



# Killaloe Sailing Club Safety Statement

Document approved by the Committee & signed  
by the Commodore:

Name: John Callanan

Signed: .....

Date: .....

## Revision History:

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## **INTRODUCTION**

This document is the official safety statement of Killaloe Sailing Club (hereafter referred to as “the Club”). Together with the Clubs Standing Orders and Operating Procedures, it should be read, understood and adhered to by all Club members.

This document has been prepared in line with the Safety, Health and Welfare at Work Act, 2005, (S.I. No 548 of 2005) and the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No 299 of 2007).

The Primary purpose of the statement is to safeguard the Club Members and all those involved with and affected by its activities. The individual member is in the best position to ensure his or her safety by exercising care, using common sense and following safety rules contained within this document.

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.

## **1. GENERAL**

### **1.1 Overall aim of the Club**

Killaloe Sailing Club enables members to participate and excel in the sport of small boat sailing; where the enjoyment of sailing is enhanced through coaching, formal training, recreation and racing in an atmosphere of friendship, reciprocity, encouragement and mutual respect amongst all members. The Club runs specific sailing sessions to allow for family sailing, junior sailing and racing and by offering the opportunity to learn and improve sailing skills through a number of courses and events run annually.

### **1.2 The Committee**

The Committee shall be responsible for formulating, implementing and enforcing the safety statement. The committee will be supported by the Club Safety Officer.

### **1.3 Safety Declaration**

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

### **1.4 Safety Declaration for the Safety and Wellbeing of Children**

It is the policy of the Club to safeguard children and young people taking part in boating from physical, sexual or emotional harm. The Club will take all reasonable steps to ensure that, through appropriate procedures, children participating in Club activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children have a right to protection from harm. Refer to "Killaloe Sailing Club Child Protection Policy" for details and risk assessment.

### **1.5 Statement of Policy and Intent**

It is the policy of Killaloe Sailing Club that all members are responsible for safety. The Committee are responsible to promote a positive safety culture throughout all activities of the Club.

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

All members, employees, visitors and contractors are responsible for addressing their own safety needs while engaged in Club activities or while on the Club premises.

The Club will take all reasonably practicable steps to fulfil its responsibility and will pay particular attention to meeting the requirements of the Safety, Health and Welfare at Work Act 2005 and all relevant statutory provisions.

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

Signed.....  
Commodore

Date.....

## **2. SAFETY POLICIES**

### **2.1 General**

Dinghy sailing is by nature a wet sport and capsize is a normal expectation. It is recommended that sailors should be able to swim and be confident in the water in the event of capsize. The Club has a Water Confidence and Ability to Swim Policy and members should ensure that they meet the criteria set out in this policy

Sailing boats must be in good state of repair and must have suitable buoyancy to remain afloat in the event of a capsize or being swamped. It is recommended owners should perform a buoyancy test on their boats annually.

Boat owners are responsible for repair and maintenance of their boats.

Only Club members may use Club sailing dinghies and Club safety boats and equipment.

### **2.2 Before Sailing**

- All members must make themselves aware of where the first aid kits are located.
- A list of emergency telephone numbers is available on the notice board inside the club shed. It also contains contact numbers for the Emergency Services.
- Members, especially recent members who are new to the area, should make themselves fully aware of the particular conditions in which sailing takes place on Lough Derg at the club. If unsure on any matters it is that member's responsibility to ask and clarify the issue.
- A chart covering the clubs sailing area is permanently displayed in the club shed and is included at Appendix A of this document. All members must adhere to these limits during club organised sailing sessions. The safety team may decide to reduce the size of the sailing area due to adverse weather conditions – it is important that all members adhere to these instructions
- There shall be no sailing between sunset and sunrise.

### **2.3 While Sailing**

- Whilst launching/retrieving a boat and whilst on the water all members shall wear suitable buoyancy aids at all times. All members should note and adhere to the sign on the pontoon, 'buoyancy must be worn beyond this point'. It should be noted that wetsuits and dry suits by themselves do not count as suitable personal buoyancy
- Suitable clothing and footwear must be worn at all times whilst on the water. This should be appropriate not only to the activity but to the sailing conditions. Non-slip footwear is recommended. The wearing of an adequate wet or dry suit is recommended to all members at all times while afloat.
- A manned safety boat must be on duty for all Club organized sailing activities. Sailing without safety boat cover is discouraged. Those who do so, sail at their own risk.
- The number of safety boats on the water should be appropriate to the number of boats sailing and the weather conditions. The club has adopted the ISA standard of one safety boat per ten sailing boats afloat.
- When driving a safety boat a kill cord must be worn by the driver at all times.

- The safety boat should carry the following items: towing lines, knife, an anchor, oars and a bailer and a working VHF at all times that can be operated by a suitably trained person.
- The principles in the International Sailing Federation Racing Rules of Sailing are valid on inland lakes and for any class of sailing vessel:
  - A. Every yacht shall render all possible assistance to any vessel or person in peril, when in a position to do so;
  - B. It shall be the sole responsibility of each boat/person to decide whether or not to sail, start or continue to race/sail.
- The Commodore or Club safety Officer may cancel a sailing session in advance if the conditions are deemed unsafe. In addition, the Officer of the Day or the Duty Safety Officer on arrival at the club may also decide that conditions are unsafe and will therefore cancel the sailing session. However, individuals are responsible for deciding whether or not to launch their own craft, taking account of the weather conditions and the level of experience of their crew and subsequently whether to remain sailing.
- All sailing boats must have adequate drainage equipment on board (hand bailer/bucket, self bailers).
- All sailing boats must have adequate buoyancy so that it will float when fully inverted or fully swamped. It is recommended boat owners perform an annual buoyancy test on their boats.
- The Club sailing area is on an open public lake which is used by other water user including motorboats and jetskis. All sailors are to be familiar with the basic right of way rules while on the water and will observe the Racing Rules of Sailing (RRS) that govern the sport on the water. They are revised and published every four years by the International Sailing Federation. The current edition is The Racing Rules of Sailing 2021-2024.

## **2.4 While on Club property**

- Car parking within the Club dinghy park is prohibited. Cars may enter the dinghy park only for the purpose of towing/delivering/removing a boat.
- Clear access to the dinghy park is essential in the event of an emergency. Car parking on the entrance road to the dinghy park is prohibited.
- Boat owners must park their boats in allocated positions.
- Road trailers must not be stored in the dinghy park or car park but removed from site when not in use
- All members and visitors should be aware of and considerate of other Club members and users of the facilities.
- When using the Clubhouse/changing rooms, members should be aware of slipping risk due to wet floors.
- The Club does not have a regular waste collection service. To maintain the facilities and prevent littering, all members should remove their waste when leaving the Club facilities.

- Use of the gas stove in the Clubhouse must always be under adult supervision.
- Engine fuel should not be stored in the Boat shed - it should be stored in the steel petrol storage container.
- Horse play or other such like activity is not permitted in the Club compound.
- There is no public lighting at the Club therefore activity in the dinghy park and facilities after sunset, should be kept to a minimum.

### **3. DUTIES AND RESPONSIBILITIES**

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

#### **3.1 Members**

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

- Have regard for all safety training and instruction;
- Must not involve in horseplay whilst on the site and especially no running on jumping in / diving off the pontoon. Beware of the shallow water.
- Comply with all notices relating to safety including, but not restricted to, Sailing Instructions;
- Observe safe systems of work and follow safety and operating instructions that are implemented by the Committee;
- Take reasonable care for their own safety and that of any other person who may be affected by their action or omission;
- Co-operate with the Committee in the application of relevant safety legislation, statutory instrument regulations and codes of practice - members should note that failure to co-operate may lead to a case of contributory negligence in the event of injury being caused to a Member;
- Not intentionally interfere with or misuse any equipment, appliance or information provided in compliance with the legislation for security, health, safety or welfare;
- Use personal protective equipment on designated work parties for their own safety, health and welfare.
- Be familiar with the operation of the Club's safety equipment including fire extinguishers, located in the boat shed and in the changing room area.
- Draw to the attention of visitors or other third parties relevant safety issues



- Report any unsafe practice being carried out by another member, a visitor or a contractor to the Safety Officer. This reporting may be verbal or in writing and may be made anonymously.
- All members of the Club should be aware of the legal principle of “*volenti non fit injuria*” which means that where an adult participates voluntarily in an activity, which includes known and obvious hazards, they accept the risks associated with the activity.

### 3.2 Safety Officer

The Safety Officer in Killaloe Sailing Club is:

Name: Shirley O'Neill  
Address: Trillium, Church Road, Clonlara, Co. Clare  
Contact Details: 086 8429287 shirlon1@gmail.com

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

- Guide and advise the Club committee, management and staff on all safety, health and welfare matters;
- Ensure all safety, first aid and fire equipment is regularly serviced and maintained in good working order;
- Have safety audits carried out on a regular basis and report findings to the Committee;
- Investigate all reports of incidents;
- Draw members' attention to the Safety Statement and communicate safety information to those affected by the Club's activities
- Maintain a list of those on the Safety Panel listing their qualifications, experience, contact details and preferences
- Create a rota of safety cover making sure that we have appropriate and experienced cover for each session and communicate this to members
- Organise safety workshops to keep safety panel members skills up to date and ensure they have the confidence to perform their duties
- Organise formal training for Panel Members to achieve the National Power Boat and Safety Boat Certification

### 3.3 Commodore and Committee

The business and affairs of the Club are under the direction of the Committee in accordance with the Constitution and Rules of the Club. The Commodore is an officer of the Club and Chairman of the Committee. Committee members are responsible for the day to day safety within the areas under their control.

The Commodore and Committee are responsible for:

- The implementation of the Safety Statement and pursuing the objectives of the Club in respect of health and safety;
- Ensuring that all activities under the control of the Committee are carried out in accordance with the Safety Statement;
- Monitoring the effectiveness of the management of health and safety of the Club's activities and its premises;
- Investigating accidents, hazards and dangerous occurrences on the Club premises, surroundings and in the sailing area;
- Ensuring that the Committee lead by example in good safety practices;
- Ensuring that a system is in place for reporting all accidents to the Safety Officer.

Specific responsibilities of individual officers related to safety are:

**Secretary:**

Ensures that all safety matters are discussed and documented at Committee meetings.

**Treasurer:**

Ensures that the Club Insurance is always up to date and paid in full.

### **3.4 Junior Organiser**

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

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

The Club achieved ISA Certification in 2016.

The Club's Centre Principle is Anne Gleeson.

The Senior Instructors name and details is prominently displayed at the club.

All ISA certified sailing courses run at the Club are delivered by instructors employed by the club for the specific course under the guidance of the Senior Instructor

All Instructors delivering courses at the Club are obliged to adhere to Club's Safety Statement and Procedures whilst running training courses at the Club.

The Junior Organizer has overall responsibility for the safe organization and running of the junior sailing courses and needs to ensure that all Instructors comply fully with all safety requirements laid

down by the Club and the ISA for junior sailing activities

### **3.5 Senior Instructor**

The Senior Instructor and is responsible, while running junior sailing courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behaviour;
- Comply with the Clubs child protection policy.

The Senior Instructor should always carry a Marine VHF Radio when on the water. The Senior Instructor will also complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- Assess the prevailing Wind/Lake states;
- Obtain a current weather forecast;
- Be aware of local dangers/features and obstructions.
- Liaise with persons in charge onshore at the Club re supervising the security/issue/return of vessels and equipment.

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

### **3.6 Instructors**

Under the management of the Senior Instructor, Instructors are responsible for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior; and
- Liaise with persons in charge onshore at the Club re supervising the security/issue/return of vessels and equipment.

All Instructors will receive induction training on the Club's Safety Statement and Operational Procedures prior to the commencement of the sailing course as per the checklist in Appendix 3

### **3.7 Junior Sailing Course Participants**

Junior sailing course participants must abide by the safety provisions in this safety statement. Failure to comply with safety instructions and guidelines may result in disciplinary action being taken.

### **3.8 Safety Boat Operators**

All Safety Boat Drivers should:

- Have a minimum of ISA National Powerboat Certificate (Level 2) and be familiar with the operation of Club safety equipment.
- Have a sense of responsibility;

- Wear a suitable buoyancy aid at all times when on the water;
- Have the ability to recognize developing situations;
- Be prepared (and therefore appropriately dressed) to enter the water if required
- Always use a kill-cord when operating the rescue boat;
- Speed should be minimized when close to other water users. Ensure required safety equipment is on the rescue boat prior to launching (paddles, first aid kit, kill switch cord, towing ropes, anchor, safety knife).

When on duty, the rescue boat should be manned by two people (driver + assistant). Other than in emergencies, the rescue boat should not carry more than four adults. Standing up in the rescue boat is prohibited when under way.

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

### **3.9 Race Officer (RO)**

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

- Check the weather forecast;
- When there is a gale warning in the area for the period of racing, racing should be cancelled and rescue boats should not be launched, except in an emergency;

No junior or adult sailing shall take place if the wind is above levels detailed below without prior consent from the Safety Officer or the Commodore. Adult sailing may continue provided the Duty Safety Officer believes that safety cover can be adequately provided without damage to club property – if in doubt, sailing should be cancelled

Age		Wind speed			
		12kts or less	up to 20kts	Up to 28kts*	Over 28kts
Juniors	Beginners, first year of KSC weekly coaching or completed IS Start Sailing Course	Yes	No	No	No Club Sailing Sessions
	Second year of KSC weekly coaching or completed IS Basic Sailing Course	Yes	Yes	No	
	Sailing regularly & successfully completed all parts of IS Improver Course (or can demonstrate those skills) or regularly racing in adult series	Yes	Yes	Yes	
Adults	Beginners, first year of KSC coaching or completed IS Start Sailing Course	Yes	Not recommended	No	
	Second year of KSC weekly coaching or completed IS Basic Sailing Course	Yes	Yes	Up to individuals	
	Long term sailors, those who are sailing regularly and/or competing in series	Yes	Yes	Yes	

\* Note that RO/DSOs will use their discretion when sanctioning sailing at higher wind speeds - taking account of the experience of the safety crews, wind direction, lake state and visibility. Their decision is final!

**When sailing in stronger winds, we recommend:**

<p>(a) Use of a mast-head float</p> <p>(b) Reefing before launching</p> <p>(c) Additional crew (to add weight)</p>	<p><i>Anyone who would like to get some practice of sailing in stronger winds with an experienced helm should speak to our junior organiser (Anne Gleeson) who will make the necessary arrangements</i></p>
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- Have regard to any winds which cause difficult localized conditions around the lake;
- Brief Safety Boat crews on their duties and what is required;
- Report any deficiencies to the Safety Officer or Club Committee;
- Report and document any safety incidents to the Safety Officer; and
- Ensure there are sufficient safety boats on duty and are adequately manned for the weather conditions and experience of sailors.

## **4. RISK ASSESSMENT**

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

## **5. INCIDENT PROCEDURES**

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

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

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

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

## **6. INSURANCE**

It is mandatory that all owners of boats should have 3<sup>rd</sup> Party Liability Insurance with minimum cover to €3,000,000.

## **7. SWIMMING POLICY**

The Club has a Water Confidence and Ability to Swim Policy and strongly recommends that all members, junior and senior, should be able to swim. Members should familiarize themselves with the policy and meet the requirements as stipulated.

## **8. REVISION OF THE SAFETY STATEMENT**

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

## **9. PUBLICISING THE SAFETY STATEMENT**

An up-to-date copy of this statement will be available to all members on the sailing Club web site at: <http://www.killaloesailingClub.com>

## Appendix A Club Sailing Area

### **Outer limits of Club Sailing Area for Killaloe Sailing Club.**



## **Appendix B - Operating Club Safety boats**

It is of the utmost importance that the safety boats are kept in impeccable condition. They are vital to the Club operating in a safe manner.

### **1. Eligible Boat Drivers**

- 1.1. Safety boats must always have a driver and assistant when operating as a safety boat.
- 1.2. The driver must, at a minimum hold a National Power Boat (level 2) cert to drive a club safety boat.
- 1.3. Both the safety boat driver and assistant must be club members.
- 1.4. Always get a safety boat ready and in the water before each outing.
- 1.5. Drivers must ensure that the safety boat you intend to use is fully equipped before you go afloat.

### **2. Petrol**

- 2.1 Outboard Engines are all 4 stroke, (Oil should **not** be added to petrol.)
- 2.2 Only appropriate petrol cans to be used to transport and store Petrol.
- 2.3 All Petrol containers should be stored in the petrol lock-up.
- 2.4 Funnels are available and must be used when decanting petrol.
- 2.5 No smoking in the vicinity of the petrol store.

### **3. Getting Safety Boats ready**

#### **3.1 Before Launch:**

- 3.1.1** Check that engines are tightly fixed on the stern of the safety boat and have a safety rope securing them to the boat should they fall off.
- 3.1.2** Check Petrol tank has sufficient Petrol and that the tank is attached to the boat.
- 3.1.3** Check the propeller has no damage.
- 3.1.4** Check the hull of the boat that there is no damage.



**3.1.5** Ensure the boat is fully rigged with safety equipment listed:

- Drainage bung is fitted in place
- Anchor,
- Paddles
- Bailer,
- Engine Kill-cord
- Fire extinguisher
- Towing Line and Painter
- First Aid kit
- Flares
- Safety Knife
- Tool Kit
- 15m throw rope

**3.1.6** Sign out on the driver's log.

**3.1.7** Take a radio and waterproof pouches from the cupboard, ensure that the radio is set to Channel 10 and check radio is operational. (do a radio check).

**3.1.8** Wear buoyancy Aid and ensure that your safety assistant is also wearing a buoyancy aid.

**3.1.9** Ensure that the drainage bung is fitted before launching the boat

**3.2 After Launch**

**3.2.1 Starting the Engine**

- Drop the engine in to the shallow drive position.
- Attach one end of the kill-cord to the engine and the other end securely to yourself, either around your wrist/thigh or to you buoyancy aid. DO NOT attempt to start the engine until both ends of the kill-cord are attached.
- Fully open the small vent on the top of the fuel tank and pump the ball in the fuel line until it is hard.

- Pull out the choke.
- Ensure the engine is in neutral.
- Ensuring that you are in a stable position in the boat pull the starter cord.
- It may be necessary to give the engine a small bit of throttle to start it, to do this there is a small button on the starboard engine to allow the throttle to be open without engaging the gear, press and hold this button and turn the throttle no more than a ¼ inch and then follow the 2 steps above
- Allow the engine to warm up fully before leaving the pier or applying excess throttle (revving the engine while cold is bad for the engine and will shorten the life of the engine).

### **3.2.3 Leaving the Pier and out on the water**

- Tie the bow and stern line into the safety boat you are driving before you leave the pier. This will ensure they do not trail in the water and get twisted around the propeller.
- Leaving or returning to the Club environs safety boats must not exceed the 5 knots speed limit.
- Proceed with the engine in shallow drive position until in deep water. Once in deep enough water drop the engine to the “fully down” position.
- Proceed slowly while near sailing boat and where persons are in the water.
- Ensure that no sailing dinghies launch before safety boat is on the water.
- Safety boats are not to be driven near rocks/shore or shallows. There are hidden rocks that cannot always be seen (for details check for approved areas)
- Always check anchor is tied on before anchoring. It may have been tampered with.
- Stay on the water until the last dinghy has come ashore.
- No ‘messaging’ allowed. Generally maximum 5 knots unless in an emergency. BUT if you see a boat in trouble or a skipper calls out that someone else is in trouble (especially if it is a Junior or Disabled sailor) – go as fast as you can. A boat doesn’t have to be tipped over to be in trouble!
- Watch out for dinghies ‘in trouble’. Keep your ears open for skippers calling out.
- If there is anyone in the water, watch out where the engine’s propeller is! If anyone falls overboard, kill the motor until you can determine the best course of action.
- When towing a boat, be very mindful of how you do it. You must not do anything that may cause (further) damage. Ask the helmsman of the dinghy to partially raise the

centre board and rudder so they reduce drag but there is still sufficient left in the water to give the sailor control over the towed boat.

- If the boat to be towed is full of water, try to bail it out first and/or tow it VERY slowly back to shore.
- Listen for the sailor calling out – the tow/rescue may not be going correctly and you may need to re-think your strategy (use common sense).
- During racing - general rule if a dingy is 'in trouble, but not in danger' – don't assist unless asked. "Outside assistance" means the skipper must DNF themselves or be subject to protest and disqualification. Skippers may protest the Committee if you interfere without asking.

#### **HOWEVER**

- Use your judgement and common sense as to whether you need to 'step in' and assist a sailor.
- They may ask for it. They may agree to your suggestion to assist them.
- They may be too cold / injured to make a proper judgement. (refer Hypothermia, Head Injury, Serious bleeding - below)
- They may have sunstroke or severe sunburn.
- Be careful not to exacerbate any injury during a rescue or in getting to shore.

### **3 Rescue Boats First Aid Responsibilities.**

1. Hypothermia, Head Injury, Serious bleeding -
  - Adult - "We strongly recommend you go to shore" – repeated if necessary – in the presence of the other rescue boat person.
  - Junior - "You are coming to shore with us" – repeat if necessary – in the presence of the other rescue boat person.
2. Potential Drowning –
  - Get person to shore As Soon As Practical for EAR (Expired Air Resuscitation) and/or CPR (Cardiopulmonary Resuscitation);
  - OR
  - if a Rescue Boat person is trained – commence it in the rescue boat on the way back to shore;
3. Any Resuscitation is better than no resuscitation"
4. Options about what to do with the sailor's boat –
  - Tip the sailor's boat over and leave it; get back to shore As Soon As Practical
  - Have the crew of the rescue boat sail the boat back to shore
  - If the sailor won't leave their boat but are going to shore, follow them in.

5. On the way to shore, radio "Base" to give warning of the situation – detail any injury, any actions taken, and your requirements.

#### **4 Coming Ashore**

- Lift the engine to shallow drive while in deep water.
- Switch off engine on reaching the Slipway
- Raise the engine fully.
- Put boat on trolley and bring ashore. Remove the bung and drain the boat
- Remove petrol tank from the boat, refill with petrol and store in Petrol lockup.
- Remove marker buoys and racing equipment.
- Inspect the hull and/or propeller for damage.
- Store boat in the shed.
- Turn of VHF radio and Return it to charging station.
- Report any issues in boat log and to a member of the safety committee. If any items are used from the First Aid kit, report this in the boat log.
- Sign in the on the driver's log

## Appendix C Emergency Numbers

# Emergency Services

Lough Derg Coast Guard Radio      VHF Emergency      Channel 16

Lough Derg Coast Guard Radio Working Channel      Channel 64

General Numbers	Ambulance Fire Brigade/Coast Guard	999 or 112
Coast Guard	Killaloe – Direct Mobile	086 850 1889
Doctors	Dr Lynch – Killaloe	061-374 333
	Dr Ryan – Ballina	061-376 546
	Shannon Doc	1850 212 999
Hospitals	Mid-West University Hospital (Limerick Regional)	061-301 111
	St. Johns, Limerick	061-415 822
Police/Gardai (direct numbers)	Killaloe	061-376 242
	Scarriff	061-921 002
	Limerick	061 414 222
Fire Brigade (direct numbers)	Killaloe	061 376 260
Others:		
ULAC		061 376 622
John Callanan Commodore		083 4607433
Shirley O'Neill Safety Officer		086 8429287

## Appendix D - Incident Report Form

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

### Type of Activity Being Undertaken

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

### Circumstances of the Incident

Description and Cause:

### Details of Notifier

Name:	Date
Address:	Email:
Contact Number:	Signature:

Include witnesses:

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## Appendix E - Instructor Induction Checklist

All Instructors must receive induction training on topics listed below prior to commencement of their delivery of training courses at the Club

- Safety Statement
- Child protection Policy
- Emergency Contacts
- Club Facilities   
Club Shed, Changing Rooms, Petrol storage, toilet facilities, Security.
- Sailing area   
Shallow water, obstacles/rocks, prevailing wind direction.
- Safety boats   
Engines, safety pack, launching
- Fuel management   
Procedure for decanting to fuel, storage
- Club sailing boats   
Inspection of boats,

Club Representative	Instructor
Role:	
Date	Date

## Appendix F - Risk Assessments

<b>Activity #</b>	While on the Water – Sailing			
<b>Conducted by:</b>	Jim Ryan & John Callanan			
<b>Date:</b>	14.06.2012 /Revised Feb 2014/ Revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Capsized Boat	Drowning	Sailors	<ul style="list-style-type: none"> <li>Sailors should be wearing 50 N life vest.</li> <li>Sailors advised to have training in capsize drills</li> <li>Particular care to be taken by sailors using trapeze.</li> <li>Sailors must be aware of inherent risks.</li> </ul>	<ul style="list-style-type: none"> <li>Safety boats to attend capsized boats immediately.</li> <li>Head count to be preformed upon arrival at scene.</li> <li>Sailing knife to be present on safety boat.</li> <li>Safety boat personnel ready to enter water if necessary.</li> <li>Club buoyancy aids to be tested at the start of each season and replaced if necessary</li> </ul>
Hypothermia	Drowning	Sailors	<ul style="list-style-type: none"> <li>Sailors should be warmly dressed for weather conditions preferably in wet or dry suits. Sailors should have spare warm clothes ashore.</li> </ul>	<ul style="list-style-type: none"> <li>Safety personnel should remove sailors from water at signs of weakness or if they have been in water for long durations.</li> <li>Hypothermia ‘initial treatment’ kit available in ladies changing rooms</li> <li>‘Bivy’ bags are available in each safety boat and sailors (particularly juniors) may sit in these on the way back to shore to keep them out of the wind</li> </ul>
Trips/Falls	Cuts/Bruises	Sailors	<ul style="list-style-type: none"> <li>Boats should be maintained properly.</li> <li>Ensure no sharp objects are exposed on the boat.</li> <li>Training in boat handling.</li> <li>Signage warns of slippery areas</li> </ul>	<ul style="list-style-type: none"> <li>It is the responsibility of the boat owner to ensure their boat is maintained &amp; in good order.</li> <li>Remind members that the slipways is slippery</li> <li>Slipways to be regularly power washed &amp; brushed</li> <li>More permanent solution to the slippery slipway is also being sought</li> </ul>



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Weather	Drowning Hypothermia	Sailors / Safety Personnel	<ul style="list-style-type: none"> <li>• Check weather forecast.</li> <li>• Wear suitable clothing (Wet/Dry suit recommended).</li> <li>• Wear suitable buoyancy aids.</li> <li>• No junior sailing will take place in a constant breeze of more than 20knts.</li> <li>• The O.O.D or DSO will have responsibility on the day to make the decision to race or not.</li> </ul>	<ul style="list-style-type: none"> <li>• If there is a gale warning for the area, racing is to be cancelled &amp; the safety boat should not be launched unless in an emergency.</li> <li>• Have regard to any winds which cause difficult localized conditions around the slipway or sailing area of the lake.</li> <li>• ISA recommended ratio of safety boats to sailors adhered to (10 sailing boats to one safety boat.)</li> <li>• OOD should assess the weather conditions &amp; skills/experience of the sailors in determining whether or not to race.</li> <li>• Each boats helm &amp; crew should assess the weather conditions &amp; determine if they are able to cope with the prevailing weather conditions.</li> </ul>
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<b>Activity #</b>	Safety Boat			
<b>Conducted by:</b>	Pat Culloo & John Callanan			
<b>Date:</b>	14.06.2012 Revised/ Feb 2014/Revised Mar 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Explosion or Fire	Volatile nature of petrol	Club Personnel, Club Members, Club patrons / Visitors	<ul style="list-style-type: none"> <li>Petrol is stored in appropriate purpose made containers.</li> <li>Petrol containers stored in steel lock up away from buildings.</li> </ul>	<ul style="list-style-type: none"> <li>Do not use lighters or smoke near petrol.</li> <li>Avoid storing large quantities of petrol on site</li> <li>Use petrol in the open air.</li> <li>All Safety boats will carry a Fire extinguisher.</li> </ul>
Contact with petrol	Spillage	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Use funnel when transferring petrol from transport containers into the boat tanks</li> </ul>	<ul style="list-style-type: none"> <li>Exercise extreme caution with flammable liquids.</li> </ul>
Weight of full can of petrol	Back injury when lifting full cans of petrol	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Only use the containers supplied.</li> </ul>	<ul style="list-style-type: none"> <li>Do not carry more than on container at a time.</li> <li>Stand close to the container before lifting.</li> </ul>
The weight of the boat	Personal injury, back injury	Club Personnel Club Members	<ul style="list-style-type: none"> <li>The boat is mounted on an launching trailer.</li> <li>The launching trailer. should be used for all movements.</li> </ul>	<ul style="list-style-type: none"> <li>Do not lift or carry this engine unless you have the strength to do so.</li> <li>Lift engine by its lifting handle therefore ensuring that the load is balanced.</li> <li>Use best practice lifting techniques.</li> <li>Get assistance to carry this engine.</li> </ul>
Trailing ropes	Being dragged into the water	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Painter to be neatly stored in the anchor locker in the front of the boat.</li> <li>Do not use long ropes – the painter should be ¾ the length of the safety boat.</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>
Safety boat trailer	Trips/falls	Club Personnel Club Members	<ul style="list-style-type: none"> <li>Park the trailer in the designated area for this purpose.</li> </ul>	<ul style="list-style-type: none"> <li>Watch out for other sailors when moving the empty trailer.</li> </ul>

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<b>Activity #</b>	Safety Boat			
<b>Conducted by:</b>	Pat Culloo & John Callanan			
<b>Date:</b>	14.06.2012 Feb 2014 . Revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Collision with rescue boat	Club members or patrons getting hit with safety boat	Club personnel  Club Members	<ul style="list-style-type: none"> <li>• Prior to sailing, the safety boat is launched before the general oar launch commences.</li> <li>• After sailing, the safety boat is the last boat to be removed from the water.</li> <li>• The safety boats are bright orange/red and can be easily seen by sailors</li> <li>• Only drivers with at least a National Power Boat certificate can drive club boats</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Injury from Propeller	Club members or patrons getting hit with the propeller	Club personnel  Club Members	<ul style="list-style-type: none"> <li>• Engine not started in close proximity to sailors/members</li> </ul>	<ul style="list-style-type: none"> <li>• Advise anyone close to clear propeller.</li> <li>• Prop guards are being considered</li> </ul>
Trailing ropes	Being dragged into water and fouling propeller	Club Personnel  Club Members	<ul style="list-style-type: none"> <li>• Painter to be neatly stored in the anchor locker in the front of the boat.</li> <li>• Do not use long ropes – the painter should be <math>\frac{3}{4}</math> the length of the rescue boat.</li> </ul>	<ul style="list-style-type: none"> <li>• Safety boats always have a crew of 2 (driver and assistant). Occasionally, the assistant may have to move into a dinghy to assist the crew but this would be highly unusual</li> </ul>
Safety boat trailer	Trips/falls	Club Personnel  Club Members	<ul style="list-style-type: none"> <li>• Park the trailer in the designated area for this purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Watch out for other sailors when moving the empty trailer.</li> </ul>
Improper Operation	Personal Injury/Drowning	Safety Boat Drivers/Sailors	<ul style="list-style-type: none"> <li>• All safety boat drivers are National Powerboat Cert qualified , (level 2 min), preferably level 3</li> </ul>	<ul style="list-style-type: none"> <li>• Safety boats always have a crew of 2 (driver and assistant). Occasionally, the assistant may have to move into a dinghy to assist the crew but this would be highly unusual</li> </ul>
<b>Activity #</b>	Safety Boat			

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<b>Conducted by:</b>	Pat Culloo & John Callanan			
<b>Date:</b>	14.06.2012 Feb 2014 . Revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Back injury	Members might injury their backs when moving safety boats on trailers or carrying fuel cans	Safety Boat Drivers/Sailors	<ul style="list-style-type: none"> <li>• Ensure that there are sufficient personnel available to assist moving the safety boats – ask members for help</li> <li>• Only carry one fuel can at a time – ask for help if it is too heavy for you</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>

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<b>Activity #</b>	Launching/Retrieving a Sailing Dinghy			
<b>Conducted by:</b>	Jim Ryan			
<b>Date:</b>	14.06.2012. Revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Trips/Slips/falls	Bruise, fracture	Helm  Crew  Other Sailors	<ul style="list-style-type: none"> <li>• Non-slip grids are in position on the slipways</li> <li>• Signage warns of slippery areas</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of others when launching.</li> <li>• Launch boats "head to wind".</li> <li>• Wear non-slip footwear (sailing boots recommended).</li> <li>• Slipways to be regularly power washed and brushed</li> <li>• More permanent solution to slippery slipway being investigated</li> </ul>
Swinging boom	Bruise, head injury	Helm Crew  Other Sailors	<ul style="list-style-type: none"> <li>• Boats are positioned "Head to Wind" where practical during rigging and launching</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure boats point "head to wind" when launching.</li> <li>• Be aware of swinging booms.</li> </ul>
Heavy weight	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>• Share the load.</li> <li>• Members assist each other to retrieve boats.</li> </ul>	<ul style="list-style-type: none"> <li>• Seek assistance when launching/retrieving boats.</li> <li>• Minimum two people required to launch/retrieve a dinghy (single handed boats are an exception).</li> <li>• Use best practice lifting techniques.</li> </ul>
Launching boat	Drowning/Injury	Helm Crew	<ul style="list-style-type: none"> <li>• Wear suitable buoyancy aids</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of risks when in the water.</li> </ul>

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<b>Activity #</b>	Rigging Dinghy – Raising the Mast and Sails			
<b>Conducted by:</b>	David Tanner			
<b>Date:</b>	14.06.2012, Revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Swinging Boom	Bruise Head Injury	Helm Crew Other Sailors	<ul style="list-style-type: none"> <li>Boats are positioned “Head to Wind” where practical during rigging and launching.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure boats point “head to wind” when raising mainsail.</li> <li>Be aware of swinging booms.</li> </ul>
Raising/ Lowering sails	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance – ensure all boat gear is in good order.</li> <li>Boat maintenance is the responsibility of the boat owner.</li> <li>Use best practice/lifting techniques when hauling ropes.</li> </ul>
Raising/ Lowering sails	Rope burns	Helm Crew	<ul style="list-style-type: none"> <li>Wearing of sailing gloves is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>Wearing of sailing gloves is recommended.</li> </ul>
Raising/ Lowering mast	Head injury	Helm Crew Others	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Two people required when raising/lowering a mast.</li> <li>Ensure there is no person in area within the radius of the length of the mast.</li> </ul>
Raising/Lowering mast	Back strain	Helm Crew	<ul style="list-style-type: none"> <li>Use of correct procedure appropriate to the specific boat class.</li> </ul>	<ul style="list-style-type: none"> <li>Two people required when raising/lowering a mast.</li> </ul>

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<b>Activity #</b>	Ashore – Launch Area, Dinghy Park, Boat Shed, Changing Rooms and Toilets			
<b>Conducted by:</b>	Jim Ryan			
<b>Date:</b>	14.06.2012, revised Feb 2017 by Sue Concannon			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Launch Area	Slipping  Falling  Bruise cuts	Club Members  Public	<ul style="list-style-type: none"> <li>• Slipway for use by Club activities only.</li> <li>• Slipway to be kept clear at all times.</li> <li>• Wearing suitable footwear with good grip is recommended.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean non-slip grids annually.</li> <li>• Wear non-slip footwear (sailing boots recommended).</li> <li>• Slipways to be regularly power washed and brushed</li> <li>• More permanent solution to slippery slipway being investigated</li> </ul>
Car Park & Dinghy Park	Cuts/Trip/Fall	Club Members  Public	<ul style="list-style-type: none"> <li>• Walk, don't run.</li> <li>• Boats and boat trailer will be parked in Boat Park.</li> <li>• Dinghy area to be kept clear.</li> </ul>	<ul style="list-style-type: none"> <li>• Surface will be inspected and repaired annually.</li> </ul>
Boat Shed Doors & Entrance Gates	Crush / Bruise	Club Members  Public	<ul style="list-style-type: none"> <li>• Boat shed doors to be secured in the open position when boat shed is open. Be especially careful in high winds.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Lighting	Trip/Fall	Club Members  Public	<ul style="list-style-type: none"> <li>• Be out of the area between dusk and dawn.</li> <li>• Provide own lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Steps at Doorways of Portacabin	Trip/Slip/Fall	Club Members  Public	<ul style="list-style-type: none"> <li>• Keep doorway clear</li> <li>• Take care when wet</li> <li>• Walk, don't run</li> </ul>	<ul style="list-style-type: none"> <li>• Inspect and clean steps when necessary</li> </ul>
Gas Cooker	Fire  Explosion	Club Members  Public  Forestry/Wildlife	<ul style="list-style-type: none"> <li>• Adult only policy in operation.</li> <li>• Disconnect supply when not in use.</li> </ul>	<ul style="list-style-type: none"> <li>• Use in accordance with manufacturer's instructions.</li> </ul>

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<p>Jetty</p>	<p>Slip/Fall Bruise/Cuts</p>	<p>Club Members Public Forestry/Wildlife</p>	<ul style="list-style-type: none"> <li>• Use is limited to safety boat operation / activity. Sign erected to advise of danger.</li> </ul>	
<p>Open drainage ditch to left of shed entrance</p>	<p>Slip/fall Drowning (small children)</p>	<p>Members &amp; their families</p>	<ul style="list-style-type: none"> <li>• Cordon off area during club session (partly by opening shed door and then positioning racks of wetsuits and buoyancy aids</li> </ul>	<ul style="list-style-type: none"> <li>• Consider fencing</li> </ul>



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<b>Activity #</b>	Junior Sailing and Training			
<b>Conducted by:</b>	David Tanner			
<b>Date:</b>	14.06.2012			
<b>Hazard</b>	<b>Risk</b>	<b>Who may be harmed:</b>	<b>What precautions exist to control the risk:</b>	<b>What other precautions are necessary to reduce risk to acceptable levels:</b>
Child Protection	Children may be at risk of physical, emotional or sexual abuse from adults, whether or not the adult is directly involved in the sailing event.	Course Attendees Instructors Coaches Helpers	<ul style="list-style-type: none"> <li>• The Club's Child Protection Policy shall be adhered to at all times.</li> <li>• The Club has appointed a Child Protection Officer to whom all allegations or incidents are to be reported.</li> <li>• Adults should avoid being left alone with children &amp; should avoid physical contact where possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of Risk Assessment.</li> <li>• Annual review of Child Protection Policy.</li> <li>• The Club will appoint a Child Protection Officer.</li> <li>• Child Protection Officer has completed training.</li> <li>• During junior sailing or training sessions, there must be 2 people on shore at all times (in case a junior comes ashore on their own)</li> <li>• Parents &amp; guardians will be telephoned and must be prepared to return to the club immediately should their child come off the water before the official end time of the session</li> </ul>