Ogston Sailing Club

RYA Sailability Foundation Club

Health and Safety Policy Rev 16 July 2026

Policy Statement

Ogston Sailing Club is committed to providing and maintaining a safe and healthy environment for members, employees, volunteers, contractors and visitors whilst enjoying the Club's activities and facilities.

Information, training, equipment and supervision will be provided to ensure safety standards are achieved. Reporting and auditing procedures will ensure compliance.

Responsibilities are defined below and this policy shall be reviewed annually or when there's a change in activities or circumstances.

Responsibilities

The Management Committee is responsible for Health & Safety arrangements at the Club. Specific duties may be assigned to subgroups or individuals.

Members and visitors have a responsibility to be aware of rules and procedures, and to be responsible for their own safety and that of others.

Inspections & Reviews

Activity	Person Responsible	Notes
General Club Risk Assessments	Rear Commodore to ensure others have completed this task.	To be reviewed annually (March)
Site Facilities	Sites Chairperson	Statutory and routine inspections, maintenance etc. Details in DropBox
Bar and Galley	Bar Chairperson, Social Committee Chairperson	Hygiene, Certification & Training
Safety & Race Officer Boats, Tractor, Jetty, Fuel Storage etc	Safety Officer Water Activities	'Tuesday Club' procedures in place as a sub-set to this document
Club Boats and Trailers, Buoyancy Aids	Club Bosun	
Workshop Equipment & Operations	Tuesday Club Leaders	'Tuesday Club' procedures in place as a sub-set to this document
Annual Audit (March) of Procedures	Commodore / Rear Commodore	This may be allocated to others Check - Is everything in place for the forthcoming year?

Health & Safety Planning

Boating Activities – refer to Club Rules

Site Activities, Work parties etc

- Training – The Club will provide specialist training when identified by way of Risk Assessments and Method Statements (RAMS)
- RAMS – Task leaders will be asked to review standard task RAMS prior to the onset of any work activity and to ensure that members involved are familiar with its content. Non-standard activities may require job specific RAMS.
  RAMS will be recorded and copies filed in the Clubhouse or Training Hut folder
- Equipment – The Club will provide and maintain tools and equipment for maintenance tasks
- Hazardous Substances – COSHH Assessments will be used to minimise risk.
- PPE – the Club will provide PPE when identified as necessary for particular tasks

Emergency Procedures

- **Fire** – see appendices
- **Accident Action & Reporting** – see appendices

First Aid

- The Commodore will ensure that first aid kits are available and stocked – available on Safety Boats, Training Hut Toilet Lobby, Clubhouse Galley
- A list of First Aiders will be displayed in the Clubhouse and Training Hut
- The Club will provide and fund first aid training to volunteers
- A Defibrillator is available in the Clubhouse

Reporting & Review

- Accident Reporting – The Race Officer or other responsible person will ensure that accidents are recorded in the Clubhouse folder.
- All accidents will be reviewed at Sailing Committee and Management Committee meetings.

Communication

- These procedures will be displayed in the Clubhouse and on the Club website.
- Ogston News and the Newsletter will be used to distribute advice and further requirements

Appendices

- Risk Assessment & Method Statement
- COSHH Assessment form
- Serious Accident – Actions and Reporting
- Fire - Action

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RAMS - Risk Assessment and Method Statement

Think!	*Slips, Trips, Falls*	*Manual Handling*	*Clubhouse Asbestos*
	Working at Height	*Working on/by Water*	*Cuts & Bruises*
	Traffic Management	*Harmful Substances*	*Fire*

What's the Task?	
Date	
Who's involved?	
Who's leading the task?	
Risks?	
Equipment involved?	
PPE required?	
How we're going to do it?	
Special precautions?	
Prepared by	

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COSHH Assessment – Control of Substances Hazardous to Health

Think!	*Fuel, Oil, Grease Cleaning Products Chemicals Fumes*

What's the substance? What does the label say?	
Date	
Who's involved in use?	
What's the Risks?	
Can something better be used?	
PPE required?	
Any training required?	
Special precautions?	
Prepared by	

SERIOUS ACCIDENT, ACTION & REPORTING

In the event of an accident, involving serious injury, on the site the senior person present must ensure the following actions are carried out :

1) PERSON DISCOVERING ACCIDENT If necessary the above mentioned person will telephone or ensure that another person, who is aware of the facts, will telephone the emergency services **by dialing 999**.

Use the phone in the Clubhouse, next to the bar, or a mobile phone if this is more accessible. If the accident takes place on the water the Safety Officer may use the radio to contact shore where this enables a quicker response to contact the emergency services

2) When the exchange answers, ask for AMBULANCE SERVICE and give the club telephone number 01246 590425.
When connected to the Ambulance Service state slowly and clearly :
‘’This is Ogston Sailing Club, Ogston Reservoir, Quarry Lane, Woolley, near Clay Cross, Derbyshire, **POSTCODE DE55 6FN**. - we have an accident and give details of the person(s) and their injury(s)
Do not replace the receiver until this information has been correctly acknowledged. Notify the senior person present that you have called the Ambulance Service and give details of any other actions taken.

3) Whilst waiting for the ambulance, ensure that the injured person is made as comfortable as possible. Do not take any action that may cause further injury.
If possible take the injured person to the Club House or Training and Storage building.

4) Basic First Aid equipment is kept in the Safety Boats, in the Training and Storage building next to the sink and in the Club House on shelf next to drinks making facilities. *A list of members with first aid qualifications and members who are doctors is kept in the Club House Office and in the Training hut filing cabinet.*
Contact any of the above members who may be on the site.

5) Ensure a club member is positioned at the club entrance gates to direct the ambulance to the area in which the injured person is being kept comfortable.

6) AFTER THE AMBULANCE HAS LEFT, In the event of a serious accident on the site the senior person present must ensure the following actions are carried out. If they are not already involved, ensure the Commodore and Safety Officer Water Activities are contacted.
(Telephone numbers are in the club handbook next to the bar)

Subsequent actions to be carried out by the Commodore and Safety Officer Water Activities follow on next page

SERIOUS ACCIDENT, ACTION & REPORTING

(For Commodore and Safety Officer Water Activities)

1 RECORD IN ACCIDENT BOOK

2 EXAMINE RIDDOR CHECKLIST TO ASCERTAIN IF A REPORTABLE ITEM IS AN ACCIDENT, DISEASE OR DANGEROUS OCCURRENCE THAT IS REPORTABLE

IF NOT : THEN INVESTIGATE AND RECORD DETAILS

3 IF YES THEN:

i) INVESTIGATE and COMPLETE THE APPROPRIATE DOCUMENTS

(Form F2508 to report a serious or fatal accident, Form F2508A to report a case of disease)

ii) SEND DOCUMENTS TO RELEVANT ENFORCING AUTHORITY

(The Health and Safety Executive)

iii) SEND COPY OF DOCUMENTS TO INSURANCE COMPANY

4 The Commodore is responsible for investigating and reporting accidents involving personal injury*.

5 The Commodore is responsible for reporting any notifiable accidents, or diseases to the appropriate enforcing authority. (For diseases, liaise with Severn Trent)

6 The Safety Officer Water Activities is responsible for investigating all accidents involving damage to property on the water*.

7 The Site Chairman is responsible for investigating all accidents involving damage to property onshore.

NB : Irrespective of whether the appropriate form has been submitted to an enforcing authority it is essential that a record of an accident or incident is maintained.

: The objectives of the accident/incident reporting and investigating procedures are to prevent occurrence and/or recurrence, to enable prompt remedial action to be taken, to fulfill legal obligations.

: Our insurers MUST be informed of any accident/incident that is likely to result in an insurance claim.

*If accident took place during any training course then the Training Officer will be involved.

OSC FIRE PREVENTION AND CONTROL

1 PERSON DISCOVERING FIRE

1. If necessary the above mentioned person will telephone the emergency services by dialing 999. Use the phone in the Clubhouse, next to the bar, or a mobile phone if this is more accessible. When the exchange answers, ask for FIRE SERVICE and give the club telephone number 01246 590425.
2. When connected to the Fire Service state slowly and clearly :
3. ‘’This is Ogston Sailing Club, Ogston Reservoir, Quarry Lane, Woolley, near Clay Cross, Derbyshire, **POSTCODE DE55 6FN**. - we have a fire’‘
4. Do not replace the receiver until this information has been correctly acknowledged
5. Where applicable remove the Visitors’ Book, next to phone in bar, evacuate the building by the nearest available exit and proceed to the evacuation assembly point. (The upper car park)
6. Notify the senior person present that you have called the Fire Service and hand over the Visitors’ Book. Do NOT re-enter the building until told to do so by the Senior Fire Officer.

2 IN THE EVENT OF A FIRE - The senior person present will :

1. ensure that the Fire Service has been contacted
2. ascertain the location, type and extent of the fire, control any attempt to extinguish the fire
3. ensure the evacuation of all persons to the evacuation point or other place of safety
4. check all members and visitors are accounted for
5. liaise with the Senior Fire Officer attending to give information concerning :
6. the location, type and extent of the fire, any members /visitors unaccounted for,
7. any hazardous chemicals or substances and their location, location of main services and isolating points
8. ensure it is safe to re-enter the premises

3 SUBSEQUENT TO A FIRE RELATED INCIDENT the Commodore will :

- ensure that all discharged fire extinguishers are replaced
- conduct an investigation into the circumstances and causes of the fire and
- initiate any actions deemed necessary there from.

OSC FIRE ACTION

Any person discovering a fire MUST

1 Sound the Alarm
2 Use telephone to call the Fire Service
3 Attack the fire, only if safe to do so, using the appliances provided

On hearing the alarm

4 Leave the building by the safest and most direct route
5 Last person to leave a room close doors behind you
6 Report to assembly point in top car park

DO NOT - take any risks,

DO NOT return to the building until authorised to do so by the senior club officer, senior training person, or Fire Service who is present and who has taken responsibility for checking the safety of the building.

DO NOT impede the Fire Service in any way.