Mullingar Sailing Club
LOUGH OWEL

Safety Statement

Version 1.3; September 2026

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1 Introduction

This document is the official Safety Statement of Mullingar Sailing Club (hereafter referred to as “the Club”).

1. Mullingar Sailing Club considers that one of its primary objectives is the achievement and maintenance of a high standard of health & safety on its premises and in all activities conducted under its auspices.

2. The Club recognizes it’s responsibility to provide a healthy and safe working environment for all its employees, members and all who use the Club premises and equipment, paying particular attention to the needs of juniors.

3. The Club will take all reasonably practical steps to fulfil its responsibility and will, insofar as is reasonably practicable, comply with the requirements of the Safety, Health and Welfare at Work Acts, 1989- 2005 and any amendments and/or regulations pertaining thereto.

4. The Club Safety Officer will be responsible for establishing suitable protocols and procedures to ensure, as far as practicable, that the safety arrangements detailed in this Safety Statement are implemented.

5. The Club requires that members display a positive attitude to health & safety and that all members abide by Club rules, sailing instructions and the provisions of this Safety Statement where applicable. The individual member is in the best position to ensure his or her safety by exercising care, using common sense and following safety rules contained within this document.

This Safety Statement will be reviewed annually and revised as needed with the aim of reinforcing the safe environment prescribed herein. An up-to-date copy of this statement will be available to all members on the Club website.

Signed_____ *(Signed copy in clubhouse)* Date_____

Commodore

Signed_____ *(Signed copy in clubhouse)* Date_____

Safety Officer

2 Safety Policies

2.1 General

- All water sports are potentially hazardous and sailing is by nature a wet sport and capsize is a normal expectation. All Club members are required to have reasonable and proper regard to their own equipment and level of proficiency and competency to sail and swim in the context of prevailing weather conditions and to err on the side of caution at all times. **IF IN DOUBT DON'T GO OUT.**
- Sailing boats must be in good state of repair and must have suitable buoyancy to remain afloat in the event of a capsize/being swamped. It is recommended owners should perform a buoyancy test on their boats annually.
- Boat owners are responsible for repair and maintenance of their boats.
- Only Club members may use Club sailing and rescue boats and equipment.
- All members must make themselves aware of where the first aid kits are located.
- A list of emergency telephone numbers will be posted available in the clubhouse.

2.2 While Sailing

- Whilst launching/retrieving a boat and whilst on the water all members shall wear suitable buoyancy aids at all times. It should be noted that wetsuits and dry suits by themselves do not count as suitable personal buoyancy.
- Suitable clothing and footwear must be worn at all times whilst on the water. This must be appropriate not only to the activity but to the sailing conditions. Non-slip footwear is recommended. The wearing of an adequate wet or dry suit is recommended to all members at all times while afloat.
- A manned rescue boat must be on duty for all Club organised sailing activities. Sailing without rescue cover is discouraged. Those who do so, sail at their own risk.
- The number of rescue boats on the water shall be appropriate to the number of boats sailing and the weather conditions.
- When driving a rescue boat a kill cord shall be worn by the driver at all times.
- The rescue boat shall carry the items as listed in Annex B.
- All members shall be aware of the statutory provisions affecting them whilst on the water. In particular s.422 Merchant Shipping Act in respect to the legal duty to assist another vessel in distress. Also, that it is the responsibility of the person in charge of each vessel as to whether to launch or not and subsequently whether to remain sailing.
- All sailing boats must have adequate drainage equipment on board (hand bailer/bucket, self-bailers).

- All sailing boats must have adequate buoyancy so that it will float when fully inverted or fully swamped. It is recommended boat owners perform an annual buoyancy test on their boats.
- Members, especially recent members who are new to the area, shall make themselves fully aware of the particular conditions in which sailing takes place at Lough Owel. If unsure on any matters it is that member's responsibility to ask and clarify the issue. There shall be no sailing between sunset and sunrise
- All sailors are to be familiar with the basic right of way rules while on the water.

2.3 While on Club Property (Compound & Clubhouse)

- Car parking within the Club compound/perimeter fence is prohibited. Cars may enter the compound only for the purpose of towing/delivering/removing a boat.
- Clear access to the compound is essential in the event of an emergency. Car parking on the entrance road to the compound is prohibited.
- Road trailers must not be stored in the compound.
- Be aware of and considerate of other Club members and users of the facilities.
- When using the clubhouse/changing rooms, members shall be aware of slipping risk due to wet floors.
- The Club does not have a waste collection service. To maintain the facilities and prevent littering, all members shall remove their waste when leaving the Club facilities.
- Use of the electric stove in the clubhouse by junior members must always be under adult supervision.
- Engine fuel not in use in club ribs shall not be stored in the clubhouse. Spare fuel canisters shall be stored in the steel storage container.
- Horse play or other such like activity is not permitted in the Club compound.

3 Duties and Responsibilities

The following are the duties and responsibilities of Club members, members of the Club's committee (hereafter referred to as "the Committee") and employees with regard to safety.

3.1 Members

All members are obliged to read and familiarise themselves with this Safety Statement and must:

- Exercise personal responsibility for the safety of themselves and others both on and off the water;
- Observe standard of dress consistent with safety (e.g. wearing of suitable buoyancy at all times on the water and wetsuits/drysuits if necessary);
- Observe the safety rules of the Club and obey and instructions given by the Safety Officer or any other member of the committee in an emergency;
- Use and not wilfully misuse, neglect or interfere with any items of equipment provided for safety;
- Report any wilful misuse or unauthorised interference with items of equipment provided for safety;
- Draw to the attention of visitors or other third parties relevant safety issues; and
- Report any occurrence of practice that they deem hazardous to the Safety Officer or any member of the committee.

3.2 The Committee

The Commodore and the Committee are responsible for:

- Pursuing the objectives of the Club in respect of health and safety, including:
  - Providing a safe and healthy environment for the Club's activites.
  - Endeavouring to avoid accidents and injury.
  - Ensuring that all employees are aware of potential hazards and trained to work safely
  - Protecting the public who come into contact with the Club and its business.
  - Complying with legislation.
  - Providing all necessary safety equipment.
- Establishing monitoring procedures and monitoring the effectiveness of the management of health and safety.
- Investigating accidents, dangerous occurrences and hazards on the Club premises and in the sailing area.

- Appointing a Safety Officer.
- Monitoring and reviewing the implementation of this statement and making amendments as deemed appropriate on an annual basis.

Specific responsibilities of individual officers related to safety are:

- Secretary: Ensures that all safety matters are discussed and documented at Committee meetings.
- Treasurer: Ensures that the Club facility and Club boat insurance is always up to date and paid in full.

3.3 The Safety Officer

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

- Guide and advise the Committee, members and staff on all health and safety matters;
- Ensure all safety and fire equipment is regularly serviced and maintained in good working order;
- Ensure that an appropriately stocked first aid kit is available in the clubhouse and in each powerboat in use;
- Bring the Safety Statement and any relevant information on health and safety (including any hazards on the Club premises and in the sailing area as far as is practicable) to the attention of all users of the Club.
- To establish a system for the reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent a reoccurrence.
- To ensure that all Club safety equipment is properly maintained and renewed when necessary.
- To ensure that a proper accident and emergency plan is put in place and that effective arrangements are made to facilitate the evacuation of any casualties to hospital if necessary.

3.4 Junior Organiser

The Junior Organiser organizes sail training and other activities for the junior members of the Club particularly the ISA junior training courses run each summer.

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

The Junior Organiser has overall responsibility for the safe organisation and running of the junior sailing courses and needs to ensure that the Senior Instructor along with other

Instructors comply fully with all safety requirements laid down by the Club and the ISA for junior sailing activities.

3.5 Senior Instructor for the Junior Sailing Courses

The Senior Instructor for the junior sailing courses held during the summer will be responsible during those courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior;
- Supervising the security/issue/return of vessels and equipment; and
- Complying with the Club's Child Safegarding Policy.

The Senior Instructor shall always carry a charged mobile telephone when on the water in a secure dry container. The Senior Instructor will also complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- Assess the prevailing wind and water states;
- Obtain a current weather forecast;
- Be aware of other users on the lake; and
- Be aware of local dangers/features and obstructions.

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

3.6 Sailing Instructors

Under the management of the Senior Instructor, the Sailing Instructors, assisted by the Assistant Instructors, are responsible during the junior courses for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior; and
- Supervising the security/issue/return of vessels and equipment.
- Complying with the Committee's procedure regarding accident reporting in Annex E, making use of the Incident/Accident Report Form in Annex F.

3.7 Senior Instructor for National Powerboat and Safety Boat Certification Courses

The Senior Instructor of the National Powerboat Certificate and Safety Boat Certificate held at the club will be responsible during the course for:

- The safety of all participants;
- The safe condition and use of equipment provided;
- Maintaining acceptable levels of behavior;
- Supervising the security/issue/return of vessels and equipment; and
- Complying with the Club's Child Safegarding Policy.

The Senior Instructor shall always carry a charged mobile telephone when on the water in a secure dry container. The Senior Instructor will also complete a site specific risk assessment prior to each on the water session. In carrying out these duties the Senior Instructor will:

- Assess the prevailing wind and water states;
- Obtain a current weather forecast;
- Be aware of other users on the lake; and
- Be aware of local dangers/features and obstructions.

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

3.8 Instructors for National Powerboat and Safety Boat Certification Courses.

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

- The safety of all participants;
- The safe condition and use of equipment provided;
- Supervising the security/issue/return of vessels and equipment.
- Complying with the Committee's procedure regarding accident reporting in Annex D, making use of the Incident/Accident Report Form in Annex E

3.9 Instructor Induction Training

Adherence to the procedures, protocols and standards set out in this Safety Statement is a term of every contract of employment between the Club and its instructors, a breach of which may result in immediate dismissal without notice. All Instructors (including the Senior Instructor) will receive general induction training at the start of their employment. Induction

training will be carried out per the checklist in Annex H. This Safety Statement forms a part of the Instructor's contract of employment.

3.10 Instructor Disciplinary Procedures

Where an instructor is responsible for a minor breach of the standards required in this Safety Statement, he/he will receive a verbal warning and be given a reasonable opportunity to rectify the issue. In the event of repeated minor breaches and/or failure to make he required improvement(s) a further final written warning will be given and this will indicate that continued failure will result in dismissal. This/these will be a written warning(s).

For the avoidance of doubt, the above procedures relate to minor breaches only. Persistent or serious single breaches of health and safety standards/regulations will warrant instant dismissal/expulsion.

3.11 Junior Sailing Course Participants

Junior sailing course participants must follow health and safety instructions issued by the Instructors, Junior Organiser, Committee members and shore duty parents and abide by the safety provisions in the booking conditions for junior courses and in the Club's Code of Conduct for Children and Young People. Failure to comply with safety instructions and guidelines may result in disciplinary action being taken, including suspension from the course.

3.12 Safety Boat Operators

All Safety Boat Drivers shall:

- Have a minimum of ISA level 2 powerboat certificate or be competent/ experienced;
- Wear a suitable buoyancy aid at all times when on the water;
- Have the ability to recognise developing situations affecting safety;
- Always use a kill-cord when operating the rescue boat;
- Minimise speed when close to other water users; and
- Ensure required safety equipment is on the rescue boat prior to launching (see Annex B).

When on duty, the rescue boat shall be manned by two people (driver + one lookout). Other than performing a rescue or emergencies, the rescue boat shall not carry more than two adults. Standing up in the rescue boat is prohibited when under way.

During junior sailing courses, all safety boats on the water will ideally be manned by more than one person, however where the conditions allow and the coxswain (qualified Instructor) has sufficient experience a Senior Instructor may authorise a boat to provide cover with a crew of only one, provided that the boat is providing cover for a single course group only. It is not normally acceptable for an Instructor teaching on one session to also provide safety

cover for another session or for sailors not directly under their supervision. Such cover may only be provided for short periods in exceptional circumstances (e.g. rescue, breakdown situations) when authorised by the SI.

For club sailing, in the event the safety boat operators are also fulfilling OOD duty, the primary responsibility is safety/rescue activities. OOD duties are of secondary importance.

3.13 Officer of the Day (OOD)

The OOD is responsible for the management of racing activities organised by the club. He/she is the ultimate decision maker on the conduct of racing on the day. The safety duties of the OOD include the following:

- Check the weather forecast;
- When there is a gale warning in the area for the period of racing, racing shall be cancelled and rescue boats shall not be launched, except in an emergency;
- Have regard to any winds which cause difficult localised conditions around the lake;
- Brief safety boat crews as regards duties and what is required;
- Ensure that there is no mishandling or abuse of any Club safety equipment during his/her period of duty.
- Inform the Safety Officer or any member of the committee deputising for the Safety Officer of any damage, faults or problems with equipment that occurred during his or her period of duty.
- Ensure that all visiting sailors to the Club are briefed on any hazards in the sailing area.
- Report and document any safety incidents to the Safety Officer; and
- Ensure there are sufficient safety boats on duty and are adequately manned for the weather conditions and experience of sailors.

4 Risk Assessment

4.1 Hazard Identification

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

4.1.1 Identification of Hazards:

A hazard is anything that can potentially cause harm, damage to property, damage to the environment or a combination of the above.

4.1.2 Assessment of the Risk:

This refers to the probability or likelihood that this harm or injury can occur.

Risk assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury.

In this section risks are graded as follows:

- High Risk
  - Can cause death or major injury.
- Medium Risk
  - Injuries requiring hospital stays or periods of recovery / recuperation greater than 3 days.
- Low Risk
  - All other injuries.

4.1.3 Control Measures:

These are measures that are put in place to reduce the risk arising from the potential hazards.

4.2 Risk Assessment – Clubhouse

As the clubhouse is an all timber building, there is a high fire risk. Under no conditions will petrol, oil or any other inflammable material be stored in the clubhouse. Storage of engines is not permitted in the clubhouse and is confined to the Boat Shed. Smoking is not permitted in the clubhouse. Suitable fire extinguishers to be provided and maintained as per manufacturer's instructions.

The general clubhouse is cleaned on a regular basis. Areas in use shall be kept clean and clear of unnecessary obstructions.

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
1	Entrances and exits	Slipping, tripping, falling	Low – minor injuries, cuts and bruises	Doorways to be kept clear. No personal equipment to be stored in clubhouse. Steps properly maintained.
2	Changing rooms	Slipping, tripping		Floors to be kept clean. Water or other spillages to be mopped up.
3	Furniture	Sharp edges and corners, protruding screws, nails etc.		Check furniture for loose or protruding screws, nails, hinges, latches, or other hardware. Sharp edges and corners should be rounded. Sand surfaces that are rough or splintered and repair cracks. Check doors, legs, joints, and other parts for stability.
4	Showers	Skipping, scalding	Low - minor injuries, superficial burns	Due care to be taken in shower area. Shower regulator to be set at no more than 35º Celcius.
5	Toilets	Slipping	Low – minor injuries, cuts and bruises	Floor to be kept clear. Spillages to be cleared up.
6	Deck	Slips, falls, glass breakages		Particular care to be taken when deck is wet. Any spillages or breakages are to be cleared up immediately. Power washing annually or as necessary to keep deck free of moss/grime.

4.3 Risk Assessment – Boat House & Powerboat Launch Area

The boat house is a secure storage area for the rescue boats and engines. Because of its construction, the boat house is a high fire risk. The storage of petrol not in use, oil and other inflammable and hazardous material will be in the external fuel bunker.

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
1	Roller door	Being knocked down, pinching, bruising, crushing.	High – serious injuries because door is electrically operated.	Due care to be taken when opening and closing door that nothing will interfere with proper movement of door and that the area immediately in line with tracks is clear of obstructions. Door to be fully opened or fully closed. Control switch to be located adjacent to door so that operator has clear visibility of operation.
2	Slipway & Jetty	Slipping, tripping, drowning	Low – Minor cuts and bruises	Slipways to be kept clear and cleaned annually. Life buoy with 10 metre warp shall be located and maintained at the jetty.
3	Slipway – boat launching	Slipping, being knocked down.	High - Serious injury	Boat to be launched under control. Winch to be used for launching. Two people minimum to launch or recover rescue boats. Persons not involved in boat launching to be kept clear of slipway.
4	Electric Winch	Pinching	High – Lacerations. Serious injury to hands and fingers.	Follow Electric Winch Operating Procedure in Annex C. During junior course, both smaller ribs must be launched from the dinghy slipway only, not using the electric winch.
5	Slipway – boat recovery.	Back injury.	Medium – back injury.	Winch to be used for boat recovery.
6	Jetty	Slipping, tripping	Low – Minor cuts and bruises	Particular care to be taken if jetty wet. Jetty not to be used as diving platform.

4.4 Risk Assessment – Boat Park

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
1	Boat Park	Tripping and falling	Low – minor injuries, cuts and bruises	Boat park to be kept tidy at all times.
2	Boat Park - Rigging Dinghies	Swinging booms	Bruise / Head injury	Training – ensure boats point “head to wind” when raising mainsail Member awareness of environment & wind conditions
3	Fuel bunker	Fire, explosion, fumes	High – Burns, smoke inhalation.	Bunker to be locked except when changing fuel tanks. Warning signs. Fire extinguishers available. Situated >8m away from club house and boat house and outside to ensure ventilation.
4	Handling petrol			Petrol to be stored in certified storage containers. Petrol to be transferred from one contained to another outside the boat house. No naked flames, welding or cutting to be used close to where petrol is stored.
5	Dinghy Slipway	Slipping, tripping and falling	Low – minor injuries, cuts and bruises	Dinghy slipway to be cleaned annually. Kept clear of trolleys. Empty trolleys are never to be left on slipway.
6	Dinghy Slipway – launching	Collision		If the dinghy slipway is congested, a boat waiting to launch shall wait until previous boat(s) have cleared slipway and empty trolley(s) is/are parked.
7	Dinghy Slipway – recovery	Collision		If the dinghy slipway is congested, boats waiting to land shall stand off until slipway is clear (Note 1).
8	Foreshore	Slipping, tripping, drowning. Juniors standing too close to the edge of the foreshore could easily fall into the water.		Junior members must wear buoyancy aids both on the water and on the foreshore at all times during the junior course. Outside of the junior course,

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
				parents/guardians are responsible for wearing of bouyancy aids by junior members. Life buoy with 10 metre warp shall be located and maintained at the jetty.
9	Foreshore – diving	Diving into unseen rocks or underwater hazards. As the foreshore is strewn with large rocks, there is a risk of serious injury from diving.	High – serious injuries to head, neck and back.	No diving permitted along foreshore.

Note 1 Boats being recovered have right of way unless slipway is occupied by boats being launched (i.e. boats being launched are off launching trolleys). During junior sailing courses, special emphasis is to be placed on this aspect of boat recovery by instructors. Recovery of boats to be strictly controlled by instructors. Each boat being called in in turn by one instructor charged with this responsibility.

4.5 Risk Assessment – Powerboats

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
1	Operating Powerboats	Falling overboard, collision, propeller injury.	Low (minor injuries, cuts and bruises) to high (head injury, contact with propellor)	Resue boats must only be driven by trained personnel. Use of PFDs and appropriate clothing. Re-fueling must be undertaken by trained personnel. Rescue boats must not be re-fuelled with the engine running. Safety equipment must be in place and used correctly at all times including engine covers, kill cords, paddles, boat hooks, anchors, buoyancy aids.

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
				Launch and recovery area must be supervised during these procedures and kept clear as boats enter or depart. Special care must be taken to ensure no swimmers are in the area.
2	Powerboat drivers losing control	Drowning, falling overboard, death	Low (minor injuries, cuts and bruises) to high (head injury, contact with propellor)	A speed limit of 5 knots or less applies to all power boats when departing from or approaching club house area, near other boats and in vicinity of shallow areas except in genuine emergencies. During powerboat courses, instructors will sit on the side of the kill cord and be in a position to pull if they deem the driving to be unsafe.

4.6 Risk Assessment – Courses and General Sailing Activities

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
1	Capsized boat / falling overboard	Drowning	Medium / High	Use of personal flotation devices by all sailors. Rescue boat to be on the water during scheduled sailing /racing times. Inexperienced sailors to be identified and monitored by rescue boat / instructors. Sailors to have training in capsize recovery.
2	Weak sailors	Falling overboard, hitting rocks, lee shores	Low – minor injuries, cuts and bruises	Rescue boat to be on the water during scheduled sailing /racing times. Use of personal flotation devices by all sailors. Monitoring of inexperienced sailors by instructors during courses. Towing fleets of boats if necessary.

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
				Communication with fellow instructors and with fleet under instruction (e.g. use of radios, whistles) during courses.
3	Bad weather, sailors in the water	Cold, hypothermia.	Medium	OOD / Senior Instructor shall assess the weather conditions & skills/experience of the sailors. Cancel sailing in bad weather. Each boats helm & crew shall assess the weather conditions & determine if they are able to cope with the prevailing weather conditions. Use of suitable wetsuits/drysuits to protect against cold. Recovery from water soon after capsize Monitoring recent capsize crew for signs of cold or hypothermia – shivering, followed by tiredness, poor co-ordination, numbness, impaired speech, disorientation, confusion. Listen to their complaints and action Communication with shore if action needs to take place.
4	Trips/falls in boat, getting hit by boom	Cuts and bruises	Minor	Ensure no sharp objects are exposed on the boat. Training in boat handling. Boat owner takes responsibility to ensure that boat is maintained & in good order.
5	Use of knives	Cuts	Low / medium, depending on nature of cuts	Knives used shall be suitable for task. Pay close attention when using knives. Do not distract others using knives.

#	Area	Hazard	Risk Assessment	Safety Precautions / Risk Control
				Knives to be drawn away from the body when cutting. Do not leave knives where somebody might pick up accidentally by the blade. Blades shall be sharp and handles secure. Knives in poor condition, shall be discarded.

4.7 Powerboat training specific risk assessment

The following specific risks and mitigating controls from sections 4.2 to 4.6 above apply to delivery of powerboat training at the club.

- Boat House & Powerboat Launch Area
  - All risks #1 to #6.
- Boat Park
  - #3 Fuel bunker
  - #4 Handling petrol
- Powerboats
  - #1 Operating powerboats
  - #2 Powerboat drivers losing control
- Courses and General Sailing Activities
  - Bad weather, sailors in the water

Annex A Sailing Area

As the whole of Lough Owel is used by the sailing club as a sailing area, due regard is to be taken of the areas of the lake where it is safe to sail (see map below). Due note shall also be taken of the relative depth of the lake at different times during the season. Where one has sailed in safety on one occasion may not be safe a short time later.

Some shallows are marked and must be avoided during course laying. No racing marks are to be laid where the resulting course could lead to a boat being sailed into any of the areas marked as shallow. All visitors to be club must be briefed on the areas where it may be unsafe to sail. It is particularly important that instructors on junior sailing courses are fully briefed in this regard. This briefing is to be done by the Safety Officer or a duly authorised deputy. Sailors of Mirrors, Optimists, Lasers or any other boat using a daggerboard must be particularly careful to avoid areas marked as shallow on the map, a copy of which shall be displayed in the clubhouse.

All sailors are required to wear a buoyancy aid/lifejacket of approved type at all times when on the water. It is also strongly advised that wetsuits/dry suits be worn early in the season and during spells of cold weather.

Annex B Standard Operating Procedure for Club Powerboats

B.1 Authority to Launch:

The club powerboats may only be launched in the following circumstances

- In the event of an emergency of any kind, any member may launch the boat.
- As authorised by a member of the committee, Officer of the Day or Senior Instructor

Under no circumstances will they be used for “joyriding”.

The Officer of the Day, for club racing, will be coxswain on the rescue/committee boat.

B.2 Safety Equipment:

It is the responsibility of coxswains to ensure that when used as a safety craft that the boat carried the following equipment as a minimum:

- Sufficient fuel for the task
- 2 x Paddles
- Kill cord
- Throw bag
- Painter and an anchor with adequate warp (minimum 20 metres)
- Knife
- Boat hook and spare warp (for towing)
- First aid kit
- Fire extinguisher
- Mobile phone in waterproof case if possible.

B.3 Launching/Recovery Procedures

1. During junior courses, only designated Instructors & Assistants are to launch and recover club powerboats
2. Keep area clear between slipway and boat shed. During junior courses, strictly no students allowed on the jetty, in the area of the boat shed or swimming off the slipway during launch and recovery
3. One person shall operate the winch motor – two people shall guide the ribs on or off the trolley
4. Ensure the ribs are in centre of the roller when recovering boats – the second assistant must hold the back of the boat to keep it straight particularly when wind is onshore

5. Keep hands clear of all moving parts on the winch motor and the manual winches on the trollies
6. Stay clear of winch line at all times
7. During sailing courses:
    a) Only designated course instructors, assistants and/or designated club members are to launch and recover rescue boats
    b) Keep area clear between slipway and boathouse – strictly no students allowed on the jetty, in the area of the boathouse or swimming off the slipway during launch and recovery

B.4 Battery Charging/Refuelling

- Fuel levels to be checked before starting the engine.
- All refuelling procedures shall be carried out away from the boat and outside the boathouse in open air. Use funnel for dispensing fuel from one container to another
- Outside of junior courses, battery chargers shall be connected when boat has been returned to boat shed. Ensure red clip is connected to the positive battery terminal and black clip is connected to negative battery terminal.
    - During junior courses, battery chargers are **not needed** due to extensive daily operation of powerboats, and shall not be connected. However, instructors shall check that the boat ignition and any instruments are turned off.

B.5 Other

Crew: When used as a safety craft, the powerboat will be manned by a minimum of two competent persons. Crew member to be prepared to enter the water if required.

Smoking: smoking is prohibited at all times in the boat house or in the boat.

Kill Cord to be worn at all times by coxswains when engines are running.

Life Jackets / buoyancy aids to be worn by all personnel afloat.

Speed Limit: A speed limit of 5 knots or less applies to all power boats when departing from or approaching club house area, near other boats and in vicinity of areas marked as shallows on attached map except in genuine emergencies.

Coxswains: Coxswain's authority overrides all others aboard his/her craft. Coxswains are reminded that they are responsible to the safety of their craft and all personnel on board.

Reporting of repairs: Any problems with boat, engine or equipment to be brought to the attention of Safety Officer or in his/her absence any member of the committee.

Annex C Electric Winch Operating Procedure

- Authorised and trained personnel only to use the electric winch.
- When electric winch is being operated, only the winch operator must be in the boat shed.
- Winch operator and assistants (in front of boat shed and/or on slipway) must stand clear of the cable during launch/recovery operations.
- Hands, hair and loose clothing to be kept clear of winch and winch cable.
- Winch operator must monitor and maintain communication with assistants on slipway.
- Launching trailers attached to electric winch must be lowered slowly down slipway in a controlled manner. To avoid sudden tension on cable, visually confirm that winch cable is taut before trailer reaches slipway.

Annex D Accident and Emergency Procedure

- Prevent further injury by making safe the cause of the accident if possible.
- Evacuate everyone from the danger area if possible.
- Give immediate first aid to the casualty if appropriate.
- Contact emergency services if necessary and arrange for the evacuation of the casualty.
- Record the incident using the Accident / Incident Report form and procedure.
- Inform the Club Safety Officer and the Commodore.

More details are available in the Emergency Action Plan on the club's website.

Annex E Accident/Incident Reporting Procedure

An accident is an unexpected event that causes damage, injury, or harm. An incident is any unexpected event that does not result in serious losses or injury, but is considered to be a narrowly avoided accident.

Accidents and incidents shall be recorded in an Accident / Incident Report form as soon as possible after the accident/incident. The form may be completed by a person involved, a witness or the person in charge.

For junior courses, the completed form shall be reviewed and signed by the Senior Instructor or Junior Organiser. Otherwise, this shall be signed by the lead instructor, Officer of the Day (OOD), Safety Officer or a member of the committee. Signing indicates that they have been made aware of the incident/accident and checked that the form has been filled in properly rather that agreeing with the contents.

A record of completed Accident/Incident forms shall be kept, and significant Accidents/Incidents shall be reviewed by the committee to

- Identify particular hazards and associated risks within the club
- Review relevant operating procedures
- Identify if correct procedures were being used and if any training or education is required.

Annex F Accident/Incident Report Form

Accident/Incident Details	
Name and contact details for person(s) injured/involved in the accident/incident:	
Relevant personal details (e.g. age, gender) (if applicable)	
Name and contact details for parent / guardian (if a child was injured)	
Date and time of accident / incident	
Describe any injuries sustained[1]	
Circumstances of the accident / incident[2]	
Action taken following accident / incident[3]	
Consequences of accident / incident[4]	
Contact details of witnesses	
Name and contact details for person completing this form	
Name and signature of person in charge[5]	

[1] This should be complete and accurate indicting exactly what the injury was and to what part of the body. Any injuries apparently sustained prior to the accident should be noted.

[2] What was the person doing immediately before the accident? What was the person doing when the accident occurred? What actually caused the injury? What happened immediately subsequent to the accident? A diagram (use additional pages if necessary) is often useful in assisting in recording what was where before during and after the accident.

[3] Was First Aid administered, if so by whom was it administered? Were they taken to or asked to go to a doctor or hospital.

[4] Could any injured person continue with their course / activity etc.? Was damage done to boats or equipment?

[5] For junior courses, the Senior Instructor or Junior Organiser shall sign. Otherwise, the lead instructor, Officer of the Day (OOD), Safety Officer or a member of the committee shall sign. Signing indicates that they have checked that the form has been filled in properly rather that agreeing with the contents.

Annex G Additional Policies / Procedures during Sailing Courses

Mullingar Sailing Club conducts sailing courses from time to time for both juniors and adults. In addition to the other provisions of this Safety Statement, the following policies and procedures will apply during courses.

All Courses

- All students should have a degree of water confidence sufficient to prevent them panicking or becoming distressed should they enter the water through any eventuality during the course. Students must be able to swim 25m in sailing clothes, tread water for 2 minutes and hold their head underwater for 10 seconds. Each student may be asked to undergo these water safety tests or others laid down by the ISA. Any prospective student failing these tests will not be permitted to take part in the course.
- Course places are limited. Student to instructor ratio will be as laid down by ISA.
- All applicants must be in possession of an adequate, approved buoyancy aid which must be worn at all times on the water. Junior course participants must also wear the buoyancy aid on the club foreshore. Wearing a wetsuit while sailing is also required for each sailor's safety as well as comfort. Sailing during courses without a wetsuit is only permitted with the permission of the instructor in charge.
- A committee member or senior club member will be available on-call to support the instructors during the course and will be responsible for the safe running of the course.
- The Senior Instructor will ensure that the club boat or any other powerboats being used on the course are not used for "joyriding" and that proper safety procedures are observed. In general, club powerboats will not be planed during courses except in genuine emergencies.
- A nominal roll of all students on the course, complete with contact telephone number of next of kin, will be furnished to the Senior Instructor on commencement of the course.
- Instructors who are not club members will be briefed on the contents of the Club Safety Statement before commencement of the course.
- All boats used on courses must be insured against 3rd party risks for a minimum of €3,000,000 and must be seaworthy. Boats may be inspected for seaworthiness prior to the course by MSC instructors.
- Course participants must following instructions given by course instructors, especially in relation to safety matters, and are expected to respect property of the club and other participants. Instructors will inform the committee member / senior member of any breaches of club safety procedures by any participant on the course. Serious

breaches of safety procedures may result in dismissal from the course. No appeal against dismissal will be entertained.

Additional Procedures Specific to Junior Courses

- Courses will be run according to the ISA syllabus for junior sailing courses
- No student younger than 11 years old will be accepted for instruction.
- A “shore parent” will be rostered for each day of the course. The club’s junior organiser will ensure that each “shore parent” is fully briefed on his/her responsibilities, on the club’s emergency procedures and on basic radio procedure. A list of emergency contact numbers will be provided to the “shore parent”.
- Junior course participants and their parents/guardians must abide by the club’s Codes of Conduct available the on club website.

Annex H Instructor Induction Checklist

All instructors must receive induction training at start of employment.

TRAINING REQUIREMENT	TICK WHEN COMPLETED
Safety Statement	
Child Protection Policy	
Emergency Contacts	
Club Facilities (clubhouse, kitchenette, boat shed, security)	
Sailing area (shallow water, obstacles / rocks, prevailing wind direction)	
Rescue boats (engines, contents checklist, launching/recovery)	
Fuel management (procedure for refuelling, fuel storage)	
Club sailing boats (rigging, storage of equipment, reporting of faults / damage)	
Other (specify):	

Club Representative Name (PRINT):	
Club Representative Role:	
Club Representative Signature:	
Date:	

Instructor Name (PRINT):	
Instructor Signature:	
Date:	

Annex I Document History

Version	Date	Description of Changes
1.0	6 May 2022	Committee review and update of legacy Safety Statement. New version numbering applied.
1.1	16 Feb 2023	Updates to Annex G course procedures.
1.2	25 Jul 2024	Added roles and risks specific to delivery of powerboat courses.
1.3	21 Sep 2026	Reviewed and minor updates.