



**Faire Sailing LTD- Health and safety policy
statement and procedures manual.**

Updated- May 2024

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Faire Sailing LTD-Safety Policy Statement

The objective of Faire Sailing is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for the purpose. We also accept our responsibilities for the health and safety of our clients and other people who may be affected by our activities.

All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention of the Faire Sailing management team any suspected hazards that they consider are not covered by the centres safety procedures.

Therefore, each member of staff has a duty and responsibility to ensure that their own actions do not constitute a danger to themselves or others, and to bring to the attention of the management team any hazards or risks which could adversely affect health or safety, to ensure that the above objective can be achieved and maintained.

Appropriate Risk Assessments will be undertaken following the guidance produced from time to time by the Health & Safety Executive, the Royal Yachting Association, or any other competent authority, and these will be reviewed periodically.

The centre will maintain an Accident Book.

Guidance Notes for Instructors

1. Know where the first-aid kits are stored.
2. Know where the defib is
3. If there are any other hazards e.g. Blue/green Algae; Weils Disease, tie-down stakes, draw the attention of the pupils to the dangers.
4. Ensure that pupils have properly fitting buoyancy aids
5. Ensure that pupils are suitably clothed
6. Ensure that the safety boat is afloat
7. Ensure that you know of any pupils medical conditions
8. Ensure that all pupils sail within the designated sailing area and are aware of the recall and regroup sounds eg. whistle
9. Ensure that novices are kept clear of swinging booms and loose rope ends
10. Ensure that pupils avoid lifting unnecessary weights
11. Ensure that pupils are supervised while crossing road outside centre
12. Ensure that the training dinghies are in seaworthy condition. Any defects which can be immediately rectified should receive attention. Anything more serious should be reported to the SI/CI and made note in the maintenance log.
13. In addition to the Accident Book which is kept in the centre “Office” area and which should be used to record personal injuries which require first-aid or other medical treatment, there is an Incident Log kept with the Accident Book to record significant incidents both on and off the water. The intention is that such incidents can be reviewed, analysed, and where possible, to prevent similar incidents recurring.
14. For basic skills courses the ratio of dinghies (single-handed or crewed) to safety- boats should not exceed

Ratios	
1:6	Single handed dinghies
3:1	Double handed dinghies

Faire Sailing LTD- Emergency procedures

In the event of a serious incident:

1. Assess the situation(do not endanger self or others)
2. Raise alarm and hail for assistance
3. Call 999 and ask for ambulance, Fire or police
4. If no response on 999- use VHF channel 16
 - State your name
 - Telephone number you are calling from
 - Location- Burnham Overy boathouse, Scolt head island, Gun hill, Walpole beach
 - Burnham Overy staithe boathouse-PE31 8FF
 - Grid ref- 584404 344329
 - What three words- Clouds.nicknames.monks
 - Location- Scolt head island
 - Grid ref- 584639 345805
 - What three words- grew.knees.path
 - Location- Gun hill
 - Grid ref- 584962 345612
 - What three words- reefs.shipped.total
 - Location- Warpole beach
 - Grid ref- 585103 345126
 - What three words- events.vegetable.card
 - State nature of incident
 - Number of people involved/injured
 - Current situation
4. Evacuate people from water as appropriate
5. Carry out first aid as appropriate
6. Inform chief instructor: Ashmole Faire Ring(07789730179)
7. Continue to manage situation as best you can, keep calm, allocate tasks and await arrival of emergency services
8. Open an incident log, monitor events and record, actions taken, times and who has been informed
9. Do not contact or talk to media

Dealing with the Aftermath of a Major Incident (Guidance from RYA)

- 1) Obtain statements from competent witnesses.
- 2) Management team should interview witnesses and others involved somewhere away from the press to obtain as full a picture as possible.
- 3) A written initial statement should be prepared which can be given to the press if required
- 4) Don't hold a press conference, but do decide who will speak to the press.
- 5) Try to prevent other well meaning but ill-informed clients from making public comments.
- 6) Try to keep a record of who has been spoken to or who has contacted the club etc.
- 7) If the incident involves the school as an RYA Training Centre, inform RYA Training (023 8060 4180) who can assist with compiling our statement to the press. (RYA address: - RYA House, Ensign Way, Hamble, Southampton SO31 4YA).
- 8) If there has been a fatality, the police will be involved and they will inform the next of kin. Do not publicise the name of the casualty until you know that this has been done, even if the press appear to know who it is.

Incident Log (specimen)

Potentially serious incidents or near-miss incidents should be recorded in this log. The objective being for the circumstances to be analysed to see if such incidents can be avoided in future or to ensure that appropriate emergency procedures are in place. The log is kept with the Accident Book in the “Office”. (NB. Accidents resulting in injury requiring first-aid or professional medical treatment should be recorded in the Accident Book which is kept in the “Office” area .

Date:

Circumstances:

Action points if any:

Date:

Circumstances:

Action points if any:

I can confirm that I have read this manual and am aware of its contents

Name	Signature	Date