVER leave the vehicle on the slipway unless engine is OFF, handbrake applied & vehicle is in-gear.
8. Never leave the jeep unattended while the engine is running.

**Before Starting:**

1. Check the fuel level.
2. Check tyres.
3. Ensure that all tow ropes and other equipment is secure.
4. Check that all lights and flashing lights are working.
5. Ensure that 2WD is engaged and **not** 4WD (using 4WD case excessive wear on tyres and will overload the engine and gearboxes on normal road surfaces).



**Working on slipways:**

1. Extreme caution when driving on slippery surface (wet, seaweed etc...).
2. All boats must be secured by rope to the trailer, winches are not sufficient to secure a boat.
3. When launching, the boat must be secure to the trailer until the last moment.
4. Where possible get another person as an observer when launching or recovering a boat.
5. A tow rope is to be used to recover boats, the jeep metal parts must not get wet.
6. If the driver must leave the cab on a slipway, ensure that the engine is switched off, the tractor is in gear and the handbrake is fully engaged before dismounting.
7. When reversing down a slipway the slower the better, and always be ready to stop suddenly.

**Towing:**

1. Check the condition of the trailer – wheels / winch etc...
2. If unsure about the trailer - do **NOT** tow it.
3. Always ensure that the trailer ball-hitch is fully locked.
4. Ensure that the safety rope or safety chain is over the ball-hitch.
5. The jockey wheel is retracted and secured.
6. The boat is secured by the winch and rope.
7. The boat engine fully tilted and clear of the road surface.
8. Any loose ropes or equipment is secured.
9. No passengers on or in the boat / trailer while moving.
10. When turning be aware of the overhang of outboard engines.
11. Extra attention must be paid the width of the trailer + boat, special when passing other road users or turning.

**After Use:**

1. Use the fresh water hose (rear of club), wash down the jeep, removing sand & dirt.
2. Ensure that all under body parts and both side of the wheels are washed.
3. Park the jeep in gear, and the handbrake engaged.
4. All doors & equipment is secure.
5. Return the tractor keys to the key rack.

**Important notes:**

1. All accidents or faults must to report to the sailing sec. as soon as possible.
2. 4WD is only to use on sandy and slippery surfaces when extra traction is required, and only when 2WD is not sufficient, return to 2WD is soon as possible.
3. Always drive within your limits, if you are not happy with conditions or the operation of the jeep – **STOP** and seek help or advice.
4. Outboard engines must be in the fully tilted position and only lower when parked in the boat shed.
5. Slow and sure is the best policy, along with extra awareness is required at all times. If unsure **STOP**.
6. When parking the jeep for short period remove the key, especially when children are about.
7. Seek help from other club members as an observer or help with traffic, especially when exiting from the club yard or at the top of slipways.
8. Never assume that other people known your intention, check twice and move once.

**STANDARD OPERATING PROCEDURE**      **Nbr**      **15**

REF	Child Protection
DATE	1st April 2013
VERSION	2.

**Introduction**

To safeguard both children using the Sailing Club, individuals involved with supervising children and with The Club itself, this SOP is intended to update Child Protection policies at Skerries Sailing Club.

In line with current legal requirements and with best practice at Skerries Sailing Club certain individuals must comply with The National Vetting Bureau (Children and Vulnerable Persons) Act 2012 . which comes into effect in 2013.

**LEGISLATION**

Legislation impacting on Garda Vetting:

- Civil Service Commissioners Act 1956
- Child Care Act 1991 – Sections 5; 61; 65
- Data Protection Act 1988/2003
- Children’s Act 2001 – Section 258
- Private Security Authority Act 2004
- National Vetting Bureau (Children and Vulnerable Persons) Act 2013

**Who will be Required to Undertake Garda Vetted?**

Those involved in ‘any work or activity which is carried out by a person , a necessary and regular part of which consists mainly of the person having access to, or contact with children in’; Skerries Sailing Club.

Within the Sailing Club, the following will require vetting:

- SSC uses qualified coaches to facilitate on the water training for all SSC programmes. To this end SSC will keep a panel of qualified coaches that may be called upon to provide training as needs arise.
- In keeping with the National Vetting Bureau (Children and Vulnerable Persons) Act 2013 all individuals on the approved panel of coaches must be vetted. Where

a coach is under 18 years of age permission to undertake Garda Vetting must be sought from their parent or guardian.

- All members of the SSC Junior Committee should be vetted
- The ISA Principal Contact

### **Who is exempt from vetting?**

The Act does not apply to an individual who does work in the course of a private arrangement for their own benefit, or for a child or vulnerable person who is a member of the individual's own family.

The Act does not apply to any work or activity undertaken in the course of a family relationship or to persons who assist occasionally and on a voluntary basis in certain activities or events be they school, sport or community related. This recognises the occasional but necessary involvement or assistance of parents or other persons. However, the Act will apply where such involvement includes coaching, mentoring, counselling, teaching or training of the children or vulnerable persons.

### **VETTING PROCESS**

The vetting process will take approximately 6 weeks dependant upon the prompt return of application forms. At present there is no cost to the person vetted. The Garda Vetting Unit only identifies if someone has convictions or prosecutions on record, it does not provide clearance for people to work with children and vulnerable adults. It is the responsibility of SSC to decide the suitability of candidates based on a range of relevant criteria including the results of Garda vetting.

### **GARDA VETTING**

The organisation has a Vetting Liaison Officer (VLO<sup>1</sup>) who is appointed by Skerries Sailing Club and is registered with the ISA. The VLO acts as liaison between ISA and SSC. They are responsible for distribution of all vetting application forms, submissions to and information received from the ISA. They are also responsible for maintaining the confidentiality of information received from both the individual and the ISA.

### **New Personnel – Recruitment and Selection**

Normal recruitment procedures apply i.e. interview with Junior Organiser and/or Senior Instructor/Centre Principal. In addition references are taken up as a minimum.

In undertaking Garda Vetting the following procedure applies:

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<sup>1</sup> The VLO for Skerries Sailing Club is the Centre Principal

1. During the recruitment stage an individual will be given a Garda Vetting application form. This policy detailing the process and what prosecutions/convictions may affect the employment position must be communicated to prospective employees at the time of application. Note: it may take six weeks to complete the vetting process which may impact on course delivery.
2. As part of the application process the individual will complete the vetting form and place it in a sealed envelope with their name, address and the position applied for. This is returned to the VLO within SSC.
3. If the applicant is successful through the interview stage the completed form will be processed by SSC and submitted to the ISA by the VLO. If the applicant is not successful the completed application form will be returned to the individual unopened.

Note: where a number of persons are undertaking vetting a batch form should be completed and submitted with individual vetting forms to the ISA by the VLO.

#### **Existing Personnel**

Any individual will be required to be re-vetted on changing their role within SSC where they are:

- Moving into a position where they will have unsupervised access to children
- Moving to a position where they will be making decisions regarding the welfare of children

All individuals will undergo re-vetting after 5 (five) years.

#### **Completing the Vetting Forms**

- The Garda vetting application form is required to be fully completed. Where a section does not apply the applicant should indicate as such.
- No time gaps can be left in the dates of residency at the declared addresses.
- The form must be signed and dated by the applicant.
- The Vetting Liaison Officer must confirm the identity of the applicant using a driving licence (with photograph) or passport and a utility bill showing the correct name and address.

**Note:** an incomplete Garda Vetting application will be returned unprocessed by the ISA - this will hold up the recruitment process.

*Residency Abroad*

Any individual resident for less than one year (taken from the date of the initial vetting application) in either Ireland or Northern Ireland will be checked again after 6 months and again one year later (i.e. 3 checks completed in 18 months).

If a police check has been obtained from the individual's originating country (confirm acceptability with ISA) Garda vetting will only be required after 6 months and again one year later (i.e. 2 checks plus originating country police check in 18 months).

**Completed Application Forms**

On receipt, completed application forms will be checked by the Vetting Liaison Officer for errors or omissions and photocopied<sup>2</sup>.

For new personnel the information will be verified against that given in an application form or a CV.

For existing personnel the Vetting Liaison Officer will verify the information on the Garda vetting form.

Having checked the form the VLO will then forward the completed form on to the ISA vetting officer.

**Return of Information**

The ISA will forward completed reports onto the candidate in respect of whom vetting has been requested.

The ISA will inform our VLO that the check has been completed and that the report has been sent onto the candidate.

The VLO will then contact the applicant and request to see their disclosure form.

Each application will be examined by the VLO to determine the suitability of the applicant for the position applied for/presently in situ.

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<sup>2</sup> Under the Data Protection Acts a vetting disclosure would constitute "sensitive personal information". Section 2 of the 1988 Act requires that such data shall be kept for "no longer than is necessary". As most disclosures will be returned with no convictions, it is usually decided not to keep these records and to record the outcome of the vetting process. However, for returned disclosures with relevant convictions which may deem them unsuitable, SSC should keep this information for a longer period of time (2 years).

### **Processing the Disclosed Information**

The assessment of suitability will depend on the nature of the position applied for/presently held, the self disclosure of any prosecutions or convictions and the seriousness, timing and any possible pattern that emerges of any information disclosed. The integrity of the applicant with regard to self disclosure or lack of disclosure on the initial application form will be considered.

On receiving information that may preclude the applicant, the original application form will be checked for each detail to ensure it is correct and that the disclosed information refers to the applicant.

If the applicant has self disclosed the information and this agrees with the disclosure from the Garda Central Vetting Unit the decision must be made depending on the type and nature of the offences disclosed.

If the applicant has not self disclosed and information is received from the Garda Central Vetting Unit the VLO should contact the candidate and request an explanation. The information provided by the candidate should be included when considering their suitability.

Disclosure of certain types of convictions/prosecutions will automatically preclude the applicant from a position working with children. Examples of offences that will automatically prohibit an applicant are:

- Any offence of a sexual nature
- Any offence against a child or of child abuse or pornography
- An offence that causes gross bodily harm
- An offence of kidnapping
- A series of continuous offending that might cause concern for the well-being of children

All decisions on the suitability of an applicant are a matter for Skerries Sailing Club. The ISA and An Garda Síochána will not be involved in such decisions.

### **Communication**

When the VLO is required to communicate with the applicant for any reason the following protocol will be adhered to:

- Communication should be in person or by phone
- The VLO will verify the person is the applicant
- No messages will be left

- No discussion will take place with any other person, spouse or partner
- The VLO will give an assurance of confidentiality

### **New Personnel**

Where the Vetting Liaison Officer finds no reason for the applicant not to be offered or recruited to the position, this will be communicated to the individual and the person responsible for the recruitment both verbally and formally through a letter stating the applicant is suitable to work with children.

Where the information disclosed by the Garda Central Vetting Unit and/or self disclosed by the applicant means that the individual is unsuitable they should be informed of such. The applicant should be allowed to withdraw their application.

### **Existing Personnel**

An assessment must be made of the suitability of the individual to hold their present position.

This decision will be made on an individual basis, based on the nature of the disclosed information and the initial self disclosure by the individual.

If the individual is deemed not suitable to work with children they will be afforded the opportunity to withdraw from their current position.

Where the individual is deemed suitable for their position this will be communicated to the individual in accordance with the communication procedure.

### **Disputes**

#### **1. Disputing Disclosed Information**

In the case of any disclosure being disputed by the applicant they should contact the ISA and obtain details on the appeals procedure:

#### **2. Disputing the Decision of the Vetting Liaison Officer**

The VLO has a responsibility to observe professional standards and will be cautious to recognise their own values and personal ethics in evaluating the seriousness and the relevance of an offence.

Any dispute concerning the decision of a VLO should be submitted in writing to the Commodore of Skerries Sailing Club.



Advice from the ISA and or 'Children First' Advice and Information Officer from the HSE as an independent advisor may be taken and this will be communicated to the individual in accordance with the protocol. The outcome of this decision will be final.



## SKERRIES SAILING CLUB – EMERGENCY ACTION PLAN

For **Training activity** (formal and informal) the Principal Instructor and Senior Instructor are responsible for ensuring all paperwork is up-to date (e.g. contact information, emergency contact and medical details) and that training is undertaken in line with the Club's and Centre's policies and procedures. This should be the first point of escalation and who will liaise with the Club committee.

For **non-training activity** (e.g. racing and social sailing [social sailing occurs when the Principal or Senior Instructor are not present]) then the Club's Vice-Commodore and Sailing Secretary are the point of contact. The OOD is responsible for ensuring that racing is conducted in accordance with the Club's policies and procedures. The OOD should be the first point of escalation and who will liaise with the Club committee.

### If an incident occurs:

1. **Protect Individuals**
  - Protect individuals from further harm
  - Ensure individuals life is not at risk - provide emergency first aid if necessary
  - Isolate the cause of the incident (e.g. turn off electricity, isolate gas)
  - Evacuate the premises as necessary - using the Fire Muster Point at the bottom of the Car Park
  - Clear the water of boats, as necessary, whilst you deal with the incident?
  
2. **Lives at risk?**
  - If lives are at risk contact Emergency Services using a members mobile on 999 or 911 or VHF Ch16
  - The Centre Address is Skerries **Sailing Club, Harbour Rd., Skerries. Co Dublin**
  - Ask the Emergency Services which hospital they are taking the casualty to
  - If Emergency Services are not required see list of casualty reception centre nearby.
  - Do you need to contact other emergency services?
  - Electricity Water Gas
  
3. **Dealing with a major incident**
  - Give yourself sufficient time to collect and collate relevant information (use photos where possible). Note should include details of what happened/was going on prior to the incident, during the incident and after the incident
  - Prepare a simple, to the point and fact based press statement
  - Notify principle contact person as per details in Para 1 above.
  - Decide who & how relatives/next of kin are to be notified.
  - Discuss the incident and draft press statement with the ISA prior to making any press announcement

- DO NOT hold a press conference, decide who will act as Club spokesman on the issue (single voice of the Club)
- DO NOT release details of causalities or fatalities even if the press appear to know.

4. **Notification and post incident**

- If there is a fatality the Police will attend the Club, speak to all involved and inform the next of kin (details held by the Secretary and Sailing Secretary for racing and non-training activity and the Senior and Principal Instructors, and Training Administrator for training activities). In this case key witnesses should not be allowed to leave.
- Ensure all paperwork is up-to-date
- Update the Accident book where necessary and lodge the completed record with the Club Secretary
- Consider if the incident should be reported to the Health and Safety Authority (e.g. major injury, electric shock, chemical based incident)

### **Emergency Reception Facilities**

**LIFEBOAT**

Dublin Coastguard	999 or 112 or Ch 16
Skerries RNLi	849 1126
Skerries Coastguard	999 or 112
Skerries Punt	VHF Ch72

**Minor incidents excluding broken bones & head injuries.**

DOCTOR	LOCATION	CONTACT	INFO
Dr Seamus Mulholland	7 Strand St	849 0678	

**Minor incidents requiring X-rays etc.**

CENTRE	LOCATION	CONTACT	INFO
VHI Swiftcare	Airside Retail Pk	1890 866 966	7 days 8am-10pm
Euromedic	Northwood, Santry	1890 749746	Mon-Fri to 8pm.

**Major Incidents.**

Ambulance Service	Skerries/Swords	999 or 112	24hr
Beaumont Hospital	Beaumont Rd	809 3000	24hr

**GARDA**

Skerries	849 1211
Balbriggan	802 0510