

# **Priory Sailing Club**

**Including PSC RYA Registered Training  
Centre**

## **Health & Safety Policy**

*Version 7.1*

*Last Review March2026*

**Table of Contents:**

1. Statement of Intent	Page 2
2. Responsibilities	Page 3
3. Local Rules and Arrangements	Page 4

## 1. STATEMENT OF INTENT

1.1 The Officers and Committees of Priory Sailing Club (hereinafter PSC) recognise that, they have a duty to ensure, so far as is reasonably practical, the health, safety and welfare of all members and visitors to the club.

1.2 The Officers and Committees accept this duty and it will continue to be their policy to promote high standards of safety, both on land-based premises and during water-based activities on Priory Lake.

1.3 The Officers and Committees will take all such steps that are reasonably practical:

1.3.1 to maintain safe and healthy premises and boat parks and to protect all members and visitors in so far as they come into contact with foreseeable hazards.

1.3.2 to provide and maintain a safe and healthy teaching environment for all students and instructors during Training.

1.3.3 to promote safety awareness among members and visitors, and as a result of this, create individual responsibility for health and safety at all levels.

1.3.4 to ensure that this Policy is used as a practical working document and that its contents are publicised fully.

1.3.5 to constantly review the details of this Policy and to amend when appropriate to keep it in line with changes in current best practice and legislation.

1.4 PSC will produce and maintain a written risk assessment for all activities to which, in the opinion of PSC, a significant risk may be attached.

Signed:

Tim Hewett  
PSC Commodore  
Date August 2024

## 2. RESPONSIBILITIES

### 2.1 The Officers and Committees

The Officers and Committees of PSC accept responsibility for health and safety within their organisation, and for safe practice during water-based activities on Priory Lake and other water where activity is taking place in the name of the organisation. They will constantly monitor the effectiveness of implementation of this Policy and they will ensure that changes in the Policy are drawn to the attention of members of PSC.

### 2.2 Safety Officer

A Safety Officer will be appointed by the Committees of PSC and will normally be the Commodore of PSC. The Safety officer will:

- 2.2.1 monitor the effectiveness of this Policy and report back to the Committees as appropriate.
- 2.2.2 be responsible for obtaining and disseminating health and safety literature as appropriate to PSC.
- 2.2.3 establish a system for the reporting back of all accidents, incidents and serious damage. The results of investigations into serious incidents would then be forwarded for discussion by the Committees of PSC, and PWSA as appropriate.
- 2.2.4 Request that the Training Principals establish a “SOP” incorporating an Emergency Action Plan for Training activities.
- 2.2.5 to be responsible for the implementation of PSC Sailing Rules & Regulations.
- 2.2.6 delegate routine aspects of the above responsibilities, as appropriate to:
  - 2.2.6.1 the Principal (Training )
  - 2.2.6.2 the Officer of the Day
  - 2.2.6.3 the Rescue Boat coxswain
  - 2.2.6.4 the Race Officer
  - 2.2.6.5 Committee Member of PSC

### 2.3 The RYA Principal

The RYA Principal will be responsible for establishing safe codes of practice for the conducting of Royal Yachting Association (RYA) training activities. He / she will be responsible to the Safety Officer. He / she will:

- 2.3.1 ensure that all Training courses are run to appropriate RYA standards, follow the club’s SOP, incorporating an Emergency Action Plan.
- 2.3.2 appoint Chief Instructors (CI) as appropriate, and maintain Instructing standards and qualifications as laid down in the SOP and Emergency Action Plan.
- 2.3.3 liaise with the RYA on all inspection and safety matters.
- 2.3.4 publish a written Risk Assessment for all activities, which, in their opinion, involve a significant element of risk during training. This will be an Appendix to the SOP.

## **2.4 Members and Visitors**

### **2.4.1 Members of PSC and visitors to the Club must:**

- 2.4.1.1 take reasonable care of their own, and any dependant children's, health and safety.
- 2.4.1.2 follow the instructions given in this Policy and associated documents.
- 2.4.1.3 follow advice given by the Safety Officer or his delegated representatives.
- 2.4.1.4 not abuse safety equipment in any way.

## **3. LOCAL RULES AND ARRANGEMENTS**

### **3.1 The Clubhouse.**

3.1.1 Priory Water Sports Association has produced a Policy Document with regard to safety in the Clubhouse and the Club Site.

### **3.2 Water Based Activities on Priory Lake**

3.2.1 The PSC Sailing Rules and Club Byelaws will be binding on all PSC members and PSC visitors. The Safety Officer has the power to enforce compliance with these Sailing Rules and Byelaws, and this power may be delegated as in para 2.2.6 above.

3.2.2 A copy of the Club Constitution and the Sailing Rules will be made available to all new members, and any changes to either that are ratified by an Annual General Meeting of PSC and will be communicated to members.

3.2.3 The current copy of the Club Constitution and the Sailing Rules are stored on the Priory SC Website. <http://www.priorysc.org.uk/psc-club-documentation/>

### **3.3 Training**

3.3.1 A separate Standard Operating Procedure (SOP) incorporating an Emergency Action Plan has been written and is available for instructors and coaches on the web site.

3.3.2 A copy of the Standard Operating Procedure (SOP) will be available in the Centre.

### **3.4 First Aid**

- 3.4.1 First Aid is covered in detail in the SOP.
- 3.4.2 First Aid Kits are located in:
  - 3.4.2.1 The downstairs Training Room

#### 3.4.2.2 The 1<sup>st</sup> Floor Kitchen Area

3.4.3 An emergency telephone is located on the Centre wall in a green box next to the Wet Training Room

3.4.4 A defibrillator is located in the downstairs accessible changing room

#### 3.5 Reporting of Accidents

3.5.1 All accidents must be recorded in the Daily Diary & Accident Book located in the wet training room

3.5.2 The Accident Book will be inspected by the Safety Officer and the RYA Principal

3.5.3 PSC will take all necessary steps to comply with RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

3.5.4 The Safety Officer will arrange for accidents to be investigated if this is felt necessary. Where appropriate, a copy of the report will be made available, for discussion, at the next PSC Committee meeting or PWSA Committee meeting.

### 3.5 Protection of Children

3.5.1 Separate policies has been written concerning the Safeguarding of Children and Adults.

3.5.2 The current versions can be found on the web site

<http://www.priorysc.org.uk/psc-club-documentation/>

3.5.3 The basis of the policies is the Guideline Document issued by the RYA.

Designated persons for the purposes of Safeguarding is the Jeanette Pocock.