



MOB HEALTH & SAFETY HANDBOOK



MOB HEALTH & SAFETY HANDBOOK

Please contact a MOB Committee member if you require a copy in large print

Introduction

Sailing has risks as do most activities; MOB has therefore produced this guide to promote safety awareness amongst the Members and so reduce risk.

This handbook forms the basis of the Mariners of Bewl (MOB) Health and Safety policy. This should be read, adhered to, and retained so that everyone is aware of their responsibilities towards their own, and other member's safety.

Completion and return of the Annual Membership form constitutes your acceptance to follow this policy.

From February 2008, this document is additional to the Health and Safety rules and regulations of Bewl Valley Sailing Club

Contents

Introduction	2
Contents.....	2
Health and Safety Risk Assessment	3
Pre session.....	3
Equipment	3
Sailing sessions	3
Emergency situation.....	3
Acknowledgement & Acceptance of Risk	4
Safety Rules:	5
Child and Vulnerable Adult Protection Policy	6
Policy Statement	6
MOB is committed to protecting children and vulnerable adults from harm.....	6
Good Practice Guide.....	7
Good Practice Guide (Responding to Suspicions or Allegations).....	8
MEMBERSHIP APPLICATION.....	9



MOB HEALTH & SAFETY HANDBOOK

Health and Safety Risk Assessment

Pre session

All members and guests read and sign the MOB Health and Safety Guide (below).

Senior Instructor(SI) onsite (with current qualification).

SI assesses the weather, sailing conditions and members requirements – then defines sailing limits, boats and area.

Boats rigged correctly and checked.

Equipment

Boat defects and repairs in the log book, un repaired boats not available for sailing.

Safety boat maintained by Southern Water – usability/equipment checked by MOB SI when signing out the safety boat

Sailing sessions

As per MOB Health and Safety Guide.

MOB has it's own safety boat manned by an qualified helm and an ablebodied crew.

MOB sails in a defined area with Safety boat in attendance.

Radios in the safety boat and Lugger(or ashore) on same frequency as BVSC.

First Aid box in the MOB shed.

Bouyancy aids worn by all when on the pontoon or on the water.

Emergency situation

Call upon BVSC or Southern Water resources as appropriate for assistance or to summon outside assistance (fire brigade/ambulance/police).



MOB HEALTH & SAFETY HANDBOOK

Acknowledgement & Acceptance of Risk

Participation in sailing requires an acceptance of risk. You should understand and accept that there are inherent risks both when rigging, launching, sailing and recovering dinghies to those who participate in the activity.

The MOB committee takes all reasonable steps to minimise the risks and ensure the safety of all members when sailing.

MOB follows a set of operating procedures which are designed to minimise risk, but members and any of their guests are advised that it is not possible to control all factors, especially those dependent on nature.

By joining MOB or when sailing with MOB as a guest you are acknowledging and accepting these risks.



MOB HEALTH & SAFETY HANDBOOK

Safety Rules:

Before and during sailing the following must at all times be adhered to.

- Senior Instructor (R.Y.A.) and MOB member is on site responsible for managing M.O.B. sailing activities – minimum qualification for a MOB sailing session {In case of accident or near miss ensure the Senior Instructor is aware of all the circumstances}
- Safety boat is with and for M.O.B. exclusively on site with qualified helm(RYA Powerboat 2) and one able crew.
- No member should venture on to the pontoon or embark in any boat without a properly fitted life jacket or buoyancy aid.
- Comply with instructions from the Senior Instructor, Instructor or safety boat helm.
- Only sail in the area, designated by the Senior Instructor. If no area is given, and before going afloat, it is your responsibility to ask the Senior Instructor. Sailing outside of the designated area can jeopardise your own and others safety.
- If you suffer from a medical condition, it is your responsibility to carry the information in such a way that it is available to medical staff in the event of an accident.
- Radios must be tested and carried afloat.
- All members take personal responsibility for risks inherent in MOB activities.
- Under eighteens must be accompanied by an adult parent/guardian at MOB activities, MOB does not act in loco parentis.
- Boats must be “manned” as per manufacturers specification and with regard to prevailing conditions.
- Log book must be maintained each session and all boat defects and repairs must be logged, check last weeks log before setting out.
- Please read the “MOB Constitution” and the “MOB Child and Vulnerable Adult Protection Policy Document” which together with this document form the MOB handbook.

The above points are being advised to members so that we may continue to operate safely and within the requirements laid down by BVSC , M.O.B. And the R.Y.A.



MOB HEALTH & SAFETY HANDBOOK

Child and Vulnerable Adult Protection Policy

Policy Statement

MOB is committed to protecting children and vulnerable adults from harm.

MOB Child and Vulnerable Adult Protection Policies and Good Practice Guidelines are there to be acted upon to protect all members.

MOB is committed to reviewing its policy and good practice guide at regular intervals.



MOB HEALTH & SAFETY HANDBOOK

Good Practice Guide

Promoting good practice can reduce the possibility of potentially abusive situations and help to protect members. The following are examples of care which should be followed in a MOB environment.

- Always be publicly open when with children and vulnerable adults. Avoid situations where you are unobserved with Child/Vulnerable adult.
- If any form of physical/manual support is required, there should always be at least 2 members present. Care is needed, as it is difficult maintaining hand positions when assisting in and out of boats, or assisting with clothing/buoyancy equipment.
- Do not spend excessive amounts of time alone with children and vulnerable adults.
- Do not allow or engage in any form of inappropriate touching
- Do not allow anyone to use inappropriate language
- Do not make sexually suggestive comments to a child/vulnerable adult, even in fun
- Do not allow allegations made by a child/vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Do not do things of a personal nature for children/vulnerable adults they can do for themselves.
- MOB Committee will inform parent/guardians of the MOB Child and Vulnerable Adult Protection Policy/good practice guide.



MOB HEALTH & SAFETY HANDBOOK

Good Practice Guide (Responding to Suspicions or Allegations)

It is not the responsibility of MOB members to decide whether or not child/vulnerable adult abuse is taking place. However there is a responsibility to protect child/vulnerable adult in order that the appropriate agencies can make inquiries and take appropriate action.

Where uncertainty arises about whether a concern warrants reporting, Social Services should be consulted for advice.

The Social Services Department has a statutory duty under “The Children Act 1989” to ensure the welfare of a child/vulnerable adult. When a child protection referral is made, their staff have a legal duty to investigate. Enquiries may be carried out jointly with the police.

Any suspicions or allegations should be reported to a MOB committee member, that committee member will liaise with one other committee member, notes will be taken detailing the suspicions or allegations and they will report the suspicions or allegations to higher authority (Social Services Department, or Police).

The MOB committee members approached will treat the matter with the utmost of confidence.

Information passed on to Social Services or the Police must be as helpful and detailed as possible, including:

- The nature of the allegation
- Description of any visible bruising or injuries
- The child/vulnerable adult’s account, if given, of what happened.

Reporting the matter to the police or Social Services should not be delayed by attempts to obtain more information.

Wherever possible, referrals telephoned to the police or Social Services should be confirmed in writing within 24 hours. A record should be made of the name and designation of the person to whom the concerns were passed, together with the time and date of any call. Where Social Services does not accept a referral, but concerns remain, these should nevertheless be put in writing and recorded in the same way.

MOB will also report all incidents to Phab England and its insurers, as the club is covered by the Phab insurance policy.



MOB HEALTH & SAFETY HANDBOOK

Membership Secretary
Mariners of Bewl
Bewl Valley Sailing Club
Bewl Water
Lamberhurst
Kent TN3 8JH



MEMBERSHIP APPLICATION

Please complete the details below as they apply to you, these details will be held on computer for the use of MOB in contacting you., Your details will not be available to anybody outside of MOB without your permission. Please return this form Membership Secretary with a cheque payable to MOB for your membership form (1 per person) and the fee of £20 per person.

Members details:

Name:	Address:	
Home Phone:		
Work Phone:		
Mobile:		
Email Address:		
Do You wish to receive information from MOB via		
Email <input type="checkbox"/>	or Post <input type="checkbox"/>	tick as applicable

I/We have read and agree to abide by the MOB Constitution, MOB Child and Vulnerable Adult Protection Policy, and Safety Rules as per MOB Health and Safety handbook

Signed

Print Name

Dated
