



Safety Statement

&

Safety Policy

(Sutton Dinghy Club)

Safety Statement

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INTRODUCTION

Sutton Dinghy Club (The **Club**) is an ISA affiliated member sailing club and sail training school located in Dublin. Its activities include organised dinghy sailing and racing and provision of ISA certified training courses.

These activities are carried out in:

- Sutton Creek
- Dublin Bay
- Sutton Dinghy Club (Stand Road, Sutton, Dublin 13.)

Sutton Dinghy Club is also a sponsor of a local Community Employment Project. This CE Project is based and managed from the Sutton Dinghy Club premises with employees based on site and in other locations in the general locality.

This document is the official Safety Statement of Sutton Dinghy Club. It should be read by all club members and employees. In addition this document should be readily available to parents, clients, course participants and visitors and on the **Club** website.

Key Publications & Courses

This document has been prepared in line with the following:

- The Safety, Health & Welfare at Work Act 2005
- The Safety, Health & Welfare at Work (GA) Regulation 2007
- Dangerous Substances (Retail & Private Petroleum Stores) Regulations 2010
- The ISA Policies and Procedures Manual (2005)
- Fire Services Acts (1981 & 2003)
- ISA Training Administration for Booking a Safeguarding Course

- ISA Code of Ethics Good Practice for Childrens Activities (V 16-1)

- Sport Ireland Code of Ethics Good Practice for Children's Sport
- Protection for Persons Reporting Child Abuse Act, 1998

The overall aim of this safety statement is to make sure that all the club members and employees of the club can enjoy the sport of sailing in the safest possible environment. In doing this, however, it must be recognised that, whilst every possible precaution can be taken, participation in sailing, as with any other water-based physical activity, does have risks which cannot be anticipated.

CLUB ORGANISATION AND GENERAL COMMITTEE

The General Committee is the primary management body within Sutton Dinghy Club with overall responsibility for running and managing the affairs of the club with overall responsibility for safety in the club.

The General Committee have overall responsibility for the identification of hazards and the assessment of risk to health and safety, and for remedial action. This committee is made up of elected members that include:

- Commodore
- Vice-Commodore
- Hon. Secretary
- Hon. Treasurer
- Sailing Secretary
- Up to 5 other elected members

SAFETY POLICY - OUTLINE

Sutton Dinghy Club is committed to a policy of maintaining a safe and healthy working and training environment for all club members and employees.

The **Club** will comply with the Safety, Health and Welfare at Work Act, 2005 and all relevant statutory provisions to ensure as far as reasonably practicable the safety, health and welfare of all club members and employees as well as visitors, course participants, contractors and members of the public who may be affected by the Club's activities.

As a family oriented sailing club and sailing school, that organises and runs activities involving young people, Sutton Dinghy Club is committed to the safe guarding and protection of children. The **Club** has adopted the Code of Ethics and Good Practice for Children's Sport in Ireland (ISC 2005) and has developed and published a Child Protection Policy. This policy is published on our website, displayed on the club notice board and club office. The **Club** has nominated Childrens Officer(s) and is committed to ensuring our staff, officers and volunteers receive the appropriate awareness training and education to enable and help them in their dealings with children and young people.

The primary purpose of the Safety Statement is to minimise incidents and accidents that might cause injury or illness to club members, employees, course participants and visitors to the club. The Safety Statement is based on the identification of hazards and assessments of the risks to safety and health. The Safety Statement will highlight the main hazards and risks and will reference current operating and emergency procedures.

The Safety Statement will identify those people within Sutton Dinghy Club who have specific responsibilities for the implementation of a safe and healthy working environment.

The **Club** is committed to regularly reviewing and updating this Safety Statement. The **Club** will risk assess any changes to the physical areas of operation or additions or alterations to the clubs activities. Updates to the Safety Statement will reflect these risk assessments.

The Safety Statement also includes (1) a general Safety Policy, (2) a Safe Sailing Policy, (3) a Child Protection Policy, (4) an Emergency Action Plan, (5) a Rescue Boat Safety Policy and (6) a Junior Powerboat Safety Policy. These related Safety policies will also be published separately from the Safety Statement on the Sutton Dinghy Club website and a copy will be available at all times in the club offices. The Safety Policy, the Safe Sailing Policy and the

Child Protection Policy will also be displayed on the club notice board and may be published in the yearly club handbook. The Rescue Boat and Junior Powerboat Safety Policies may be published in the yearly club handbook.

The **Club** will make available copies of the Safety Statement to club members and their parents on request and a copy may be downloaded from the website.

All Sailing Instructors employed by the **Club** will be provided with a copy of the Safety Statement and will acknowledge receipt as part of the hiring process.

RESPONSIBILITIES

A number of sub-committees including House & Grounds, Sailing and CE Project Committees report directly to the General Committee and have responsibilities for specific operating areas and activities. New hazards and reviewed assessments of hazards identified during the course of regular safety audits shall be notified to the General Committee.

House & Grounds Committee

This sub-committee will be convened by a member of the general committee. It has responsibility and oversight for property and infrastructure of Sutton Dinghy Club. They will carry out regular safety audits, inspections and risk assessment relating to club premises and grounds, kitchen, office and first aid equipment, as well as storage facilities for fuel and other equipment. They will be responsible for implementation of precautions and ensuring that appropriate written safety standards, rules, procedures and signage are maintained including updates to the Safety Statement.

They have a duty to consult General Committee on all safety matters on a regular basis. In addition they will distribute appropriate information regarding safety to the rest of the members of the club. There will also be provision for members of the club to raise safety issues with the House & Grounds Committee.

The House & Grounds Committee shall organise training to further enhance the safety of the club for those who require it. This shall be reviewed on a regular basis and shall include issues such as first aid, handling of fuel and other related safety issues.

Sailing Committee

This sub-committee will be convened by the Sailing Secretary and includes the Vice-Commodore, elected committee members and ordinary members. It has responsibility and oversight for all matters relating to the sailing activities within the club including organisation of club racing, sailing events, coaching, club & open training courses as well as rescue boat rosters and schedules. They will carry out regular safety, inspections and risk assessment relating to club sailing and racing procedures, race management, first aid and rescue boat equipment and maintenance. They will be responsible for implementation of precautions and ensuring that appropriate written safety standards, rules, procedures and signage are maintained including updates to the Safety Statement.

They have a duty to consult General Committee on all safety matters on a regular basis. In addition they will distribute appropriate information regarding safety to the rest of the

members of the club. The Sailing Committee will also consider and review safety issues raised by members through Sailing Committee members.

They will ensure Garda Vetting process is completed for all Instructors and Senior Instructors in accordance with ISA guidelines. They will be responsible for implementation of precautions and ensuring that appropriate written instructions, standards, rules, procedures are maintained including updates to the Safety Statement.

The Sailing Committee shall organise training to further enhance the safety of the club for those who require it. This shall be reviewed on a regular basis and shall include issues such as first aid, safety boat driving and other related safety issues.

CE Project Committee

This sub-committee is chaired by former Commodore and includes current members of the General Committee. It has responsibility and oversight for all matters relating to Community Employment Project including management of the CE Project Principal and all CE Project Staff. They will ensure all CE Project employees have read and are aware of the Safety Statement and Policy, Code of Conduct for 1) working with Children and 2) Members of Staff. They will ensure Garda Vetting process is completed for all CE Project employees in accordance FAS regulations. They will be responsible for implementation of precautions and ensuring that appropriate written instructions, standards, rules, procedures are maintained including updates to the Safety Statement.

The CE Project has a duty to consult General Committee on all safety matters on a regular basis. There will also be provision for General Committee to raise safety issues with the CE Project for discussion or distribution with CE Project employees.

Club Principal and Senior Instructors

The Club Principal and Senior Instructor(s) are responsible for safety in areas occupied by their staff and trainees. They are responsible for the full implementation of relevant and documented safety procedures and for the day to day implementation of the clubs Safety Policy, and compliance with safety rules and safe working practices.

In implementing the clubs Safety Policy it is the duty of Club Principal and Senior Instructors to encourage and assist the development of safety rules and to endeavour to ensure that established rules and safe working practices are always followed. The Club Principal shall delegate responsibilities and ensure that Senior Instructors and Instructors receive the necessary information and training to enable them to discharge their safety related responsibilities. A record shall be kept by Club Principal of all information and training provided.

It is the duty of Club Principal, Senior Instructors and Sailing Instructors to ensure as far as is practicable that:

- Training course participants are familiar with emergency routines and means of escape in case of fire or other emergency evacuation.
- Employees authorised to use chemicals are trained in the handling and use of such material.

- Those authorised to use powered craft are appropriately trained and should have appropriate certification.
- Those authorised to use machinery and work equipment are appropriately trained.
- Work equipment is maintained in a safe condition as recommended by the manufacturer, with appropriate arrangements to ensure the safety of persons using such equipment and of others who may be exposed to risk from such equipment.
- Hazards (such as damaged fittings, spillages or trip hazards) in the areas occupied by staff or Club members are eliminated as quickly as possible after they occur.
- All incidents, accidents and near misses are reported in writing using standard form or template document to the General Committee ensuring that any necessary follow up action is taken without delay. See Appendix 6 & 7 for standard Incident and Accident Report Forms.

The Club Principal and Senior Instructors shall be responsible for the proactive identification of hazards at Sutton Dinghy Club. The reviewed assessments of hazards identified during the course of regular safety inspections shall be notified to the General Committee by the Club Principal.

They are also responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities include general supervision and ensuring that their Instructors are familiar with safe methods of work. The Club Manager is responsible for initial investigation of accidents and unsafe incidents that occur at Sutton Dinghy Club.

In addition the Club Principal shall undertake periodic "self inspection" safety audits and shall ensure that Instructor training in safety and use of protective equipment and gear is carried out on an ongoing basis.

CODE OF CONDUCT

The **Club** Code of Conduct lays out the expected minimum levels of behaviour for people within our club including club members, staff, volunteers, trainees and parents.

Complaints and Disciplinary Procedures

The code of conduct also provides a set of standards in the event a person's behaviour becomes an issue. A complaints and disciplinary procedure is in place to handle any reported misdemeanours.

Persistent breach of the code can result in dismissal from the club.

Dismissals can be appealed, with final decisions taken by General Committee.

TRAINING AND DEVELOPMENT

The nature of training provided will depend on the role and responsibilities of the member, staff or volunteer within the Club. The types of training and development will include:

- Instructor Induction
- Specific Skills

- Child Protection Awareness

Instructor Induction

The club will organise an instructor induction session typically at the start of each new course period (June, July & August) and will include as a minimum an overview of the Safety, Child Protection and Rescue Boat Policies, Codes of Conduct and First Aid.

Specific Skills

Where an employee, parent, volunteer or member takes on a specific role that requires specific skills or certification the Club will identify and may fund the necessary training. Or example, a parent or member must have minimum safety boat certification to become a Rescue Boat driver.

Child Protection Awareness

All members, staff, instructors or volunteers involved in club activities involving children and young people should complete the Basic Awareness Child Protection course as designated by the Code of Ethics and Good Practice for Children's sport in Ireland.

The purpose of this training will be to raise awareness and provide information about how to respond to suspicions or incidents of child abuse. The training must be provided by an approved agency, organisation or individual with the appropriate certification from Irish Sports Council.

CLUB AND OPEN COURSES – SAILING AND POWERBOAT

Safe sailing is the primary objective of every course. Sutton Dinghy Sailing Club has, over the years, developed procedures and regulations to promote an environment of safe sailing. Our development of safe sailing procedures will continue to evolve and be updated as operating conditions, instruction methods and legislation change.

Safe sailing involves a continual awareness of all aspects of our sailing courses, including, but not limited to, the experience and expectations of trainees and instructors, the course syllabus, the sailing area, the condition of equipment, the weather and the club support structure.

Principle

SDC Safety Regulations shall meet or exceed existing Irish and EU legislation, regulations and standards. Irish Sailing Association standards and prescriptions shall be met. The Club Principal is responsible for the condition of the boats and equipment and has complete authority to enforce the clubs Safety Regulations.

Instructors are required to be fully familiar with Safety Regulations relating to their courses. Trainees have a duty to respect the clubs Safety Regulations and to co-operate with their implementation.

Emergency Contacts

A list of Emergency Services telephone numbers shall be posted at every telephone at the club. and at an accessible point outside

Sailing Area

A chart covering the clubs sailing areas shall be prominently and permanently displayed. Hazards to navigation shall be highlighted. Limits to the sailing area for Beginners courses shall be illustrated.

Daily Plan

A whiteboard shall be prominently and permanently displayed upon which details of each course daily plan, sailing area, and latest time of return to base shall be listed.

Weather Forecast

The Met Eireann weather forecast and/or other appropriate local sources such as Windguru shall be copied daily from internet or radio broadcasts and posted or displayed in a prominent position in the wet room/ kitchen area.

Tide Information

The Tide Table for Dublin Bay and surrounding area together with the differences for Sutton Creek shall be prominently displayed.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

A hazard is anything that can potentially cause harm. The first step in safeguarding safety and health is to identify hazards. If a hazard is present, the next step is to determine the likelihood of it happening and any consequences. Once assessed, a relevant "best practice" should be found to remove, control or contain the hazard.

A hazard or risk will depend on many, often related, circumstances:

- Is anyone exposed to the hazard?
- Is the hazard likely to cause injury?
- Is the hazard well controlled?
- Is the level of supervision adequate?

Risks on shore

On-shore hazards and risks should be identified in and around:

- Kitchen area
- Shower, Toilets and Changing Rooms
- Wet-room
- Office
- Balcony & Race Management deck
- Boiler Room, Hot-Water Tank and Pump
- Meeting room/ Function Room
- Fuel Storage Locker
- Social areas – BBQ, Tuck Shop etc.
- Tractor
- Workshops and equipment store
- Dinghy Park
- Car Park
- Surrounding grounds, paths, walkways and the 'Right of Way' to the beach

- Physical structures
- Wintered Cruisers
- Crane – Autumn Lift in and Spring Lift Out

Risks on water

Marine activity risks and hazards should be identified in and around:

- Dinghy and other sailing craft
- Committee Boats
- SDC Rescue boats
- Other powered craft including visiting rescue boats
- Marine equipment
- Tide
- Slip ways and launching areas
- Racing and local navigation marks
- Submerged objects
- Beaches
- Commercial ferries
- Sailing areas – Sutton Creek and Dublin Bay
- Forecasted Weather

RISK ASSESSMENT PROCEDURE

Objective

A risk assessment is carried out to identify where there is a significant risk of harm (hazard) to people. This allows a reduction in the likelihood of harm being done by eliminating the hazard or by controlling the risk so that harm is unlikely. Responsibility for managing risk on **Club** premises and during activities lies with General Committee. All members have a duty of care with regard to identifying and controlling risk.

Points to consider when considering a risk assessment:

- Members and employees know the organisation and activities as intimately as anyone.
- It is useful to get an outside perspective on what is done every day. However, ensure that it comes from someone who is competent and familiar with the operating environment.
- The ISA can and will assist in running a risk assessment. Contact the office for details.

A formal risk assessment should be conducted at least once a year and whenever a significant change to activities or environment are made or on the introduction of new activities or the use of new operating areas.

ACCIDENT AND INCIDENT REPORTING

Definitions

An accident is defined as – An undesirable event that occurs unintentionally and usually results in harm, injury, damage, or loss.

An incident is defined as - An event that interrupts normal procedure and may present a hazard or a risk.

Reporting an Accident

Full details of any accident must be recorded on a SDC Accident Report Form A available from the Club office. The original copy of the Accident Report shall remain filed in the Accident Report File and a copy shall be assessed and used by Sutton Dinghy Club management or their insurers. If the accident involved a junior member or a child SDC Accident Report Form B must also be completed and given to parent, guardian or next of kin.

It is critical that detailed written statements from the same period be obtained from any witnesses to an accident, signed, dated and filed with a SDC Accident Report.

Details of any accident must also be recorded in the Health and Safety Authority Accident Register. This is a legal requirement and obligation according to the Safety, Health and Welfare at Work Act, 2005. The Accident Register shall always be available in the Operations Manual-Accident Register File in the Club office.

An accident must be reported directly to the Club Principal or the Senior Instructor on duty at the earliest opportunity and reported onwards to the General and/or Sailing Committee as appropriate.

Reporting an Incident

Details of any incident involving, but not limited to, equipment, tools, fixtures, appliances or fittings shall be recorded on an Incident Report Form, which shall be available in the Incident Report File. Any fault, hazard or risk resulting from an incident shall be immediately identified and isolated or corrected.

An incident must be reported directly to the Club Principal or the Senior Instructor on duty at the earliest opportunity and reported onwards to the General, House & Grounds or Sailing Committee as appropriate.

EMERGENCY ACTION PLAN

All sporting clubs have a responsibility to ensure a safe environment is available to those in their care. This includes having a clearly documented plan that outlines the actions and processes that need to be fulfilled in an emergency situation. A comprehensive emergency plan should be in place to cover all types of emergency on or off the water. They may include incidents such as fire, violence and environmental threats. Staff, members and volunteers must be aware of these arrangements. See Appendix 13.

Fire

There is a legal requirement on employers to prepare an Emergency Action Plan that outlines how the workplace will be evacuated in the event of a fire outbreak. Fire Wardens are designated the responsibility of executing this plan in an emergency situation.

FIRE SAFETY AND PREVENTION

Regulations

Fire regulations such as the [Fire Services Acts 1981 & 2003](#) impose a legal responsibility on all employers in Ireland to achieve an appropriate standard of Fire Safety in the workplace. In order to ensure compliance with fire regulations, all workplaces should be assessed in accordance with Fire Safety guidance documents and codes of practice. A risk assessment in the form of a Fire Safety Audit focuses on whether compliance is achieved with reference to these standards or not.

Fire Safety in the Workplace

Sutton Dinghy Club shall make every effort to prevent the occurrence of fire. During the Safety lecture at the beginning of each course, trainees and instructors shall be informed of the Prohibitions set out below and shall be reminded that everyone has a duty to co-operate in the prevention of fire.

Fire and Emergency Assembly Point

The Emergency Assembly Point is located at the top of the steps into the Car Park and is marked appropriately.

Fire Alarms and Equipment

Sutton Dinghy Club shall have a fully functioning, approved and certified system of fire and smoke detectors and an emergency alarm.

Sutton Dinghy Club shall ensure all Fire Detection and Alarm systems are in line with [IS 3218](#). The Club will ensure an appropriate number of ISO standard fire extinguishers are in place within the Club premises and work areas. Additionally, a spare of each different type of extinguisher shall be kept in store as a replacement in the event of accidental discharge of a unit.

Sutton Dinghy Club kitchen/ wet room shall be equipped with suitable fire blankets located near the oven and hob.

Maintenance

The Club Principal/Safety Officer shall ensure that an appropriately qualified and certified agent is contracted annually to service and maintain all emergency detectors, alarms and fire extinguishers.

A Service Log shall be maintained to record details of inspections. The most recent fire equipment Maintenance Certificates should be available for inspection.

Fire Warden

There is a legal requirement on employers to prepare an Emergency Action Plan that outlines how the workplace will be evacuated in the event of a fire outbreak. Fire Wardens are designated the responsibility of executing this plan in an emergency situation. Those designated as Fire Wardens should be trained or briefed with regard to their responsibilities in running a fire drill effectively and safely.

Fire Drill and Escapes

During sailing courses a Senior Instructor or Instructor will be nominated as Fire Warden and is responsible for executing the emergency action plan if required. Their responsibilities include ensuring that all escape routes from the club are kept clear of bags and equipment and conducting regular Fire Drills. The Club Principal is responsible for overseeing the Fire Warden(s) and is responsible for ensuring that all escape doors and windows are functioning properly, and shall check them not less than once weekly in Summer Season.

Sutton Dinghy Club will conduct a Fire Drill each month during the sailing season (June to August) and every 3 months between September and May and will conduct a Fire Prevention briefing at commencement of each course. Details of each Fire Drill shall be recorded in the Fire Drill Log which is filed in the Standard Operations Manual. This is a legal obligation. The Fire Drill Log must be available for inspection at any time by authorised Fire Service personnel.

Suitable escape information signage shall be placed at appropriate locations. "No Smoking" signs shall be displayed at the club.

Prohibitions

- Smoking is prohibited at all times in Sutton Dinghy Club, in accordance with 2004 legislation prohibiting smoking in a workplace.
- Portable, open-flame, gas powered heating appliances are expressly prohibited inside any SDC building, boat or structure.
- Gas-powered blow torches shall not be used by anyone except for suitably trained permanent employees and instructors. Trainees are not permitted to use such equipment.
- Petrol, acetone and any other flammable liquid shall not be stored in any SDC building. Suitable lockers for such flammable liquids shall be provided and sited away from Club clearly marked.
- Anyone found interfering with or damaging in any way any item of emergency fire equipment shall be immediately dealt with by the Club Principal or any Committee member present. An Incident Report shall be filled out and the General Committee informed.

FIRST AID

Certification

Club Principal, Senior Instructors and Instructors shall have a recognised First Aid Certificate. A list of certified first aiders including Staff, members and volunteers should be maintained and be available in the **Club** office at all times. The list of first aiders should also be included in the Emergency Action Plan and procedures document.

First Aid Kits

- Sutton Dinghy Club shall seek appropriate medical advice on the required contents of First Aid Kits.
- The Club Principal and Senior Instructors shall be responsible for the maintenance of First Aid Kits.

- First Aid Kits and their inventories shall be maintained through weekly inspections.
- The Club will display a map of the Club premises identifying the location of all First Aid Kits.

Club House/Office/Kitchen First Aid Kit

This is the largest kit available at SDC and may contain certain items which should only be administered by qualified First Aider.

Workshop/ Container First Aid Kit

This kit may contain certain items which should only be administered by qualified First Aider.

Safety Bags (each Safety Boats)

This is a basic First Aid kit.

REVISION OF THE SAFETY STATEMENT

- The General Committee shall include a review of the Safety Statement in at least one meeting a year.
- Any member can submit proposals to the General Committee, or any of the other relevant sub-committees for updating and improving the Safety Statement.
- All such proposals will be reviewed and considered with General Committee having final say on adoption.
- The overall safety record of the club over the previous year shall be reviewed and the results of any incident proceedings summarised.
- The outgoing General Committee shall prepare a report at end of each season highlighting any outstanding issues or items relating to the safety of the Safety Statement. This report will be a priority item for incoming General Committee.

PUBLICISING THE SAFETY STATEMENT

- An up-to-date copy of Safety Policy shall be displayed at all times on the club notice board in the Sutton Dinghy Club clubhouse and on the Club website.
- An up-to-date copy of the Safety Statement will be available at all times in the Club Office.
- An up-to-date copy of the Safety Statement shall be given to all General Committee, CE Project and sub-committee members.
- An up-to-date copy of the Safety Statement will be available for download on the club's website.

- The Safety Statement will be available to club members and parents on request to the Club Principal or through the Club Office.
- All Sailing Instructors employed by the **Club** will be provided with a copy of the Safety Statement and will acknowledge receipt as part of the contracting process.
- An updated and approved Safety Statement held by the General Committee will take precedence over any information displayed on the website.

POLICIES & PROCEDURES

SUTTON DINGHY CLUB - SAFETY POLICY

Sutton Dinghy Club is committed to a policy of maintaining a safe and healthy working and training environment for all club members, trainees and employees.

The club will comply with the Safety, Health and Welfare at Work Act, 2005 and all relevant statutory provisions to ensure as far as reasonably practicable the safety, health and welfare of all club members and employees as well as visitors, course participants, contractors and members of the public who may be affected by the Club's activities.

The primary purpose of the Safety Statement is to minimise incidents and accidents that might cause injury or illness to club members, employees, course participants and visitors to the club. The Safety Statement is based on the identification of hazards and assessments of the risks to safety and health. The Safety Statement will highlight the main hazards and risks and will reference current operating and emergency procedures.

The Safety Statement will identify those people within Sutton Dinghy Club who have specific responsibilities for the implementation of a safe and healthy working environment.

The club is committed to annually reviewing and updating this Safety Statement. The club will risk assess any changes to the physical areas of operation or additions or alterations to the clubs activities. Updates to the Safety Statement will reflect these risk assessments.

The Safety Statement including the Safety Policy will be published on the Sutton Dinghy Club website and a copy will be available at all times in the club offices. This Safety Policy will also be displayed on the main club notice board. The club will make available copies of the Safety Statement to club members and their parents on request.

Signed on behalf of the General Committee:

Commodore:

Jim Lambkin (July 2017)



SUTTON DINGHY CLUB – CODE OF CONDUCT

The **Club** Code of Conduct lays out the expected minimum levels of behaviour for people within our club including club members, staff, volunteers, trainees and parents.

The purpose of the code of conduct is to help develop a family friendly environment as well as promoting appropriate interaction between members, staff as well as people outside of the organization when participating in the activities of the club.

Minimum Expectation

- Everybody should be able to enjoy their time at Sutton Dinghy Club.
- Everybody should be treated with dignity, sensitivity and respect.
- Everybody should be able to participate on an equal basis appropriate to their ability and stage of development.
- Everybody should be able to ask for help.
- Everybody should expect to be able to make a complaint and have it dealt with through an effective complaints procedure.

Fair Play

- Sailors should respect fellow competitors – without them there would be no competition.
- Sailors should assist other competitors if they get into difficulty on the water.
- Sailors should accept apologies from opponents when they are offered.
- Sailors should be modest in winning and gracious in losing

Employees, Instructors and Coaches

- Ensure the safety of all children and trainees by careful supervision, team work and proper planning of coaching and training sessions.
- Be positive, emphasize fun and participation and promote the objectives of the club at all times
- Do not allow rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- All incidents and accidents should be recorded in the appropriate incident/accident logbook.
- Report accidents or incidents of alleged abuse to the Designated Liaison Person
- Observe confidentiality in respect of information gained through your role as a Instructor in the Club. Instructors should not discuss nor disclose sensitive or personal information about staff, trainees, parents or members to others.
- Be a role model (disciplined / committed / time keeping), remember children and junior members learn by example
- Ensure the rights and responsibilities of children and junior members are enforced
- Refrain from smoking and the consumption of alcohol during coaching sessions and club activities.
- Maintain appropriate instructor, first aid and safety boat certification at all times.

Club members

- Be friendly and welcoming, particularly to new members and work together as a team.
- Be safety conscious at all times.
- Ensure personal equipment is properly marked and safely stored.
- Approach the Club Principal or Committee members with any concerns they may have.

- Follow the instructions given by Club Principal, Senior Instructors and Rescue Crews.
- Treat all sailing and safety boats, equipment, dinghy park and the clubhouse with respect.
- Report inappropriate behaviour or situations to the Club Principal, Committee member or Children's Officer.

Children, Trainees and Junior Members

- Wear a buoyancy aid when afloat.
- Keep within the identified safe areas on water and on land.
- Follow the instructions given by Instructors and Rescue Crew.
- Treat boats, the dinghy park and the clubhouse with respect.
- Arrive and leave on time each day during training courses.
- Report inappropriate behaviour or situations to the Instructor , Club Principal or Children's Officer.
- Junior sailors should provide a note from parents to the Instructor or Club Principal if they need to leave the club premises during a training course.
- Never use foul, abusive or sexually inappropriate language or engage in rough or provocative games.
- Never take equipment from other boats - if you take something without permission it is not borrowing, it is stealing.

Travelling with Children

- It is essential that those accompanying young sailors to away events or training camps and the participants themselves have a clear understanding of their roles and the conduct expected of them. The codes of conducts must be adhered to by those travelling with squads.
- Parents will be notified if there is a "team mom" travelling and will be asked for contact numbers and relevant medical details to be made available.
- Should a child become ill or injured at an IODAI event, the parents will be informed as soon as possible and if necessary, suitable arrangements agreed for the safe and comfortable return home or collection of the child.
- Consent will be obtained for the administration of medication or medical aid in the absence of a parent.
- No child will be left alone with any medical personnel or in a hospital. A child who feels sick and cannot sail will be supervised whilst off the water.
- Adults should not share rooms with children (with exception of parent / child). Children share rooms with those of same age and gender.
- All group socialisation, team meetings should take place in communal areas.
- Curfew time should be enforced and adhered to.
- See APPENDIX 16, permission form to be signed by parents and participants, containing emergency contact numbers etc.

Children and Supervision

- Avoid being alone with one participant, if you need to talk separately do so in an open environment, in view of others

- In changing rooms, ask parents to take responsibility and supervise in pairs of appropriate gender
- Coaches/instructors should not have to enter the changing rooms unless children are very young or need special assistance, where supervision should be in pairs of appropriate gender
- Clearly state time for start and end of training sessions or competitions.

Volunteers & Parents

- Observe similar standards of behaviour to members and staff and act within the law, be honest and fair and show respect to all including children.
- Appreciate that Club Principal and Instructors have a special duty of care for trainees that can not be delegated or transferred to others.
- Appreciate that children and trainees have rights and should be treated with dignity and respect.
- Observe confidentiality in respect of information gained through your participation as a volunteer in the Club. Volunteers should not discuss nor disclose sensitive or personal information about staff, trainees, parents or members to others.
- Accept and follow directions from the Club Principal and Senior Instructors and seek guidance through clarification where you may be uncertain of tasks or requirements.
- Familiarize yourself with the Clubs policies and guidelines especially with regard to Safety.
- Observe safe work practices which avoid unnecessary risks, and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems, incidents or accidents as they arise to the Club Principal or Instructor on duty.

SUTTON DINGHY CLUB - CHILD PROTECTION POLICY

Children are the lifeblood of the sport of sailing and it is crucial that they are cared for in the right manner. Sutton Dinghy Club is fully committed to safeguarding the well being of all children whether club members or visitors and operates under the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland. For the purposes of this Code a child is any person under the age of 18.

As a parent, you will no doubt want your child to enjoy their involvement in sailing in a safe, friendly environment where there are opportunities to learn and develop sailing and life skills while having fun.

In order to provide young people with the best possible experiences and opportunities in the sport of sailing, it is imperative that every individual involved in the club should, at all times, show respect and understanding for the rights, safety and welfare of all involved, demonstrate exemplary behaviour and operate within an accepted ethical framework.

This not only ensures the sport of sailing makes a positive contribution to the development of young people, safeguards them and promotes their welfare but also protects all personnel from allegations of poor practice and abuse.

Copies of the Irish Sports Councils 'Code of Ethics' are available from the nominated Children's Officers, the Club office, the offices of the ISA and can be downloaded from the Irish Sports Council website (www.irishsportsCouncil.ie). Leaflets providing guidelines on implementing the Code of Ethics are distributed to all parents attending the yearly parents briefing meeting. In the guideline leaflets are available from the Senior Instructor during junior training courses.

Children's Officers and Designated Liaison Person

Children's Officers are appointed within clubs to act as a resource for children and represent them at Committee level. All ISA Training Centres and sailing schools must have a Children's Officer as set out in section 2.6.1 of the 'Code of Ethics and Good Practice for Children's Sport in Ireland'.

A Designated Liaison Person is a person who is responsible for reporting allegations or suspicions of child abuse to the Statutory Authorities. This person will also be responsible for dealing with any concerns about the protection of young people.

All nominations for Children's Officers and Designated Persons in Sutton Dinghy Club will be reviewed and ratified through the General Committee and will also commit themselves to the Clubs Code of Conduct as part of this process.

Niamh Dooley	John Robinson
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Sutton Dinghy Club will also ensure Children's Officers and Designated Persons have opportunity to attend and complete the recommended training as per guidelines laid out under the Code of Ethics and Good Practice for Children's Sport in Ireland.

Statutory Authorities

Only the Gardai and Health Service Executive have the responsibility for the investigation and/or validation of suspected child abuse in the ROI.

In the event of a breach or suspected breach in the Code involving members or employees of Sutton Dinghy Club, contact should be made with one of the nominated Childrens Officers without delay.

Signed on behalf of the General Committee:

Commodore:

Jim Lambkin (July 2017)

A handwritten signature in blue ink, appearing to read 'Jim Lambkin', is written in a cursive style.

SUTTON DINGHY CLUB – PERSONAL COMPLAINTS PROCEDURE

On receipt of a formal complaint, the complaint is sent to the Hon. Secretary for action and the following procedure takes place:

1. Hon. Secretary circulates copy of complaint to General Committee requesting them to vote on whether any further action should be taken or not.
2. If General Committee decide that further action is required, a Complaints Sub-Committee is created and convened, and the complaint forwarded on to the person complained of with a copy of this procedure and letter outlining procedure.
3. Both the complainant and person complained of will be notified of the members of the Complaints Sub-Committee and will have the right to object to any member, in which case a replacement will be found.
4. In the first instance, the complainant is interviewed to get greater detail, and this interview is minuted / recorded.
5. Any witnesses are also interviewed and these interviews are also minuted.
6. A copy of these minutes is forwarded to the person complained of.
7. An interview is then arranged and the person complained of is also invited to bring witnesses.
8. The complainant may also be invited to attend and his/her requirement to attend is at the discretion of the person complained of.
9. The Complaints Sub-Committee will question those attending.
10. Following this hearing, the Complaints Sub-Committee may convene a further meeting if further information is required or any clarifications needed.
11. Following any hearing/s, the Complaints Sub-Committee will then decide on a proposed course of action and make their recommendation to the General Committee.
12. The General Committee will then decide on what, if any, action should be taken.
13. The person complained of will have a right of appeal to the Commodore who may enlist external parties to further decide on the issue.

SUTTON DINGHY CLUB - SAFE SAILING POLICY

- Sailors should be able to swim or be water confident.
- Suitable lifejackets, buoyancy aids or personal flotation devices shall be worn at all times when on the water.
- Suitable clothing and footwear must be worn at all times when on the water.
- The number of rescue boats on the water should be appropriate to the number of boats sailing and the weather conditions. (minimum ratio of 10:1)
- All sailing boats must have adequate draining equipment on board.
- All sailing boats must have adequate buoyancy so that it will float when fully inverted or fully swamped.
- All members must make themselves aware of where the first aid kits and telephones are within Sutton Dinghy Club.
- There must be no sailing at night unless participating in a formally organised event.
- If an incident should occur then it must be reported to the Sailing Committee at the earliest opportunity, at least within 24 hours.
- All sailors must enter their name, boat details and departure time in sailing register prior to launching their boat. The sailing register will be located in clubhouse.
- All boats must supply a valid insurance policy and certificate providing appropriate 3rd party cover and liability.
- If the event the General Emergency Alarm is signalled (7 Short blast 1 Long blast) all dinghy and sailing craft must return to the club jetty until further notice.
- Racing: During racing events a tagging board may be in operation as an alternative to the sailing register.
- Racing: Attention of all competitors is drawn to RRS Fundamental Rule 3 'Acceptance of the Rules', 4 'Decision to Race' and the ISA Safety Guidelines. Open boat entrants are referred to relevant class regulations.
- Racing: Boats shall keep clear of Race Committee vessels (committee boats, mark laying boats etc.) from the time the Committee Boat is on station prior to starting racing.

SUTTON DINGHY CLUB - RESCUE BOAT SAFETY POLICY

- Rescue cover will be provided for all club racing and organised sailing events. Rescue cover will not normally be provided by the club at other times. However in emergency situations, the club safety boats may be launched at any time by suitably qualified members.
- There must be no less than one fully manned safety boats afloat before club racing or an organised sailing event can take place. In principle a ratio of one safety boat to ten competing boats shall apply.
- The responsibility of meeting the minimum rescue cover requirements shall lie with the Principal Race Officer or most senior General Committee member present.
- Any member of the General Committee or Sailing Committee shall have the authority to halt or postpone (but not to cancel) at his/her discretion any event until the minimum rescue cover requirements are met.
- If the occasion arises that the required number of safety boats cannot be fully manned, suitably qualified participants will be expected to offer their services in order to allow the event to commence. The crewing of safety boats is the responsibility of all senior members.
- The only people normally authorised to drive club safety boats are those who hold Level 2 or higher in the ISA Powerboat scheme. The driver of any safety boat must be accompanied by at least one other person when on rescue duty.
- Junior members under 16 years of age may not crew/helm on a club powerboat whilst it is actively engaged in or rostered to carry out rescue duties at any time (except at certain training events subject to the approval of the Club Principal or Senior Instructor present at that event.
- If the event the General Emergency Alarm is signalled (7 Short blast 1 Long blast) all safety boat crews must contact the Race Officer (or senior General Committee member) for further instructions (unless actively involved in rescuing individuals) and, if communications cannot be established, must return to the club jetty for further instructions.
- The safety boat must carry the following items: a means of summoning help (radio, flares or other suitable devices), a compass, towing lines, a space blanket, knife, a basic tool kit, an anchor, a compass, a whistle, paddles or oars and a bailer.
- All safety boat drivers should practice their skills when afloat, and experienced drivers should give guidance and advice to the inexperienced.
- Suitable lifejackets, buoyancy aids or personal flotation devices shall be worn at all times by driver and crew when on the water.

- If a safety boat sustains any damage or there are problems with any of its equipment, then this should be recorded in the Safety Boat log located in the club house and reported to the Sailing Committee at the earliest opportunity, in order to facilitate prompt repairs.
- The club operates a programme of rescue boat training throughout the year.
- Club rescue boats may be made available for other organised coaching and training activities. Requests should be made to the Sailing Committee.
- Club rescue boats may be made available for racing and sailing events at other sailing clubs. Requests must be reviewed and approved by the Sailing Committee.
- Rescue Boat Drivers should note the importance of proceeding at low speed when manoeuvring in the vicinity of any other water users. This will reduce the risk and consequences of collisions as well as preventing the environmental impact and annoyance caused by wash and noise.

Signed on behalf of the General Committee:

Commodore:

Jim Lambkin (July 2017)

A handwritten signature in blue ink, appearing to read 'Jim Lambkin', written in a cursive style.

SUTTON DINGHY CLUB - JUNIOR POWERBOAT POLICY

The ISA recommends that no one under the age of sixteen years should be left in charge of any powerboat without appropriate adult supervision. Under Irish law it is illegal for anyone under the age of sixteen to operate a powerboat that is capable of 17 knots or more.

The policy of Sutton Dinghy Club is to improve both the participation of junior members and keep their interest levels high whilst aiming to maintain a strict level of ability for being a responsible powerboat driver. In order to ensure that the participation of junior members in powerboat based activities is carried out in a sensible, safe and controlled fashion it has been necessary to impose certain restrictions on junior members under 16yrs.

These restrictions are as follows:

- Persons using club powerboats unsupervised should be a minimum of 16 years old and hold at least an ISA National Powerboat Certificate.
- Junior members under 16 years of age may not crew/helm on a club powerboat whilst it is actively engaged in or rostered to carry out rescue duties at any time (except at certain training events subject to the approval of the Club Principal or Senior Instructor present at that event.
- Junior members aged 12-15 years old will be permitted to use club powerboats at specific events designated for the purpose of powerboat training. The above activities will be conducted only under the strict supervision of and when accompanied by a qualified club powerboat driver or instructor. The designated responsible driver must be a minimum of 18 years old and hold at least an ISA National Powerboat Certificate.
- All designated responsible drivers are approved at the discretion of the Sailing Committee. The Sailing Committee has the authority to allow or deny the use of any particular club powerboat by a junior member or inexperienced adult member.

Before a junior member less than 16 years of age may participate in club powerboat activities as a helm or crew a consent form signed by a parent or guardian must be provided to the Sailing Committee.

Signed on behalf of the General Committee:

Commodore:

Jim Lambkin (July
2017)



APPENDICES

APPENDIX 1

RESCUE AND SAFETY BOAT GUIDELINES

REMEMBER SAFETY BOATS ARE FIRST ON AND LAST OFF THE WATER

General

- All powerboats and engines must be in good condition, well-maintained and regularly serviced.
- Boats should be equipped appropriately for their intended operating area and role.
- All boats / engines must be fitted with effective "kill-cords".
- Kill-cords must be used by anyone operating a powerboat boat.
- Engines and fuel tanks must have an efficient and secure method of attachment to the boat.
- Where carried, batteries must be adequately secured to the boat, have their terminals protected and be protected from flooding.
- Boats should be kept tidy with suitable storage / stowage provided for all equipment carried

Procedures

- Safety personnel should be at Club at least 1 hr before First Gun
- Check with the Race officer on "decision to sail" and what sail area being used
- Safety Officer or appropriate committee person to decide what safety boats are needed and prepare them
- Safety boats to be pushed across the top of the slip to prevent sailors going on the water before safety is on the water
- Safety personnel rostered to decide among themselves who partners each other – it should be an experienced person partnering a novice rather than leaving 2 novices together
- Check radios are on correct channel and that they work
- Sign out the safety boats, safety bags and radios to be used
- Check with the Race Officer what sailing courses are being used
- Launch safety boats before any sailing boats are allowed on the water
- Sign in the radios and safety boats and add any comments/faults if necessary

Preparing a Safety Boat

- Select fuel – remember to open the valve on the top of the fuel tank
- Collect safety 'kill cord', key, safety bag, throw line and radio
- Sign out safety boat, radio and safety boat personnel
- Check the tubes are fully inflated
- Check the bungs are in
- Check there are 2 anchors and warps in the SDC1 -4 (1 tied to RIB and 2nd for emergencies)when there is bay sailing
- Check there are 2 paddles and bailer
- Tie a retrieval rope around the front of the launching trailer

Storing Safety Boats

- When sailing is over retrieve the safety boats

- Store the fuel containers in the fuel bunker
- Wash the boat down
- Drain the water from the boat (check the “between the hulls” drain),
- Fit the covers
- Return the safety cords, safety bags and radios to the office
- Sign in the radios and safety boats and add any comments/faults if necessary

Using Club Handheld VHF Radios

- Switch on radio
- Select club channel (36A)
- Set power setting to medium
- Lock keypad
- Perform radio check
- Sign out radio
- At end of day sign in radio and add comments if required

Contents of a Safety Bag

- First Aid Kit
- Survival Bag
- Screwdriver and Pliers
- Flares
- Tag showing safety has rescued sailors
- Spare safety ‘kill’ cord
- Map of coastline
- Hand held compass

Kitting yourself out

- Suitable warm clothing that you can get wet in
- Suitable buoyancy aid
- Whistle
- Penknife/ multi-tool
- Couple of spare cable ties
- Roll of insulating tape
- Piece of lashing
- Bar of chocolate
- Gloves
- Hat / sunglasses
- Sun tan cream

APPENDIX 2

GUIDELINES TO CONDUCTING A RISK ASSESSMENT

Conducting a risk assessment is essentially an 8 step process.

- 1) Divide the organisation into physical areas and or activities.
 - Physical areas might include the dinghy park, changing rooms, car park or sailing area(s) or slipway.
 - Activities might include dinghy sailing courses, rescue/safety boat driving, dinghy racing.
- 2) For each physical area or activity identify the hazards that have the potential to cause harm.
- 3) Identify the risk arising from the hazard.
- 4) Identify who might be harmed
- 5) Identify what precautions are already in place to control the risk
- 6) Identify what other precautions are necessary
- 7) Record the findings. It is important to keep a written record of each assessment. It will serve as a useful reference tool should you ever need to show or demonstrate that we have considered the level of risk for an area / activity and put the appropriate precautions in place e.g. Health & Safety Inspector visit or civil liability action.
- 8) Periodically review the risk assessment. Over time the clubs physical areas and activities will inevitably change and with these changes we need to ensure our precautions to reduce risk are still appropriate and adequate.

APPENDIX 3

INCIDENT REPORT TEMPLATE

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name/s of person/s involved in the incident and connection with Sutton Dinghy Club:
Description of incident:

Witnesses (include contact details):

Reporting of the incident to Club

Incident Reported to:	Date:
How (this form, in person, email, phone):	

Follow Up Action

Description of actions to be taken:
--

APPENDIX 4

ACCIDENT REPORT FORM A

SUTTON DINGHY CLUB ACCIDENT REPORT

Injured Person Name		Male Female	Age
Address			
Tel Nos.			
Parent/Guardian Name/Next of Kin			
Tel Nos.			
Date of Accident		Time Of Accident	
Description of Injury			
Circumstances of Accident	What was the person doing immediately before accident? What was the person doing when the accident occurred? What actually caused the injury? What happened immediately after the accident?		

SUTTON DINGHY CLUB – ACCIDENT REPORT Page 2

Accident Taken Following Accident	Was First Aid administered and if so by whom? Were they taken to or asked to go to a doctor or hospital?	
Consequences of Accident	Could they continue with their course / activity?	
Witnesses Names		
Addresses		
Tel Nos		
Signature of Person in Charge i.e. Centre Principal / Commodore/ Principle Race Officer	Print Name:	Signature:

APPENDIX 5
ACCIDENT REPORT FORM B

ACCIDENT REPORT FORM

DATE:

YOUR CHILD _____

HAD AN ACCIDENT AT THE CLUB TO-DAY

DETAILS: _____

ACTION TAKEN: _____

PLEASE CHECK THE AFFECTED AREA THOROUGHLY AND CONSULT A DOCTOR OR TELEPHONE THE UNDERSIGNED IF YOU FEEL IT IS NECESSARY.

NAME: _____

SIGNED _____

DATE: _____

APPENDIX 6

EMERGENCY CONTACT NUMBERS

For emergency access to club premises or assistance in case of perceived emergencies at club, please call:

Commodore – Jim Lambkin (086 - 0406484)
Sailing Secretary - Andy Johnston (086 - 2467188)
Hon. Secretary – Ian McCormack (087 - 2509984)

In the case of emergency

Call 999 or 112

Be prepared to give details

Howth Lifeboat	01-8323524
Dun Laoghaire Lifeboat	01-2802879
Helicopter Rescue Service	01-4592493
Coast Guard	01-6620922
Howth Garda Station	01-6664900
Raheny Garda Station	01-6664300
Beaumont Hospital	01-8377755
Beaumont Poisons Dept	01-8092566
Doctor Kelly	01-8323621 / 8325588
Doctor Nicola Gilliland	01-8326438 / 8323621
Dentist: Dr Mulcahy	01-8325609
Sharp Group - Fire Alarm Maintenance	01-4586605
Donnellan – Fire Extinguisher Maintenance	01-8324865
ESB Networks Emergency #	1850 37 29 99
Bord Gais Networks Emergency #	1850 20 50 50

APPENDIX 7

GOOD PRACTICE GUIDELINES FOR INSTRUCTORS, VOLUNTEERS AND STAFF

The following guidelines are intended to promote best practice and in turn to reduce the potential for participants or staff to feel unsafe or uncomfortable. These guidelines are based on ISA Policies and Procedures Manual (2005), p36.

- Awareness of the Clubs Safety Statement is recommended for Volunteers and Staff. All Sailing Instructors will be provided with a copy of the Safety Statement and will acknowledge receipt as part of the contracting process.
- Be aware of situations that can generate the potential for misunderstandings and lead to allegations of abusive behaviour.
- One-to-one discussions should be conducted in a relatively open place, in view of others. Where the discussion is of a sensitive nature, a third party should be made aware beforehand of the nature of the discussion, and if possible be in attendance.
- Disciplinary matters should be dealt with according to a pre-determined code of discipline, not addressed in the heat of the moment.
- Be aware of the potential for teasing, intimidation and bullying within any group. Participants on the summer training programme will range from 8 years to older teenagers, and there may be a wide mix of ages within each level. Those participants who are shy could be overwhelmed by more assertive ones.
- There may be pre-existing tensions among participants that could flare up in a new setting.
- Ensuring that participants are busy and occupied will minimize the opportunity for overt physical intimidation.
- Where instructors, staff and volunteers interact in a respectful way when dealing with each other and with participants, this will encourage the participants to behave in a similar manner towards each other.
- The use of sexually suggestive language should be regarded as inappropriate at all times, both from a child protection perspective and an equality perspective.
- References to race, sexual orientation or other differentiating features should not be tolerated.
- Where it is necessary to have physical contact with participants, e.g. pulling them into a rescue boat, be aware of how that contact could be misinterpreted by a worried parent or others present.
- It may be advisable to tell the parent of the incident when they collect their child.
- For some participants, changing in and out of sailing gear in a communal changing room may be a source of tension, and it is imperative that males do not enter the female changing room or vice versa.

APPENDIX 8

ISA RECOMMENDED FIRST AID KIT INVENTORY

First Aid Kit Inventory	Club and Workshop	Safety and Committee Boats
Container / Packaging		
Canoe bag	0	1
Equipment roll	0	1
Fold out valise	1	0
Tools		
First aid scissors	1	1
Thermometer	1	0
Bandages / Dressings		
No 8 medium dressing sterile unboxed	3	0
No 9 large dressing sterile unboxed	3	2
Eye pad dressing with bandage sterile	1	0
Finger dressing with adhesive fixing	1	0
Crepe crepe bandage BP 7.5cm x 4.5m	3	0
Crepe crepe bandage BP 10cm x 4.5m	3	1
Washproof plasters assorted box of	20	0
Calico Triangular bandage 90 x 127cm	6	6
Medi silk Tape 2.5cm x 4.5m	2	0
Electrical Insulating tape	1	1
Grip elasticated tubular bandage size D 1m	1	0
Grip elasticated tubular bandage size E 1m	1	0
Pad non adherent dressing pads 10cm x 10cm	6	1
Pad non adherent dressing pads 5cm x 5cm	6	1
Butterfly Closures	20	10
"Sam – Splint"	2	1
Hygiene / Personal /Thermal Protection		
Wipe individual moist cleansing wipe	20	6
Eye wash pods 20ml	2	0
Gloves Latex/Vinyl	10	2
Shield mouth2mouth resuscitation device with valve	4	2
Survival Bag	3	1
Foil blanket adult size	1	2
Drugs / Applications		
Instant Relief ice pack	2	0
Sea Sickness Tablets	0	50
Re-hydration sachets	0	0
Burn Gel	1	0

APPENDIX 9
TRACTOR POLICY & OPERATIONS GUIDELINES

(January 2017)

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Preamble

Sutton Dinghy Club (SDC) has and maintains a tractor located in the Dinghy Park.

The tractor is primarily to be used for:

Launching and retrieval of the Clubs safety boats via the slipways or via the beach.

Movement of safety boats and trailers within the Dinghy Park.

Moving sand, stones or other debris deposited by the sea that cause an obstruction to Club slipways of Dinghy Park entrance/exits.

The tractor is only to be used by members, staff and others that have been authorised by the General Committee, Commodore, Sailing School Centre Principal or Senior Instructor to use this vehicle.

Definitions

In this tractor Operation document unless contrary intention appears:

- a) - An 'authorised person' shall refer to all classes of members, staff and others that have been trained and approved by the General Committee or their nominated delegate to use the tractor. No person under the age of 18 years of age will be approved to be an 'authorised person'.

- b) - 'the Club' shall mean Sutton Dinghy Club

- c) - 'the tractor' shall refer to the Blue Ford 3600 tractor.

Control Measures

Persons will only be authorised to use the tractor following an induction relating to the instructions specified in this 'tractor Operations' document and following an orientation session with the tractor. The authorised person is also required to sign a waiver assuming all risks associated with the launch/haul out of vessels and other loads using the tractor and agreeing to the conditions of the 'tractor Operations' document.

People that have been authorised to use the tractor will be added to the Club's records. If required for any reason, individuals that are authorised may be deleted from this status at any time. Deletion of their name from Club records will render them unauthorised in relation to the use of the tractor

Pre-Start, Operation and Shut-Down Procedures

Pre-start and operational procedures are to be observed each time the tractor is used.

Pre-start checks:

Prior to the use of the tractor it is required that 'authorised persons' Check that the immediate area is clear from people and obstructions.

Should there be any defects noted in the operation or appearance of the tractor it must not be used and the defects are to be reported immediately to the Club office who will arrange the required repair.

The 'authorised person' has a responsibility to confirm that an 'out of order sign' is placed on the tractor and must note the defects in the 'reporting log' located on the Reception counter.

Operational procedure:

Mount tractor from left hand side – be seated.

Check handbrake is engaged (test by pulling up handbrake lever, located on left hand side of driver seat).

Check both gear levers are in neutral (refer to diagram in front of gear levers).

Left lever must be in central position.

Right lever must be pulled towards middle position (Neutral)

Push in stop cable knob (red, right hand side of dashboard)

To start engine: insert key into ignition and turn to right.

Motor warming up. Wait for oil/alternator lights on dash to go out.

Engage high/low gear lever (right hand side) – push forward for Low, rearward for High.

Press down clutch pedal

Put foot on brake pedal

Engage appropriate gear with left hand lever (push forward). Same as car except, reverse in 4th gear position.

Depress button end of handbrake lever - release hand brake and dash light will go out

Ease out clutch pedal to take off

Once you reach your trailer, put gear lever and high/low lever in neutral
Pull handbrake on firmly. Light on dash should indicate you have engaged handbrake
Exit left hand side of tractor

To attach the Lift Box to the tractor:

Connect central bar to box using pins and safety rings.
Connect side bars using pins and safety rings.
Use the lift lever on right hand side of seat to raise and lower lift box.

To remove boat trailer from water/slipway/ramp:

Remove wheel chocks.
Mount tractor from left hand side – be seated.
Place foot on brake.
Ensure hand brake is on.
Place both gear levers in neutral
Left lever must be in central position

- Right lever must be pulled towards middle position (N)
- Push Stop button (red, right hand side of dashboard)
- Turn Key
- Press down clutch pedal
- Engage high/low gear lever (right hand side) – push forward (D)
- Engage appropriate gear with left hand lever (push forward). Same as car except reverse in 4th gear position.
- Find biting point on clutch
- Release handbrake

Shut-down procedure:

At the conclusion of the use of the tractor the authorised person must: -

- Stop engine by pulling red stop cable on right hand side (RHS) of dashboard.
- Turn off ignition (turn key anti-clockwise)
- Make sure lights are off.
- Pull handbrake on firmly. Light on dash should indicate you have engaged handbrake.
- Leave tractor in gear – left hand gear lever forward and right hand lever in D position
- Chock rear wheels.
- Immediately report any defects or concerns to the Club office and note these in the 'reporting log' located on the Reception counter.

Maintenance Log, Record Keeping and Annual Inspection

The Club has a maintenance reporting log that is located on the reception counter in the main office. Property staff are advised of entries in this log and will be actioned according to their priority.

Items that are recorded in the reporting log are entered into the Club's computer tracking system (Track), designated to a particular staff member to action and then they are followed up at regular Property Meetings.

The Club will maintain a file on the tractor and keep any relevant records associated with its use.

Regular service and maintenance will be conducted as part of Sutton Dinghy Clubs maintenance program.

Waiver

TRACTOR WAIVER

I _____ assume all risks associated with the launch/ haul out of the vessel or other loads under my control as an 'authorised person' that has been approved to operate the blue Sutton Dinghy Club tractor.

I have received an induction relating to the use of the tractor and acknowledge and will abide with the conditions as set out in the CYCSA tractor Operations document. I understand that this document may be reviewed from time to time.

I acknowledge that Sutton Dinghy Club is only responsible for the tractor from the ball and only the connection to a Sutton Dinghy Club owned vessel (or item). The connection to any other vessel (or item) being towed is the responsibility of the vessel owner. It is the vessels owners responsibility to ensure that their towbar is suitable for towing.

I understand that the 'authority' issued to me by the Club can be revoked at any time by the General Committee or the nominated delegate without explanation.

I declare that I have received training by a competent person employed by Sutton Dinghy Club with the use of the tractor and the requirements of the tractor operation document and that I do not need assistance from Club staff to operate this vehicle. I understand that if assistance is required Sutton Dinghy Club can provide assistance by appointment.

Signed

Name

Date

Received by (print name & sign)

DATE

APPENDIX 10

FIRE EXTINGUISHER INVENTORY

The list and location of all Fire Extinguishers is detailed in the Fire & General Register Book.

Kitchen:

Dry Powder X 1

Fire Blanket X 1

Wet Room:

Foam X 1

Dry Room:

Foam X 1

Workshop:

Dry Powder X 1

Foam X 1

APPENDIX 11

WORKSHOP AND WORK AREAS

A wide variety of tools and materials are stored in workshops for the maintenance of Sutton Dinghy Club boats and equipment. This Appendix sets out minimum safety procedures for ensuring the workshop and work areas remain safe environments for club staff, members, trainees and volunteers.

Access

The workshops shall be opened only under the direct supervision of a permanent staff member or a Senior Instructor. Instructors are not normally permitted into the workshops.

Juniors are never permitted into the workshops. Third parties are not normally permitted into the workshops. SDC tools and equipment are not normally loaned, lent or used by third parties.

Conditions

- Workshops shall be kept tidy and swept clean at all times.
- Tools shall be suitably stored when not in use.
- Spares shall be suitably stored.
- Smoking is prohibited in workshops
- Appropriate hazard warning and information signage shall be prominently displayed.
- All bench-mounted power tools shall be earthed and properly guarded in accordance with manufacturer's recommendations.
- All hand-held power tools shall be earthed and used only in accordance with manufacturer's recommendations.
- Safety goggles or visors must be worn when using cutting or grinding tools.
- Suitable face masks and gloves must be worn when using power sanders, grinders or when working with glass fibre.
- Ladders to club roof shall be properly secured.
- Petrol, acetone, solvents and other flammable materials shall be stored in a suitable locker outside and away from workshops and the club.

APPENDIX 12

EXTERNAL OR SUPPLIED SERVICES

This Appendix sets out minimum safety procedures for checking and maintaining certain services which are supplied to the Club.

Gas Supply

Main Natural Gas is used for kitchen cookers and ovens and for heating hot water. Appropriate contracts shall be agreed with gas suppliers. Arrangements shall be made for an annual check by a qualified service engineer. A Gas Emergency Contact number should be listed on the Emergency Contacts poster.

Electricity Supply

Appropriate contracts shall be agreed with service providers for supply of electricity to the club. Arrangements shall be made with qualified service engineers for maintenance and modifications to internal wiring.

Telephone Supply

Telephones are used for voice, data and fax communication. Appropriate contracts shall be agreed with service providers for supply and maintenance of telephone services.

Mobile telephones may be used on certain day sailing courses as a means of emergency contact in areas where VHF radio communication is not possible.

Water Supply

Appropriate contracts shall be agreed with Fingal Co. Council for supply of fresh potable water. Internal storage tanks shall be examined periodically. Arrangements shall be made with qualified service engineers for maintenance and modifications to internal plumbing systems.

Every effort shall be taken to prevent waste of water.

Refuse Disposal and Recycling

Appropriate contracts shall be agreed with Fingal Co. Council or private contractors for regular removal of domestic refuse. Every effort shall be made to maintain clean and efficient on-site storage of refuse. Every effort shall be taken to minimise risks when moving or handling refuse bins. Every effort should be made to use appropriate bins for recycling paper, plastics etc.

Professional advice and assistance shall be sought regarding the disposal of chemicals and fuels.

APPENDIX 13

SUMMARY OF RELEVANT I.S.A.F. RULES

Rule 1.1 HELPING THOSE IN DANGER

A boat or competitor shall give all possible help to any person or vessel in danger.

Rule 1.2 LIFE-SAVING EQUIPMENT AND PERSONAL BUOYANCY

A boat shall carry adequate life-saving equipment for all persons on board, including one item ready for immediate use, unless her class rules make some other provision. Each competitor is individually responsible for wearing personal flotation devices adequate for the conditions.

Rule 4 DECISION TO RACE

The responsibility for a boat's decision to participate in a race or to continue racing is hers alone.

Rule 14 AVOIDING CONTACT

A boat shall avoid contact with another boat if reasonably possible. However, a right-of-way boat or one entitled to room or mark-room (a) need not act to avoid contact until it is clear that the other boat is not keeping clear or giving room or mark-room, and (b) shall not be penalized under this rule unless there is contact that causes damage or injury.

Extract from 'The Racing Rules of Sailing for 2009-2012 (January 2010)'

Note

In some situations the Sutton Dinghy Club rules and regulations may be more stringent than the ISAF rules.

*For example the **Club** does not permit anyone to sail without a buoyancy aid.*

In open events raced under ISAF rules, ISAF rules may supersede the **Club** rules.

APPENDIX 14

EMERGENCY ACTION PLAN and MAJOR INCIDENT PROCEDURE

	Name	Position	Modification	Date
Drafted	Andrew Johnston	Commodore		March 2013
Reviewed		General Committee	Death included as emergency type	August 2014
Reviewed		General Committee	Pre review by ISA Sarah Louise Rossiter	June 2015

Signed on behalf of the General Committee:

Date

Commodore:

Hon Secretary:

DEFINITION OF A MAJOR INCIDENT

A Major Incident (MI) is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.

FIRST RESPONSE

- The Principle Race Officer (PRO) present during Club or Event racing will act as Incident Co-Ordinator and take immediate charge of the situation and inform the appropriate emergency services by telephone.
- When the Club Sailing School is in operation, the Senior Instructor (SI), will act as Incident Co-Ordinator and take immediate charge of the situation and inform the appropriate emergency services by telephone.
- The SI/PRO may delegate an appropriate member to act as Incident Co-ordinator
- The incident co-ordinator should assess the incident and determine if and what type of emergency assistance is required.
- Emergency service should be contacted immediately on 112, (or 999) with clear instructions as to needs e.g. medical evacuation, fire services etc.

INCIDENT CO-ORDINATOR

- The Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs.
- The Incident Co-ordinator will ensure that Club Officers including the Hon-Secretary are informed of the incident by telephone as soon as possible.

EMERGENCY REPORTING (EVACUATION PROCEDURES)

Types of emergencies to be reported by Club personnel are:

- Medical
- Fire
- Severe Weather
- Fuel or Chemical Spill
- Death

EMERGENCY EXITS AND EVACUATION ROUTES

Evacuation route maps have been posted in each area of the Club. Club staff and personnel should know the evacuation routes. The following information is marked on evacuation maps:

- Emergency exits
- Locations of fire extinguishers
- Assembly point(s)
- Primary and secondary evacuation routes
 - Front Exit to Car Park and Right of Way
 - Rear Entrance to Deck, Slipways and Dinghy Park

EMERGENCY EQUIPMENT ON SITE

First Aid and Ice is available from the Office Staff based in Dry Room

Fire Extinguishers are located:

- Kitchen/Dry Room
- Workshop

LOCATION OF AED (Defibrillator)

The AED is located in the wall between the Mens and Ladies Toilets in the Dry Room.

CONTAIN THE INCIDENT – PROTECT INDIVIDUALS

- Protect individuals from further harm.
- Ensure individual life is not at risk.
- Identify other people present with appropriate skills to assist in management of the incident (e.g. qualified first aider).
- 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 safety point in Car Park.
- Clear the water of boats as necessary, while you deal with the incident.

CALLING THE EMERGENCY SERVICES

- 112 or 999 should only be called when there is a risk to life or property, where there is a crime being committed or the prospect of a crime being committed and when a person feels their personal safety is being threatened.
- If you are in any doubt however, call 112 (or 999), and don't presume someone else has.
- When you dial 112 (or 999), your emergency call is answered at a Public Safety Answering Point (PSAP). The specially trained call-taker will request you to state which service you require (i.e. An Garda Síochána, Fire Service, Ambulance Service or Coast Guard) and will also check your location with you.
- The call is then transferred to the Emergency Service Control Centre you requested based on your location and handled accordingly. Most importantly if the line is busy, please do not hang up. The call will be answered as quickly as possible.
- Club Address: Sutton Dinghy Club, Strand Road, Sutton, Dublin 13.
- GPS coordinates (Latitude 53.376 N , Longitude -6.101 W)
- The Club can be difficult to find – direct the emergency services as follows:

From Sutton Cross: Taking the Greenfield Road exit, follow the road till you meet the sea. Continue to keep the sea, turning right onto Strand Road. Continue to follow this coast road till you arrive at the Clubhouse about 2km from Sutton Cross.

Station someone at the St Fintans Road turn-off on Strand Road to meet and direct the emergency services.

- Remember Do Not Hang up until help arrives.

IN THE IMMEDIATE AFTERMATH – WITNESSES

- Get a statement from competent witnesses
- Remove the key witnesses to a place you can talk to them away from onlookers,
- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes.
- Notes need to be taken and agreed by the witness.

SECURING THE EVIDENCE

- Photograph the incident location, boats, equipment etc
- Keep any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc.
- Secure any boats or equipment involved.

MANAGING INFORMATION & DEALING WITH RELATIVES AND AGGRIEVED PARTIES

- It is important to be sympathetic with these people, and advise them the matter will be fully investigated, without admitting responsibility at that time.
- It is important to remain calm and to say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom we are co-operating, are investigating the incident.
- If there has been a loss of life An Garda Síochána will inform the next of kin. Do not publicise the name of the casualty until you know An Garda Síochána have informed the next of kin, even if the press appear to know who it is.
- If there has been a fatality the police will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.

DEALING WITH THE MEDIA/PRESS

- If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that a club official (usually the Hon-Secretary) will issue a press release.
- Direct statements and interviews are to be avoided.
- If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement, If the incident is attracting attention from the national media, call ISA Media Relations for advice.
- Don't hold a press conference
- Decide who will speak to the press
- Do not allow well meaning but ill-informed members to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.

NOTIFICATIONS

The Officers of the club will consider who must be notified, consult legal representatives, contact interested parties Insurance Company etc. If the incident involves a work-related fatal or major injury inform the Health and Safety Executive.

CLOSURE

The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.

In order to complete the incident response, a meeting shall be held between the clubs members involved, the PRO/SI, the incident co-ordinator, the Club Officers including Hon-Secretary and any experts who may be required (legal, insurance, structural etc.). This meeting shall finalise all records of the event and determine any follow up action that may be required. A record shall be made of lessons learnt and ways to improve the Major Incident response system.

Appendix 15

Parental Permission Form Traveling with Underage Participants

EVENT: _____

VENUE: _____

DATES: _____

I have read and accept the conditions and rules set down by Sutton Dinghy Club for children travelling to events.

Parents/Guardian Name: _____ Date: _____

Emergency Contact Number(s)

SAILOR PARTICIPANT

I have read and accept the conditions and rules set down by Sutton Dinghy Club for children travelling to events. I agree to abide by the rules

Name _____ Date _____

Appendix 16

CLUB CONTACTS AND PHONE NUMBERS

- Commodore
- Hon-Secretary
- Vice-Commodore
- Hon-Treasurer
- Sailing Secretary
- Membership Secretary
- Committee Members

OTHER IMPORTANT CONTACTS AND PHONE NUMBERS

- ESB
- Bord Gais
- Fingal County Council
- Dublin Port /Harbour Master
- Irish Coast Guard
- Howth Lifenboat
- Irish Sailing Association
- FAS (Community Employment section)
- Howth Yacht Club
- Malahide Yacht Club
- Clontarf Yacht & Boat Club
- Skerries Sailing Club
- Royal St George Yacht Club
- Royal Irish Yacht Club
- National Yacht Club
- Dun Laoghaire Motor Yacht Club