



Dundee Sailing & Rowing Club Safety Policy

Introduction

The Dundee Sailing & Rowing Club (DSRC) policy is based on the following principles:

1. There are always risks associated with sailing and rowing.
2. Overall responsibility for the safe operation of club activities at DSRC rests with the DSRC Committee and its officers.
3. The Policy will ensure, as far as is reasonably practical, that safe and secure conditions are maintained within the clubhouse, compound and on the water.
4. The Policy is intended to help minimise the risks associated with activities on the water.
5. Notwithstanding 2 above **all** Club members have a duty of care to take all reasonable steps to avoid injuring themselves, other club members and any other water users, or damaging the equipment of DSRC or others.
6. Members participate in all activities at their own risk.
7. In respect of sailing, it is a fundamental principle of maritime law that the skipper (helm) is responsible for the safety of their vessel and its crew.
8. With regard to sailing, it is ultimately the skipper's (helm's) responsibility to decide whether they want to start sailing or continue a race, as is the decision to start or continue any other passage.
9. With regard to rowing, that responsibility lies with the Responsible person (RP)

Clubhouse

General

Members should treat the clubhouse and equipment with respect and report any faults to a committee member and enter any fault in the fault log. The safety/condition of the clubhouse will be regularly reviewed at committee meetings.

Fire safety

The clubhouse has three fire exits, the main entrance, the door at the at the **back left** of the **rear wall** of the workshop and the double doors at the front of the workshop. These exits must be kept clear and **must not be obstructed**.

The clubhouse has clearly visible fire extinguishers in the workshop and a functioning, lengthy hose reel at the bottom of the stairs. There is a fire blanket in the kitchen.

On discovering a fire, Members should raise the alarm and call the fire brigade - only tackle a fire if is safe to do so. If not, evacuate the building and muster at the entrance to the eastern (downriver) dinghy park.

The fire alarm system is tested regularly, fire extinguishers are tested annually, emergency lighting was renewed in 2023.

Smoking

Smoking is not permitted in the clubhouse/workshop, or anywhere in club grounds. Smoking is also not permitted on the safety boat.



Dundee Sailing & Rowing Club

Safety Policy

Wet and Dry Areas

The clubhouse has wet areas (workshop, stairs & changing rooms) and dry areas (lounge, kitchen & office). Wet clothing or equipment should not be taken into the dry areas. Members should take care in wet areas after sailing and take responsibility to minimise the risk of injury by mopping up wet areas. Wet club clothing, such as waterproofs, wetsuits or buoyancy aids, should be returned to the storeroom and hung up to dry.

Kitchen/Galley/ Main Lounge

This area contains similar equipment to a home kitchen. Care should be taken; *children should be supervised at all times and are the responsibility of the parent/guardian*. All kitchen equipment should be cleaned and stored away after use.

Any heaters used in the lounge **must** be unplugged after use.

Hazardous Substances/Equipment

All Hazardous substances/equipment must only be stored in the clubhouse stores and only with the permission of the committee.

Hazardous substances/equipment (for example DIY equipment) must only be used in the workshops with the permission of the committee.

Fuel

Fuel is not to be stored in or brought into the clubhouse. It must be kept in the secure fuel store in the eastern dinghy park.

First Aid

There is a first aid kit located in the kitchen and in the small workshop on the ground floor.

All accidents must be logged in the Accident Book. The accident book is located in the main lounge

Compound

General

The pathway in front of the clubhouse is a public space that must be kept clear at all times. Members are reminded that the general public use this area on foot and on bicycles which can be hazardous, particularly when moving boats.

Safety signs *must* be put out on the public pathway, facing in both approaching directions, when the quad is being used.

Only club members who have received training in safe use of the quad are allowed to operate it.

Members should log any faulty sailing equipment on the whiteboard provided in the workshop. If it is a simple matter such as a missing shackle or bung on a club boat, then please use your initiative and fix it.



Dundee Sailing & Rowing Club

Safety Policy

There is a separate fault log for our rowing skiff, Eider. The safety/condition of the compound is regularly reviewed at committee meetings.

Insurance

All boats using the club compound and slipway must as a minimum have valid third party insurance.

As it is a club boat, Eider is insured by the Club. Eider is insured for being towed but the person towing must ensure they also have appropriate insurance permitting their vehicle to be used for that purpose and it is their responsibility to do so.

If Eider is leaving club premises to take part in a Regatta or other event then the Commodore or another office bearer must be notified in advance. Office bearers in particular have an overall responsibility for the club and the safe use of equipment, therefore they need to be aware of this.

The Club maintains public liability insurance and officer's insurance, the latter is to protect individual office holders given their particular responsibility for the Club as a whole.

Boat Storage

All members boats left in the compound must be tied down securely. It is the responsibility of every member to ensure club sailing boats are properly stowed away and tied down after use.

Boat moving and handling.

Care is to be taken during launching or recovery if boats are left unattended (especially if rigged with sails), to ensure they will not move or fall over. If a member sees a boat at risk of moving or falling over they should alert the owner/user (if possible) and ensure the boat is made safe.

Care should be taken when moving all boats: sailing boats, rowing skiff and Safety Boats.

Members are advised to take **extra care** when moving boats rigged with sails and ensure the boat is always pointing as close into wind as is possible and that all sheets are loose.

Footwear

Members maintain and repair boats in the compound and workshop. While things should always be properly tidied away, care should be taken in case there are **sharp objects** or chemicals such as adhesive and paint that have been overlooked and left on the ground. Members are advised to always wear appropriate footwear in the compound/workshop.

Slipway



Dundee Sailing & Rowing Club

Safety Policy

General

Most accidents at sailing and rowing clubs happen when launching and recovering boats. **Particular care should be taken when entering or exiting boats.** Don't ruin a good sail or row by going under the boat at the end! The grip on the surface of the slipway can change from week to week and can become slippery, so care should be taken. **Exit the boat to windward.** Action of waves and tides can affect the beach on either side of the slipway creating unseen hazards. Members are asked to report any problems to a committee member.

The condition of the slipway is reviewed at committee meetings.

Keeping the slipway clear

When boats are sailing or rowing from the club, the slipway is to be used for launching and landing only and members are asked to keep the slipway clear.

Members must not block the slipway by rigging sailing boats on or at the bottom of it. Members should have their crew move the boat up or down river of the slipway when finalising rigging, prior to departure, to allow other boats to also launch.

Launching and Landing

Members are encouraged to help others when launching and landing boats (without putting themselves at risk). Some combinations of waves, wind and tide can make launching and landing dangerous due to breaking waves and surf. In these conditions members should provide assistance to others to help reduce the risk of injury.

Swimming

Swimming within the area of the slipway should not take place when members are sailing or rowing due to the risk of injury during the recovery and launch of boats.

Club Sailing

The sailing program depicts the sailing area for each particular session, with consideration given to tide times. The **Officer of the Day** is responsible for any change to this after consideration of sailing conditions, in discussion with the Safety Boat helm. **It is the Officer of the Day's decision, in conjunction with the Safety Helm, as to whether or not to commence any particular sailing event.** In making that decision they will have regard to not only current wind and wave conditions but also the forecast. They will also have regard to the 'traffic light system' relating to wind strength, this is on the Safety Section of the club website and on the back of the main entrance door.

Club Rowing

Responsibility on whether or not to commence a row lies with the Responsible Person (RP) for that session. As with sailing, they will take into consideration wind and wave conditions, also forecast conditions. Additional safety protocols specific to rowing are published on the Safety Section of the club website.



Dundee Sailing & Rowing Club

Safety Policy

Water Activities at other times

Members who have their own boats participate in activities outside organised club events *at their own risk*. The club does not carry out risk assessments for members taking part in non-club activities; it is the responsibility of individual members to make their own assessments of risk taking into account factors such as weather, tides, skill, experience, equipment etc. Children are the responsibility of their parent, guardian or a supervising adult during these non-club organised activities.

Members are free to use club facilities at any time and those with their own boats can sail outside club times. However, those doing so should remember that safety cover is only available at organised club events and as noted above, *they are sailing entirely at their own risk. They should always leave details of their intended route and anticipated launch and return times with family or a friend.*

The club has a fundamental Rule covering ALL water activities at ALL times:

Life jackets or buoyancy aids (Appropriate CE approved, e.g. min.150N life jackets or 50N buoyancy aids) **must be worn** by all those on or in the water. For added safety it is recommended that non swimmers wear life jackets rather than buoyancy aids.

Safety Boats

The club will have a minimum of one safety boat on the water during each organised sailing event. This boat shall be launched **prior** to the start of the event. The safety boat should be **the first boat on the water and the last boat off the water**. Any member choosing to sail ahead of this must accept they are sailing without safety cover.

A qualified Safety Helm should be on the Safety Boat during all club sailing sessions. There should also be Safety Crew on board, ideally the Safety Crew should hold the Power Boat 2 qualification although in case of necessity, an experienced club member can also assist. This is at the discretion of the Officer of the Day, Commodore or Vice Commodore.

The Safety Boat must be on the water during Club sailing Sessions. However, in providing this boat the club does not accept any liability and members have a personal responsibility for their own safety. In deciding whether to participate members should take into account the conditions, their own level of competence, the sea worthiness of their boat and the competence of those in the boat with them. Also, the fact there will likely be only one safety boat on the water. **If in doubt – do not go.**

The safety boat crew is expected to provide cover for members sailing within the sailing programme and the crew or helm must be prepared to enter the water if the situation arises.

Due to its lower freeboard, especially at the stern, also its smaller engine size, the Avon is only to be used within the confines of the Tay Estuary.

Sailing (including racing)

The following general rules apply to all races:

1. All sailors' boats must have valid third party insurance.



Dundee Sailing & Rowing Club

Safety Policy

2. It is the Officer of the Day's decision, in conjunction with the Safety Helm, as to whether or not to go ahead with, change plans or cancel any sail, including racing, depending on weather – sea conditions.
3. The safety boat will be launched and on the water prior to the start time of the sailing event. It will be the last boat to leave the water at the end of the event.
4. After launch, the safety boat helm must cancel a sail or race at any time if they feel they cannot continue to provide adequate safety cover, e.g. due to deteriorating conditions.
5. Club members must respect the safety helm's decision and follow their instructions.
6. The Officer of the Day, in conjunction with the safety boat helm and race officer (if appointed) can refuse entry in a race to anyone they feel is a danger to themselves or other sailors.
7. The Officer of the Day, in conjunction with the safety boat helm and race officer (if appointed) can refuse entry to any sailing event in respect of any boat they feel is un-seaworthy or inadequately equipped for the conditions.

Training

The club runs several training sessions and events for members throughout the season. Currently, training for sailing is usually on a Tuesday evening.

For the purpose of this document, the club members who run or assist in these sessions shall be referred to as coaches.

The following rules apply to these events:

1. Coaches shall be those designated by the Commodore as such.
2. For training events the club will have one safety boat on the water, crewed and in action for every 6 sailing boats containing beginner sailors.
3. The capacity can be expanded when there are several coaches/ experienced helms in the group, with each helm able to take up to 2 novices. (maximum 3 beginners per instructor),
4. The coaches can stop any member sailing at any time.
5. The coaches will decide which member will sail and crew each boat.
6. No club boats can sail unless the safety boat is on the water.

Special Events



Dundee Sailing & Rowing Club

Safety Policy

From time to time the club will organise special events, for example RYA training days, long distance cruises or open days. Such events will be risk assessed and members will be informed of the different arrangements, which will be discussed (boat, experience or equipment issues) either before the event or during the immediate pre-event briefing.

Safety Boat

The club currently owns and operates 2 safety boats. Any member who finds a fault with a safety boat or equipment should inform a committee member as a matter of urgency & write it in the fault log for the safety boat in the club house. The condition of the safety boats is reviewed regularly at committee meetings.

Safety Boat Helms

After RYA Power Boat or Safety Boat course training, any member aged 16 and over may operate the club safety boat when authorised to do so by the Committee. Those operating a power boat should hold a minimum of powerboat level 2 certificate (PB 2). The norm is that a qualified Safety Boat Helm will be on the boat during club sessions with P B 2 as crew. At the discretion of the Commodore or Vice Commodore, an experienced P B 2 holder may act as Safety Helm if necessary.

When safety boat cover is being provided then safety boat crew should also be aboard, ready to assist as necessary.

The kill cord must be worn and used at all times by anybody helming a club safety boat.

For details of the Safety Boat checklist for equipment etc. refer to the safety boat policy



Dundee Sailing & Rowing Club Safety Policy

Club Sailing Boats

The club has a selection of sailing boats for members to use during club racing or sailing.

Prior to launch of a club boat, it should be checked for faults by those intending to sail it. If a fault is discovered and is not immediately fixable then the boat should not be launched. The matter should be reported to the Officer of the Day or a Committee member and entered in the repair log.

To helm a club boat members should:

Be a person who in the view of the Officer of the Day, Safety Helm or Training Coach has demonstrated that they can sail the boat competently, or a person under instruction by a coach.

If a committee member or experienced helm thinks it is not safe for an inexperienced helm/crew to sail they should refer to the Officer of the Day or Safety Boat helm for a decision.

The committee appoints a member as the Boatswain (Bosun) to oversee maintenance of club boats. The club undertakes, as far as possible, to provide members with safe seaworthy boats but cannot accept responsibility for equipment failure.

The norm is that club boats may only be sailed during club events and when the safety boat is on the water. The Commodore or Vice Commodore may, at their discretion, allow an experienced helm to sail a club boat outwith these circumstances if there is a specific need to do so.

Junior Members and Children

General

All children under 16 are at all times the responsibility of their parent/guardian or designated adult member acting in loco parentis with their express permission. That adult must be present whenever the junior member is at the club.

To simplify this document the term "designated adult" will be substituted for and can be assumed to mean, "parent/guardian or designated adult member acting in loco parentis" from here onwards.

Sailing Events other than Training

It is the designated adult's responsibility to decide whether a child should start or continue any activity on the water. At each stage, it is the responsible adult who gives permission for the child to sail or do any other activity on the water; however, the officer of the day, RP or Safety helm can, at any point, refuse the child to take part or continue the activity, for instance, when the child is at risk of hypothermia

The Officer of the Day can refuse to allow any child to take part in a Club activity if they feel that the conditions are unduly hazardous or that the Club cannot provide adequate safety cover.

Club membership for children & youth members

There are two categories of club membership that include young people:

Family Member

Comprising a member, his/her spouse and children up to the age of 18 inclusive.



Dundee Sailing & Rowing Club Safety Policy

Youth Member

A member aged 16 to 18 inclusive (whether family or Independent).

Training for children & youth members

The club runs a number of training sessions and events for members throughout the season.

Any child wishing to take part in these sessions can do so provided:

1. They have the permission of their parent/guardian
2. A designated adult is present throughout.
3. The club has been given a Medical Consent Form (see Appendix 1) covering the child during the activity and the club has been informed in writing of any relevant medical conditions.
4. An emergency contact number has been given.

Guests

Guests are the responsibility of the members who invited them to the club. Those members should be present while their guest is at the club.

Members who bring guests to the club should remember that there are always risks associated with activities on and by the water, particularly for the inexperienced and they should supervise their guest accordingly.

Guests shall not be allowed to sail with an inexperienced helm, or to row without the appropriate ratio of experienced rowers.

Conclusion

The Officer of the Day, in consultation with the Safety Boat helm, takes the overall decision to sail or to cancel sailing for any valid reason. Their decision is final and must be respected by members and guests.

In respect of rowing sessions, that decision lies ultimately with the Responsible Person and their decision is final.

Failure to adhere to this safety policy will result in the offending parties being reported to the Committee who will decide what further action is appropriate.



Dundee Sailing & Rowing Club Safety Policy

Appendix 1

Medical consent form

I, the parent / guardian of:

(Child's name)

Give permission to the Dundee Sailing & Rowing Club coaches participating in activities during the period (Date of event)

To administer any relevant treatment or medication to the named participant when/if necessary. I shall inform Dundee Sailing Club of any known conditions and medication requirements.

In addition, if the need should arise, I authorise the members of staff to take my child to hospital and give full permission for any treatment to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent / Guardian's* consent

.....(Signature)

Name:(please print)

Relationship to participant

* as applicable