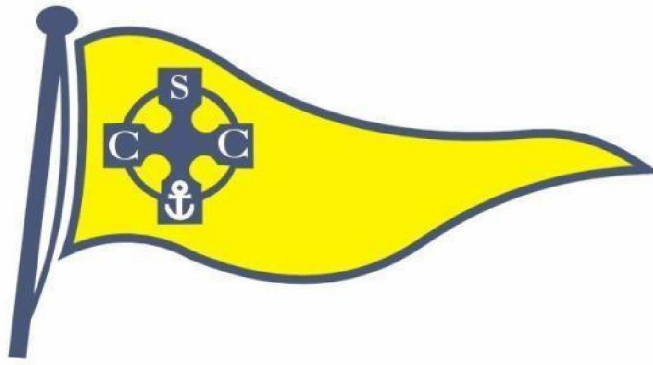


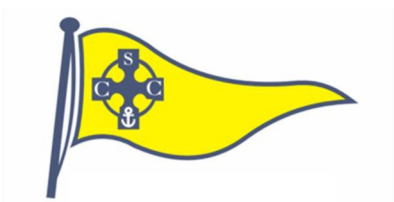
CULLAUN SAILING CLUB
KILKISHEN, CO. CLARE



Cullaun Sailing Club Safety Statement



March
2023



Cullaun Sailing Club Kilkishen Co. Clare

www.cullaunsailingclub.com

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Revisions

INTRODUCTION

This document is the official safety statement of Cullaun Sailing Club (hereafter referred to as “the club”). It is complimentary to, and in addition to, the club’s constitution documented in the Memorandum and articles of Association. As such it must be read, understood and adhered to by all club members.

This document has been prepared in line with the Safety, Health and Welfare at Work Act, 2005, (S.I. No 548 of 2005) and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No 299 of 2007). The Primary purpose of the statement is to safeguard the club Members and all those involved with and affected by its activities. Remembering that we are responsible for our own safety and the safety of those around us. 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. Any defective equipment or Safety concerns must be reported to the committee.

1. GENERAL

1.1 Overall aim of the Club

The club’s goal is to promote and facilitate the sport of amateur sailing by enabling members to pursue their interest. This is done by offering the opportunity to learn and improve sailing skills through a number of courses and events run annually.

1.2 The Committee

It shall fall upon the Committee to decide upon, implement and enforce the safety statement. The committee will be supported by the Club Safety Officer.

1.3 Safety Declaration

Cullaun Sailing Club is committed to the provision of a safe and healthy environment, ensuring, so far as is reasonably practicable, the health, safety and welfare of its members, guests and users of its facilities.

1.4 Statement of Policy and Intent

It is the policy of Cullaun Sailing Club that all members are responsible for safety and that the Committee ensures that relevant safety training and instruction are available to its members.

The Club strives to achieve and maintain of a high standard of health and safety on its premises, and in all activities conducted under its jurisdiction.

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.

The Club will take all reasonably practicable steps to fulfill 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.

The Club requires all members to display a positive attitude towards Health and Safety and abide by the Club Rules and Sailing Instructions.

Signed ...
Commodore



Date March, 2023

2. SAFETY POLICIES

2.1 General

- Dinghy sailing is by nature a wet sport and capsizing is a normal expectation. It is recommended that sailors should be able to swim and if not, be confident in the water in the event of capsizing.
- Sailing boats must be in good state of repair and must have suitable buoyancy to remain afloat in the event of a capsizing/being swamped. It is recommended owners should perform a buoyancy test on their boats annually.
- Boat owners are responsible for repair and maintenance of their boats.
- Only club members may use club sailing and rescue boats and equipment.

2.2 Before Sailing

- All members must make themselves aware of where the first aid kits are located.
- Placed inside Cullaun Sailing Club house will be a list of emergency telephone numbers. It will contain contact numbers for the Emergency Services.
- Members, especially recent members who are new to the area, should make themselves fully aware of the particular conditions in which sailing takes place at Cullaun Lake. If unsure on any matters it is that member's responsibility to ask and clarify the issue. There shall be no sailing between sunset and sunrise
- Check your buoyancy aid for suitability and condition before going on the water
- Check your vessel for suitability and condition before going afloat

2.3 While Sailing

- Whilst launching/retrieving a boat and whilst on the water all members shall wear suitable buoyancy aids at all times. It should be noted that wetsuits and dry suits by themselves do not count as suitable personal buoyancy.
- Suitable clothing and footwear must be worn at all times whilst on the water. This must be appropriate not only to the activity but to the sailing conditions. Non-slip footwear is recommended. The wearing of an adequate wet or dry suit is recommended to all members at all times while afloat.
- A manned rescue boat must be on duty for all club organized sailing activities. Sailing without rescue cover is discouraged. Those who do so, sail at their own risk.
- The number of rescue boats on the water should be appropriate to the number of boats sailing and the weather conditions.
- When driving a rescue boat, a kill cord should be worn by the driver at all times.
- The rescue boat should carry the following items: towing lines, knife, bailer, spare buoyancy device, an anchor, towing lines (alongside and stern) alternative method of propulsion, first aid, vhf radio/mobile phone, distress signal, fire extinguisher.
- All members should be aware of the statutory provisions affecting them whilst on the water. In particular s.422 Merchant Shipping Act in respect to the legal duty to assist another vessel in distress. Also, that it is the responsibility of the person in charge of each vessel as to whether to launch or not and subsequently whether to remain sailing.

- All sailing boats must have adequate drainage equipment on board (hand bailer/bucket, self-bailers).
- All sailing boats must have adequate buoyancy so that it will float when fully inverted or fully swamped.
- It is recommended boat owners perform an annual buoyancy test on their boat.
- All sailors are to be familiar with the basic right of way rules while on the water.

2.4 While on club property (compound, clubhouse)

- Car parking within the club compound/perimeter fence is prohibited. Cars may enter the compound only for the purpose of towing/delivering/removing a boat.
- Clear access to the compound is essential in the event of an emergency. Car parking on the entrance road to the compound is prohibited.
- Boat owners must park their boats in allocated positions.
- Road trailers must not be stored in the compound.
- Be aware of and considerate of other Club members and users of the facilities.
- When using the clubhouse/changing rooms, members should be aware of slipping risk due to wet floors.
- The Club does not have a regular waste collect service. To maintain the facilities and prevent littering, all members should remove their waste when leaving the club facilities.
- Use of the BBQ in the clubhouse must always be under adult supervision.
- Gas and engine fuel and any combustible materials should not be stored in the clubhouse. They should be stored in the steel storage container.
- Horse play or other such like activity is not permitted in the club compound.
- There is no public lighting outside the compound area. Members should be aware of this and plan ahead as daylight fades to darkness. If necessary, members should provide their own lighting.

3. DUTIES AND RESPONSIBILITIES

The following are the duties and responsibilities of Club members, officers, committee members, volunteer workers and staff with regard to safety:

3.1 Members

All members are obliged to read this Safety Statement and Operations Manual and must:

- Have regard for all safety training and instruction;
- Comply with all notices relating to safety including, but not restricted to, Sailing Instructions;
- Observe safe systems of work and follow safety and operating instructions that are implemented by the Committee;
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- Co-operate with the Committee in the application of relevant safety legislation, statutory instrument regulations and 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;
- 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 on designated work parties for their own safety, health and welfare
- Be familiar with the operation of the Club's safety equipment including fire extinguishers;
- Draw to the attention of visitors or other third party's relevant safety issues; and
- Report any unsafe practice being carried out by another member, a visitor or a contractor to the Safety Officer. This reporting may be verbal or in writing and may be made anonymously.

All members of the Club should be aware of the legal principle of "*volenti non fit injuria*" which means that where an adult participates voluntarily in an activity, which includes known and obvious hazards, they accept the risks associated with the activity.

3.2 Safety Officer

The Safety Officer in Cullaun Sailing Club is:

Name: Mr. Richard Flanagan

Contact Details: 086 3936198

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

- Guide and advise the Club 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;
- Have safety audits carried out on a regular basis and report findings to the Committee;
- Investigate all reports of incidents, draw members' attention to the Safety Statement and communicate safety information to those affected by the Club's activities.

3.3 Commodore and Committee

The business and affairs of the Club are under the direction 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 a system is in place for reporting all accidents to the Safety Officer.

Specific responsibilities of individual officers related to safety are:

- Secretary: Ensures that all safety matters are discussed and documented at Committee meetings
- Treasurer: Ensures that the Club Insurance is always up to date and paid in full.

3.4 Junior Organizer

The Junior Organizer organizes sail training and other activities for the junior members of the Club particularly the annual ISA Junior Training Courses run in the summer.

The Junior Organizer must take into account the Health and Safety Guidelines laid down by the Irish Sailing Association (ISA) and the implementation of those guidelines as well as ensuring that the Club's own Safety Statement and Procedures are adhered to at all times in the organization of activities for junior members.

The Junior Organizer has overall responsibility for the safe organization and running of the junior sailing courses and needs to ensure that the Senior Instructor along with other Instructors comply fully with all safety requirements laid down by the Club and the ISA for junior sailing activities.

3.5 Senior Instructor for the Junior Sailing Courses

The Senior Instructor is appointed by the Junior Organizer and Club Commodore to manage the team of instructors for the junior sailing courses in the summer.

The Senior Instructor will be responsible, in particular on the junior sailing courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior;
- Supervising the security/issue/return of vessels and equipment; and
- Comply with the club's child protection policy.

The Senior Instructor should always carry a charged mobile telephone /VHF radio when on the water in a secure dry container. The Senior Instructor will also complete a site-specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- Assess the prevailing wind/sea/river and tidal states;
- Obtain a current weather forecast;
- Be aware of shipping movements;
- Be familiar with local by-laws, regulations and notices to mariners; and
- Be aware of local dangers/features and obstructions.

Having due regard to the above, the Senior Instructor may reduce the areas of operation and/or the number of participants whilst conforming to ISA Guidelines concerning instructor/student ratios.

3.6 Instructors

Instructors are employed by the Club through the Junior Organizer to teach on the Junior Sailing Courses organized in the summer. Under the management of the Senior Instructor, they are responsible for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior; and
- Supervising the security/issue/return of vessels and equipment.

3.6.1 Instructor Induction

Instructors (including the senior instructor) will receive induction training at the start of their employment. Induction training will be carried out per the checklist in Appendix 3

3.7 Junior Sailing Course Participants

Junior sailing course participants are members of Cullaun Sailing Club and must abide by the safety provisions in guidelines for junior courses which are sent to all parents/guardians at the time of enrolment on the courses. Failure to comply with safety instructions and guidelines may result in disciplinary action being taken.

3.8 Safety Boat Operators

All Safety Boat Drivers should:

- Have a minimum of ISA level 2 powerboat certificate or be competent/ experienced;
- Have a sense of responsibility;
- Wear a suitable buoyancy aid at all times when on the water;
- Have the ability to recognize developing situations;
- Always use a kill-cord when operating the rescue boat;
- Speed should be minimized when close to other water users; and
- Ensure required safety equipment is on the rescue boat prior to launching
(towing lines (along side and stern), bailer, knife, spare PFD, an anchor, alternative method of propulsion, first aid, vhf radio/mobile phone, distress signal, kill switch cord, fire extinguisher.

When on duty, the rescue boat should be manned by at least two people (driver + one lookout). Suitable clothing must be worn in order to enter the water to affect a rescue. Standing up in the rescue boat should be avoided when under way.

In the event the Safety boat operators are also fulfilling OOD duty, the primary responsibility is safety/rescue activities. OOD duties are of secondary importance.

3.9 Officer of the Day (OOD)

The OOD is responsible for the management of racing activities organized by the club. He/She is the ultimate decision maker on the conduct of racing on the day. The safety duties of the OOD include the following:

- Check the weather forecast;
- When there is a gale warning in the area for the period of racing, racing should be cancelled and rescue boats should not be launched, except in an emergency;
- Have regard to any winds which cause difficult localized conditions around the lake;
- Brief Safety Boat crews as regards duties and what is required.

- Report any deficiencies to the Safety Officer or Club Committee;
- Report and document any safety incidents to the Safety Officer; and
- Ensure there are sufficient safety boats on duty and are adequately manned for the weather conditions and experience of sailors.

4. Risk Assessment

The law states that the Club must do what is 'reasonably practicable' to keep the working environment safe. Accordingly, the risk assessment (Appendix 3 of this document) aims to identify those hazards which currently exist and what the Club can reasonably do to reduce or eliminate them. For each activity, hazards are identified and control measures are listed.

5. Incident Procedures

An incident, for the purposes of this safety policy, is defined as an event, which did, or could have caused, significant injury to persons or which did, or could have caused, significant damage to boats or other equipment.

All incidents must be reported to a committee member on the 'Incident Form' in Appendix 1 at the earliest practicable opportunity or within 24 hours, whichever is sooner.

When filling the form in take care to include all conditions, which may have had any bearing on the incident, involved. This must include some indication of the weather and lake conditions and your opinion on how the others involved in the incident acted.

Following this the committee will read the reports and decide if any further action is to be taken. This will include further inquiry into the incident resulting in revising this safety statement and disciplinary procedure or other appropriate measures.

6. Insurance

It is mandatory that all owners of boats should have 3rd Part Liability Insurance with minimum cover to €3,000,000.

7. Swimming Policy

The Club strongly recommends that all members, junior and senior, should be able to swim.

8. Photographic and Video Policy

The Club will from time to time take photographs/video for promotional purposes. Personal details (name, address, contact detail) will not accompany any photographic image or video. If you wish to be removed from any photo/video please inform the committee.

Parental permission will be sought for use of such images when children enroll on Club training courses.

Professional or amateur photographers/film/video operators wishing to record an event or practice session s must seek permission from the Club and complete the form in Appendix 4.

9. Concussion protocol

See appendix 5

10. Using VHF Radio

See appendix 6

11. REVISION OF THE SAFETY STATEMENT

This safety statement will be reviewed annually and subsequently revised with the aim of reinforcing the safe environment already prescribed.

12. PUBLICISING THE SAFETY STATEMENT

An up-to-date copy of this statement will be available to all members on the sailing club web site at:

www.cullaunsailingclub.com

Appendix 1
Incidence Report Form

Where did the incident occur?	When did the incident occur?
Name of person/s involved in the incident:	Describe any injuries:

Type of Activity Being Undertaken

What activity was being undertaken at the time of the incident?

Circumstances of the Incident

Description and Cause:

Details of Notifier

Name:	Date
Address:	Email:
Contact Number	Signature:

Include witnesses:

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Appendix 2 Instructor Induction Checklist

All instructors must receive induction training at start of employment

Safety Statement

Child protection Policy

Emergency Contacts

Club Facilities
Clubhouse, container storage, toilet facilities, security

Sailing area
Shallow water, obstacles/rocks, prevailing wind direction.

Rescue boats
Engines, safety pack, launching

Fuel management
Procedure for decanting to fuel, storage

Club sailing boats

Inspection of boats, Forestay safety rule

Club Representative	Instructor
Role:	
Date	Date

Appendix 3 - Risk Assessments

Activity #1:		While on the Water – Sailing		
Conducted by: Date:		Coranne Heffernan 20 th February 2011		Reviewed by Safety officer March 2023
Hazard:	Risk :	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Capsized boat	Drowning	Sailors	<ul style="list-style-type: none"> • Sailors should be wearing 50 N life vest. • Sailors have training in capsize drills. • Particular care to be taken by sailors using trapeze, which should only be used by experienced sailors. • Sailors, parents & trainee to be made aware of inherent risks. • Children to be checked for water confidence prior to courses. 	<ul style="list-style-type: none"> • Rescue boats to attend capsized boats immediately. • Head count to be performed upon arrival at scene. • Sailing knife to be present on safety boat. • Safety boat personnel ready to enter water if necessary.
Hypothermia	Drowning	Sailors	<ul style="list-style-type: none"> □ Sailors should be warmly dressed for weather conditions preferably in wet or dry suits. Sailors should have spare warm clothes ashore. 	Rescue personnel should remove sailors from water at signs of weakness or if they have been in water for long duration.
Trips/falls	Cuts/bruises	Sailors	<ul style="list-style-type: none"> • Boats should be maintained. • Ensure no sharp objects are exposed on the boat. • Training in boat handling. 	It is the responsibility of the boat owner to ensure their boat is maintained & in good order.

Weather	Drowning Hypothermia	Sailors, rescue personnel	<ul style="list-style-type: none"> • Check weather forecast. Wear suitable clothing (Wet suit recommended). • Wear suitable buoyancy aids. 	<ul style="list-style-type: none"> • If there is a gale warning for the area, racing is to be cancelled & the rescue boat should not be launched unless in an emergency. • Have regard to any winds which cause difficult localized conditions around the slipway or sailing area of the lake. • ISA recommended ratio of rescue boats to sailors adhered to. • OOD should assess the weather conditions & skills/experience of the sailors in
				<p>Determining whether or not to race.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each boats helm & crew should assess the weather conditions & determine if they are able to cope with the prevailing weather conditions.

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Activity #2:	Rescue/Safety Boat – Preparing the Rescue Boat			
Conducted by:	Tommy Scott 19th February		Reviewed by Safety officer March 2023	
Date:	2011			
Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Explosion or Fire	Volatile nature of petrol	Club Personnel Club Members Club patrons/ visitors	<input type="checkbox"/> Petrol is stored in appropriate purpose made containers.	<input type="checkbox"/> Do not use lighters or smoke near petrol. <input type="checkbox"/> Avoid storing large quantities of petrol on site. <input type="checkbox"/> Use petrol in the open air.
Contact with petrol	Spillage	Club Personnel Club Members	<input type="checkbox"/> Tray available to catch any spillage when transferring petrol from transport containers into the boat tanks.	<input type="checkbox"/> Use P.P.E. (Gloves).
Weight of full can of petrol	Back injury when lifting full cans of petrol	Club Personnel Club Members	Use the containers supplied.	<input type="checkbox"/> Do not carry more than one container at a time. Stand <input type="checkbox"/> close to the container before lifting. Use proper manual handling technique
The weight of the boat	Personal injury, back injury	Club Personnel Club Members	The boat is mounted on a trailer.	<input type="checkbox"/> Share the load: a minimum of two people should be engaged in preparing this boat. <input type="checkbox"/> Call for help when required. Use proper manual handling technique

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Weight of the engine	Personal injury	Club Personnel Club Members	<ul style="list-style-type: none"> • The heavy 15H.P. engine is left fixed on the transom of the Rescue Boat. • Use the boat to carry the engine. 	<ul style="list-style-type: none"> <input type="checkbox"/> Do not lift or carry this engine unless you have the strength to do so. <input type="checkbox"/> Lift engine by its lifting handle therefore ensuring that the load is balanced. <input type="checkbox"/> Use proper manual handling technique <input type="checkbox"/> Get assistance to carry this engine.
Collision with rescue boat	Club members or patrons getting hit with the rescue boat	Club Personnel Club Members	<ul style="list-style-type: none"> • Prior to sailing, the rescue boat is launched before the general boat launch commences. • After sailing, the rescue boat is the last boat to be removed from the water. 	<ul style="list-style-type: none"> <input type="checkbox"/> None

Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Trailing ropes	Being dragged into the water	Club Personnel Club Members	<ul style="list-style-type: none"> • Painter to be neatly stored in the anchor locker in the front of the boat. • Do not use long ropes – the painter should be $\frac{3}{4}$ the length of the rescue boat. 	<input type="checkbox"/> None
Rescue boat trailer	Trips/falls	Club Personnel Club Members	<input type="checkbox"/> Park the trailer in the designated area for this purpose.	<input type="checkbox"/> Watch out for other sailors when moving the empty trailer.

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Activity #3:	Launching/Retrieving a Sailing Dinghy			
Conducted by: Date:	Tom McHugh 28 February 2011		Reviewed by Safety officer March 2023	
Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Trips/falls	Bruise, fracture,	Helm Crew Other Sailors	<input type="checkbox"/> Non-slip grids are in position on the slipway.	<ul style="list-style-type: none"> • Be aware of others when launching. • Launch boats “head to wind”. • Wear non-slip footwear (sailing boots recommended).
Swinging boom	Bruise, head injury	Helm Crew Other Sailors	<input type="checkbox"/> Boats are positioned “Head to Wind” where practical during rigging and launching.	<ul style="list-style-type: none"> • Training – Ensure boats point “head to wind” when launching. • Training –be aware of swinging booms.
Heavy weight	Back strain	Helm Crew	<input type="checkbox"/> Share the load. <input type="checkbox"/> Members assist each other to retrieve boats.	<ul style="list-style-type: none"> • Seek assistance when launching/retrieving boats. • Minimum two people required to launch/ retrieve a dinghy (single handed boats are an exception). • Use proper manual handling technique • Use portable winch to assist retrieval for heavy boats (Wayfarers) if necessary.
Launching boat	Drowning	Helm Crew	<input type="checkbox"/> Wear suitable buoyancy aids.	Be aware of risks when in the water.

Activity #4:	Rigging Dinghy - Raising the Mast and Sails			
Conducted by: Date:	Tom McHugh 30 February 2011		Reviewed by Safety officer March 2023	
Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Swinging boom	Bruise Head injury	Helm Crew Other sailors	<input type="checkbox"/> Boats are positioned “Head to Wind” where practical during rigging and launching. <input type="checkbox"/>	<input type="checkbox"/> Training – ensure boats point “head to wind” when raising mainsail. <input type="checkbox"/> Training –be aware of swinging booms. <input type="checkbox"/> Follow concussion protocol
Raising/ Lowering sails	Back strain	Helm Crew	Use of correct procedure appropriate to the specific boat class. <input type="checkbox"/>	Maintenance –ensure all boat gear is in good order. <input type="checkbox"/> Boat maintenance is the responsibility of the boat owner. Use best practice/lifting techniques when hauling ropes. <input type="checkbox"/>
Raising/ Lowering sails	Rope burns	Helm Crew	Wearing of sailing gloves is recommended. <input type="checkbox"/>	Wearing of sailing gloves is recommended. <input type="checkbox"/>
Raising/ Lowering mast	Head injury	Helm Crew Others	Use of correct procedure appropriate to the specific boat class. <input type="checkbox"/>	Two people required when raising/ lowering a mast. <input type="checkbox"/> Ensure there is no person in area within the radius of the length of the mast. <input type="checkbox"/> Use proper manual handling technique

Raising/ Lowering mast	Back strain	Helm Crew	Use of correct procedure appropriate to the specific boat class.	Two people required when raising/ lowering a mast. Use proper manual handling technique
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Activity #5:	Ashore - Launch Area, Dinghy Park, Club House and Toilets			
Conducted by: Date:	Brian Connolly 1st March 2011		Reviewed by Safety officer March 2023	
Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:
Launch Area	Slipping Falling Bruise cuts	Club Members Public	<ul style="list-style-type: none"> • Slipway for use by club activities only. <ul style="list-style-type: none"> <input type="checkbox"/> Slipway to be kept clear at all times. • Wearing suitable foot ware with good grip is recommended. • Warning signage • Lifebuoy 	<input type="checkbox"/> Clean non-slip grids annually.
Roadway & Compound Surface	Cuts Trip Fall Pot hole damage to cars	Club Members Public	<ul style="list-style-type: none"> • Walk, don't run. • No driving or car parking in compound. • Boats and boat trailer will be parked in designated areas. • "Walk" area to be kept clear. 	<input type="checkbox"/> Surface will be inspected and repaired annually.

Gates & Container Doors	Crush and back injury	Club Members	<ul style="list-style-type: none"> • Get assistance. • Don't over exert yourself. 	<input type="checkbox"/> Share the load, use best practice lifting techniques.
Lighting outside compound	Trip Fall	Club Members Public	<ul style="list-style-type: none"> • Be aware of conditions for access and egress as lighting conditions deteriorate. • Provide own lighting. 	<input type="checkbox"/> Consider keeping out of the area between dusk and dawn
Steps at Doorways	Trip Slip Fall	Club Members Public	<ul style="list-style-type: none"> • Keep clear. • Take special care when wet. <p>Walk, don't run.</p>	<input type="checkbox"/> Inspect and clean steps when necessary.
Club house & Changing Room Flooring	Trip Slip Fall	Club Members Public	<ul style="list-style-type: none"> • Walk, don't run. • Take special care when wet. 	<input type="checkbox"/> Warn others to be cautious if floor is wet.
Gas Cooker	Fire Explosion	Club Members Public Forestry Wildlife	<ul style="list-style-type: none"> • Adults only policy in operation. • Disconnect supply when not in use. 	<input type="checkbox"/> Use in accordance with manufacturer's instructions.

Activity #6:	Junior Sailing and Training			
Conducted by:	Brian Connolly 19th			Reviewed by Safety officer March 2023
Date:	April 2011			
Hazard:	Risk:	Who may be harmed:	What precautions exist to control the risk:	What other precautions are necessary to reduce risk to acceptable levels:

Child Protection	<p>Children may be at risk of physical, emotional or sexual abuse from adults, whether or not the adult is directly involved in the sailing event.</p> <p>Adults may be falsely accused of abuse by a child.</p>	<p>Course Attendees Instructors Coaches Helpers</p>	<p>The Club's Child Protection Policy shall be adhered to at all times.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructors and helpers are briefed annually in identifying & dealing with signs of abuse. <input type="checkbox"/> All staff & volunteers are subject to some form of scrutiny (detailed in CSC child protection document). <p style="text-align: center;">The Club has appointed a Child Protection Officer to whom all allegations or incidents are to be reported.</p> <p>Adults should avoid being left alone with</p> <ul style="list-style-type: none"> <input type="checkbox"/> children & should avoid physical contact where possible. 	<p>Annual review of Risk Assessment.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual review of Child Protection Policy. <input type="checkbox"/> Child protection training of volunteers & organizers.
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**Appendix 4 - Permission to
take photographs/video of
Cullaun Sailing Club Activities**

Name (Print)

Address (Print)

Contact Phone No: _____

Request permission to photograph/video Cullaun Sailing Club activities on:

Date:

**I confirm I have reviewed and will comply with the Cullaun Sailing Club Safety Statement and
Child Protection Policy.**

Signed: _____

Date: _____

Cullaun Sailing Club Approved:

Date:

Appendix 5:

CONCUSSION PROTOCOL

What is concussion?

Concussion is a brain injury and can be caused by a direct or indirect blow to the sailor's head or body. Concussion typically results in an immediate onset of short-lived signs and symptoms. Most concussions occur without a loss of consciousness. However, in some cases, the signs and symptoms of concussion may evolve over a number of minutes or hours.

- **Concussion must be taken very seriously.**
- **Any sailor with a suspected concussion MUST be removed immediately from the session.**
- **The sailor should be medically assessed.**
- **They MUST not be left alone.**

What causes concussion?

Concussions can be caused by a direct blow to the head or body that can occur when the sailor is hit by the boom or in the case of a high-performance sailing when the body or head collide with any part of the boat.

Immediately following a suspected concussion, the brain is susceptible to further significant damage in the event of another impact, therefore the sailor **MUST** be immediately removed from the water.

What are the visible signs of suspected concussion? Presence of any one or more of the following signs & symptoms may suggest a concussion:

- **Confusion**
- **Amnesia/short term memory loss concerning what just happened**
- **Blurred vision**
- **Dazed or blank look**
- **Dizziness**
- **Clutching head**
- **Pressure in head**
- **Headache**
- **Emotional/Sadness**
- **Irritability**
- **Suspected or confirmed loss of consciousness**
- **Loss of responsiveness**
- **Poor balance in the boat/ falling over**
- **Nausea/vomiting**
- **Tiredness/low energy**

- Drowsiness
- Stating they “Don’t feel right”
-

Questions to ask

1. “What venue are we at today?” or “Where are we now?”
2. “Approximately what time of day is it?”
3. “How did you get to here today?”
4. “What was your last competition?”
5. “What were you doing this time last week?”

RECOGNISE AND REMOVE

What must happen the sailor after they have a suspected concussion?

- The sailor must be **IMMEDIATELY REMOVED** from the activity and must not return.
- The sailor must not be left alone.
- The sailor must always be in the care of a responsible adult who is informed of the sailor’s suspected concussion.
- The sailor must not drive a vehicle.
- The sailor should be medically assessed as soon as possible.

Considerations when running sessions. ‘Adult on Call’.

In order to implement correct procedure when running coaching sessions, the coach must have a system in place to ensure the safety of a sailor with suspected concussion.

- The coach must have the contact number of an assigned Adult who is ‘On call’ and nearby.
- This Adult should have the medical consent forms of all sailors involved in the session.
- When a sailor has suspected concussion the coach phones/radios the on-call adult and arranges to meet them at a designated rendezvous point on shore.
- The adult on call should make arrangements for the sailor to receive further medical attention.
- Always remembering to never leave the sailor alone.
- The sailor must not return to the session, and specifically must not return to sailing on the same day of a suspected concussion.

In all cases of suspected concussion, it is recommended that the sailor is referred to a medical or healthcare professional for diagnosis and advice, even if the symptoms resolve.

ONGOING MANAGEMENT OF A CONCUSSION OR SUSPECTED CONCUSSION

REST THE BODY, REST THE BRAIN

Rest is the cornerstone of concussion treatment. This involves

- 1. resting the body, 'physical rest'**
- 2. Resting the brain, 'cognitive rest' Avoidance of:**
 - **Physical activities such as running, cycling, swimming, some work activities etc.**
 - **Cognitive activities, such as school work, homework, reading, television, video games etc.**
 - **Students with a diagnosis of concussion may need allowance for impaired cognition during recovery, such as additional time for classwork, homework and exams**

Anyone with a concussion or suspected concussion should not:

- **be left alone in the first 24 hours**
- **consume alcohol in the first 24 hours, and thereafter should avoid alcohol until free of all concussion symptoms**
- **drive a motor vehicle and should not return to driving until provided with medical or healthcare professional clearance or, if no medical or healthcare professional advice is available, should not drive until free of all concussion symptoms**

Most concussions resolve within 7-10 days, but it is advised that anybody who has had a suspected concussion is reviewed and assessed prior to returning to sailing, by a medical professional who has experience in dealing with concussion.

Appendix 6:

MARINE HANDHELD VHF RADIO GUIDE

Irish Sailing states VHF Operator should have training and be licensed

VHF radio is an important safety and communications tool, it is not a private line, it is used and heard by all vessels within range. It is also used and monitored by the coast guard and Lough Derg Radio in carrying out their roles.

Handheld VHF's have two power settings— 1 watt and 5 watts.

While a handheld at its 1w low power setting won't be heard much more than a mile or two away, selecting high power will get you a range of up to five miles. Transmitting at the low power setting allows other boats to use the same channel.

Channel 16 is for initial contact, weather / Information and monitored by Coast Guard for Emergencies

Channel 64 is Shannon Coast Guard

Channel 61 is lough Derg Coast Guard

Channels 6,8,72 and 77 for vessel-to-vessel communication

We have- standard horizon hx 100 and hx 890 - models please familiarise yourself with their operating manuals before use

Using the radios

















~ The VHF Radios are kept on the charger in the club house, make sure it is charged before use.

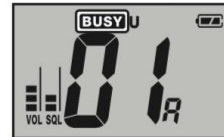
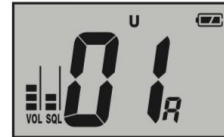
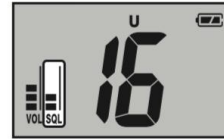
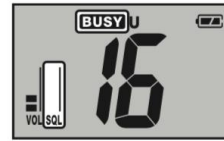
~ After use turn radio off and return for charging

~ Turn on and Select Channel 72,

~ Perform radio check before going on the water DO NOT use channel 16 for radio check this is for initial contact and emergency use only


~To Receive a Transmission

1. Press and hold the  key for two seconds to turn the radio “on”.
2. Press the  key twice (“SQL” will be blinking).
3. While “SQL” is blinking, press the  key until the “**BUSY**” indicator will appear on the display, then press the  key.
4. Press the  key (“VOL” will be blinking).
5. While “VOL” is blinking, press the  /  key until the noise or audio from the speaker is at a comfortable level, then press the  key.
6. Activate the squelch adjusting mode by pressing the  key twice (the “SQL” indicator blinks). Press the  key until the random noise disappears, then press the  key. This state is known as the “Squelch Threshold”.
5. Press the  or  key to select the desired channel. Refer to section “**9. VHF MARINE CHANNEL ASSIGNMENTS**” for available channels.
6. When a signal is received, adjust the volume (press the  key, followed by the  /  key) to the desired listening level. The “**BUSY**” indicator in the LCD is displayed indicating that the channel is being used or the radio is not squelched.




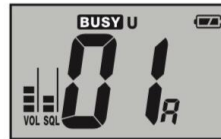
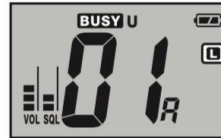
~To make a transmission

1. Turn on radio as above
2. Before transmitting, monitor the channel and make sure it is clear.

3. For communications over short distances, press the  key to select the Low power (1 watt: “L” icon appears).

Note: Transmitting on Low power prolongs battery life. Low power should be selected whenever possible.

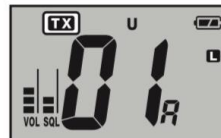
4. If using Low power is not effective, select High power (5 watts: “L” icon is not shown) by pressing the  key.
5. When receiving a signal, wait until communications stops before transmitting.



NOTE

The transceiver cannot transmit and receive simultaneously.

6. Press the **PTT** (Push-To-Talk) switch to transmit. During transmission, the “TX” indicator will appear on the display.
7. Position your mouth about 1/2 to 1 inch (1.2 ~ 2.5 cm) away from the mic hole on the top right above the display. Speak slowly and clearly into the microphone.
8. When the transmission is finished, release the **PTT** switch.



~Radio language

Over: means you have finished talking and expect a reply.

Out: means you have terminated your transmission and don't expect a reply. Do not say “Over and Out.”

Roger: means “I understand.”

Wilco: means “will comply.” You don't need to say “Roger” as well.

Affirmative/Negative: you can use these instead of Yes and No.

Say Again: use this when you need a word or phrase repeated.

I Spell: use before spelling out a word phonetically.

Figures: use before saying numbers, e.g “figures one one zero.”

Example Communication

~To call the Safety boat from the committee boat

Cullaun Safety this is Cullaun Committee. over.

Wait for Response

~ on receiving a hail

Cullaun Committee this is Cullaun Safety go ahead .over

~ continue with information

Cullaun Safety this is Cullaun Committee, boat overturned lower lake two persons in the water can you attend. over

~ response

Cullaun Committee this is Cullaun Safety Rodger we are on the way. Out

~ end of transmission

EMERGENCY CALLS ON CHANNEL 16

MAYDAY Only use this when vessel and/or crew is in grave danger (collision, fire, flooding, severe grounding, injury to crew, etc.). "MAYDAY, MAYDAY, MAYDAY. This is Boatname, Boatname, Boatname. My position is (lat/long from GPS)." Then explain nature of distress clearly and concisely, e.g. "We are sinking." If no acknowledgement, repeat at intervals.

PAN-PAN PAN stands for Possible Assistance Needed, pronounced "pahn-pahn." Use for an emergency that isn't life-threatening. "PAN-PAN, PAN-PAN, PAN-PAN. This is Boatname, Boatname, Boatname." Explain nature of emergency as in Mayday call, and why you may be in need of assistance.

SECURITE Pronounced "say-cure-it-ay," this means important safety or navigational information follows. "SECURITE, SECURITE, SECURITE; all stations, all stations, all stations." Then describe the nature of the information you want to convey: for example, to alert other traffic that you are becalmed and engineless in a shipping lane. Same procedure as for Mayday and PAN-PAN calls.

Before sending a distress or emergency call, make sure you are transmitting on high power

Number	Code	Phonetic Pronunciation
0	Zero	ZEE-RO
1	One	WUN
2	Two	TOO
3	Three	TREE
4	Four	FOW-ER
5	Five	FIFE
6	Six	SIX
7	Seven	SEV-EN
8	Eight	AIT
9	Nine	NIN-ER
100	Hundred	HUN-DRED
1000	Thousand	TOU-SAND

Letter	Code	Phonetic Pronunciation
A	Alpha	AL-FAH
B	Bravo	BRAH-VOH
C	Charlie	CHAR-LEE
D	Delta	DELL-TAH
E	Echo	ECK-OH
F	Foxtrot	FOKS-TROT
G	Golf	GOLF
H	Hotel	HO-TELL
I	India	IN-DEE-AH
J	Juliet	JEW-LEE-ET
K	Kilo	KEY-LOH
L	Lima	LEE-MAH
M	Mike	MIKE
N	November	NO-VEM-BER
O	Oscar	OSS-CAR
P	Papa	PAH-PAH
Q	Quebec	KEH-BECK
R	Romeo	ROW-ME-OH
S	Sierra	SEE-AIR-AH
T	Tango	TANG-GO
U	Uniform	YOU-NEE-FORM
V	Victor	VIK-TAH
W	Whiskey	WISS-KEY
X	X Ray	ECKS-RAY
Y	Yankee	YANG-KEY
Z	Zulu	ZOO-LOO

Revision History	Initial Release
Rev A 21-Apr-11	Update sec 3.8 (Rescue Boat Operators) to clarify priority of rescue duties over OOD duties
Rev B 16-May-11	Add sec 3.6.1 Instructor Induction. Add appendix 2 Instructor induction checklist, Re -number appendices
Rev C 13-Jul-11	Update Safety Officer detail
Rev D 28-Mar 15	Update Safety Officer detail Update sec. 3.8 rescue boat should not carry more than two adults when performing a rescue or in emergency.
Rev E 20-Jun-17	Add new sec 8 – Photographic and Video policy +related Appendix 4.
Rev f 24-6-2020	Reviewed and Updated 24-6-2020
Rev G March 2023	Reviewed and updated: Richard Flanagan, Safety Officer
Rev H March 2023	Reviewed and updated: Richard Flanagan, Safety Officer Introduction, safety wording added 2.2 check PFD ,check vessel 2.3 rescue boat items updated 2.4 no public lighting,BBQ replace gas stove 3.5 added mobile phone or vhf radio 3.8 safety boat equipment, souls on board, readiness for rescue 5.1 typo committee for subcommittee 8 .opt out of photo Activity #2 manual handling Activity #4 concussion protocol, manual handling Activity #5 Signage, lifebuoy,no public lighting Appendix 5 concussion protocol Appendix 6 vhf radio