

**SAFETY
STATEMENT**

**HOWTH YACHT
CLUB**

HOWTH, CO. DUBLIN

January 2021

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PART 1

GENERAL STATEMENT OF POLICY

1.1 GENERAL STATEMENT OF POLICY

This safety statement sets out how health and safety is managed by HYC. Specific responsibilities and the framework for managing health & safety are described in this safety statement. HYC is committed to ensuring the safety, health and welfare of its members, staff and visitors. HYC is committed, in so far as is reasonably practicable, to carrying out our duties in accordance with the Safety, Health & Welfare at Work Act 2005, the General Application Regulations 2007 – 2016 and all subsequent legislation and regulations, and in particular to:

- Provide a safe place and systems of work.
- Provide safe equipment, machinery and plant.
- Provide safe means of access and egress.
- Manage and conduct work activities to ensure the safety and health of employees.
- Prevent improper conduct and behaviour likely to impact the safety & health of persons.
- Identify hazardous substances and articles.
- Provide training, supervision, information and instruction.
- Provide suitable protective clothing and equipment.
- Prepare and revise emergency plans.
- Provide a competent person as described in Section 8 of the Safety, Health & Welfare at Work Act 2005.
- Provide adequate staff and resources to manage health and safety.

This safety statement is based on the identification of hazards, the assessment of risks and the implementation of controls and recommendations. Safety is the responsibility of all, including employees. Employees must cooperate with management in achieving our objective of no accidents and familiarise themselves with the risks in their area. Employees must work safely and report health and safety issues or any queries they may have to the Manager. In this document 'Manager' means the Manager or the designated Flag Officer/Director of HYC responsible for staff.

The Director of HYC, nominated by the General Committee and a signatory to this document, is responsible for the provision of this safety statement and risk assessments and for providing health and safety resources. Flag Officers are responsible for day-to-day safety activities, implementing the content of this safety statement and insuring HYC operates in a safe manner in so far as is reasonably practicable.

This safety statement will be reviewed annually, or before if there is a change that impacts health and safety. Copies are available to all staff and are published on the Members' section of the HYC website.

Kevin Monks
Rear Commodore

Paddy Judge
Commodore

1.2 GENERAL POLICY ON RISK ASSESSMENT

Howth Yacht Club is committed to achieving and maintaining high standards of health and safety for all staff, members, visitors and others who may enter its premises. To do this requires the identification of hazards, evaluation of the risk which arise from such hazards and a careful selection of practical control measures to mitigate such hazards. This process is termed risk assessment.

Risk assessments will be carried out periodically if there is reason to believe that

- a) the previous assessment is no longer valid or,
- b) if there is a change in the operating environment of the Club or,
- c) if an inspector directs the statement to be amended. as required.

These checks will examine the areas for which we are responsible, the equipment we use, the operations we conduct and the methods of work we employ.

Risk assessments will be conducted by members of staff, consultants and volunteers who are trained and competent in this process, but it is essential that everyone participates, co-operates and contributes skill and knowledge to make it a success.

For specific areas, we have specified policies. This statement is our general policy risk assessment and management. The specific policies are noted within the individual risk assessment forms within this Safety Statement.

Members and staff members should report hazards and feel free to make suggestions for improvements in health and safety.

1.3 COVID-19 PANDEMIC

Following publication of the national measures of movement restriction initially contained in Regulation S.I. 121/2020 in order to reduce contagion during the COVID-19 pandemic, the General Committee has approved a COVID-19 Health and Safety Protocol. This Protocol and its associated Phase Procedures mitigate the risk of contagion and is updated with the development of the pandemic guidance and restrictions. It is available on the Members Section of www.hyc.ie.

These documents were distributed to all members and staff, are to be considered as an intrinsic part of the HYC risk management strategy and are now included in this ~~this~~ policy under Appendix G.

PART 2

ROLES & RESPONSIBILITIES

2.1 ROLES & RESPONSIBILITIES

2.1.1 Employer

As an employer, Howth Yacht Club fully recognises its obligation is to provide:

- A safe place of work;
- Safe access and egress;
- Safe plant and machinery;
- Safe systems of work;
- Welfare facilities;
- Information, instruction, training and supervision;
- Suitable protective clothing and equipment where hazards can't be eliminated;
- For the preparation and revision of emergency plans
- Accidents and incident reporting procedures;
- For the prevention of risk to health from any activity or substance
- A competent resource in the form of trained staff and/or independent experts external to the company where the requisite expertise is not available in-house, to advise and assist in securing the safety, health and welfare of employees;
- Welfare and hygiene facilities as appropriate
- Details on mechanisms to determine and implement the measures required to protect health and safety, taking into account the General Principles of Prevention and changing circumstances.
- Publish and update as required a Covid-19 Health and Safety Protocol

2.1.2 Employees and Members

Employees (including temporary employees) and members of Howth Yacht Club shall be aware of the following obligations which require that they:

- Protect their safety, health and welfare and that of any other person which may be affected by their acts or omissions;
- Co-operate with Club Officials and comply with relevant statutory provisions;
- Employees shall attend health and safety training as required;
- Wear personal protective equipment where necessary;
- Report any hazardous work/behaviour, defects and contravention of legal requirements;
- Do not engage in improper conduct or behaviour which endanger themselves or others.
- Are not under the influence of an intoxicant to the extent that would endanger themselves or others;

- Employees shall submit to appropriate tests for intoxicants by a competent registered medical practitioner in the event of an accident or incident;

2.1.3 Contractors and/or Suppliers

All external construction contractors will be appointed in accordance with the Safety, Health and Welfare at Work (Construction) Regulations 2013. General contractors/suppliers will be appointed using recognised national procurement procedures to ensure their competent management of Health & Safety insofar as it is pertinent to their operations on behalf of Howth Yacht Club.

For the duration of the COVID-19 pandemic contractors are required to provide proof of site safety training certification before being allowed to commence work in the HYC premises.

2.1.4 Safety Representative

The nominated or elected Safety Representative may:

- Inspect the workplace after giving reasonable notice to the employer or after an accident, dangerous occurrence or imminent danger to the safety, health and welfare of any person;
- Investigate accidents or dangerous occurrences;
- Investigate complaints;
- Accompany an inspector and attend any interviews when carrying out an inspection of the premises of HYC Management;
- Make representations to HYC Management in relation to health and safety;
- Make oral/written representations to inspectors on health and safety matters;
- Receive advice and information from health and safety bodies.

2.1.5 COVID-19 Site Compliance Officer

In accordance with the Howth Yacht Club Covid-19 Health and Safety Protocol, HYC has appointed a Site Compliance Officer (SCO) and assistants to carry out their duties prior to reopening of the premises.

The SCO has responsibility for the oversight of site management to ensure COVID-19 compliance within HYC premises and prevent contagion. This includes managing and instructing staff and members on the various control measures and compliance requirements.

2.1.6 Safe People

Senior Instructors

HYC will have one or more appropriate qualified Senior Instructors to cover any ISA sailing course that HYC is recognised to provide. All instructors must be on the valid instructors list maintained by the ISA.

The ISA Senior Instructor is an experienced Instructor who has been trained to take on the task of leading a team of ISA Instructors in the safe and effective delivery of ISA accredited training courses within HYC.

In doing so they will act as:

- ✓ Leader
- ✓ Manager
- ✓ Technical expert and
- ✓ Instructor

First aid persons

As and from 1st January 2018, the HSA will only recognise Pre-Hospital Emergency Care Council & First Aid Response (PHECC & FAR) as meeting the needs of Occupational First Aid (OFA) in workplaces. This means that those who undergo training from 1st January 2018 must complete a FAR full or refresher course provided by an Occupational First Aid Assessment Agent (OFAAA) Registered Training Provider and that is quality assured by Quality & Qualifications Ireland (QQI).

Additional persons including staff will be trained in first aid and in the use of the Club defibrillator, which is mounted on the wall between the Marina and General offices and available 24/7.

Fire warden

Duties of fire warden:

1. Maintain a list of employees in the building.
2. Advise staff of fire and emergency evacuation procedures.
3. Be familiar with fire exits and assembly point.
4. Know the location of fire extinguishers.
5. Ensure that fire doors are not left open and that emergency exits and emergency routes are not locked or blocked.
6. If fire alarm sounds evacuate the building.
7. If safe to do so investigate the area where the fire has broken out.
8. Take a roll call at the assembly point.
9. Assist the emergency services when they arrive at the scene.
10. Carry out two fire drills each year and document these.

COVID-19 First Aid Responder

Responder guidance is provided in the HYC Covid-19 Health and Safety Protocol.

- First aid responders should always prioritise their own safety.
- Wear PPE when attending a suspected case or a potential patient.
- Minimise hand contamination, avoid touching the face and clean hands frequently with soap and water or alcohol-based hand gel.
- Use appropriate PPE (mask and eye protection) and by provide the ill person with a mask to cover their nose and mouth particularly when coughing or sneezing.
- Avoid close contact if possible. This will not be possible in the event of cardiac arrest, heart attack, choking or stroke.
- Any PPE (gloves, masks and safety goggles / full face mask) used in attending a suspected case must be disposed of in the COVID-19 bin.

Manual handling

Employees must receive manual handling training when employed by HYC and use this training while undertaking their daily work, manual handling aids and lifting equipment supplied by HYC to facilitate ease of handling of heavy and awkward loads. Do not attempt to move such loads without using your

manual handling training procedures. Where appropriate request assistance from work colleagues and make use of manual handling aids and the lifting equipment that is supplied by HYC.

Consultation

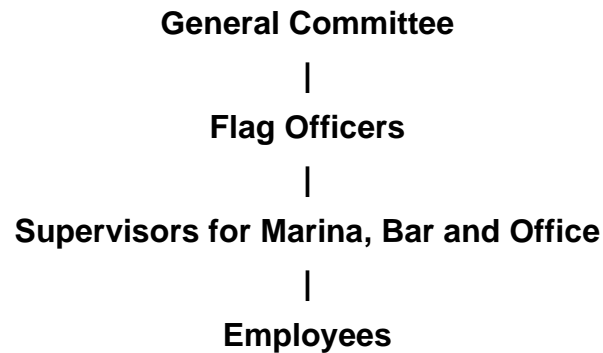
HYC is committed to working with members and staff in a consultative manner regarding matters of health, safety and welfare. If members or staff have any safety concerns these should be raised with the Manager.

If there is a requirement to amend this Safety Statement to improve health and safety, it may be done so through the Manager who will request the responsible Director to review and amend this document. This assists HYC conform to the Safety, Health and Welfare at Work Act 2005, sections 25 and 26.

2.2 SAFETY MANAGEMENT STRUCTURE

The organograms below detail the structure for delivering safety, health and welfare of all who attend or visit HYC.

Organisational Chart – HYC Staff



Organisational Chart - Water Activities



2.2 SAFETY MANAGEMENT STRUCTURE

The Safety Management Structure is detailed below:

2.2.1 Senior Management

The General Committee is responsible for strategic management of Health & Safety within Howth Yacht Club including:

- Setting of policy
- Identifying training needs
- Maintaining statutory documentation
- Making recommendations

2.2.2 Executive Management

The Flag Officers and Director of Health and Safety have an obligation to consider tactical aspects of Health & Safety Management which will include:

- Induction Procedures
- Accident & Incident Reporting
- Physical inspections and audits
- Communication with relevant parties

2.2.3 Supervisors

Supervisors have a responsibility primarily as supervisors of staff and their 'workplace'.

Named Personnel

Personnel nominated from time to time and serving on the Health & Safety Committee in accordance with the above principles and required functions.

2.2.4 Consultation, Participation & Representation by Staff

We will consult our staff in relation to health and safety matters. Participation by staff allows support in the control of risks by encouraging "ownership" of health and safety policies and procedures. HYC will facilitate the election of a staff safety representative should staff so desire.

2.2.5 External Contractors & Suppliers

Given the nature and variety of HYC operations there is a requirement for a number of contracted out functions.

All external contractors and suppliers will be appointed using procedures to ensure their competent management of Health & Safety insofar as it is pertinent to their operations on behalf of Howth Yacht Club.

Howth Yacht Club recognises that, as far as is reasonably practicable, the place of work in HYC for these contractors must

- Be a safe place of work
- Have safe access and egress
- Be an environment free of risk from harmful substances in the place of work.

Duties are also placed on contractors, especially under the Safety, Health and Welfare at Work Construction Regulation 2013, in regard to maintenance or building work. Howth Yacht Club is concerned that contractors are compliant in their Health & Safety functions and in this regard the following control measures apply.

- Contractors insurance to be checked and up to date.
- Contractor's Safety Statement to be provided and checked up to date.
- Safety Statements shall provide for non-standard operations, such as working at height, as appropriate.
- Site Specific Risk Assessments must to be carried out where appropriate.

2.3 HEALTH AND SAFETY COMMITTEE

It is necessary to ensure that there are documents of record available confirming that HYC has discharged the requirement under the Safety Health & Welfare at Work Act 2005 to assess monitor and regularly report on measures being undertaken within its premises.

The H&S committee is the appropriate forum in the case of operations at Howth Yacht Club.

Personnel are nominated from time to time and serve on the Health & Safety Committee in accordance with the above principles and required functions. Committee composition will be monitored and reviewed as part of the ongoing safety management system and will initially comprise:

- Director of Health and Safety.
- Manager.
- Co-opted HYC members including staff.
- Non HYC personnel as and when required.

2.4 KEY RESPONSIBILITIES

The table below outlines the key responsibilities for persons regarding the various considerations that affect health, safety and welfare.

Considerations	Persons responsible
Provision of resources for risk assessments and safety statement.	Director of Health and Safety
Risk assessment: controls carried out and recommendations implemented.	Director of Health and Safety
Provision of competent persons under 2005 Act (health and safety advisor)	Director of Health and Safety
Employee responsibilities in the safety statement & risk assessments.	Employees.
Provisions to reduce contagion during the Corvid 19 pandemic	Site Compliance Officer (SCO)
Reporting of accidents / incidents to the Manager.	Employees and Members.

Preparing and maintaining the safety statement	Director of Health and Safety
Accident and incident investigation	Manager.
Safe work procedures (controls).	Manager, Supervisors and employees.
Safety training	Flag Officers and employees.
Health and Safety advice	Manager / Director of Health and Safety
Maintenance of equipment and machines	Manager, Supervisors and employees.
Supervision for safety / audit and review	Manager / Director of Health and Safety
Personal protective equipment	Manager, supervisors and employees.
Fire and emergency drills	Manager
Resources	General Committee
Safety policy review	Director of Health and Safety
Visitors and public interaction	Members and Staff
Consultation with employees	Manager, Supervisors and the Director of Health and Safety

2.4.1 Safe Operating Procedures – Note

Safe operating procedures are the controls and policies advised in this Safety Statement and in the attached Risk Assessments. Instructors and others involved in water activities should familiarise themselves with the Safety Statement documentation.

- ✓ ISA Training Centre Recognition Requirements, Instructor and Coach Development Programmes and instructor manuals / handbooks etc are considered to contain safe operating procedures that must also be followed at all times. The “Code of Ethics and Good Practice for Children’s Sport in Ireland” contains guidelines that instructors must familiarise themselves with. They are supported by the ISA and the Manager HYC holds a copy.
- ✓ Qualified safety boat drivers
All drivers operating at HYC must be appropriately qualified. Only those holding ISA Instructor or Safety Boat Certificates are permitted to drive training boats in ISA Training centres.
- ✓ Safe operation of RIBs
Safety boats must be operated in a safe manner and the speed limits within Howth harbour and Marina must be observed. Safety boats should not be driven at full throttle (unless during an emergency and if safe to do so allowing for conditions). Kill cords must remain attached at all times a RIB is under way.

2.4.2 HYC Vessels Parameters for use

Star Point, Sea Wych, or HYC RIBs are not to be used for any purpose other than race management, training or powerboat instructors, etc. unless agreed by the Sailing Committee. The skipper is responsible for the safe operation of the vessel and the safety of all on board.

The skipper must fill in an Accident Report Form in the case of any incident involving damage or resulting in an injury. The Principal Race Officer must submit an Accident Report Form in the case of an accident involving a RIB or injury to RIB crews or sailors. These forms are available on the race committee vessels or in the Marina Office.

Qualifications and experience to skipper Club Craft

Skipper
Star Point <i>Any member with sufficient boating experience with the advanced approval of the designated member of the Sailing Committee or the Manager.</i>
Sea Wych <i>Any member with sufficient boating experience with the advanced approval of the designated member of the Sailing Committee or the Manager.</i>
Club Launches <i>Any person with authorisation from the Marina Supervisor or in his absence the Manager.</i>
HYC RIBs Any one of: <ul style="list-style-type: none">• ISA National Powerboat Certificate• ISA Sailing Instructor (any level)• ISA Safety Boat Instructor

STAR POINT and SEA WYCH

It is recommended that all on board wear a Personal Flotation Device (PFD or life jacket). All persons under 18 shall wear a PFD. Children under the age of 14 are permitted on board at the sole discretion of the skipper and must be accompanied by a parent or parent's nominee.

The exceptions to this rule are:

If acting as a mother ship.

In a rescue situation.

STAR POINT

Star Point is insured to carry 12 passengers plus 2 crew.

SEA WYCH

Sea Wych is insured to carry 6 passengers plus 2 crew.

RIBS

RIBs being used as a safety boat must have a minimum crew of 2.

A mark boat can be crewed by one adult, or two crew if they are under the age of eighteen.

A jury boat can be crewed by one adult, or two crew if they are under the age of eighteen.

A coach boat or instructor boat can be crewed by one adult.

All helms of rescue, mark boats and jury boats must be checked out by a HYC powerboat instructor and hold an ISA National Powerboat Certificate or equivalent.

The crew must hold an ISA Introduction to power boating Certificate and be 14 years of age or over.

Ribs must not be used for joyriding at any time.

Only 6 people are permitted on board at any one time, e.g. 4 passengers plus helm and crew.

Children under the age of 13 are not normally permitted on board unless:

In a rescue situation.

Transferring crews from one sailing boat to another.

A child is being trained to sail.

RACE OFFICERS

The RO is responsible for all assigned racing activities, mark laying and rib crews.

The RO is also responsible for briefing all RIB crews prior to leaving the Marina.

No one under the age of 18 years of age shall be a member of the race committee unless they are under instruction by a senior instructor or a competent adult (e.g. the son or daughter of the boat assist).

In light wind conditions, the committee vessel should not leave the race area until it is ascertained that all boats without engines can make it back to the harbour in good time. In this situation, boats should be taken in tow.

PART 3

POLICIES & PROCEDURES

3.1 INTRODUCTION

This section outlines the broad policies and procedures which underpin our safety management system. It is not intended to be final or exhaustive but addresses the fundamental aspects of maintaining a safe environment and systems of work.

3.2 FIRE & EMERGENCY PLANS

It is the objective of Howth Yacht Club, to achieve and maintain the best possible standards of fire safety within the premises.

Howth Yacht Club commits to conforming to the requirements of Irish and European Fire and Safety Legislation.

The objectives of the Fire Management Programme are as follows:

- Provide and maintain a range of fire protection installations;
- Provide training to enable employees to carry out their duties with the minimum possibility of ignition occurring;
- Provide comprehensive instruction detailing the procedures to be followed in the event of fire occurring and ensuring that all staff are trained in their observance.

Employees are reminded of their specific responsibilities under the *Safety, Health and Welfare at Work Act, 2005 and Safety, Health and Welfare at Work General Application Regulations 2007 - 2016*. These responsibilities must be met for the management of the fire risk to be effective.

Hazard

Vulnerability to fire damage depends on:

- The nature of the processes, contents and materials;
- Structural and other measures to prevent the spread of fire.

Risk Assessment

The risk in general is considered to be medium.

Minimising the risks depends on:

- Providing and maintaining safe plant and equipment, safe working systems and a safe working environment;
- Ensuring safety in the use, handling, storage and transport of articles and substances;

-
- Providing information, instruction, training and supervision to ensure the establishment and operation of a fire precaution system.

Fire & Emergency Plans will be maintained, reviewed and revised as required. This shall include appropriate fire precautions to prevent fires, detect them if they arise and swift evacuation of everyone from a building if a fire has started.

Fire drills to be carried out twice yearly. Fire extinguishers are to be provided and serviced.

Arrangements and Controls

Fire Safety depends on full consideration of the fire risk involved in all items of the workplace, be it equipment, furniture, fittings, coverings, paints, paper, layout, structure etc. Such items require careful selection whereby the risk of fire may be reduced and also ongoing maintenance to ensure their continued fire safety. General measures for the control of fire hazard include:

- Training of employees in fire safety;
- Training of staff in firefighting procedures;
- Provision of adequate fire extinguishers and firefighting equipment, and regular servicing of this equipment;
- Effective housekeeping, storage of materials;
- Routine inspection and checking of firefighting equipment;
- Provision of automatic fire detection equipment;
- Segregation of flammable substances from ignition sources and oxidising agents;
- Controlled use of naked flames;
- Proper design, specification and maintenance of all electrical equipment;
- Proper design of buildings to minimise the spread of fire;
- Installation of electrical equipment by trained and qualified persons;
- Prohibition of smoking in all areas (except designated external);
- Electrical bonding and earthing to minimise static electricity hazard.

Maintenance

The fire alarm and detection system is installed, certified to IS 3218 and is regularly checked by an outside contractor. The Code of practice for fire detection and alarm systems for buildings requires that a Register is kept which is kept in the fireproof cabinet behind the Bar.

All fire extinguishers are installed to the requirements of IS 291 1985. This includes their siting and maintenance.

The building should be inspected to ensure that:

- On a daily basis that all exits are unlocked and available or capable of being opened in the event of fire;
- All escape routes are clear of any obstructions; fire safety signs and call points are not obscured;
- All fire doors are kept closed;

- All parts of the premises are checked with particular attention being paid to those parts not normally visited by staff storerooms, cloakrooms, etc.;
- A daily final inspection is carried out in vacated areas to ensure that the premises are left in a safe condition;
- Heaters of all types should be checked so that clear areas are maintained around them;
- Electrical wiring is well insulated and not subject to overload;
- Suitable facilities for the disposal of lighted smoking materials are maintained where smoking is permitted (outside the building).

The layout, constructional materials, and contents of a building play an important part in determining the rate and extent of fire spread. Consideration is therefore being given to:

- Structural precautions, subdividing the building into the smallest practicable compartments of fire resisting construction to contain a fire within it and ensure structural stability.

All appropriate staff are provided with information, instruction, training and supervision:

- To recognise fire risks and act accordingly;
- To learn about the specific fire hazards in the job they do;
- Taught to observe general fire prevention measures.

An appropriate degree of supervisory control must be exercised to ensure that a safe working environment, a safe system of work and equipment used and maintained to ensure fire safety.

3.2.1 Training and Instruction

All Staff

All staff will receive training in fire hazards that are appropriate to their area of work. This will include:

- Housekeeping;
- Use of flammable liquids;
- Electrical installations;
- Smoking rules.

Staff will be instructed on:

- What to do on hearing the fire alarm;
- What to do on discovering a fire.

All full-time staff will receive fire warden training as follows:

- Use of firefighting equipment (extinguishers and hose reels);
- Identification of fire hazards and how these are to be controlled;
- Their responsibilities within the fire management programme.

Notices

Fire instruction notices will be provided.

3.2.2 Monitoring

Fire hazards

It is necessary that routine inspections of fire prevention system be carried out to ensure that it is properly maintained and functional.

3.2.3 Fire Protection Installations

The following inspection and maintenance programs are in place. Records for each inspection are logged in accordance with the appropriate standard. These records are kept in the Fire Safety Register.

Fire Alarm

Weekly	Manager or nominee
Half yearly	Manager or nominee
Annually	Statutory inspection to IS 3218

Emergency Lighting

Half yearly	Inspection by approved contractor
Annually	Inspection by approved contractor to IS 3217

Extinguishers

Weekly	Notify Manager of deficiencies
Annually	Inspections to IS 291 by approved contractor.

3.2.4 Fire Evacuation Drills and Emergency Instructions

Action on Observing Fires, Accidents or Emergencies

In case of fire, raise the alarm by breaking glass cover on nearest fire alarm box. The Manager is to be informed and the following noted;

- Exact location of fire or other incident
- Extent of fire - state if major or minor
- Nature of accident and how many involved
- Are Emergency Services required

Attempt to extinguish the fire with the appropriate fire extinguisher, provided that personal safety is not put at risk, and that the individual concerned has been trained on the correct use of fire extinguishers. Ensure that only an appropriate extinguisher is used for a particular area e.g. water or foam is not suitable in the control room due to electrical equipment.

If in any doubt contact the Emergency Services.

Where appropriate the Manager or senior staff member on duty shall immediately contact the Emergency Services by dialling 999 or 112 and ask for:

- (i) Fire Brigade.
- (ii) An ambulance if required.
- (iii) If the Gardaí are needed.

Subsequently, where injuries are sustained it may be necessary for the Manager to file a report with the Health and Safety Authority.

Action on Hearing Fire Alarm

- Leave the building immediately by following the directional signs on the nearest exit.
- Do not stop to collect personal belongings
- DO NOT USE THE LIFT.
- Report to the assembly area. It is important that you do not leave the assembly area until instructed to do so.

(The assembly area is outside the Marina Entrance Gate)

- The senior person present should ensure that members, staff and any visitors have evacuated the building. A check should be rapidly made on toilets, changing rooms and isolated rooms including kitchen staff quarters and workshop.
- The senior person will carry out a roll call at the assembly point to ensure that all staff are accounted for.

Reported accidents & incidents

Staff must report all accidents and incidents / dangerous occurrences to the Manager. This information will be used to implement additional controls before incidents turn into accidents. The accident / incident forms are kept in the Marina Office and should be completed at the time of the incident and forwarded to the Manager at the earliest opportunity.

Drills

Fire Drills are to be carried out twice yearly. The procedure to be followed is similar to excavation procedure above. A record of these drills will be entered in the Fire Register.

Following the drill, the results will be used to review procedures.

3.2.5 Bomb Threats and Suspicious Packages

The Gardaí have overall responsibility for all bomb threats.

In most cases bomb threats are phoned in. Should a telephone message be received that a bomb has been planted in Howth Yacht Club you should obtain as much information as possible from the caller. As the person taking the call, and who later has an important role in assisting the threat assessment, you are responsible for recording all details on the bomb threat on the Bomb Threat Checklist.:

- A Club official should be contacted, and the Clubhouse immediately evacuated.

- The Gardaí should be called. They will conduct an assessment, with the assistance of the Manager if required, and a decision made as to areas that should be evacuated.
- No one is allowed to re-enter the evacuated areas until emergency services have agreed that it is safe to do so.

Discovery of a Suspicious Package

If any member or staff member discovers a suspicious package within the Club or premises they must not touch or move the package.

- Immediately contact the Manager who will assess the situation.
- The Manager shall immediately call the Gardaí and request their assistance if the assessment is that the package is considered suspicious.
- In that case the area should be evacuated.

Security Threat Prevention

We must be prepared in advance to deal with security threats, whether they are genuine or hoaxes. Obviously we cannot wait until an incident occurs and to this end the following applies:

- Howth Harbour and Howth Yacht Club are monitored by CCTVs.
- The First Aid Kit must be available and well stocked (Marina Office).
- Be aware of current hazards e.g. the political situation, the news, local issues, etc.

3.2.6 Robbery

Any member of staff confronted with this situation must make their own safety and that of other staff/members/visitors a prime consideration.

Staff shall: -

- Comply with any cash demands.
- Witnesses should be encouraged to remain and make statements to the Gardaí.
- The scene of the crime should be protected to enable forensic tests to take place.

3.2.7 Emergency plan – Water Activities

HYC has published a Waterborne Safety – Emergency Plan which is included in **Appendix 1**:

An emergency is defined as one in which a sailor has been injured, suffers a medical emergency, becomes sick, suffers water inhalation, in shock, cramp or hypothermia to such an extent that medical attention is required. Three types of emergencies are envisaged: -

- **Level 1:** An emergency with a number of casualties where the safety facilities of HYC are inadequate to deal with the situation.
- **Level 2:** An emergency with a number of casualties where the safety facilities of HYC are adequate to deal with the situation.
- **Level 3:** An emergency involving a small number of casualties where the safety facilities of HYC are adequate to deal with the situation.

In all cases the safety objective is to preserve life. The Waterborne Safety – Emergency Plan includes guidelines regarding national/regional/dinghy regattas, racing, safety and rescue, communications, safety boats, mother ships, launching and covers facilities ashore.

3.2.7.1 HYC Dinghy Event Emergency Plan

National/Regional/Dinghy Regatta Guidelines

It must be borne in mind that “the responsibility for a boat’s decision to participate in a race or to continue racing is hers alone”. Against that the PRO must balance the relative age, competence and experience of the sailors; ultimately the objective is to provide safe enjoyable sailing.

General

There will be a dedicated fleet of safety craft free of any other duties such as mark laying or jury duty. This dedicated fleet shall be called Safety Boats.

The Organising Committee shall nominate a Safety Officer to take charge of rescue at event planning. The Safety Officer shall be a full member of the Race Committee and is responsible for all safety boats, mother boats, safety equipment and briefing of all safety boat crews prior to and during the event.

Safety and Rescue

The PRO is the final authority for all safety boats and mother boats on the water. The PRO will have due regard to the requirements and wishes of the Safety Officer regarding the safety boats and mother ships.

Should an emergency be declared by the PRO, the Coastguard should be informed (Channel 16). The PRO may delegate rescue coordination to the Safety Officer and all boats shall come under the Safety Officer’s control. This includes, but is not restricted to, mark-laying boats, and finishing boats. All boats so engaged shall remain under the control of the Safety Officer until all competitors are safely ashore. The Safety Officer shall at all times keep the PRO and the Beachmaster/official ashore informed of any incident.

Communications

A dedicated channel for safety boats and mother boats shall be assigned by the Safety Officer.

In an emergency all communications shall be on this safety channel which should be kept clear of other traffic.

The beach master shall be equipped with a VHF radio to enable him/her to communicate with the PRO and Safety Officer.

Safety boats

The ratio of safety boats to competitors will depend on the weather forecast, the age of the competitors and the sea state.

All safety boats shall carry the standard HYC Safety equipment (listed at the end of this section).

All safety boats shall have an operational VHF radio.

On arriving at the race course safety boats shall (1) check in with the appropriate committee boat and (2) establish VHF contact with the Safety Officer. Safety boat crew must keep a listening watch on the allocated VHF channel. As communication via hand held VHF can be difficult in windy and wet conditions, this places an extra responsibility on crews to listen out at all times.

Safety boats may not leave the race area until racing is over, unless permitted to do so by the PRO or Safety Officer.

While competitors are on the water, all capsizes must be attended to as soon as possible by safety boats. The safety priority is people – not equipment. Only when sailors are safe can equipment be recovered.

If lunches are collected from the committee boat (when advised by the Safety Officer or PRO) the safety boat shall immediately proceed back to its rescue station where the food should be eaten.

Under no circumstances should safety boats raft during an event unless expressly permitted to do so by the Safety Officer or PRO. Rafting is only allowed for operational reasons such as transfer of personnel, mark tackle, fuel etc.

Mother Boats

If and when applicable, mother boats shall be anchored at different points of the course as specified by the Safety Officer.

Mother boats shall be identified by a white flag carried on the forestay.

Mother boats shall be equipped with a working toilet, standard first aid kit, aluminium hypothermia blankets and facilities to make hot drinks.

Mother boats shall be equipped with a floating towline not less than 50 metres long with a fender attached to the end. This towline should have tie-on loops at 10 foot intervals.

A mixed crew of male and female is required on mother boats.

Facilities ashore

There shall be a doctor on call for the duration of the regatta. Emergency telephone numbers shall be readily accessible at all times in the Race Office.

Launching

No competitor shall be allowed to launch by the Beachmaster until:

- (a) The Beachmaster obtains permission from the PRO or Safety Officer.
- (b) There is the required number of safety boats on the water.

Where the distance from launching point to the race area is in excess of one nautical mile, safety boats shall be positioned along the route to the race area, keeping the competitors together. In particular the Baldoyle Spit shall be guarded in the event of strong winds or breaking waves. One safety boat shall be stationed at the harbour entrance and shall escort the last group of boats to the race area.

The Beachmaster shall inform the PRO and the Safety Officer of the number of boats that have launched and the sail numbers of the competitors who have not launched.

During racing

During racing a safety boat shall be positioned at each of the rounding marks or as allocated by the Safety Officer. Safety boats that follow the fleet must, in normal circumstances, keep the boat and

its wash well clear of any competitor, taking care to keep sufficient distance so as not to interfere with the race in any way.

Should multiple fleets be racing then safety boats should remain at the position assigned by the Safety Officer at the briefing prior to the race or such other position assigned during the race.

Retiring boats

Retiring boats shall be directed to a mother boat (if applicable). If it is retiring from that race only, direct it to the mother boat area in preparation for the next race. If assistance is required act accordingly, tow it to a mother boat and then resume rescue duties.

The sail number shall be relayed to the Committee Boat.

No competitor, unless permitted by the PRO/Safety Officer, shall return to the shore. If permission is given, the boat shall be accompanied by a safety boat and the beachmaster advised.

Safety boats have the right of way over all competitors. In the event of a severe squall, competing crews may be put on a mother boat for their own safety. It is strongly recommended that a colour cable tie or other device is tied to the boat or if the boat has capsized it is marked with an "X" on the hull to identify that the crew is safe.

Returning to shore after racing

Safety boats shall be positioned along the route to the shore as racing ends.

Safety boat(s) shall be nominated as sweepers.

All safety boats and mother boats shall remain afloat until all competitors are accounted for and until released by the PRO/Safety Officer.

Dinghy events - safety boat equipment:

- Two crew, one of whom must hold an ISA Level 2 Powerboat Certificate or equivalent.
- VHF radio.
- 2 anchors and warps sufficient for the depths and forecasted operating conditions.
- Coloured cable ties.
- Marker pen
- First aid kit.
- Fire extinguisher.
- 10 metres of warp (for Feva events two towing lines are required).
- Towing bridle.
- Flares.
- Paddles.
- Adequate clothing for the weather conditions envisaged including a suitable buoyancy aid.

Coast Guard requirements

For planning purposes the Coast Guard requires:

The Notice of Race.

The name of the Beachmaster – with mobile phone contact number.

Numbers of boats competing (if juniors – the age groups).

The Beachmaster is to wear a distinguishing armband.

Briefing for all mark laying boats, safety boats and mother boats.

If an emergency is called, listen carefully on the VHF as you may be requested to go to another channel.

In an emergency – Call Dublin Coast Guard on VHF Ch. 16 or land line 9991112 or 999.

3.3 SMOKING POLICY

Any area of the Club property designated by law to be non-smoking shall be a non-smoking (including e-cigarettes) area. This includes inside Club buildings, the vicinity of fuel storage, inside Race Committee vessels and on-board RIBs.

Smokers are asked to be discreet, to maintain tidiness of the smoking area, and not to disturb or distract co-workers or visitors to the premises.

3.4 LONE WORKING

Staff may occasionally be required to work alone as part of their activities. The relevant supervisor will ensure that such workers will not be at a greater risk than other employees. Staff are reminded of the potential risks associated with lone working for long periods and shall report to their supervisor if there any problems.

All employees shall sign out and in upon leaving and returning to HYC

3.5 STRESS

It is accepted that some work activities have the potential to cause undue stress, particularly at busy times.

Reasonable steps will be taken to shield employees from exposure to such stress and from the consequences of unreasonably stressful working conditions. Employees are required to inform their relevant supervisor if he/she feels that they are suffering the ill effects of workplace stress.

3.6 BULLYING & HARASSMENT

3.6.1 Introduction

HYC promotes a proactive approach towards the prevention of bullying and harassment and have taken account of the Approved Code of Practice on the Prevention of Workplace Bullying when drawing up this policy.

Harassment is defined as any form of unwanted conducted related to any of the nine discriminatory grounds set out below, which has the purpose or effect of violating a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The nine discriminatory grounds are:

1. Gender
2. Marital Status
3. Family Status
4. Sexual Orientation

-
5. Religious Belief
 6. Age
 7. Disability
 8. Race
 9. Membership of the Traveller Community

Sexual Harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, being conduct which in either case has as a purpose or effect, violation of a person's dignity in creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Bullying is defined as repeated in appropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place and / or work in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incidence of the behaviour described in this definition may be an affront dignity at work, but as a once off, it is not considered to be bullying.

In instances where a victim is unsure of whether the behaviour complained of constitutes a form of sexual harassment, harassment or bullying, the victim, should discuss the matter with their supervisor to whom he / she reports in the first instance, or alternatively the Manager.

HYC policy, processes and procedures in this regard are contained in **Appendix 2: Bullying and Harassment Policy**.

3.7 PREGNANCY AND BREASTFEEDING

All female staff are required to inform the Manager, in writing, should they become either pregnant or a new mother.

On receipt of a formal notification of pregnancy, recent birth or breastfeeding, the Manager shall review the risk assessments relevant to that person's work. If they remain significant, the employee will be reassigned to other work (where risks are not as significant).

Efforts shall be made to reduce any risks to which the employee is potentially exposed and particular note shall be paid to observations by the woman's medical advisors.

3.8 CONTROL OF CONTRACTORS

3.8.1 General maintenance e.g. cleaning/waste removal etc.

Howth Yacht Club will seek to employ only competent contractors that have demonstrated an understanding of health and safety and ability to manage their work safely.

Any rules applicable to the premises and the work involved will be adhered to. For each contract, an identified person will be responsible for liaison with the contractor who will be briefed on any relevant health and safety issues.

In addition, he/she will ensure that the contractor has presented their safety statement and/or their method statement (required for medium/high risk activities). In addition, relevant insurance details shall be requested.

For the duration of the Covid-19 pandemic all contractors entering HYC premises must present certification of having completed the Construction Industry Federation C-19 induction programme or equivalent..

3.8.2 Significant works

If necessary, a Project Supervisor Design Process (PSDP) and a Project Supervisor Construction Stage (PSCS) will be appointed as per regulations. In addition, HYC will ensure that, during any works, arrangements are in place to monitor the contractor for safe working. specifically in connection with any risks which may arise from our staff, visitors or others.

This shall include agreement as to the use or otherwise by the contractor's staff of facilities such as welfare, first aid etc. Where such facilities are to be arranged by HYC this shall be agreed in advance. The person responsible for liaison will ensure that the contractor has made appropriate arrangements at the conclusion of works (also at the end of each work period) for the safety of HYC employees and others who may use the area/equipment concerned.

Control measures for contractors shall include:

- Risk Assessments
- Contractor's Safety Statement
- Method Statement for Medium/High Risk procedures
- Insurances

3.9 EQUIPMENT

HYC is committed to providing suitable equipment within the marine area. Consideration will be given to potential risks when buying equipment and during its maintenance. If required, suitable controls measures will be applied.

Employees that recognise a potential risk/imperfection with items of equipment shall bring this to the attention to the appropriate manager or supervisor immediately. Such equipment shall be temporarily taken out of service and appropriate action taken.

3.9.1 Maintenance of Plant, Equipment and Vehicles (Forklift) etc

All machines and equipment should be maintained according to the manufacturer's instructions. Staff must facilitate the servicing of equipment. If any machine, vehicle or piece of equipment develops a fault affecting safety before maintenance or servicing is due, the employee must take the item out of service and report it to the appropriate supervisor or

manager. Staff must not carry out temporary repairs to safety equipment or interfere, misuse or damage anything provided to protect health and safety, as stipulated under Section 14 of the Safety, Health and Welfare at Work Act 2005.

3.9.2 Work Equipment

All equipment purchased by HYC is CE marked per the European Communities (Machinery) Regulations 2001, S.I. 518 of 2001 refers.

3.9.3 Crane and Forklift Operation

Staff shall be trained and have successfully completed an appropriate course before they can operate the HYC crane, forklift or hoist. Employees have a responsibility to ensure that untrained persons do not operate such equipment.

Forklift

The most likely cause of a serious injury, that is the crushing of feet and legs, or the most likely cause of death to a person taking part in a sailing course, is being struck by the Club forklift. Staff and sailing/powerboat instructors must warn course participants of the danger of forklifts. Be aware that a forklift could be driving forward while pushing a boat trailer with no audible warning sound.

Crane

Being struck by a load from a crane poses a significant risk. Persons are naturally drawn to watch the operation of a crane. Course instructors must warn young persons to keep out of the crane operational area at all times.

3.10 WORKPLACE STANDARDS

In this context HYC machinery currently consists of the forklift and the cranes used to hoist boats to and from the harbour.

Hazards

The main hazards associated with the use of this machinery includes:

- Trapping between parts of a machine or the machine and a stationary object.;
- Entanglement if unguarded or with rotating or moving parts;
- Ejection, particles or bits of machine thrown;
- Contact with moving parts causing friction burns or lacerations.

Risk Assessment

The risks associated with machinery are considered high because of the nature of the equipment and the possible severity of injury. These risks can be greatly reduced by the implementation of controls and arrangements. The risks associated with the cleaning and maintenance of machines are particularly significant.

Arrangements and Controls

All machinery used is to conform to appropriate legislation and machinery safety standard such as: BS 5304 Code of practice for safety of machinery.

Machinery purchasing policy will reflect such specifications for machine safety. In addition to safeguarding, the machines must be used in such a manner such that employees working nearby are not put at risk. Safety training for machine operators will, were possible form part of an integral programme covering all aspects of the work to be undertaken.

General measures to control risk include:

- Proper guarding of all machinery, conforming to appropriate legislation and machinery safety standards;
- The establishment of safe working procedures for operation, cleaning and maintenance of machinery;
- Only authorised personnel will be permitted to switch out interlocks on any machinery or remove fixed guards;
- Operators will be properly trained in the operation and use of machines as per the operating instructions;
- Boilers and air receivers will be examined and certified by a competent person at regular intervals;
- All machinery will be put on a maintenance schedule and records kept on file;
- Fixed guards on all machines must be bolted in place.

3.10.1 Maintenance of Guards & Other Safeguards

Normal Operations

Machinery guards should be checked as part of normal maintenance. Any defects found must be reported immediately and corrective action taken.

Planned Maintenance

- Regular inspection of guards as part of machine maintenance
- Emergency stop buttons, switches etc must be checked to ensure that they function correctly.
- Filters must be checked and changed as necessary.
- It is essential that, after any repair and maintenance work has been carried out, all the safeguards are restored to their proper working conditions. The inspections, checking, testing, repairs, etc. should be carried out by competent persons.
- Records should be kept of:
 - Inspections;
 - Any faults found;
 - Any remedial action required.

Lockout Procedures

When performing any type of equipment maintenance (e.g. changing crane jacks) the equipment must be disconnected from the power source and locked out to prevent

accidental start up. In some cases, such as most office machinery, this will simply entail unplugging the machine, in others it may entail isolation of mains, tagging and even locking out. Proper lockout procedures ensure that:

- The equipment is de-energised;
- All lockouts are properly tagged;
- All fuses are properly pulled with a proper fuse puller.

Before restarting the machines it must be ensured that:

- All guards are in place;
- All blocks have been removed;
- All tags and blocks are removed by authorised persons only.

3.10.2 Hand Tool Safety

The main hazards associated with the use of hand tools are ejection of material being worked on, sharp edges & blades and accidents caused by defective tools.

Risk assessment

The risk associated with injury from hand tools is considered low.

Arrangements and controls

The risks to users from the use of hand tools is reduced by the adoption of safe working practices. The four golden rules are:

1. Use the correct tool for each type of job;
2. Use only tools which are in good condition;
3. Stow all tools safely, particularly at heights;
4. Wear eye protection and hearing protection when indicated.

The correct type, size and weight of tool should be selected for the job and attention should be paid to any manufacturer's instructions.

Defective or unsuitable tools can cause accidents and as such proper maintenance is critical. Grease and dirt should be regularly cleaned off. The cutting edges of tools should be kept sharp and protected when not in use. Handles of equipment should be smooth finished and maintained in good condition. When work with a hand tool is completed the tool should be stored in the appropriate tool box or other designated storage area.

All employees involved in the use of hand tools must have a knowledge and understanding of the hazards involved and the necessary precautions to be taken to reduce the risks.

Only authorised staff should have access to and the use of hand tools.

3.11 GENERAL WORKPLACE STANDARDS - LAND

Introduction

It is the objective of HYC to achieve and maintain the best possible standards within workplaces. Accordingly, HYC will assess and evaluate the workplace in accordance with the principles set down in this section to ensure that the working environment is maintained

to the standard required by the 2005 Safety Health & Welfare at Work Act and the subsequent SHAWAW (General Application) Regulations 2007 - 2016.

This will be achieved by:

- Carrying out risk assessments of the environment and interfacing with operations.
- Taking action to reduce risk where appropriate.
- Complying with Workplace Regulations

Employees are reminded of their specific responsibilities under the *Safety, Health and Welfare at Work Act, 2005 and Safety, Health and Welfare at Work Regulations, 2007*.

These responsibilities must be met for the management of the risk to be effective.

Hazards

The main hazards from office work are slips, trips and falls, collisions with furniture and equipment, moving furniture or equipment and from fire.

Office equipment includes photocopying machines, printers, shredders, knives and letter openers. The hazards associated with this type of equipment include electrocution, burns, lacerations, entanglement of loose clothing or long hair and fire. All such equipment in use should be modern and fitted with safety features where appropriate.

Filing cabinets are used in office areas. The hazards include being trapped beneath a falling cabinet, or having fingers trapped between a drawer and the cabinet, tipping over or hitting against open drawers.

Risk Assessment

The risks are considered low and can be substantially reduced if due attention is paid to legislation and good practice.

Arrangements and Controls

Office fittings (including floor coverings, electrical, heating, lighting and ventilation systems) and office equipment (desks, chairs, drawers and filing cabinets) have to be selected with due regard for the task for which they are intended. Careful selection will reduce the risk that unsuitable fittings or equipment will be brought into use on the premises.

3.11.1 First aid equipment

A first aid box is appropriately supplied with items for the work carried out. All staff should be familiar with the location of the first aid box (Marina Office). This conforms to Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2016 Chapter 2 of Part 7. Remember first aid is exactly that - additional medical resources should be requested immediately if appropriate.

First Aid kits are stocked to deal with minor injuries only and includes inter alia:

Adhesive Plasters

Sterile eye pads (bandage attached)

Individually wrapped sterile unmediated wound dressings

Individually wrapped wipes

Paramedic shears

Latex gloves
Cotton wool
Antiseptic cream

3.11.2 Workplace design and construction

All places of work are designed to meet the requirements of Section 5 (stability and solidity), and Section 9 (floors, walls, ceilings and roofs of rooms) of the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016.

3.11.3 Toilets

Toilets and showers are provided for employees. These conform to Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 20.

3.11.4 Break room

There is a break room provided in the premises with food heating, seating and cleaning facilities. Conforms to Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 19.

3.11.5 Drinking water

Bottle drinking water is provided and general water is supplied by Irish Water. A free chilled and filtered water supply is provided adjacent to the side gate entrance. The local authority monitors drinking water quality using an accredited laboratory according to the European Communities (Drinking Water Regulations) 2000, (S.I. 439 refers). Also conforms to the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 18 (d).

3.11.6 Lighting

Lighting in the Club will conform to the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 8.

3.11.7 Signage

All emergency exits, firefighting stations and rendezvous points are clearly marked by the appropriate signs. To conform to the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Regulation 160, Schedule 9.

3.11.8 Access and egress

HYC provides a safe place of work, including safe access and egress for all persons. To conform to the Safety, Health and Welfare at Work Act 2005, Section 12.

3.11.9 Electricity

All electrical systems on the premises are correctly installed to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 76.

3.11.1 Installations of Machines.

Machines should be positioned in a well-ventilated area away from doorways. The main isolating switch should be accessible at all times. The manufacturer's manual should be available at the location of each machine.

3.11.10 Minor Repairs

Minor repairs, such as removing blockages from the photocopier may be carried out by office staff, where manufacturer instructions allow and the action presents no hazard. While machines are fitted with interlocking systems to prevent electrocution they should be switched off and unplugged before gaining access to the interior. Care is needed to avoid hot surfaces. Under no circumstances should office staff use screw drivers or any other article to tamper with the inside of machines.

3.11.11 Major Faults

Major faults including any electrical faults, frayed wires etc. must be reported to the Office Supervisor or Manager. No attempt should be made by office staff to repair electrical faults. In such cases the machine should be isolated until repaired by a qualified technician.

3.11.12 Light Intensity

Photocopiers are provided with strong light covers, the intensities of which are such that there should be no hazards to health. However, staff should ensure that covers are in place when copies are made.

3.11.13 Filing Cabinets

Risks are minimised by purchasing only filing cabinets which allow opening of one drawer at a time. Employees using filing cabinets should observe the following safe practices:

- Store heavier items in bottom drawer;
- Start with bottom drawer when setting up files or after moving cabinet;
- Use drawer handles when opening cabinet;
- Always close file drawers after use.

3.11.14 Maintenance

Maintenance of fittings and equipment is critical to their safe operation and the following checks are carried out:

- Electrical equipment such as photocopiers, printers are inspected regularly and repairs are made only by a qualified technician. More specialised equipment should be serviced and repaired by outside contractors only;
- Desks and chairs are inspected for their stability, state of repair and that they are at the correct height for their users;
- Any chemicals used are inspected to ensure that they are labelled, stored and used correctly by staff;
- Office storage facilities are inspected to ensure shelves are secure and not overloaded, heavy objects are properly secured and filing cabinets are secure and in a safe state of repair;
- Light fittings, diffusers and shades are inspected regularly and tubes replaced at the end of their recommended life to reduce glare and flicker effects.

3.11.15 Layout of Workplaces

The layout of workplace areas is critical for safe use:

- All office equipment is located where possible to avoid risks of falls or collisions when in use;
- All power cables are positioned where possible to avoid risks of trips or falls. All phone lines, cables and extensions are taped or fastened under the desk or along the

baseboards. A cable cover should be fitted where it is necessary that cables run across the aisle;

- Adequate means of access to and exit from the workplace is provided including adequate means of escape in the case of fire (which is clearly marked and lighted).

3.12 GENERAL WORKPLACE STANDARDS - WATER

3.12.1 Slipway

HYC regularly cleans the slipway to keep it free from algae that might cause a slip and fall. Instructors must warn course participants to be careful on the slipway and advise them not to run. Course participants must also be warned that the water is deep to the sides of the slipway. From the water, course participants should approach the slipway slowly and in control of their boat and lookout for hazards and launching trolleys.

3.12.2 Hard Standing

To protect persons from falling from height, the hard-standing area is protected by barriers.

3.12.3 On the water sailing hazards and risks

There are many on the water sailing hazards and risks and these are identified at the end of this Safety Statement and in the **Part 4 Risk Assessments**. Additional guidance is also contained in **Appendix A - Waterborne Safety – Emergency Plan**

3.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is not always reasonably practicable to remove all risks and hazards in the operation of HYC therefore, staff and members must wear PPE. HYC provides and maintains all PPE which must be used according to manufacturer's instructions. If staff feel they cannot work appropriately with the PPE provided they must bring the matter to the attention of their supervisor. This conforms to Safety, Health and Welfare at Work (General Application) Regulations 2007, Sections 62 to 67 and Schedule 2.

3.14 MANUAL HANDLING

Employee Guidance

You can hurt your back with one wrong move, or damage may occur from long term stress or weakened muscles.

Problems include:-

- Muscle spasms caused by tension and stress.
- Strains and sprains from working unused muscles too hard or lifting incorrectly.
- Tears or damage to the gel-like discs between vertebrae may impair their cushioning ability; eventually vertebrae rub together, irritating or damaging spinal nerves. This is commonly called a slipped disc.

Never lift unless you have to, and if you have to, do it safely while using approved techniques. Use trolleys or lifts where possible. Safe lifting starts before you even pick up the load.

Know the route you will follow,

- Choose the flattest, straightest, and clearest route, even if it is a little longer;
- Move any objects you might trip over;
- Look for places you can stop and rest;
- Make sure the unloading area is clear.

Assess the Load,

- Make sure the weight is stable and evenly distributed/
- Check for sharp and abrasive edges.
- Ensure it is light enough to carry alone.
- If it is too heavy or awkward...GET HELP.

Lifting the load,

- Keep feet flat on the floor at hip distance apart.
- Stand close to the load.
- Bend the knees, not the back, keep the back straight (this does not mean vertical).
- Grip firmly with hands, not fingers.
- Grip the far side of the load, one hand at top, and the near side, one hand at the bottom.
- Lift your head and shoulders first, then let your legs push your body slowly and smoothly.

Travelling with the load,

- Make sure that you can see where you are going.
- Move slowly with small steps.
- Do not twist your body, twisting is a major cause of injury.
- If you have to change direction, move your feet first.

Unloading,

- Face the spot you have chosen and lower the load slowly.
- Bend your knees, let legs, not your back, do the work.
- Keep your fingers away from bottom, place load on edge of surface then slide it back.

Lifting or lowering from a high place,

- Stand on a sturdy ladder or platform, never the top rung.
- Lift the load in smaller pieces if possible.
- Push up on the load as close to yourself as possible before lifting.
- Grip firmly and slide it down.
- Get help instead of taking risks by yourself.

Think ahead, plan your storage and tasks to minimise lifting, especially of awkward or heavy loads.

Eliminate the need to lift where possible.

Remember...do not put your back into it, let your legs do the work.

3.15 DISPLAY SCREEN EQUIPMENT

Howth Yacht Club purchases and provides appropriate equipment (hardware), processing systems (software) and working environment suitable for display screen equipment.

The workstation for each display screen user should be reviewed on appointment, whenever there is a significant change to office layout and in any event annually to see if it is setup appropriately for work.

The local environment of all employees (including those who do not regularly use computers for significant time periods) will be reviewed on appointment, where there is a significant change to office layout and in any event annually to see if it's appropriately for the work. All employees are requested to report to their managers in the event of any problem with their display screen work, defects in environment or equipment, or personal health status which could affect their ability to work safely and in comfort.

Equipment should be as follows:

Screen	:	readable, adjustable, glare free with a stable image
Keyboard	:	usable, adjustable, key tops legible
Work surface:		spacious, glare free, with legroom to allow for postural changes
Work chair	:	adjustable, both height and tilt
Lighting	:	adequate...windows covered to prevent reflection and glare

If you require any modified or special equipment for Health and Safety reasons, please advise the Personnel Partner.

NOTE: Laptops without monitors are not suitable for long periods of use.

In addition to risk assessments completed, Howth Yacht Club shall plan work activities of users to ensure that daily work on a screen is periodically interrupted by breaks or changes of activity.

3.16 ELECTRICAL SAFETY

Electrical work, which may be required from time to time, will be carried out by trained and appropriately certified electricians.

Hazards

Portable electric tools are used mainly by those involved in maintenance work. The main hazards associated with portable electric tools are electric shock or contact with the moving part of the tool.

Risk Assessment

The risk associated with this hazard is high due to the possible severity of an injury.

Arrangement of Controls

It is policy to purchase only portable electric tools which conform to the highest safety standard. In addition, the following safe working practices must be adhered to by all employees using portable electric tools:

- The tools should be inspected prior to use;
- Cables, plugs or connectors should be in good condition and free from cracks, breaks or exposed wires;
- The manufacturer's instructions for the operation of the tools should be followed;
- Only portable tools or those that operate on a 110-volt power supply should be used on the Marina;
- Electric tools should only be used for their designed purpose;
- Portable tools must never be connected directly to mains power or lighting sockets.

In addition to the visual inspection on a regular basis, portable electrical tools will be subject to regular service and maintenance programme carried out by a competent electrician. These meets the requirements of the Electricity Regulations of the Electro Technical Council of Ireland.

3.17 ROOF ACCESS

Works to roofs shall only be undertaken by authorised personnel. Construction, cleaning & maintenance works shall only be carried out while using an approved safe system. Contractors must provide a safety method statement prior to commencement of work following which authorisation to work on the roof will be granted.

Access to roof is strictly prohibited unless authorised by either the Manager or Marina Supervisor.

3.18 CHEMICALS

Hazards

The consequences of contact with hazardous chemicals and toxic substances include irritation, and sensitisation of the skin, eyes and respiratory system, long term effects and reproductive disorders.

Risk Assessment

The risk involved depends on the toxicity and the dose of a chemical.

Arrangements and Controls

General measures employed to control chemical hazards are:

- Use of material safety data sheets
- Use of chemicals where possible which have a low hazard rating;
- Provision of adequate ventilation, including extraction where required;
- High integrity design, i.e. enclosing all process equipment so that fumes and dust do not escape into the workspace;
- Provision of Personal Protective Equipment (PPE) including eye protection, hand protection, body protection and filtration systems where appropriate;

- Requiring all personnel present in designated areas to wear appropriate eye protection
- Displaying notices at appropriate locations advising personnel of the requirement to wear appropriate eye protection;
- Proper design and specification of process equipment;
- Regular maintenance of process equipment including checking of equipment and piping for corrosion;
- Training of operators in the safe handling of chemicals and the use of P.P.E.;
- Careful adherence to manufacturers' instructions and take account of any hazardous properties of chemicals set out in their safety data sheets.

All chemicals supplied to the Howth Yacht Club must be supplied with material safety data sheets (MSDS) and/or hazard information. These data sheets and those from the associated equipment must be retained and be so stored as to be available for reference purposes at the **appropriate** site in the event of an; Accident, Incident, Fire, Spillage or environmental incident.

3.19 ACCIDENTS & INCIDENTS

Definitions:

Accident: An occurrence where

- (a) a person is fatally or seriously injured while in the premises or partaking in an event which is under the control of the Club except when the injuries are from natural causes, self-inflicted or inflicted by other persons e.g. loss of a finger.
- (b) Where Club property sustains damage or structural failure which would normally require major repair or replacement of the affected component.
- (c) Where a vessel is missing or sunk.

Serious incident.

An incident involving circumstances indicating that an accident nearly occurred i.e. incorrect attachment of lifting tackle.

Serious injury:

An injury which requires hospitalization e.g. broken or crushed limbs

Staff must report all accidents and incidents / dangerous occurrences to the Manager. This information is used to reduce risks through the implementation of additional controls and prevent incidents turning into accidents. The accident / incident forms are kept in the Marina Office and should be completed at the time of the event and forwarded to the Manager at the earliest opportunity.

The importance of communications with parents or guardians in the event of an injury to a person should not be underestimated. Such communications should be factual, accurate and timely.

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Contacts or attempts to contact next of kin should be recorded and any email should indicate if a person is injured.

3.20 FIRST AID

Trained first aiders are available and HYC staff are provided with such courses.

A first aid box is supplied with appropriate items for the work carried out. All staff should be familiar with the location of the first aid box (Marina Office). This conforms to Safety, Health and Welfare at Work (General Application) Regulations 2007 – 2016 Chapter 2 of Part 7.

3.21 SAFETY SIGNS

All emergency exits, firefighting stations and rendezvous points are clearly marked by the appropriate signs. To conform to the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 1 of Part 7 and Schedule 9. All signs shall comply with the relevant legislation.

3.22 TOILET & WASHING FACILITIES

Toilets are provided for employees, members and visitors. Employees should advise the Manager if there are significant problems. The Manager will provide arrangements in so far as is reasonably practicable in order to conform to the to Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016, Section 19.

3.23 VIOLENCE

Howth Yacht Club will endeavour to protect all staff, members and visitors from aggression and violence. Staff are reminded that all incidents of aggression, threat or actual violence must be reported. We take these matters seriously and will immediately address any such issues that arise. Records shall be taken of the actions taken to minimise and control the risk of violence and aggression.

3.24 DISCIPLINARY ACTION

Where advice and persuasion fail to achieve compliance with Safety and Health Rules it is the policy of Howth Yacht Club to invoke disciplinary procedures.

Discipline

Howth Yacht Club, acknowledges that standards, rules and regulations are required to ensure the safe operation and successful business of the Club. If these rules are not upheld, the disciplinary procedure below demonstrates how the situation is to be dealt with.

The standards, rules and regulations referred to are influenced by contractual conditions, the Club's culture, and legal requirements.

Disciplinary Policy

Howth Yacht Club acknowledges the rights of all employees to natural justice. The Club acknowledges that each employee has a right:-

1. To know the case being made against him / her.
2. To reply

3. To due consideration.
4. To be represented or accompanied by a colleague of choice, at all stages.

Disciplinary stages

- | | | |
|---------|---|-----------------|
| Stage 1 | - | Verbal Warning |
| Stage 2 | - | Written Warning |
| Stage 3 | - | Suspension |
| Stage 4 | - | Dismissal |

At every stage the employee has the opportunity to reply /comment, to be accompanied by a fellow employee and to have a full investigation. If the Club is of the view that an incident is sufficiently serious, the employee may be suspended immediately, pending a full investigation, and the disciplinary stages above may not apply.

Example of gross misconduct which could lead to dismissal are:-

1. Theft
2. Serious damage to property as a result of carelessness
3. Falsification of information or fraud
4. Refusal to carry out duties or reasonable instruction
5. Consumption of drinks of drugs
6. Possession or control of legal drugs
7. Violent, dangerous or intimidatory conduct
8. Sexual harassment
9. Serious incidents of bullying

Disciplinary Procedures

1. All disciplinary matters will be treated in the strictest confidence.
2. An investigation will take place to thoroughly investigate the matter and a time table will be set for the investigation.
3. Interviews will be held with all parties involved and any relevant witnesses to establish their understanding of the facts surrounding the matter.
4. Each party will be advised to their right to be accompanied by a colleague of choice.
5. The individuals concerned will have the right to be fully apprised of the nature of the complaint against him / her.
6. The individuals concerned will have the right to be heard in his / her own defence.
7. When all the facts have been collated, the individual concerned may face a disciplinary hearing to explore the allegations being made against him / her.
8. Where necessary, parties to the procedure may in some cases be suspended on full pay to enable a proper investigation to be carried out.
9. When the investigation has been completed, all the facts will be summarised and a decision taken as to the best course of action.
10. The individual concerned will receive a copy of the outcome in writing.

11. Howth Yacht Club reserves the right to relocate the individuals concerned or reallocate their work to ensure the effective running of the Club.
12. Howth Yacht Club reserves the right to agree a corrective action plan.
13. If a finding of misconduct is made, the individuals may be issued with either an oral or a written warning which will remain on the employee's personnel file, for the period of one year from the date of issue.
14. In the event of any further incidents of misconduct, the individual may be issued with a written warning or dismissed.
15. If a finding of gross misconduct is made, the individual employee may be summarily dismissed.
16. The individual employee concerned has the right of appeal to the General Committee.

3.25 WASTE MANAGEMENT

Howth Yacht Club will seek to minimise the creation of waste by avoiding unnecessary wastage of materials and recycling materials that cannot be directly re-used. All staff and contractors are required to comply with this policy by minimising waste creation and cooperating with this policy. Where waste is created, it shall be safely placed in appropriate storage receptacles.

Suitable waste receptacles and ensure that arrangements are made for their emptying at suitable frequency. All waste, for recycling and waste disposal, shall be collected by either local authority employed refuse collectors or by authorised waste carriers.

Howth Yacht Club shall comply with its legal requirements including maintaining required records for certain waste disposals.

3.26 DRUGS & ALCOHOL

Howth Yacht Club has a positive approach to workplace health. Staff shall, while at work, ensure that they are not under the influence of an intoxicant nor consume alcohol during the working day. An intoxicant includes alcohol and drugs and any combination of drugs or of drugs and alcohol;

Similarly, staff shall not come to work under the influence of non-prescribed drugs. This includes the use of illegal drugs or the misuse, whether deliberate or unintentional of prescribed drugs or solvents.

Persons in breach of the above restrictions will be subject to disciplinary action.

3.27 SLIPS, TRIPS AND FALLS

Howth Yacht Club is committed to providing a safe place of work and this applies to reducing the work associated with slips, trips and falls. The premises will be checked regularly for the presence of slip, trips and falls hazards.

Employees are advised to take extra care to avoid these hazards in working areas, particularly the dingy pen, hard standing and crane, boat storage and slipways and to ensure that correct flooring, signing, marking are in place and that appropriate lighting levels are selected. The conditions of floors, stairs and outside surfaces will be monitored by Club staff and remedial action will be taken where necessary.

3.28 NOISE

Howth Yacht Club shall seek to protect employees from hearing damage caused by exposure to loud noise and from distraction and nuisance caused by noise at lower levels by assessing the level of noise and length of time of exposure of staff.

The risk resulting from noise exposure shall be mitigated, taking account of technical progress and the availability of measures to control the noise.

If noise exposure is likely to exceed 80 dB, HYC will supply sufficient numbers of suitable and adequate personal ear protectors.

When noise levels are above 85 dB, the reasons shall be identified, and it shall be reduced where possible.

4.0 Introduction

As employers, HYC acknowledge its obligation under Sections 8 and 19 of the Safety Health & welfare at Work Act 2005 to carry out risk assessments of operations and environment with a view to assessing and mitigating the risk to its employees and others.

4.1 Risk Assessment Methodology

HYC is committed to achieving and maintaining high standards of health and safety for all staff, visitors and others. Risk assessment requires the identification of hazards that threaten health and safety, an evaluation of the risks that arise from those hazards and a careful selection of sensible, practical precautions which will protect against them.

Risk assessments will be carried out periodically as a check on our performance in safely managing the work and protecting health. These checks will examine our buildings, equipment and the methods of work we employ. Risk assessments will be conducted by members of staff, but it is essential that everyone participates, co-operates and contributes skill and knowledge to make it a success.

Even if a formal risk assessment is not in place Staff should check for health and safety issues. Staff should report hazards in their work area and feel free to make suggestions for improvements in health and safety. Talk to the Manager or the Health and Safety Designator as soon as possible.

In the workplace there are many potential risks, but numerically quantifying the risk of someone falling in an unlit room is an unnecessary waste of time if there is a policy and implemented procedure to maintain the lighting, including providing emergency back-up in the event of a power failure. For example, specific safety regulations require an employer to evaluate the dangers associated with specific hazards. These often represent the embodied risk assessment therefore, if the rules are followed, the risk may be regarded as being satisfactorily controlled. In the main the statutory standards may be taken as providing a guide to the social acceptability of risk.

This section of the risk assessment explains how hazards and risks are considered to establish a risk score which appear throughout the risk table that follows. A hazard is something that can cause harm, for example the Club forklift where the risk is severe injury, crushing or death.

Risks are Categorized as Follows:

No Significant Risk - No action is required.

Low Risk - Largely acceptable, subject to reviews periodically or after significant changes.

Medium Risk - Efforts should be made to mitigate the risk. Risk should only be tolerated whilst further control measures to mitigate the risk are being planned and introduced within a pre-defined time period.

High Risk - Work activities should not be started until the risk has been mitigated. Significant resources may have to be allocated to mitigate the risk. Where the risk involves work in progress, urgent action should be taken.

Extreme Risk - Work should not be started or continued until the risk has been mitigated. If it is not possible to mitigate risk even with unlimited resources, the work should remain prohibited.

	Consequences			
Likelihood	Risk Rating	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely		No significant Risk	L	M
Unlikely		L	M	H
Likely		M	H	Extreme Risk

Assessment Matrix

4.2 Sailing Hazards Audit & Risk Assessment

Hazards:

Boats, equipment, weather, the environment and the sea:

For the following:

Courses: Start Sailing; Basic Skills; Introduction to Power-boating; other beginners activities.

Activities: Improving skills; Go racing 1; Adventure 1; Kites and wires 1; Advanced boat handling; advanced power-boating courses; other intermediate and advanced activities. regattas and sailing competitions.

Events: Regattas and sailing competitions.

Risk score:

High

Risk:

Injury, hypothermia and death.

Controls:

Collision with harbour traffic particularly trawlers. Trawlers with their high bow cannot see small craft. Trawlers with their high freeboard must maintain way and use power to turn often turning quickly, particularly when windy. Avoid trawlers. Place a safety boat both inside and outside the harbour mouth to warn course participants of trawlers (direct them to safety).

- ✓ Collision with the island ferry. Avoid the island ferry. Place a safety boat both inside and outside the harbour mouth to warn course participants of the island ferry (direct them to safety).
- ✓ Persons fishing from harbour walls may cast, hit and impale course participants with weights and hooks. Direct course participants to look out for anglers and fishing line near harbour entrance. Anglers tend to keep to the West pier but fish from both piers.

- Advise course participants to lookout for anglers and keep to the middle of the harbour entrance.
- ✓ Jet skiers. Jet skiers do not have good control over their craft at low speeds and frequently break harbour speed limits. Avoid jet skiers. Report speeding jet skiers to the harbour master.
 - ✓ There is an unmarked wreck on Claremont Beach north of the West pier at Howth. At high tide it is just below the surface and dinghies or powerboats may hit it. At low tide it is visible.
 - ✓ There is a strong tidal stream in the sound and Howth has strong tides outside the racing areas. Be aware of the tides and manage courses accordingly.
 - ✓ Beware north easterly and easterly wind conditions. These wind conditions produce high seas in the area and waves can break in the Sound and towards the mouth of Howth harbour. Beware shallow water (at low tides) with breaking seas. Manage courses accordingly.
 - ✓ Keep on the lookout for lobster pots in the general area and moorings just outside the harbour. They will snag and catch keels, rudders and propellers.
 - ✓ Beware of rocks around Ireland's Eye and Balscadden Bay. These rocks are not marked and can be just below the surface at all tide levels.
 - ✓ Boats leaving Howth heading West at low tides should head towards the Spit mark on the way out and back. It is generally located in the centre of the Sound.
 - ✓ Advise course participants of the distances to and location of the training area.
 - ✓ At low tide it is possible to run aground in Howth harbour and in the channel. Advise participants to keep to the channel at low tide and be on the lookout for persons who need assistance after running aground.
 - ✓ The end of the slip at HYC is marked with a green post and light. Outside this mark is deep water and/or rocks.
 - ✓ The slip may be slippery. HYC marina staff clean the slip on a regular basis. If the slip is slippery inform Marina staff who will clean it.
 - ✓ Instructors should only sail in a sailing area where the course participants are capable of handling the conditions applicable, including the route to the sailing area.
 - ✓ When sailing at Howth there are many features to help orientate the course participant and Instructors. Beware of foggy conditions as it is easy to lose sight of reference points and become disorientated. Always obtain a weather forecast and do not underestimate the dangers of fog.
 - ✓ All HYC safety boats must have two crew, one must hold a powerboat certificate.
 - ✓ Instructors and safety boat crew must wear appropriate clothing and a personal flotation devise at all times while on the water. A kill cord must always be used on a RIB when the engine is running.
 - ✓ All instructors must follow ISA guidelines and the Instructor's Handbook when managing courses. If in doubt contact the Senior Instructor or the Manager.
 - ✓ The forklift is the most likely hazard to kill or seriously injure a person as it moves about the hard standing. Instructors should warn course participants of the danger of the forklift.
 - ✓ HYC cranes. Only persons involved in the lifting operations are permitted near Club cranes. Course participants are not allowed in the crane operational area.

- ✓ Spars, sails and all equipment must be stored within the area of the boat hull – under cover – to avoid tripping.
- ✓ Football on the hard standing is prohibited as this is a working area for the Club.
- ✓ Scalding from the boiler in the Junior Room. Only Instructors and persons over 16 years are permitted to use the boiler.
- ✓ Ensure the system for accounting for sailors is clearly communicated.

- ✓ Course participants (under 12 years) are not permitted to go to the marina unsupervised.
- ✓ Instructors and boat operators should wear adequate sun protection. Advise course participants of the risk of sunburn.
- ✓ A slip and fall in the changing rooms could result in a serious injury. Advise course participants not to run in the changing rooms.
- ✓ Horseplay is not permitted in the changing rooms; any unacceptable behaviour will result in removal from the course.
- ✓ When courses are finished each day at 5pm, responsibility for course participants transfers to guardians.
- ✓ Instructors should complete a roll call each morning, after lunch and at the end of the day to account for participants.
- ✓ Instructors should ensure all course participants are accounted for when returning off the water.
- ✓ Instructors should advise the Senior Instructor if parents assisting are not performing their allotted function diligently.

Hazard:

Fire and fumes. Main Club.

Risk score:

High

Risk:

Injuries, burns, asphyxiation, loss of life and property damage.

Controls:

Fire alarm system to standard IS EN 3218: 1989.

Fire suppression equipment manufactured to standard IS EN 3 and maintained to standard IS 291: 2002.

Emergency lighting to standard IS EN 3217: 1989.

Fuelling Procedures Manual indicating that the manual is approved by the Marine Manager HYC, the Harbour Master for Howth Harbour and the local Fire Officer.

Training in dispensing fuel.

Training in firefighting.

Fire assembly point.

Additional controls needed:

Fire wardens and additional fire training required.

Fire drills and fire register to be maintained.

Emergency telephone number: 999

Hazard:

Workshop. Fire, fumes and hot works.

Risk score:

High

Risk:

Injuries, burns, asphyxiation, loss of life and property damage. Fire from electric components in hand tools and welding equipment.

Controls:

Firefighting equipment manufactured to standard IS EN 3 and maintained to standard IS 291: 2002.

Fire training for all workshop staff.

Fire drills.

Fire warden appointed.

Fire assembly points designated.

Naked flames prohibited

Additional controls needed:

The risk could be further reduced by staff turning off electrical power to workshop (power to sockets) at the end of each shift or when leaving the workshop.

Controls:

Bar Supervisor oversight and coordinating activities.

Additional control needed:

All bar staff should be given a detailed job description (bar procedures) which includes duties, responsibilities and instruction on how to complete their various tasks.

Hazard:

Staff - Manual handling. Lifting crates and cases. Moving kegs. Manoeuvring stock on trolleys and bottle skips.

Risk score:

Medium

Risk:

Muscular skeletal injury.

Controls:

Equipment is provided for moving heavy items, stock, bottles and kegs etc.

Additional control needed:

All staff are trained annually in manual handling techniques annually.

Hazard:

Cardiac arrest and minor injury.

Risk score:

High.

Risk:

Death, serious or minor injury.

Controls:

The Club has a First Aid box in the Marina Office and a defibrillator located adjacent to the Laundry Room - available 24 hours).

Additional control needed:

Staff trained in First Aid and the use of the defibrillator.

Hazard:

Crane and Hoist.

Risk score:

High

Risk:

Failure of crane or lifting gear causing crushing injury or death and property damage.

Controls:

Crane and hoist can only be operated by trained and qualified personnel.

Annual training and certification for all crane operators.

Inspect crane and hoist before use; report any defects or signs of wear and tear immediately.

Hard hats and hi-vis vests on the crane and hoist platforms are obligatory.

Persons under 16 years not permitted on the platforms (over yellow lines).

Heavy loads must never be left suspended longer than necessary.

The crane and hoist must not be operated in hours of darkness other than in cases of emergency.

Observe wind limits for lifting operations.

Adequate control of heavy loads while lifting.

Annual crane and hoist inspections by external experts.

Additional controls needed:

NOTE: In particular crane operators must refer to the risk assessment as there are many additional safety rules for implementation.

Hazard:

Forklift.

Risk score:

High

Risk:

Fall of loads causing crushing injury or death. Persons being struck by forklift or trailer causing serious injury or death.

Controls:

Forklift is only operated by trained and qualified staff.

Inspect forklift before use; report any defects or signs of wear and tear immediately.

The forklift must only be operated on level surface or slight incline such as access to boat park at green sliding gate.

No unauthorised modifications permitted.

Safety boots and other PPE worn by staff as necessary.

Care in lifting oversize loads.

Additional controls needed:

NOTE: Forklift operators must refer to the risk assessment as there are many additional safety rules for implementation.

Hazard:

Laying moorings in the harbour, pulling and lifting chain.

Risk score:

High

Risk:

Severe muscular skeletal injury.

Controls:

Work equipment to be provided to reduce the need for manual handling.

Use of external contractors.

Additional employees to assist with the task.

Hazard:

Persons falling into the marina.

Risk score:

High

Risk:

Hypothermia, drowning and death. Falls from height leading to injury.

Controls:

Life rings are provided throughout the Club.

Egress from the crane/fuel pontoon by the walkway. Ladders are also provided to allow safe egress.

The hard-standing area and other risk locations are protected by barriers.

Night time gate lock on entrance to Marina (access by card only).

Additional measures needed:

Management to provide additional supervision when informed that vulnerable persons are entering the Marina.

Hazard:

Ladders slipping on hard standing.

Risk score:

High

Risk:

Muscular skeletal injury.

Controls:

Inspect the ladder before erecting for damage. Do not use the ladder if damaged and report any damage defects to the marina manager.

Do not work off a ladder alone. Only carry out the works when there are two people present, one person shall foot the ladder at all times when in use or until the ladder has been securely tied off at its top.

Place the ladder on firm level ground with the climbing side (ridged) of the stiles facing up.

Position the ladder to establish the correct safe working angle of 1m out to every 4m up or 75 degrees approximately.
When climbing or working off the ladder ensure that you maintain three points of contact at all times.
It is recommended that individuals do not work off a ladder for longer than 15 minutes at a time.

Additional measures needed:

Management to include ladders in an inspection checklist / maintenance schedule and employees should take worn equipment out of service until repaired.

Hazard:

Roofs.

Risk score:

High

Risk:

Trips and falls from roofs leading to severe injury and death.

Controls:

There are anchoring cables on two sides of the flat roof to clip on a safety harness when carrying out maintenance to the flat roof or kitchen general ventilation extractor systems.

There is rubber matting on the flat roof to assist with walking and grip.

Additional measures needed:

Any roof access requires specific approval from the Manager or Marina Supervisor.

All persons must wear a safety harness and clip onto the cables when accessing the flat roof.

Access to sloping roofs requires specific equipment (e.g. cherry picker).

Further guidance on roof access and work is available at

http://www.hsa.ie/eng/Legislation/Codes_of_Practice/Code_of_Practice_for_Safety_in_Roofwork/

Hazard:

The sun.

Risk score:

Medium

Risk:

Excessive exposure leading to sunburn. Extended exposure leading to occupational skin cancer.

Controls:

Appropriate clothing and head covering

Additional measures needed:

HYC to provide sunscreen in Marina Office (waterproof sun-block 30+ SPF).

+

Hazard:

Kitchen.

Risk score:

Medium

Risk:

Fire, scalds, burns, explosion, electric shocks, food hygiene.

Controls:

Fire extinguishers.

Fire blanket

Emergency cut out buttons for gas and electricity.

Fire alarm system isolates gas.

Ansul kitchen fire suppression system over hobs and chip pans.

Earth Leakage Relays and contactors.

Isolation switches on major electric equipment

Specific fire procedures for kitchen staff.

Routine inspections.

Regular cleaning schedules.

Additional measures needed:

Deep cleaning schedule recordings required

Hazard:

Lone worker.

Risk score:

Medium

Risk:

Security, accidents, emergencies, illness.

Controls:

Access to the premises is controlled by swipe cards, the marina and bar staff.

Radio and mobile phone communications.

Secure and well-lit premises with CCTV.

Access to hygiene, rest, refreshment and first aid facilities.

Additional measures needed:

Lone person working should comply with safe operating procedures.

4.3 ENVIRONMENT RISK ASSESSMENTS

Activity, Hazards and Risks	Persons at Risk	Risk scores. Description of controls and legislation / standards. Observations. Findings. Recommendations for additional controls / resources. Recommended action by date.	Responsible Person
<p>Activity: 1; Training.</p> <p>Hazards: boats, equipment, weather, the environment and the sea. competitions.</p> <p>Risks: injury, hypothermia and death.</p>	<p>Staff and participants.</p>	<p>Risk: Medium Risk</p> <p style="background-color: #cccccc; height: 15px; margin-bottom: 5px;"></p> <p><u>On the water activities</u> Observations (hazards) and Controls:</p> <p>Collision with harbour traffic particularly trawlers. Trawlers with their high bow cannot see small craft. Trawlers with their high freeboard must travel quickly to turn and often spin quickly, particularly when windy. Avoid trawlers. Place a safety boat both inside and outside the harbour mouth to warn course participants of trawlers (direct them to safety).</p> <p>Collision with the island ferry. Avoid the island ferry. Place a safety boat both inside and outside the harbour mouth to warn course participants of the island ferry (direct them to safety).</p> <p>Persons fishing from harbour walls may cast, hit and impale course participants with weights and hooks. Direct course participants to look out for anglers and fishing line near harbour entrance. Anglers tend to keep to the West pier but they do fish from both piers. Advise course participants to lookout for anglers and keep to the middle of the harbour.</p> <p>Jet skiers. Jet skiers often do not have good control over their craft and break harbour speed limits. Avoid jet skiers. Report speeding jet skiers to the harbour master.</p> <p>There is an unmarked wreck on Claremont Beach north of the West pier at Howth. At high tide it is just below the surface and dinghies or powerboats may hit it. At low tide it is visible.</p> <p>There is a strong tidal rip in the sound and Howth generally has strong tides. Be aware of the tides and manage courses accordingly.</p> <p>All boats with a trapeze on a sailing course, must operate a quick release trapeze.</p>	

		<p>Beware north easterly and easterly wind conditions. These wind conditions produce high seas in the area and waves can break in the sound and towards the mouth of Howth harbour. Beware shallow water (at low tides) with breaking seas. Manage courses accordingly.</p> <p>Keep on the lookout for lobster pots in the general area and moorings just outside the harbour. They will snag and catch keels, rudders and propellers.</p> <p>Beware rocks around Ireland's Eye and Balscadden Bay. These rocks are not marked and can be just below water at all tide levels. At low tides heading west, all boats leaving Howth should keep the spit mark to port, and on return keep the spit mark to starboard.</p> <p>Advise course participants of the distances and location of the training area.</p> <p>At low tide it is possible to run aground in Howth harbour and in the channel. Advise participants to keep to the channel at low tide and be on the lookout for persons who need assistance after running aground.</p> <p>The end of the slip at HYC is marked with a green post and light. Outside of this mark is deep water and/or rocks.</p> <p>The slip may be slippery. HYC marina staff clean the slip on a regular basis. If the slip is slippery inform marina staff who will clean it.</p> <p>In recent years the water quality in Dublin bay has improved. However, those who wish to further reduce the risk to their health should consult their doctor about vaccinations for tetanus and/or hepatitis B.</p> <p>Instructors should only sail in a sailing area where the course participants are capable of handling the conditions applicable including the route to the sailing area.</p> <p>When sailing at Howth there are many features to help orientate the course participant and Instructors. Beware of foggy conditions as it is easy to lose sight of reference points and become disorientated. Always obtain a weather forecast and do not underestimate the dangers of fog.</p> <p>All HYC rescue and mark laying boats must have two crew, one must hold a powerboat certificate.</p> <p>Instructors and safety boat operators (HYC employees) must wear appropriate clothing and a personal flotation devise at all times while on the water.</p> <p>All Instructors must follow ISA guidelines and Instructors handbooks when managing courses. If in doubt contact the Senior Instructor or the Manager.</p>	
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		<p><u>Ashore activities</u> Observations (hazards) and Controls:</p> <p>The forklift is a serious hazard to all persons and is the most likely hazard to kill or seriously maim a person. Advise course participants of the dangers of the forklift.</p> <p>HYC cranes. Only persons involved in the lifting operations are permitted near Club cranes. Course participants are not allowed in the crane operational area.</p> <p>Masts protruding from Lasers / Picos and other boats become trip hazards. Spars, sails and all equipment must be stored within the area of the boat hull – under cover.</p> <p>It is not permitted to play football on the hard standing as this is a working area for the Club.</p> <p>Scalding from the boiler in the Junior Room. Only Instructors and persons over 16yrs are permitted to use the boiler.</p> <p>The marina is a hazard. Course participants (under 16yrs) are not permitted to go to the marina. Course participants may not store gear and other items on boats on the marina.</p> <p>Instructors and boat operators should wear adequate sun protection. Advise course participants of the risk of sunburn.</p> <p>A slip and fall in the changing rooms could result in a serious injury. Advise course participants not to run in the changing rooms.</p> <p>Horseplay is not permitted in the changing rooms. As the changing rooms are unsupervised by Instructors, any unacceptable behaviour will result in removal from the course.</p> <p>When courses are finished each day at 5pm, responsibility for course participants transfers to guardians.</p> <p>Accounting for course participants: Instructors should ensure all course participants are accounted for when returning off the water. Instructors should advise the Senior Instructor if parents assisting are not performing their allotted function diligently. Furthermore, Instructors should complete a roll call each morning, after lunch and at the end of the day to account for participants.</p>	
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		<p><u>Recommendations:</u></p> <ol style="list-style-type: none">1. HYC should audit and test the accounting for course participants to ensure Instructors and/or volunteers perform this function correctly. HYC should ensure the system for accounting for course participants is robust and not open to error, for example, the board blowing over, parents assisting not performing their function properly or course participants avoiding the accounting system. HYC should review if a name tag / rubber band is better than a number tag to protect against participants forgetting their number.2. Instructors at the commencement of each course should advise the course participants of the hazards and controls. In order to protect Instructors and HYC, a test should be given to course participants to ensure they know and understand the key safety hazards and rules. In this regard HYC should establish that no course participant has a disability that would impair them doing this test. The test results should be retained until the course is completed and without incident.3. HYC should review this risk assessment to establish what needs to be advised to guardians on the course application form.4. Safety is a critical component in water-based activities and course participants must take safety seriously. To reinforce this important point, course participants and guardians should be informed that breaking a safety rule is automatic removal from the course without any form of appeal. This is important to protect Instructors (and HYC).5. HYC management should review allowing course participants permission to leave the Club between 9am and 5pm. For the avoidance of doubt, Instructors / parents at lunch break, should know who is permitted to go to shops / take away food outlets during breaks.6. HYC management should ensure adequate supervision by Instructors during lunch breaks.	
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Activity, Hazards and Risks	Persons at Risk	Risk scores. Description of controls and legislation / standards. Observations. Findings. Recommendations for additional controls / resources. Recommended action by date.	Responsible Person
<p>Activity: Regattas and sailing competitions.</p> <p>Hazards: boats, equipment, weather, the environment and the sea.</p> <p>Risks: injury, hypothermia and death.</p>	<p>Staff and participants.</p>	<p>Risk: Medium Risk</p> <p><u>On the water activities</u></p> <p>Observations (hazards) and Controls:</p> <p>Collision with harbour traffic particularly trawlers. Trawlers with their high bow cannot see small craft. Trawlers with their high freeboard must travel quickly to turn and often spin quickly, particularly when windy. Avoid trawlers.</p> <p>Collision with the island ferry. Avoid the island ferry.</p> <p>Persons fishing from harbour walls may cast, hit and impale course participants with weights and hooks. Direct course participants to look out for anglers and fishing line near harbour entrance. Anglers tend to keep to the West pier but they do fish from both piers. Advise course participants to lookout for anglers and keep to the middle of the harbour.</p> <p>Jet skiers. Jet skiers often do not have good control over their craft and break harbour speed limits. Avoid jet skiers. Report speeding jet skiers to the harbour master.</p> <p>There is an unmarked wreck on Claremont Beach north of the West pier at Howth. At high tide it is just below the surface and dinghies or powerboats may hit it. At low tide it is visible. The Officer of the Day (OOD) can place a mark near this hazard in error.</p> <p>There is a strong tidal rip in the sound and Howth generally has strong tides. Be aware of the tides and manage courses accordingly.</p> <p>Beware north easterly and easterly wind conditions. These wind conditions produce high seas in the area and waves can break in the sound and towards the mouth of Howth harbour. Beware shallow water (at low tides) with breaking seas.</p> <p>Keep on the lookout for lobster pots in the general area and moorings just outside the harbour. They will snag and catch keels, rudders and propellers.</p> <p>Beware rocks around Ireland's Eye and Balcadden Bay. These rocks are not marked and</p>	<p>Manager</p>



		<p>can be just below water at all tide levels.</p> <p>At low tides heading West, all boats leaving Howth should keep the spit mark to port, and on return keep the spit mark to starboard.</p> <p>At low tide it is possible to run aground in Howth harbour and in the channel. Advise participants to keep to the centre of the channel at low tide.</p> <p>The end of the slip at HYC is marked with a green post and light. Outside of this mark is deep water and/or rocks.</p> <p>HYC marina staff clean the slip on a regular basis. If the slip is slippery inform marina staff who will clean it.</p> <p>When sailing at Howth there are many features to help orientate the competitors. Beware of foggy conditions as it is easy to lose sight of reference points and become disorientated. Always obtain a weather forecast and do not underestimate the dangers of fog.</p> <p>All HYC rescue and mark laying boats must have two crew, one must hold a powerboat certificate.</p> <p>Safety boat operators / laying marks (HYC employees) must wear appropriate clothing and a personal flotation device at all times while on the water.</p> <p>In recent years the water quality in Dublin bay has improved. However, those who wish to further reduce the risk to their health should consult their doctor about vaccinations for tetanus and/or hepatitis B.</p> <p><u>Ashore activities</u> Observations (hazards) and Controls:</p> <p>The forklift is a serious hazard to all persons and is the most likely hazard to kill or seriously maim a person. Advise participants of the dangers of the forklift.</p> <p>HYC cranes. Only persons involved in the lifting operations are permitted near Club cranes.</p> <p>Masts protruding from boats become trip and collision hazards. Spars, sails and all equipment must be stored within the area of the boat – under cover.</p>	
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		<p>Boat operators should wear adequate sun protection.</p> <p>A slip and fall in the changing rooms could result in a serious injury. Do not run in the changing rooms.</p> <p>Ensure the system for accounting for competitors is clearly communicated.</p> <p><u>Recommendations:</u></p> <ol style="list-style-type: none"> 1. HYC should ensure that the OOD and any visiting OOD to HYC for a regatta, familiarise themselves with this risk assessment, Safety Statement and the hazards at Howth. Furthermore, they should not place HYC employees, rescue and other boat operators at risk. 2. At open events, the OOD should brief the competitors of the hazards at Howth. 3. HYC should consider identifying hazards in the sailing instructions. 4. HYC should review the tagging / accounting for competitors to ensure the system is robust. HYC should include a review the role of volunteers in this activity. 5. HYC should decide on a policy for wearing a personal flotation device on the Sea Wych and Free Enterprise. 6. During some events there is a requirement for a person to leave the committee boat (Free Enterprise) and go to the pin end of the starting line. HYC should review how this person safely disembarks and boards the committee boat. Consideration should be given to providing a boarding ladder for over the side rather than using the transom of the Free Enterprise. 	
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Activity, Hazards and Risks	Persons at Risk	Risk scores. Description of controls and legislation / standards. Observations. Findings. Recommendations for additional controls / resources. Recommended action by date.	Responsible Person
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<p>Activity: Regattas and sailing competitions.</p> <p>Hazards: boats, equipment, weather, the environment and the sea.</p> <p>Risks: injury, hypothermia and death.</p>	<p>Staff and participants.</p>	<p>Risk: Medium Risk</p> <p><u>On the water activities</u></p> <p>Observations (hazards) and Controls:</p> <p>Collision with harbour traffic particularly trawlers. Trawlers with their high bow cannot see small craft. Trawlers with their high freeboard must travel quickly to turn and often spin quickly, particularly when windy. Avoid trawlers.</p> <p>Collision with the island ferry. Avoid the island ferry.</p> <p>Persons fishing from harbour walls may cast, hit and impale course participants with weights and hooks. Direct course participants to look out for anglers and fishing line near harbour entrance. Anglers tend to keep to the West pier but they do fish from both piers. Advise course participants to lookout for anglers and keep to the middle of the harbour.</p> <p>Jet skiers. Jet skiers often do not have good control over their craft and break harbour speed limits. Avoid jet skiers. Report speeding jet skiers to the harbour master.</p> <p>There is an unmarked wreck on Claremont Beach north of the West pier at Howth. At high tide it is just below the surface and dinghies or powerboats may hit it. At low tide it is visible. The Officer of the Day (OOD) can place a mark near this hazard in error.</p> <p>There is a strong tidal rip in the sound and Howth generally has strong tides. Be aware of the tides and manage courses accordingly.</p> <p>Beware north easterly and easterly wind conditions. These wind conditions produce high seas in the area and waves can break in the sound and towards the mouth of Howth harbour. Beware shallow water (at low tides) with breaking seas.</p> <p>Keep on the lookout for lobster pots in the general area and moorings just outside the harbour. They will snag and catch keels, rudders and propellers.</p>	<p>Manager</p>
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		<p>Beware rocks around Ireland's Eye and Boscadden Bay. These rocks are not marked and can be just below water at all tide levels.</p> <p>At low tides heading West, all boats leaving Howth should keep the spit mark to port, and on return keep the spit mark to starboard.</p> <p>At low tide it is possible to run aground in Howth harbour and in the channel. Advise participants to keep to the centre of the channel at low tide.</p> <p>The end of the slip at HYC is marked with a green post and light. Outside of this mark is deep water and/or rocks.</p> <p>HYC marina staff clean the slip on a regular basis. If the slip is slippery inform marina staff who will clean it.</p> <p>When sailing at Howth there are many features to help orientate the competitors. Beware of foggy conditions as it is easy to lose sight of reference points and become disorientated. Always obtain a weather forecast and do not underestimate the dangers of fog.</p> <p>All HYC rescue and mark laying boats must have two crew, one must hold a powerboat certificate.</p> <p>Safety boat operators / laying marks (HYC employees) must wear appropriate clothing and a personal flotation device at all times while on the water.</p> <p>In recent years the water quality in Dublin bay has improved. However, those who wish to further reduce the risk to their health should consult their doctor about vaccinations for tetanus and/or hepatitis B.</p> <p><u>Ashore activities</u> Observations (hazards) and Controls:</p> <p>The forklift is a serious hazard to all persons and is the most likely hazard to kill or seriously maim a person. Advise participants of the dangers of the forklift.</p> <p>HYC cranes. Only persons involved in the lifting operations are permitted near Club cranes.</p>	
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		<p>Masts protruding from boats become trip and collision hazards. Spars, sails and all equipment must be stored within the area of the boat – under cover.</p> <p>Boat operators should wear adequate sun protection.</p> <p>A slip and fall in the changing rooms could result in a serious injury. Do not run in the changing rooms.</p> <p>Ensure the system for accounting for competitors is clearly communicated.</p> <p><u>Recommendations:</u></p> <ol style="list-style-type: none"> 1. HYC should ensure that the OOD and any visiting OOD to HYC for a regatta, familiarise themselves with this risk assessment, Safety Statement and the hazards at Howth. Furthermore, they should not place HYC employees, rescue and other boat operators at risk. 2. At open events, the OOD should brief the competitors of the hazards at Howth. 3. HYC should consider identifying hazards in the sailing instructions. 4. HYC should review the tagging / accounting for competitors to ensure the system is robust. HYC should include a review the role of volunteers in this activity. 5. HYC should decide on a policy for wearing a personal flotation device on the Sea Wych and Free Enterprise. 6. During some events there is a requirement for a person to leave the committee boat (Free Enterprise) and go to the pin end of the starting line. HYC should review how this person safely disembarks and boards the committee boat. Consideration should be given to providing a boarding ladder for over the side rather than using the transom of the Free Enterprise. 	
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4.4 LIST OF RESPONSIBLE PERSONEL

Name	Title / Responsibility
Kevin Monks	Director (Health Safety and Security)
Paddy Judge	Vice Commodore
Ian Byrne	Commodore
Sara Lacy	Rear Commodore - Junior Training
Neil Murphy	Rear Commodore - Sailing
Bernie Condy	Club Hon Secretary
Brian McDowell	Quest Centre principal
Fred Connolly	Marina Supervisor
Karen Soye	Office Supervisor
Frank Kelly	Bar Supervisor

APPENDIX A

Waterborne Safety – Emergency Plan

Waterborne Safety – Emergency Plan 2018

An emergency is defined as one in which a sailor has been injured, suffers a heart attack, becomes sick, suffers water inhalation, in shock, cramp or hypothermia to such an extent that medical attention is required.

Three types of emergencies are envisaged: -

Level 1 An emergency with a number of casualties where the safety facilities of HYC are inadequate to deal with the situation.

Level 2 An emergency with a number of casualties where the safety facilities of HYC are adequate to deal with the situation.

Level 3 An emergency involving a small number of casualties where the safety facilities of HYC are adequate to deal with the situation.

In all cases the safety objective is to preserve life. Accordingly, when a Level 1 situation arises, the Principal Race Officer (PRO), the Safety Officer or the appointed Senior Club Official must immediately request whatever additional emergency services are required from Dublin Coast Guard via VHF CH 16 (or phone 999/112, or other appropriate service.

The following rescue principles shall apply:

- Attend to the casualty immediately.
- Recover the casualty ashore as quickly as possible.
- Advise the Marina Office on VHF CH 37, as early as possible, to the condition of the casualty and his/her medical requirements (doctor, ambulance, cardiac ambulance, etc). Note: The Club doctor has recommended that the most appropriate way of dealing with the majority of injuries /illnesses is to call the emergency service on 999/112.
- The Marina staff member on duty shall call the appropriate medical service and advise the Senior Club Official (General Manager, Marine Manager or Senior Marina staff) on duty of the situation.
- For dinghy events, the Beachmaster will coordinate rescue activities ashore and is the on shore 'Point of Contact'. This official will ensure that an accurate record is kept of sailors recovered and returning to the shore. For events not requiring a Beachmaster, the Senior Club Official ashore shall be the 'Point of Contact' and maintain the record of sailors recovered ashore.
- In the case of death or suspected criminality, the Garda must also be informed immediately.

Level 1 This situation is most likely during a large regatta with unforeseen heavy weather. However, it could also result from a collision between keelboats during a race. The PRO or Safety Officer will launch the HYC Emergency Plan.

Level 2 This emergency is a possible scenario during a race where a number of sailors overestimate their ability to handle the conditions. In this case the PRO or Safety Officer will launch the HYC Emergency Plan and coordinate and control activities.

Level 3 This situation is typically where a single dinghy gets into trouble. The crew is observed in difficulty and a HYC safety boat is dispatched. The sailor is recovered into the safety boat and brought ashore for appropriate medical attention.

The following guidelines for HYC dinghy events are produced to assist in providing safe sailing and minimising the occurrence of emergencies that would be categorised as Level 1, 2 or 3.

It must be borne in mind that there may be some confusion during an emergency at Level 1 or 2. It is therefore important that the Point of Contact ashore is an experienced person and can be clearly identified, by means of an armband available from the Marina Office, to those taking part in the rescue effort.

The Organising Committee shall nominate a Safety Officer to take charge of rescue when planning the event. The Safety Officer should be a full member of the Race Committee and is responsible for co-ordinating both the provision and the activities of all safety boats, mother ships and safety equipment, under the direction and overall control of the PRO whilst the fleet is afloat. The Organising Committee should nominate a beach master for dinghy events. It is the responsibility of the PRO or Safety Officer to brief all mark laying boats, safety boats and mother ships prior to and, where deemed necessary, during the event.

National/Regional/Dinghy Regatta Guidelines

It must be borne in mind that “the responsibility for a boat’s decision to participate in a race or to continue racing is hers alone”. Against that, the relative age, competence and experience of the sailors must be balanced, bearing in mind that ultimately the objective for HYC is to provide enjoyable sailing whilst managing the inherent risks as well as is possible in the circumstances encountered.

1.0 General.

1.1 There should be a dedicated fleet of safety craft at any particular time whilst the dinghy fleet is afloat that are free of any other duties such as mark laying or jury duty. This dedicated fleet shall be called safety boats.

2.0 Safety and Rescue.

2.1 The PRO is the final authority for all safety boats and mother ship on the water. The PRO should have due

regard to the requirements and wishes of the Safety Officer regarding the safety boats and mother ships.

2.2 Should an emergency be declared by the PRO, he may delegate this task to the Safety Officer and all boats should then come under the his/her control. This includes, but is not restricted to, mark-laying boats and finishing boats. All boats so assigned shall remain under the control of the Safety Officer until all competitors are safely ashore or the PRO determines that the emergency is over.

2.3 The Safety Officer should at all times keep the PRO and the Beachmaster/official ashore informed of any incident.

3.0 Communications.

3.1 A dedicated channel for safety ships and mother ships should be assigned by the Safety Officer.

3.2 In an emergency all communications should be on this safety channel.

3.3 The beach master should be equipped with a VHF radio to enable him/her to communicate with the PRO and Safety Officer.

4.0 Safety Boats

4.1 The ratio of safety boats to competitors will depend on the weather forecast, the age of the competitors and the sea state.

4.2 All safety boats shall carry a white flag with “R” on it for identification.

4.3 All safety boats shall carry the standard HYC Safety equipment (see appendix 1).

4.4 All safety boats shall have an operational VHF radio.

4.5 On arriving at the race course, safety boats should (1) check in with the appropriate committee boat and (2) establish VHF contact with the Safety Officer. Safety boat crew should keep a listening watch on the allocated VHF channel. At the pre-race briefing, safety boat crews should be made aware of the difficulties that arise in communicating via hand held VHF in windy conditions and of the need to listen out at all times.

4.6 Safety boats should not leave the race area until racing is over, unless permitted to do so by the Safety Officer / PRO and should then comply with any instructions given or arrangements previously made about how the fleet is to be shepherded ashore.

4.7 Notwithstanding the general obligation on competitors to be responsible for their own safety, there may be an expectation that, when there are safety boats present, they will respond to competitors requiring assistance. The obligations of those organising, and assisting at, events for Juniors are more onerous. Therefore, whilst competitors are on the water, safety boats should act as if they are responsible for them. A look out should be kept for capsizes and where the crew appear to be having difficulty, are not visible or the capsize is prolonged or repeated, they should be attended to immediately and offered assistance. The safety priority is people – not equipment. Only when sailors are safe, and no others require assistance should equipment be recovered.

4.8 Where relevant, lunches should be collected from the designated committee boat when advised by the Safety Officer or PRO and the safety boat should immediately proceed back to its station where the food is eaten. Under no circumstances should safety boats raft up during an event unless expressly

permitted to do so by the Safety Officer Rafting should only occur for operational reasons such as transfer of personnel or where the transfer marks, tackle, fuel, etc. between boats is unavoidable.

5.0 Mother Ships

5.1 The requirement for mother ships should be decided upon by the Organising Committee after considering the need for them. Factors influencing their use and the number required include the size of the fleet, distance of the racing area from the Club, length of time the fleet is expected to be afloat, the experience of the sailors expected to participate, the impact on the safety cover if boats had to be tasked to bring injured competitors ashore during racing, etc. For some events it may be possible for the Committee Boat to also function as a mother ships.

5.2 The mother ships(s) should be anchored where specified by the Safety Officer.

5.3 Mother ships should be identified by a white flag carried on the forestay.

5.4 Mother ships should be equipped with a working toilet, standard first aid kit, aluminium hypothermia blankets and facilities to make hot drinks.

5.5 Mother ships should be equipped with a floating towline, not less than 50 metres long, with a fender attached to the end. This towline should have tie-on loops at 10 foot intervals.

5.6 A mixed crew of male and female is required on mother ships when Junior sailors are competing.

6.0 Facilities ashore

6.1 There should be a doctor on call for the duration of the regatta.

6.2 Emergency telephone numbers should be readily accessible at all times in the Race Office.

7.0 Launching

7.1 No competitor should be allowed to launch by the Beachmaster until:

(a) The PRO or Safety Officer advises that the competitors should launch.

(b) There is the required number of safety boats on the water.

7.2 Where the distance from launching point to the race area is in excess of one nautical mile, safety boats should be positioned along the route to the race area and competitors advised to stay within the monitored area, The Baldoyle Spit should be treated as a particular hazard in the event of strong winds or breaking waves.

7.4 One safety boat should be stationed at the harbour entrance until the fleet is clear of it. It may also be advisable, depending on the fleet and conditions, to have a safety boat at the end of the slip. The last group of boats should be escorted to the race area by a safety boat. 7.5 The Beachmaster should inform the PRO and the Safety Officer of the number of boats that have launched and, when requested to, of the sail numbers of the competitors who have not launched.

8.0 During racing.

8.1 During racing, safety boats should be positioned at each of the rounding marks as allocated by the Safety Officer. Safety boats should normally follow the fleet and must, in normal circumstances, keep well clear of any competitor, although remaining close enough to see when assistance might be required.

8.2 Safety boats should remain at the position or in the area assigned to them by the Safety Officer at the briefing prior to the race, or at such other position assigned during the race.

8.3 Where a mother ships is in use, retiring competitors should be directed to it:

- If retiring from that race only, direct it to the mother ships area pending the next race.
- If assistance is required, act accordingly, tow it to a mother ship and then resume safety duties.
- The sail number should be relayed to the Committee Boat and safety officer

8.4 No competitor, unless permitted by the Safety Officer, should return to the shore prior to the conclusion of racing. If permission is given, the boat should be accompanied by a safety boat. It is preferable to wait until a number of competitors wish to go ashore before tasking a safety boat to accompany them in order to avoid reducing the safety cover available for the general fleet.

8.5 Safety boats have the right of way over all competitors.

8.6 In the event of a severe squall, competing crews may be put on a mother ship for their own safety and their boat left unattended. In this case red and white plastic tape should be tied to the toe strap or, if the boat has capsized, it should be marked with an "X" on the hull to avoid an unjustified search for the crew being initiated. Unattended boats should be anchored to stop them drifting.

9.0 Returning to shore after racing.

9.1 Safety boats should be positioned along the route to the shore as racing ends.

9.2 At least one safety boat should be nominated as a sweeper to cover the back end of the fleet until the last competitor has reached the HYC slip area.

9.3 Unless otherwise instructed by the Safety Officer / PRO, all safety boats and mother ships should remain afloat until all competitors are accounted for and until they are released by the Safety Officer.

Safety boat Equipment:

1. Two crew, one of whom must hold at least an ISA National powerboat certificate or equivalent.
2. VHF radio
3. 2 anchors and warps sufficient for the depths and forecasted operating conditions. One 50m towing warp. (For Feva events two 10m towing warps are required).
4. Small roll of red and white plastic tape.
5. First Aid kit.
6. Fire extinguisher.
7. Paddles.
8. Adequate clothing for the current/forecasted weather conditions including a suitable buoyancy aid.

Waterborne Safety Plan:

1. For planning purposes the Coast Guard require:
 - (a) The Notice of Race.
 - (b) The name of the beachmaster – with mobile phone contact number.
 - (c) Numbers of boats competing (if juniors – the age groups)
2. If an emergency is called, listen carefully on the VHF radio as you may be requested to go to another working channel.
3. In an emergency – Dublin Coast Guard to be notified on VHF Ch. 16 or land line 999/112.
4. The Beachmaster must wear a distinguishing armband.

APPENDIX B

Bullying and Harassment

It is the policy of the Club that the work environment gives all employees the freedom to do their work without having to suffer bullying, intimidation, harassment or sexual harassment. The Club is committed to supporting the rights of all its employees to be treated with dignity and respect.

All personnel must accept that this form of discrimination creates an intimidating and threatening work environment, which can:

- Affect the integrity of people at work
- Adversely affect job performance
- Make the recipients fearful of going to work
- Cause recipients to leave their employment
- Seriously affect recipients health by causing depression, stress and loss of self esteem

This policy extends to bullying, intimidation, harassment and sexual harassment by employers, employees, and non-employees such as contractors, customers etc.

All personnel should be aware that bullying, intimidation, harassment or sexual harassment is unacceptable and will be considered to be Serious or Gross Misconduct. All personnel are therefore encouraged to be vigilant to prevent this type of conduct, and are required to comply with this policy.

Management Responsibility

All management personnel are required to commit to this policy, to implement the policy and to set an example of appropriate standards of behaviour by treating all in the workplace with courtesy and respect, promote awareness of the Club's policy and complaints procedure, be vigilant for signs of harassment and take action before a problem escalates, ensure that an employee making a complaint is not victimised for doing so monitor and follow up on the situation after a complaint is made so that the harassment or sexual harassment does not recur.

Please be assured that all complaints are treated seriously, confidentially and will be attended to immediately. The complaint will be treated confidentially, as far as possible, with due sensitivity, and will be discussed with the complainant in private. The complainant is assured that the complaint will be fully investigated by the Club.

At no time will the Club tolerate any victimisation of a complainant or a witness, and will view any such attempts as Gross Misconduct.

If, following investigation, the complaint is substantiated or otherwise considered well founded, the Club designated investigator will endeavour to arrange a satisfactory resolution of the complaint.

Employees who believe they are being subjected to bullying, intimidation, harassment or sexual harassment should report the problem as early as possible to management.

Examples of forms of bullying, intimidation, harassment.

- Any aggressive behaviour by a Manager, Colleague, Employee
- Any repeated verbal harassment
- Any physical harassment
- Any personal insults and name calling
- Persistent criticism

- Persistent “picking” on a person for the butt of a joke, horseplay, uncomplimentary remarks or other behaviour likely to cause offence.
 - The maligning or ridiculing of a person directly to others by rumour, gossip, ridicule and / or innuendo
 - Unfair delegation of duties and responsibilities
 - Intimidation and threats in general
 - Social exclusion or isolation
 - Manipulation the nature of the work or the ability of the victim to perform the work for example by withholding information or setting meaningless tasks.

Examples of Sexual Harassment

- Any unwelcome verbal advance
- Any unwanted pressure for social contact
- Sexually derogatory statements
- The display of sexually suggestive or degrading objects, pictures or calendars in the workplace
- Sexually discriminatory remarks, or innuendo, or jokes made by someone that is offensive or objectionable to the recipient, or which causes the recipient discomfort, humiliation, or which interferes with their job performance.
 - Any unwelcome physical advance, which includes:-
Unnecessary touching, groping, pinching, patting, fondling, or kissing
Sexually aggressive or derogatory remarks
Leering at a person’s body
Compromising invitations
Unwelcome sexual advances
Demands for sexual favours
Sexual assault or rape (where civil/criminal proceedings may also be appropriate)

Harassment is defined as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The nine discriminatory grounds are (sex, age, disability, membership of the travelling community, family status, civil status, sexual orientation, race, and religion).

Sexual Harassment is defined as any form of unwanted verbal, non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person’s dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

It is the unwanted and unwelcome nature of sexual harassment, which distinguishes it from behaviour which is welcome and reciprocal. A single incident of sufficiently outrageous behaviour will suffice – it does not necessarily have to be repeated. It should also be noted that it is the impact of the conduct on the recipient and not the intent of the perpetrator that determines whether the behaviour is acceptable.

Definition of Bullying

Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying.

Bullying, intimidation, harassment and sexual harassment may occur outside the workplace (Work Related Events) e.g. at a Club Meeting, Christmas Party or whilst attending a conference on behalf of the Club. (The degree of control available to the Employer in the particular circumstances would be a relevant factor.)

Club Procedure

What should you do if you are being bullied, intimidated, harassed or sexually harassed?

It is up to the employee to decide what behaviour is unwelcome irrespective of the attitude of others to the matter.

- Keep a record of individual incidents as they occur
- Make the harasser aware that the behaviour is unwelcome and offensive. You may request another person to be present while you discuss the issue with the harasser. This will be an informal meeting with a view to reaching an immediate resolution. Any failure to reach a resolution at this stage will require a formal complaint from the employee and this will be dealt with as outlined below. If it is too difficult or intimidating to approach the harasser yourself, the approach could be made on your behalf by a member of management. A formal complaint is not required at this stage.

A formal complaints procedure is in place for situation where:

- the problem could not be resolved informally
- the problem continues despite the harasser being made aware of the problem either directly by the employee or via the informal process
- the alleged bullying or harassment is too serious to be dealt with under the informal procedure

A formal complaint may be lodged by the employee to management.

The complaint must be in writing and received no later than 3 weeks after the last incident took place. Management will advise the alleged harasser/bully of the complaint both verbally and in writing within 24 hours of receipt of the complaint.

The complainant and the alleged harasser/bully will be informed of:-

- how the complaints procedure is operated
- any relevant time limits
- their right to be accompanied by a representative at any meeting relating to the allegation
- that the complaint must be in writing
- the alleged harasser's right to receive details of the complaint in writing
- the right to appeal any decision made by the investigation team.
- All individuals involved should maintain confidentiality on the subject.

The alleged harasser/bully will be given 72 hours to consider the complaint and any documentation provided in relation to the complaint, at which point he/she will be given an opportunity to respond to the allegation in writing.

If the allegation is denied, Management will conduct a full investigation of the incident, including interviews with witnesses. Management may request an independent body of their choice to assist in the investigation depending on the nature and severity of the complaint.

The investigating team will issue a written report outlining its findings and reasons for its final decision.

Where the complaint is upheld against an employee, the report will recommend whether the Club Disciplinary Procedure should be invoked, in line with the Disciplinary Procedure. No one involved in the Investigation will be involved in hearing an Appeal.

Where the complaint is upheld against a non-employee the report will recommend appropriate sanctions against the non-employee or his/her employer which could extend where appropriate in the circumstances to:

- exclusion of the individual from premises
- suspension or termination of service
- suspension or termination of a supply service or other contract.

Where a party to the complaint wishes to appeal the decision reached this may be done by referring the appeal to a Workplace Relations Commission Adjudicator.

Those conducting the investigation will not be connected to the allegation in any way. Records will be held of the complaint, meetings, interviews etc.

The Club will endeavour to conduct the Investigation within four weeks, where possible.

Disciplinary Action

Bullying and Harassment are considered to be Gross Misconduct and may lead to disciplinary action up to and including dismissal, suspension, or relocation of the bully / harasser together with an apology from the harasser for his/her conduct to the complainant – if the complainant so wishes.

The complainant will not be relocated except at this/her own request. Records will be held as per the Club Disciplinary procedure. Details of any action taken will be entered on the employees Personnel File and appropriate records of the complaint and the resolution of the same will be maintained. Disciplinary action will also be taken against any person found to be victimising or otherwise bullying or harassing a complainant or a witness, with appropriate records placed on the that person's Personnel File.

Any person requiring information or advice on this policy should their manager.

APPENDIX C

Waterborne Policy

C.1. Swimming Ability and Assessment

Declaration of swimming ability

A declaration on swimming ability is included in HYC's booking / course enrolment forms.

Swimming ability

Anyone participating in a water sports activity should have a degree of water confidence sufficient to prevent them panicking or becoming distressed should they enter the water through any eventuality while participating in that activity. Participants must be able to:

- Maintain their face submerged underwater for 10 seconds.
- Swim 25 yards without a lifejacket wearing sailing clothes.
- Tread water for 2 minutes.

Use of personal flotation devices.

HYC and the ISA requires that all participants on ISA accredited training courses wear an appropriate Personal Flotation Device (PFD). The PFD should conform to the European Standard appropriate to their activity. See policy on acceptable clothing and PFD's on page 17 following.

Performing Assessments of Ability to Swim for Course Participants

Complacency

Care must be taken to ensure that having participants undertake an assessment does not mean that what would normally be considered as good practice in running water-based activities is allowed to erode. Instructors must not become complacent because they assume all participants can swim because they have passed an assessment.

Format of assessment

The assessment needs to be managed extremely carefully in order to:

- Prevent accidents occurring during the assessment.
- Prevent the assessment discouraging potential participants who would ordinarily be able to pass the assessment.
- Ensure that the assessment provides an accurate indication of the required standard of swimming ability described by HYC.
- Consideration should be given as to whether any assessment is conducted in open water or in a swimming pool.

In all cases during assessments:

- Participants should not be required to dive or jump into the water.
- During assessments safety cover must be provided by people who are qualified as either ISA instructors, swimming instructors or lifeguards.
- People providing safety cover must be prepared & dressed to enter the water.
- Reaching or throwing rescue equipment should be at hand & ready to use.
- Consideration should be taken of the number of participants in the water at any one time.
- Consideration should be taken of whether dry suits and PFD's should be used for the assessment.
- Candidates must be made aware that PFD's should ordinarily always be worn on or around the water.
- Carefully consider how and where safety cover should be provided.
- Consider what clothing participants should be wearing.
- It may be advisable to hold a practice and trial run to help improve the participant's confidence.

When conducted in open water:

- Where possible assessments should be run at a beach location.
- Checks should always be made for local hazards (boat movements, jelly fish etc).
- Determine that water quality & temperature are suitable.
- Consider conducting the assessment over a short course (more of smaller laps).
- Consideration should be taken of whether Wet / Dry Suits and PFD's should be used for the assessment.
- Candidates must be made aware that PFD's should always be worn on or around the water.

C.2. Policy on Clothing and Personal Flotation Devices

Clothing

HYC course instructions indicates to participants what they are expected to provide in terms of their own protective clothing, including footwear and personal buoyancy. Suitable footwear should be worn while afloat. However, the practice of wearing "old runners" is discouraged as they are not designed for water activities. It is the policy of HYC that wet and dry suits are acceptable, other casual type clothing is unacceptable.

Personal Flotation Devices

It is HYC policy that Personal Flotation Devices (PFD's) are worn by all persons participating in sailing courses, including instructors. PFD's should be of an appropriate type and fit for their intended use. The PFD should be the correct size for the individual. All PFD's must conform to EU regulations and have the appropriate CE mark. PFD's must be worn correctly by all course members and Instructors when afloat.

C.3 Policy on Children

HYC and the ISA are fully committed to safeguarding the wellbeing of its members including children. Every individual associated with HYC should at all times, show respect and understanding for members

rights, safety and welfare and conduct themselves in a way that reflects the principles of the organisation and the guidelines contained in the “Code of Ethics and Good Practice for Children’s Sport in Ireland”. These guidelines are produced by the Irish Sports Council and supported by the ISA and the Manager HYC holds a copy. There are further guidelines on the members section of the HYC website.

C.4 Guidelines for Sailing Instructors and others engaged with children

Instructors in children’s sport should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

The ISA recognises the key role Instructors (coaches, selectors and team managers, etc.) play in the lives of children in sport.

All Instructors should have as their first priority the children’s safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the club’s Code of Ethics. Instructors must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.

Instructors working with young people in sailing should be suitable and appropriately qualified. Instructors will be expected to go through appropriate recruitment and selection procedures that apply to all persons with substantial access to young people, whether paid or unpaid. References will be needed and will be followed up.

There will be a ‘sign-up’ procedure, whereby the appointed/reappointed Instructors agree to abide by the *Code of Ethics and Good Practice for Children in Sport* and to the policies and code of the club / association.

Instructors will be given a copy of the club / association’s code of ethics and they should be made aware of the procedures contained within the club / association’s code.

Once appointed the instructor must act as a role model and promote the positive aspects of sport and of sailing and maintain the highest standards of personal conduct.

The use of drugs, alcohol and tobacco must be actively discouraged as being incompatible with a healthy approach to sporting activity.

Remember your behaviour to participants, other officials, and opponents will have an effect on the participants in your care.

Be generous with praise and never ridicule or shout at participants for making mistakes or for losing on a team activity. All young participants are entitled to respect.

Be careful to avoid the “star system”. Each child deserves equal time and attention.

Care must be taken not to expose a child intentionally or unintentionally to embarrassment or disparagement by use of sarcastic or flippant remarks about the child or his/her family. Physical punishment or physical force must never be used. Never punish a mistake - by verbal means, physical means, or exclusion.

Insist that participants in your care respect the rules of the game. Insist on fair play and ensure participants are aware you will not tolerate cheating or bullying behaviour.

Remember that young participants play for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition. Never make winning the only objective.

Encourage the development of respect for opponents, officials, selectors and other coaches and avoid criticism of fellow coaches.

When travel/overnight travel is involved, the Instructors travelling with children must sign a separate agreement. Parents and participants will also be asked to sign permission forms in these instances.

Instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with participants. It is advisable for coaches not to involve young participants in their personal life i.e. visits to coaches home or overnight stays.

Avoid working alone and ensure there is adequate supervision for all activities.

It is important to realise that certain situations or friendly actions could be misinterpreted by the participant or by outsiders.

When approached to take on a new participant, ensure that any previous coach-student relationship has been ended by the student/others in a professional manner.

When young participants are invited into adult groups/squads, it is advisable to get agreement from a parent/carer. Boundaries of behaviour in adult groups are normally different from the boundaries that apply to junior groups/squads.

Instructors who become aware of a conflict between their obligation to their participants and their obligation to their governing body / Club must make explicit the nature of the conflict and the loyalties and responsibilities involved, to all parties concerned.

Instructors should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their participants' medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.

The nature of the relationship between leader and a participant can often mean that a leader will learn confidential information about a participant's family. This information must be regarded as confidential and except where abuse is suspected, must not be divulged to a third party without the express permission of the participant's family.

Set realistic goals for the participants and do not push young persons. Create a safe and enjoyable environment.

Do not criticise other Instructors, (officials, coaches, and selectors). You are the role model for the children in your care.

Instructors should avoid the use of alcohol, before coaching, during events, on trips with young participants.

C.5 Instructor's Code of Conduct

Instructors / Coaches should familiarise themselves with the *Code of Ethics and Good Practice for Children's Sport* and with the Irish Sailing Association Code of Conduct and follow the procedures if they suspect or receive complaints of abuse of any sort.

Instructors should be:

- Positive during session, praise and encourage effort as well as results.
- Plan and prepare appropriately.
- Put welfare of young person first, strike a balance between this and winning / results.

-
- Encourage fair play, treat participants equally.
 - Recognise developmental needs.
 - Qualified and up-to-date with knowledge and skill of sport for young people.
 - Involve parents where possible and inform parents when problems arise.
 - Keep record of attendance at training.
 - Keep a brief record of injury(s) and action taken.
 - Keep a brief record of problem/action/outcomes, if behavioural problems arise.

Where possible Instructors should avoid:

- Spending excessive amounts of time with selected children away from others.
- Taking sessions alone.
- Taking children to your home.
- Taking children on journeys alone in their car (including to hospital, two adults must take any child to hospital / a doctor).

Sports Instructors should not:

- Use any form of punishment or physical force on a child.
- Exert undue influence over a participant in order to obtain personal benefit or reward.
- Engage in rough physical games, sexually provocative games or allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child.
- Take measurements or engage in certain types of fitness testing without the presence of another adults.
- Undertake any form of therapy (hypnosis etc.) in the training of children.
- Enter the changing / shower facilities when the children are present.

If an Instructor must enter such facilities due to an incident or accident, then two instructors (or independent adult persons) of the appropriate gender must enter together and remain together at all times when dealing with the incident.

C.6 Children's officers details:

Contact details and photographs of the two appointed child protection officers are displayed at the main entrance to the changing rooms and on the web site www.hyc.ie

APPENDIX D

EMERGENCY PROCEDURES

INTRODUCTION

Emergencies and disasters can happen at any moment - and, they usually occur without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness amongst our staff.

Each employee has an important role to play in maintaining the company's emergency preparedness and safety.

This Emergency Preparedness and Response Plan has been compiled for your safety and also to minimise the environmental impacts which may be associated with an emergency situation.

The Emergency Preparedness and Response Plan provide information on how to respond to various types of emergencies including:

1. Fuel, Oil, or Chemical Spillages/Flooding in the office.
2. Fires or Explosions - Head Office
3. Electrical Emergencies {Electric Shock or Contact with Electricity}
4. Concerning an electrical emergency at an office
5. Emergency Evacuation in the Office
6. Gas leaks
7. Trench Collapse on a site under the control of the PSCS
8. Emergency Plans for Falls from Height

Materials in this Handbook provide guidance for any emergency level. The guidelines will help all staff to identify key emergency roles and responsibilities and effective emergency communications and develop strategies for resuming normal functions after emergency conditions subside.

EMERGENCY RESPONSE ACTIONS

EMERGENCY RESPONSE ACTIONS

The following are basic instructions for various emergency incidents:

(1) Fuel, Oil, or Chemical Spillages/Flooding in the office.

1. Immediately report the occurrence to the Site Manager.
2. The spill should be contained immediately to prevent pollution to watercourses.
3. Ensure you are full protected through usage of PPE
4. Find the source of the spillage and turn off tap or valve, plug the leak or roll the drum so that the hold is on the top.
5. If this is not possible use containers to catch the escaping liquid.
6. In the event where a flood or spillage cannot be contained contact the Fire Brigade.
7. Switch off or remove any sources of ignition close to the spill.
8. Block access to drainage, streams etc.
9. Do not wash liquid away with water.
10. Contaminated absorbents shall be bagged or skipped and disposed of as special waste.
11. In the case of a spill needing to be neutralised contact a qualified staff member, fire brigade or reputable waste contractor to action.
12. Seal of the contaminated area.
13. Clean the contaminated area.
14. Record the spillage using the incident form, detailing the circumstances of the incident and the action taken.
15. Submit report to Management
16. Management is required to complete IR3 form and submit to the HSA.
17. Management is required to complete Incident Report Form.

(2) Fires or Explosions - Clubhouse

1. Whoever discovers the fire should raise the alarm and call the emergency services (112 or 999).
2. The manager will nominate two people who will act as sweepers and make sure the offices are evacuated if safe to do so.
3. All personnel are to leave the site and assemble at the designated assembly point. Do not stop to collect personnel belongings.
4. Turn off generators; compressors and other powered equipment unless these provide power for the emergency services.
5. Turn off all heat producing equipment and shut cylinder valves.
6. The fire can be attacked if safe to do so using the correct extinguisher.
7. The information on the location of materials on the site and their flammability will be passed it on to the Fire Brigade/Emergency Services by the site manager.
8. If someone has caught fire they should be put in a safe location. The burns unit of emergency services as well as the hospital emergency unit should be contacted immediately.
9. The manager will carry out a roll call with the assistance of the login register. They will then report back to the manager.
10. The manager will provide details of any known fire hydrants in the area.
11. The manager will appoint a person to wait at the entrance to escort the emergency services to the injured person and the scene of the incident.

12. After the emergency the manager will call the all clear.
13. If it is the case that the offices are uninhabitable temporary accommodation will be provided as soon as possible.
14. If there are casualties, they will be removed to hospital and the manager will contact their next of kin.
15. The emergency co-ordinator will appoint a person to go to the hospital if a casualty or casualties are taken there and will keep the Company informed.
16. If an accident occurs on a site, they will immediately inform HYC. They will also comply with the Emergency Preparedness plan.
17. The area is to be cordoned off until the investigation has been completed.
18. Management is required to complete IR3 form and submit to the HSA. 19. Management is required to complete Incident Report Form

(3) Electrical Emergencies {Electric Shock or Contact with Electricity}

1. When the alarm is raised. Staff will call the emergency services. (Phone number 999 or 112) to notify fire brigade and ambulance if appropriate and give details and location of the accident / Incident.
 - If you come across an incident in which you suspect that a victim has been electrocuted, never touch or move the person.
 - If casualty is still in contact with the cable, use something rubber to break the connection between the casualty and the live cable/wire.The manager will co-ordinate crowd control, they shall be helped in this task by any two personnel as appointed by the manager.
2. The manager will arrange to have an appointed person wait at the entrance so to direct the Emergency services to the site of the Accident / Incident.
3. **The trained first aiders will assess the situation and will administer first aid treatment if required he/she will also co-ordinate, if necessary, the rescue operations and will establish the details of injury etc.**
4. When the emergency services arrive, they will take over co-ordination of the rescue aided by the First Aiders.
5. The manager will contact the casualty's next of kin.
6. The emergency co-ordinator will appoint a person to go to the hospital if a casualty or casualties are taken there and will keep the Company informed.
7. The manager will inform the Directors immediately of the situation.
8. The area is to be cordoned off until the investigation has been completed.
9. Management is required to complete IR3 form and submit to the HSA.
10. Management is required to complete HS 14 Incident Report Form

4. Concerning an electrical emergency at an office:

1. Identify the electrical hazard source to the senior staff member in the office, who will take the relevant action to shut down the fuse board if required and contact a competent electrician to remedy the electrical problem.
2. If the problem lies with a piece of equipment, briefly shut down the power at the fuse board, unplug the equipment and start back up the power for the office. Call for equipment maintenance and leave an out of service notice on the equipment.
3. Warning signage and an exclusion zone should be developed around an electrical hazard.
4. Management shall complete an IR3 and send to the HSA as required.
5. Management shall complete an Incident Report Form and follow on the incident as per its seriousness for any non-conformance and control measures which may require updating.

5. Emergency Evacuation in the Office

-
1. In the event of an emergency evacuation, IMMEDIATELY raise the ALARM and open the nearest available exit in your area and direct people to this exit.
 2. Designated wardens must make sure that all areas (i.e. toilets, store rooms) are searched for stragglers. Designated Wardens should lift the Form - Evacuation List when exiting.
 3. Evacuate the facility immediately. Do not take anything with you.
 4. Go to your Assembly Point.
 5. Once evacuated, no person should be allowed back into the premises under any circumstances
 6. Do not go home. You must wait until you have been given permission to leave.
 7. Management is required to complete IR3 form and submit to the HSA.
 8. Management is required to complete Incident Report Form

6. Gas leaks

1. If you suspect a gas leak you should contact the local gas body by telephone immediately (Gas Network 1850 205 050). If it appears serious immediately call the emergency services on 999.
2. Do not operate any electrical switches on/off, Smoke or use a naked flame
3. Open doors and/or windows to ventilate the area
4. Turn the gas supply off at the main meter, if possible (on the back passageway to the kitchen, adjacent to the boiler room).
5. Evacuate the premises and wait for emergency services/Gas Network to arrive.
6. Once gas leakage has been resolved complete incident report form as per its seriousness and identify any non-conformance and control measures which may require updating.
7. If requested Management shall complete a report for the HSA.

IR3 FORM

FORM OF NOTIFICATION OF A DANGEROUS OCCURRENCE

Approved under the Safety, Health and Welfare at Work (General Application) Regulations, 1993

Form No. IR3 (Before completing this form, please see instruction below)

S.I. 44 of 1993

EMPLOYER / SELF-EMPLOYED INFORMATION

Name of business or company name:	Phone Number:	
Address of head office	Date of incident:	
Address of establishment where incident took place if different from above:	Approximate number employed at establishment:	Approximate total number employed by business:

TYPE OF WORK BEING UNDERTAKEN AND LOCATION OF DANGEROUS OCCURRENCE

What activity was being undertaken at the time of the incident (e.g. construction, road transport, chemical processing etc):
Where did the incident take place (e.g. inside buildings, underground, field, public road, shop etc.):

CIRCUMSTANCES OF THE INCIDENT

Description and cause:

DETAILS OF NOTIFIER

Notifier: <input type="checkbox"/> Employer / Self-Employed <input type="checkbox"/> Person in control of workplace <input type="checkbox"/> Person providing training <input type="checkbox"/> Other	Date:
Address and phone number for acknowledgement / clarification if different from above:	Signature: Position

Return to The Health and Safety Authority, Metropolitan Building, James Joyce Street, Dublin 1
 Inquiries concerning this form can be made to our Workplace Contact Unit
 Tel: 1890 289 389 Email: wcu@hsa.ie

INSTRUCTIONS

Where a dangerous occurrence of the kind named below which is not reportable by reason of death or injury occurs, an employer/self employed person must, as soon as practicable, send a written report in the form above to the Health and Safety Authority. **Note:** Below is an abbreviated list of the Twelfth Schedule. For full list of 'dangerous occurrences' please refer to the Twelfth Schedule, General Application Regulations S.I. No. 44 of 1993.

1. The collapse, overturning, or failure of any load-bearing part of:
 - (a) any lift, hoist, crane, derrick or mobile powered access platform;
 - (b) any excavator; or
 - (c) any pile-driving frame or rig having an overall height, when operating, of more than seven metres.
2. The explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure.
3. Electrical short circuit or overload attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hours.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden uncontrolled release of one tonne or more of highly flammable liquid, liquified flammable gas, flammable gas or flammable liquid above its boiling point from any system plant or pipe-line.
6. The collapse or partial collapse of any scaffold more than five metres high which results in a substantial part of the scaffold falling or overturning, including, where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including an outrigger) which causes a working platform or cradle to fall more than five metres.
7. Any unintended collapse or partial collapse of:
 - (a) any building or structure under construction, reconstruction alteration or demolition, or of any false-work, involving a fall of more than five tonnes of material: or
 - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipe-line, process plant, storage vessel, tank, in-works conveyance tanker, land-fill site, or exploratory land-drilling site, which, having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause serious injury to any person.
9. Any unintentional ignition or explosion of explosives.
10. The failure of any container or of any load-bearing part thereof while it is being raised, lowered or suspended.
11. Either of the following incidents in relation to a pipe-line:
 - (a) the bursting, explosion or collapse of a pipe-line or any part thereof:
 - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipeline.
12. (1) Any incident in which a container, tank, tank vehicle, tank semi-trailer, tank trailer or tank-container being used for conveying a dangerous substance by road:
 - (i) overturns: or
 - (ii) suffers damage to the package or tank in which the dangerous substance is being conveyed.
- (2) Any incident involving a vehicle carrying a dangerous substance by road, where there is:
 - (i) an uncontrolled release or escape from any package or container of the dangerous substance or dangerous preparation being conveyed; or
 - (ii) a fire which involves the dangerous substance or dangerous preparation being conveyed.
13. Any incident where breathing apparatus while being used to enable the wearer to breathe independently of the surrounding environment malfunctions in such a way as to be likely either to deprive the wearer of oxygen or, in the case of use in a contaminated atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health, but excluding such apparatus while it is being used in a mine or is being maintained or tested
14. Any incident in which plant or equipment either comes into contact with an overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such electric line by coming into close proximity to it, unless in either case the incident was intentional, or any incident involving a live conductor accidentally falling due to breakage or otherwise.
15. Any accidental collision between a locomotive or a train and any other vehicle at a factory or at dock premises.
16. The bursting of a revolving vessel, wheel, grindstone, or grinding wheel moved by mechanical power.

Inquiries concerning this form can be made to our Workplace Contact Unit
Tel: 1890 289 389 Email: wcu@hsa.ie

INCIDENT REPORT FORM

**To be completed for every incident (excluding personal injury) which might lead to an Insurance claim?
 Please forward immediately to Management Representative.**

GENERAL:

Address:	Contract No.:
Location:	

INCIDENT DETAILS:

Date of incident:		Time:
Reported to the Company	By:	
	Date:	
	Time:	
Were Gardai Notified?: YES/NO		
If 'YES' state Garda station:		Date of Notification:
Address:		Time of Notification:
		Garda's Name:

FULL DESCRIPTION OF INCIDENT: How did incident occur?

State Full Particulars of Loss or Damage:

How can loss or Damage or any part thereof by transfer be transferred to 3rd party Insurances?:

Does any of the property lost or damaged belong to a 3rd party: YES/NO

If 'YES' give details: Property:	
-------------------------------------	--

Belonging to:	
Name:	
Address:	

Signature: _____ Position: _____

Print Name: _____

PART 2

INCIDENT INVESTIGATION AND PREVENTION

To be completed by Management Representative AND signed off for every incident

Part 1 adequately completed?: YES/NO		
Cause(s) of incident:		
Probability of reoccurrence: <i>Tick as appropriate</i>	HIGH	LOW
	MEDIUM	
Further action to Prevent reoccurrence:		

Manager: _____ Date: _____

General Committee Representative: _____ Date: _____

APPENDIX E PERMIT FOR HIGH-RISK WORK

Certain high-risk areas where specific provisions in regard to health and safety are required may be the subject of a permit to work.

It is noted that this is provided to ensure that contractors are familiar with the safety provisions and the requirements for protection of the public.

Contractors are advised that they must compile their own method statements and instigate their own control measures which may include permits to work, to ensure safe systems of work. In addition, they must provide evidence of valid insurance that covers the activity.

PERMIT.

Details
Contractor's Name
Supervisor's Name
Permitted Work Areas
Permitted Work Hours

Description of Work
.....
.....

Equipment to be Used
(note contractors must provide their own harness which is in test date and is checked prior to each use to confirm that it is in good working order)
.....
.....
.....

Contractor's confirmations:

1. I am aware of the requirements to use a harness and line system and am familiar with my companies method statement for the specific operation
2. The operation will be carried out using a safe system of work

Signed: **Date**

Permit Issued By
Position Signature

Date and Time of Issue

Permit valid until (time/date)

APPENDIX F

FIRE SAFETY REGISTER

EMERGENCY DRILL REPORT

LOCATION OF EVACUATION:	
DATE:	
ALARM RAISED (TIME):	
EVACUATION CONCLUDED (TIME):	
NAME OF FIRE/EMERGENCY COORDINATOR:	

NO.	QUESTIONS	YES/NO AND/OR COMMENTS
1	Roll Call completed effectively?	
2	Fire Marshall Names	
3	Sweep of designated area completed successfully?	
4	Details of evacuation e.g. numbers evacuated, areas evacuated.	
5	Were all personnel evacuated successfully?	
6	Special hazards identified e.g. fire exit doors not opening freely	
7	Procedural concerns e.g. personnel not evacuating on raising alarm	
8	Communication with adjoining Neighbours? (State whether to	

(If no please comment)

FIRE WARDEN SIGNATURE:	
DEPUTY SIGNATURE:	

Ambulance / Fire Brigade / Garda	999 / 112
ESB (Emergency)	1850 372 757
Gas Networks (Emergency)	1850 20 50 50
Doctor	8326438 (Mark Holmes Sutton Cross) 8321444 (Michelle Carraher, Bayside)
Local Hospital	8093000 (Beaumont)
Local Garda Station	6664900 (Howth)
HSA	1890 289 389
The Poisons Information Centre (Beaumont)	(01) 8379964 or (01) 8092568
EPA	1890 335599
Fingal County Council	8905000

APPENDIX G

Covid-19 Health and Safety Protocol

Following publication of the national measures of movement restriction, initially contained in Regulation S.I. 121/2020 to reduce contagion during the Covid 19 pandemic, the General Committee implemented a full lockdown of the HYC premises. It was anticipated that gradual relaxation of restrictions would allow a progressive resumption of HYC operations, which in fact occurred. A more contagious variant of the COVID virus has recently developed which has significantly increased that risk of contagion and this has required the introduction of further restrictions at the beginning of 2021 in line with the updated Public Health Restrictions, which continue to evolve.

The General Committee of Howth Yacht Club (HYC) is continually monitoring the ongoing COVID-19 situation to protect the health, safety and wellbeing of its staff and members and to ensure that Government and HSE guidelines are complied with. The updated information on current regulations is published on the Government Website 'Resilience and Recovery 2020-2021: Plan for Living with COVID-19'. HYC has updated its Health and Safety Statement to include a COVID-19 Health and Safety Policy and Risk Assessment.

HYC's insurance provider has confirmed that Employee Liability and Public Liability insurance are valid during the COVID-19 Restriction period. However, it is important to note that no insurance cover is available for contraction of COVID-19 by any person in the course of using the facilities or services of HYC.

Every person that enters HYC is responsible for their own actions and safety and must fully comply with the COVID-19 procedure guidelines and protocols set out by the local Health Authority, this document and any procedures published by HYC in this regard. This message will be communicated to all HYC Members by email before they are allowed to enter the premises.

The requirements set out in this Protocol are minimum standards. HYC will review Health Authority guidelines and implement procedures to apply the highest standard. These procedures will be updated as COVID-19 guidelines change and/or site conditions change

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Health and Safety Documentation

To provide for the continued safe operation of HYC facilities Government publications regarding COVID-19 will be monitored to ensure that our procedures are in compliance with regulations and guidance.

In order to ensure the safety of HYC facilities following any COVID-19 shutdown period, all site health and safety documentation will be reviewed to ensure that documentation complies with the measures as outlined in this 'Health and Safety Protocol'.

The HYC Safety Statement will be updated with associated risk assessments regarding COVID-19. This will be available in the Membership Documents section of the Members Section on our Club website.

Appointment of COVID-19 Site Compliance Officer (SCO)

HYC will appoint a SCO with appropriate knowledge, training and experience to carry out their duties prior to reopening of the premises. The SCO will report to the Commodore or in his absence the Vice Commodore.

The SCO will have responsibility for the oversight of site management to ensure COVID-19 compliance within HYC. This includes managing and instructing staff on the various control measures and compliance requirements.

For the purposes of this Protocol, any staff member with supervisory responsibilities is classified as site management.

The General Committee will support the SCO by ensuring that the facilities necessary to ensure compliance is available when required.

The role of the SCO will include:

- Coordinating and enforcing HYC protocols and procedures regarding COVID-19.
- Carrying out daily audits, ensuring that all staff and members comply with the HYC Protocol and Procedures

Duties of the SCO

- To ensure staff have COVID-19 training and keep training records

- To ensure that facilities are sufficient to allow for the social distancing and hygiene requirements.

- Continuous onsite presence to monitor compliance with social distancing of 2 metres between all personnel on site

- Record and notify management where there is a lack of compliance with social distancing.

- Keep logs of regular monitoring of COVID-19 controls on site.

- Ensure that records are kept of all individuals entering and exiting the premises.

- Ensure there is sufficient up to date signage erected onsite to educate member and staff about the COVID-19 controls on site.

- Ensure regular cleaning of all high touch points

- Ensure hand wash liquid/soap and hand sanitisers are replenished as required.

Make representations to management with regards any COVID-19 concerns raised by any member to the SCO.

To include COVID-19 in the HYC Risk Assessment.

Provide daily reports on site compliance with HYC site Protocols and site rules.

Reactive duties of the SCO

If an onsite individual experiences COVID-19 symptom the SCO will:

Inform management that they have been made aware of an individual with COVID-19 symptoms.

Follow site protocol for individuals with COVID-19 symptoms. (e.g. send home, inform them to contact GP, etc).

Assist in contact tracing should there be a confirmed case of COVID-19.

Pre-start COVID-19 safety Induction

COVID-19 induction site training will apply to all staff who enter the Club premises during the period of COVID-19 protocols.

The site induction training will be through an approved training process or a live Zoom video call. The SCO or deputy or an appointed member may also carry out the inductions. Each employee must confirm that they understand the induction and that they will adhere to HYC site rules and procedures including this Protocol.

Entry Conditions

Any person:

- Who has visited an affected region in the past 14 days or,
- Who has contracted COVID-19 or,
- Been in close contact with a confirmed case of COVID-19 or,
- Been in contact with someone who has visited an affected region in the past 14 days,
- Is otherwise restricted due to Covid-19 regulations or provisions,

shall not enter Howth Yacht Club until it is confirmed that they are not carrying the virus.

Definition of 'close contact':

This is only a guide as per the Health Protection Surveillance Centre (HPSC), but close contact can mean:

- Spending more than 15 minutes face-to-face contact within 2 metres of an infected person.
- Living in the same house or shared accommodation as an infected person.

Any person displaying possible symptoms of COVID-19 but not confirmed to have the virus must not come to HYC until they have been symptomless for at least 14 days.

:

Symptoms of COVID-19

- a fever (high temperature - 38 degrees Celsius or above),
- a new cough - this can be any kind of cough, not just dry,
- shortness of breath or breathing difficulties,
- loss or change to a person's sense of smell or taste – this means the person has noticed they cannot smell or taste anything, or things smell or taste different to normal

Temperature Checking Protocol

HYC will not normally administer temperature checks. However, it is requested that members intending to enter Club facilities check their own temperatures within one hour of arriving and not enter the Club premises if their temperature is over 38 degrees C.

HYC reserves the right to administer non-contact temperature checks should it see fit to do so and refuse access to any person who indicates possible symptoms of COVID-19 infection

HYC Access and Egress

When required, members must only access and leave through the Marina Side gate only using their contactless cards. This will record the time that members enter and leave.

Visitors entry and exit details must be recorded in the Marina/Administration Office or in the Bar for contact tracing.

Following access, all must use a hand sanitiser.

Before leaving, the hand sanitiser must again be used before opening the gate.

Face masks must be always worn unless seated, including on the marina pontoons.

Members and visitors should not enter the Marina or Administration Office unless social distancing is observed

Communal and Welfare Areas

HYC Clubhouse will have restricted access with numbers in each room limited. Social distancing will apply with tables and chairs positioned accordingly. The changing rooms are only available as toilet facilities. All toilet facilities will be sanitised twice daily. Anyone entering the changing rooms must use the hand sanitisers adjacent to the doors when entering and leaving. Social distancing and regular sanitising of facilities will apply.

Cleaning to Prevent Contamination

A designated cleaning person will be appointed by HYC to implement enhanced daily cleaning practices.

All touch points will be sanitised on a regular basis.

Personal Protective Equipment

HYC does not require wearing PPE in locations other than on the crane platform. Serving staff who interface with members are required to wear face masks.

First Aid Responder Guidance

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.

- First aid responders should always prioritise their own safety by wearing PPE when attending a suspected case or a potential patient as this is a high-risk transmission point.
- The key interventions to manage this risk are to minimise hand contamination, avoid touching the face and clean hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
- Any PPE (gloves, masks and safety goggles / full face mask) used in attending a suspected case must be disposed of in the COVID-19 labelled bin, adjacent to the bin enclosure on the crane platform, and replaced in the first-aid kit.

Social Distancing on the Platform and Hard Standing

All members will maintain a minimum of 2m separation from others at all times. This includes passing close to other people even briefly. If social distancing cannot be maintained then face masks must be worn.

Individuals should not congregate for any reason.

Social Distancing on the Marina

Separation of 2m must be maintained on the marina at all times. Members should avoid passing by others walking in the opposite direction. Members should observe the following rules to avoid coming into close contact with others.

Look well ahead, and stop before passing by another person

Give way to a person leaving the marina, step onto another finger of the marina and stay well back from the main thoroughfare until the other person has passed

Continue, but give way again if required

Members must maintain patience and not risk close contact

Management of High Touch Points

High touch points will be minimised where possible.

Marina staff to sanitise power hoses after use.

Marina wheelbarrows shall have the handles sanitised in the morning and afternoon.

The side entrance gate, gate pushbutton and toilet doors will be sanitised regularly

Members should sanitise their hands before operating the fuel pumps. Fuelling will only be carried out by marina staff when they can operate the fuelling nozzle without touching the member's boat. Fuel nozzle handles must be sanitised by Marina Staff after each use.

Members should not touch another member's boat or lines.

Management of Other High-Risk Activities

High risk activities must be avoided to minimise the possibility of first aid or emergency services being required.

What to Do In The Event of Covid-19 Case

Immediate action

If any individual becomes unwell while on the HYC premises they should leave the Club immediately and avoid contact with others where possible. If being escorted, the escort should wear PPE and not be a vulnerable person. Where possible the unwell person should be asked where in the Club premises they have been, what they have touched and who they have been in contact with as this will facilitate any contact tracing that maybe required and provide locations that require hygiene cleansing. It will also facilitate identifying any limits on Club access to avoid contagion in the event that the ill person has COVID-19 .

This guidance should be followed by anybody who is required to support the unwell individual:

The unwell person should be kept at least 2 metres away from other people

Advise them to cover their mouth and nose with face mask and use a disposable tissue when they cough or sneeze, putting the tissue in the bin promptly.

Advise them to avoid touching things and do not touch anything that they touch

- If the individual is unwell fever/cough/flu symptoms but is in no distress, they should be advised to go home, they should not use public transport and they should be advised to self-isolate and call their GP in the first instance.
- If the individual appears very unwell or has any breathing difficulty summon a designated first aider and contact the emergency services.
- When the individual has left the club, anything they have touched must be cleaned

The SCO will record the incident and report it to the Commodore immediately.

Health Protection Surveillance Centre (HPSC)

HYC will follow all advice from the Health Protection Surveillance Centre (HPSC). HYC will assist the HPSC in the event that they require contact tracing as a result of a confirmed COVID-19 case.

Reporting of Non-Compliance with COVID-19 Guidelines

HYC encourages reporting of non-compliance with the COVID-19 guidelines. Any member who needs to make a report of non-compliance should contact the SCO Kevin Monks. If that is not appropriate, they can make the report to any Flag Officer or Supervisor.

If a person refuses to comply with the direction of the SCO or Flag Officer with regard to COVID-19 protocols or procedures then the Club's disciplinary process may be invoked.

Control of Contractors

External contractors are only allowed on the Club premises or to work on members' boats following certification of having completed an approved COVID-19 induction training course. Marina Staff shall record the certification and contractor details including times of entry and exit.

Points of Contact

HYC Committee

Title	Name	Contact	Email
Commodore	Paddy Judge	087 992 6845	commodore@hyc.ie
Vice Commodore	Neil Murphy	086 352 0411	neilmurphy777@gmail.com
Rear Commodore	Kevin Monks	087 615 5009	kpmonks@icloud.com
Rear Commodore	Larry Quinn	087 241 0345	larryquinn56@gmail.com

Active On-Site Personnel

Responsibility	Contact	Contact Details
Primary SCO	Kevin Monks	kpmonks@icloud.com
Deputy SCO	Aideen Doran	manager@hyc.ie
Deputy SCO	Karen Soye	karen@hyc.ie
Deputy SCO	Fred Connolly	marina@hyc.ie
Deputy SCO	Frank Kelly	Frank.kelly@hyc.ie

Ongoing monitoring.

The HYC Committee will review the ongoing situation and will communicate with all members and staff on any updates as they develop. The health and well-being of our members and staff is paramount and in the event that the HYC Committee has concerns about the COVID-19 situation the control measures may be altered including shut down of any or all activities. Such a decision will not be taken lightly and will be communicated to all members and staff by email.

End of Document