



**MALAHIDE  
YACHT CLUB**

**Standard Operating Procedure**

**Safety Statement**

**Ownership & Applicability**

|  |                          |
|--|--------------------------|
| Person responsible for update of this procedure: | Vice-Commodore           |
| Responsible for Activity:                        | All officers and members |
| Applicable to:                                   | All Areas                |

**Approval**

| Drafted / Revised | Approved        | Revision | Effective from |
|-------------------|-----------------|----------|----------------|
|                   |                 | B        | June 2007      |
|                   |                 | C        | Mar 2008       |
|                   |                 | D        | May 2009       |
|                   |                 | E        | March 2010     |
|                   |                 | F        | March 2012     |
|                   |                 | G        | June 2013      |
| Noel McShera      |                 | H        | Jan 2014       |
| Ciaran O'Reilly   | Dan Flavin      | Rev 9    | May 2018       |
| Ciaran O'Reilly   | Dan Flavin      | Rev 10   | July 2021      |
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SOP Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Flag Officer: \_\_\_\_\_ Date: \_\_\_\_\_

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## **1.0 Safety Declaration**

The Safety Declaration (MYC04) reproduced below is signed by the current Commodore and a copy is posted on the noticeboards at both St James Terrace and the Broadmeadows Dinghy Sailing Centre.

# **Safety Declaration**

Malahide Yacht Club considers that one of its primary objectives is the achievement and maintenance of a high standard of health and safety on its premises at St James' Terrace & Broadmeadows, and in all activities conducted under its jurisdiction.

The Club also recognises and accepts responsibility to provide a healthy and safe working environment for all its employees, members and other people who use the club's premises and equipment.

The Club will take reasonably practical 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 management at all levels to display a positive attitude towards Health and Safety and requests members to recognise their responsibility to abide by the Club Rules and all relevant Operating Procedures.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

***Commodore  
Malahide Yacht Club***

To be posted on SJT & Broadmeadows noticeboards. A complete Safety Statement is available in the MYC Standard Operating Procedures folder located in both Clubhouses.

## 2.0 Club Ethos

- It must be recognised by participants that sailing poses inherent risks, which cannot be fully mitigated.
- Normal learning process and preparation for control of a sailing craft requires that sailors be allowed to learn through their mistakes, make personal decisions and develop their judgment.
- It is not intended to impose regulations which would adversely impact this self-learning. The objective shall be to strike an appropriate balance, with a bias toward safety where junior members are involved.
- It is MYC policy to remain current with best practices via affiliation with the Irish Sailing Association (ISA).
- The club expects all members to behave and abide by the current set of club values and behaviours (see MYC03)

## 3.0 Safety Roles & Responsible Personnel

- **Overall Responsibility**

The Club Trustees accept responsibility to foster a safety ethos & facilitate the club rules support for the safety programme.

MYC Executive Committee (under the leadership of the Commodore) carries overall and final responsibility for Safety, Health and Welfare at Malahide Yacht Club.

MYC Executive Committee is responsible for the practical application of Health and Safety precautions, including the allocation of financial resources, the initiation of any necessary remedial actions and the monitoring of ongoing effectiveness.

- **Supporting structures**

The Commodore shall be supported by the Flag Officers of the club and advised by the Club Safety Officer at Committee level.

To facilitate the smooth running of the club, specific areas of responsibility can be delegated to sub-committees with oversight exercise by the MYC committee. In such cases, the areas of operation and delineation of responsibilities shall be made clear in Committee minutes (or via an approved update to the Safety Statement and / or the appropriate Standard Operating Procedures).

MYC management structure and outline of responsibilities and sub-committees is described in SOP document MYC01

Committee members may not have expertise in all areas. In such cases Technical advisors may be appointed to ensure safe practices in relevant positions of responsibility such as: -

- Rescue Boat Co-ordinator
- Senior Instructors
- Officer of the Day at club races (OOD – also known as Race Officer))
- Contractors employed for specific tasks.

Technical advisors are responsible for: -

- Taking all reasonable steps to ensure that activities they have been asked by the Committee to co-ordinate, are carried out in accordance with any relevant National Authority guidelines.
- Taking all reasonable steps to ensure that everyone who may be affected by their area of responsibility is fully briefed on all matters relating to safety. (With particular emphasis on young persons)

Ensuring that all equipment & First Aid Boxes are appropriately maintained and appropriate training is provided for those likely to be called upon to provide first aid.

- **Safety Officer Responsibilities**

The Safety Officer's main role will be the promotion of safety and safe practices for those involved in club activities. In addition, he will have responsibility to:

- Promote awareness of safety in club publications and meetings.
- Promote safety-related training courses within the club.
- Educate club members in regard to their personal safety awareness.
- Update safety statement as required. (Suggested review annually).
- Act as a contact person for safety-related issues including accidents.
- Make Club Officers aware of their safety responsibilities.
- Encourage Club Officers to carry out safety audits and adopt safety policies.
- Act as a reference point for risk assessments (in consultation with relevant technical advisors).
- Liaise with relevant Committee members to ensure Club has adequate public liability and employers liability insurance cover for activities which appropriately indemnifies the Officers, employees and members of the Club.
- The Safety Officer is not the sole owner of safety related tasks or the sole enforcer of Club rules.

- **Staff (employees) Responsibilities**

- ***Staff are expected to: -***

1. Carry out their tasks in accordance with the Club Safety Policy.
2. Know, understand and follow the relevant Emergency procedures and Operating procedures listed in the appendices.

3. Use protective equipment when necessary.
  4. Follow the accident reporting procedure.
  5. In the case of clubhouse staff: - Make recommendations to the Bar Steward on items to be repaired and / or suggestions on changes to procedures.
- Staff are reminded that the Safety, Health and Welfare at Work Act 2005 imposes a duty while at work to: -
    1. Take responsible care for the Safety, Health and Welfare of him/herself and all other persons who may be affected by their acts or omissions at work.
    2. Co-operate with management, or anyone else concerned, so that their respective duties and obligations under the Act are performed and complied with.
    3. Report to management any defect or any circumstances which could pose a risk to the health, safety and welfare of any person.
    4. Utilise safety equipment and clothing provided, or other items, for their safety, health and welfare at work.
  - It is an offence under the Act for an employee to fail to discharge the above duties or to intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and welfare under the relevant statutory provisions.
- **Contractor Responsibilities**
    - All contractors must comply with MYC safety statement and emergency procedures and must adhere to recognised standards and regulations in their work practices.

- For works of significant scope, Contractors may also be required to submit a copy of their own safety statement at pre-contract stage for examination.
- Contractors should have adequate insurance, particularly Employer and Public Liability indemnity, to cover claims arising from them undertaking works for the Club. The Club Secretary should hold all such statements & policies.

- **Tenant Responsibilities**

- All tenants shall comply with the Clubs safety statement and emergency procedures.
- The Club Secretary or nominee shall keep copies of relevant insurance cover.

- **Skipper Responsibilities**

***Skipper's have responsibility to: -***

- Act to maintain the safety of their crewmembers.
- Advise crewmembers on the wearing of life jackets.
- Instruct new crew members on safety procedures in the event of an Emergency.

- **Individual Club member's (& visitor's) responsibilities**

***Each club member has a personal responsibility to maintain their own safety and: -***

- Consider the safety of other members & fellow sailors.
- Abide by Club rules & operational procedures.
- Abide by instructions given by staff in the event of an emergency.
- Report safety hazards to Club officers or instructors.
- Alert other members to hazards where appropriate.



- Act to implement containment or mitigations where appropriate and safe for the individual.
- In the case of junior members: - parents hold a responsibility for promoting adherence to the guidelines set out in this safety statement.
  
- **Publication & periodic update of safety statement**
  - The Safety Declaration (Section 1.0) shall be displayed at the Broadmeadows and St James' Terrace club premises.
  
  - General Safety guidelines for Dinghy sailing (**Appendix –3**) shall be displayed at Broadmeadows clubhouse.
  
  - The Fire procedure shall be displayed so that it is visible to staff at St James Terrace clubhouse.
  
  - The Safety officer shall distribute the safety statement to Committee members and locate a printed copy at St James Terrace and Broadmeadows base clubhouses.
  
  - The safety statement is available to employees, tenants, contractors and members via Flag Officers OR via the Safety Officer.

## **5.0 Risk Assessments & Mitigation**

- A risk assessment consists of a careful examination of hazards so that an assessment can be made as to whether sufficient precautions are in place to mitigate the risk.
  
- MYC philosophy shall be to concentrate on major risks and mitigate via precautions which can be realistically enforced, following the principle of taking reasonable and practical steps to prevent foreseeable harm.

- Risk assessment shall be documented in general format shown in **Appendix 2** and shall be updated as required with a suggested review frequency of once every two years. Report shall be sent to relevant Subcommittee and Main Committee.
- Risks which can be mitigated by making information available shall be listed in **Appendix 3** for the benefit of members and staff.
- The club safety officer shall co-ordinate update of the risk assessment in consultation with relevant technical advisors and subcommittee members.
- MYC Committee shall formally review the recommendations of the safety assessment report and minute decisions and action schedules (either directly or via delegation to relevant subcommittees).

## **6.0 Accident and Emergency\policy**

Emergency: - An event of such a scale which requires urgent outside assistance.

Accident: - An event which leads to actual bodily harm or substantial material damage and the potential for injury. (Manage formally)

Incident: - An event which may have led to an accident or where equipment was damaged. (In general, manage informally)

Actions defined in the operating procedures pertaining to Fire and accident and emergency are general guidelines and must not be interpreted as restricting the use of initiative or common sense on the part of knowledgeable individuals who are present at an event.

Focus of the procedure shall be on accidents and emergencies.

Minor incidents shall be resolved at the discretion of the person in charge at the location of the incident and within the spirit of this safety statement.

- **First Aid Policy**

Comprehensive First aid boxes shall be stocked and held at Broadmeadows Clubhouse and St James Terrace Clubhouse.

A certified person should administer first aid. If in any doubt call an ambulance.

- **Juniors**

Should any junior member or junior guest be involved in an accident or injured contact the parent immediately.

- **Accident Reporting**

Accidents shall be reported by the most senior person on location at the time of the accident (normally OOD or Senior Instructor). The OOD/ Senior Instructor shall record the accident either in the accident report book which is kept behind the bar in James Terrace or the second book in the training room at the dinghy club Broadmeadows Estuary. The book most appropriate to the location of the accident / incident shall be the one the entry is made in.

The accident should be reported to the Commodore as soon as possible.

- **Accident Investigation & Review**

Investigation headed by safety officer and Commodore (or designate) shall be carried out and results and recommendations formally reported to MYC Committee for review and action.

All Club staff and members are obliged to co-operate with such investigations and to provide any information that may be useful in establishing the cause and defining future mitigations.

- **Trend analysis & Accident prevention**

Accident records shall be reviewed by Safety officer on a periodic basis to identify any trends, and to make updated recommendations on preventative measures to relevant committee.

- **Treatment of Incidents**

Minor incidents shall be resolved locally within the competence of the person in charge. Escalation shall occur if deemed necessary. Serious incidents or an unusual or

repeated pattern of incidents should be brought to the attention of the safety officer or commodore or review .

## **7.0 Operating Procedures**

The intent of Operating Procedures is to ensure that there is a benchmark method for certain key activities and that relevant knowledge is retained in 'club memory'.

Operating procedures are a key support mechanism, but are not a replacement for required training and experience.

Operating procedures shall be reviewed as part of safety statement review with input from relevant operational experts.

To facilitate users, Operating Procedures may be displayed in shortened 'key point' format at point of operation.

Operating procedures will focus on core aspects of ongoing dinghy sailing activity at Broadmeadows and on key ongoing clubhouse based activities

Specific events (such as Regattas) are normally arranged and run by organizing sub committees and work within the guidelines set out in MYC safety Statement.

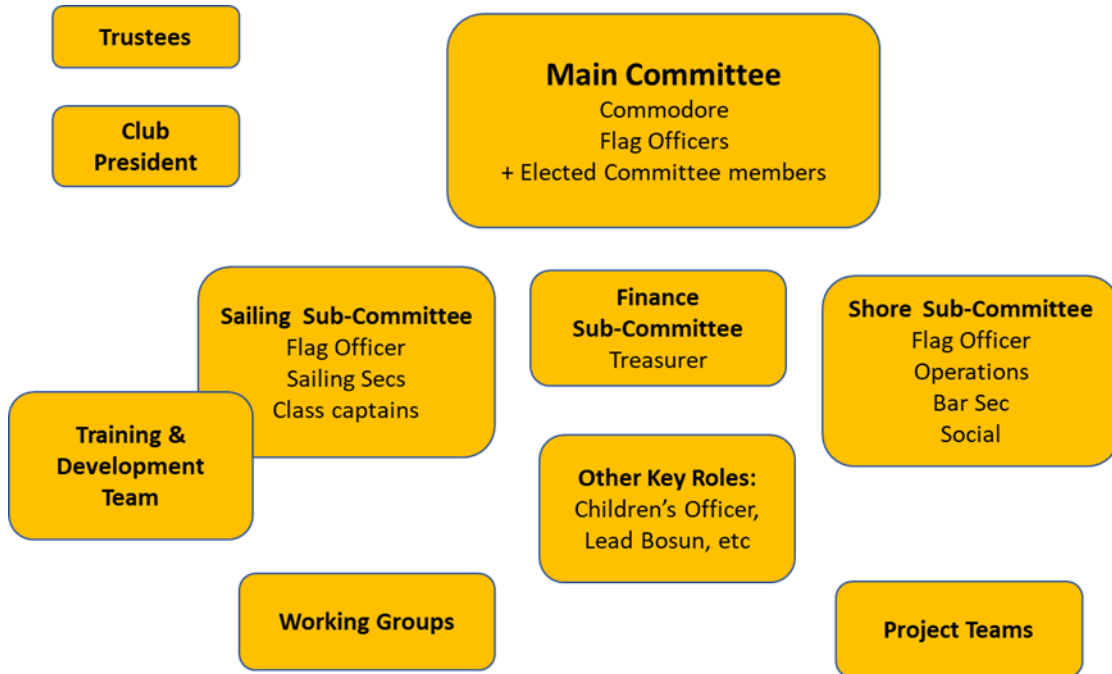
Current list of operating procedures are listed in the MYC SOP Document Control Sheet

Operating procedures shall be held in club records with revision (version) clearly identified. Mark-ups can be applied if signed and dated by relevant Club officer.

It is the responsibility of the relevant club officer (or delegated technical representative) to ensure staff and volunteers are trained in applicable procedures.

Appendix –1

**Club Structure**



**Appendix -2**

**Risk Assessment Template**

|   |                    |  |
|---|--------------------|--|
| <b>MYC Broadmeadows Base -Risk Assessment</b> | <b>Carried out</b> |  |
| <b>Updated</b>                                | <b>By</b>          |  |

| <b>Area / Activity</b> | <b>Description of Hazard</b> | <b>Risk</b> | <b>Reccommended Mitigations, Alerts &amp; Precautions</b> | <b>Status</b> |
|------------------------|------------------------------|-------------|---|---------------|
|                        |                              |             |   |               |

**Appendix-3****General Safety Guidelines:- Dinghy sailing at Broadmeadows**

Display this section at Broadmeadows premises.

- All Sailors have an individual duty to act to maintain their own safety.
  - These guidelines are intended to reduce overall risk by informing participants.
- 1 Sailors shall wear suitable Personal flotation devices (PFD) when on the water.
  - 2 It is strongly advised that Sailors should be able to swim.
  - 3 Sailors shall wear suitable clothing and footwear when afloat in recognition of the risks of both hypothermia and sunburn. Drysuits recommended from Oct-April , wetsuits at other times.
  - 4 Sailors should be alert to the risk (inherent to sailing) of head injury due to a sudden swing of the boom.
  - 5 All sailing boats shall have adequate buoyancy so that they will float while fully inverted or fully swamped. Check drain bungs or flotation chambers BEFORE launching.
  - 6 Boats should have draining equipment on board specific to the craft (eg bailer secured to Optimist)
  - 7 Sailing boats must have a tow line (painter) fitted and secured via a bowline at one end only.
  - 8 Sailing boats are advised to carry a paddle (securely attached to the craft), especially if sailing without rescue boat support or outside Broadmeadows.

- 9 Sailors are advised to check all equipment and rigging as a final step before launching.
- 10 There should be no sailing after dark (between sunset and sunrise), except for specifically organized events that have been approved by Committee.
- 11 Sailors should make themselves aware of weather conditions and be competent to interpret wind and sea conditions (if in doubt - ask).
- 12 Sailors are advised to:-
- a. Not to put to sea in conditions beyond their capability.
  - b. To be aware of the additional hazard of sailing alone or at times when rescue boat is not present.
  - c. Always to inform somebody of their expected return time.
  - d. To develop their competency via suitable training programs.
  - e. To seek advice from more experienced members if in doubt.
  - f. As a general principle to remain with craft if capsized.
  - g. Follow direction of Club Officers, Instructors and Rescue boats.
  - h. Avoid collisions.
  - i. Help those in danger if you can do so without putting yourself in danger or increasing the risk to others.
  - j. When righting a capsized craft -check all crew members are visible and have not become entangled underneath (re-capsize if required) .
  - k. Report accidents to Club Officers.



- 13 Be aware of Risks specific to Broadmeadows:-
- a. Avoid risk of being swept through the arches on outgoing tides.
  - b. Be aware that the relatively sheltered nature of Broadmeadows estuary may not prepare sailors fully for open sea conditions.
  - c. Be aware that conditions ashore in the Club house area may be not a true indicator of the more testing conditions likely to be experienced away from the shore.
  - d. Exercise caution in immersion of face or swallowing of water –tidal flow and extent of water exchange is less than for open sea.
  - e. Exercise caution at boat ramp – the surface can be slippery on occasion due to fast rates of algae growth in particular weather conditions.
  - f. Use suitable footwear to avoid cuts due to sharp objects on foreshore.

End of document

- END