

Chesil Sailability Standard Operating Procedures

Part 3 SOP- Core Operating Procedures

Basic Safe Operating Procedures

Updates

March 2025	Basic SOP 2025 v2	Original (after amendments)
January 2026	3-1 Basic Safety SOP 2026 v1	Annual update incorporating learning from 2025 season

Chesil Sailability Safety Policy Statement

Chesil Sailability will, as far as is reasonably possible, provide and maintain safe and healthy working conditions, equipment and procedures of work for all trustees, volunteers and customers and to further provide such information, training and supervision as is needed for this purpose.

Chesil Sailability fully accepts that, in offering sailing sessions they must take full responsibility to safeguard the welfare of all those involved (Chesil Sailability customers and volunteers). This includes protecting them from physical, sexual, psychological and emotional harm and for minimising the impact upon the environment in which Chesil Sailability operates.

Whilst it is not possible to entirely remove the risk of an accident, Chesil Sailability aims to both minimise the chance and seriousness of accidents occurring and will respond quickly and effectively to resolve any accident or emergency arising from its activities. Chesil Sailability has a legal obligation to do this “as far as is reasonably practical”.

Approved by the Trustees, May 2017

Health and Safety

The safety of everyone involved with Chesil Sailability (volunteers, sailors and visitors) is paramount and safety should not be compromised at any time. Anyone who is concerned about safety should feel able to raise this with the Duty Officer, the Safety Advisor or the Chairman at any time.

Those responsible for safety are as follows:

Chair of the Management Committee – Responsible person for Health and Safety within the organisation

Trustees – Setting health and safety policy and strategy for the organisation and monitoring for compliance with policy and procedures.

Duty Officer – Responsible for operational safety in respect of the planning, management and delivery of an individual event

Safety Boat Lead – coordination of on water response to Safety incident, advising the Duty Officer on conditions on the water (weather, other users etc.)

Safety Advisor – Advising Chairman, trustees, Duty Officer on all aspects of Health and Safety, ensuring hazards are identified and that risk is managed.

All members (volunteers, sailors & carers) – responsible for following all safety requirement, looking after the safety of themselves and others, reporting any safety concerns to the Duty Officer or Safety Advisor

The following basic safety requirements should always be followed:

Site Operating area

Chesil Sailability is based within the campus of the Weymouth and Portland National Sailing Academy (WPNSA), which is also occupied by a number of other organisations and can at times have high numbers of visiting sailors and others undertaking other activities. It is important for all members of Chesil Sailability (Volunteers, Sailors and Visitors) to be aware of other activities underway and how they may affect our activities, and also how our activities may affect what others are doing on the campus.

The general facilities of WPNSA, toilets, showers, changing rooms and café are available for use by Chesil Sailability members, but can get busy at times. When activities involving young people are underway, access to some facilities (changing rooms, toilets) may be restricted at times due to Safeguarding requirements.

Chesil Sailability have use of the WPNSA pontoons and slipway for our sessions but at times during large events access may be limited or usual pontoon or slipway facilities may be modified to accommodate the events underway.



Figure 1 Chesil Sailability Location



Figure 2 - Our operational pontoon

3 mechanical hoists are available for use. The Hawk, Squib and two ribs are moored at the far end of the pontoon during the season.

First Aid

When Chesil Sailability is running activities there will always be qualified first aiders available, both on land and on the sea. To undertake the duties of a first aider for Chesil Sailability the First Aider must fulfil one of the following criteria:

- Hold a current RYA First Aid Certificate
- Hold a Level 3 Outdoor First Aid Certificate
- Be a Doctor with a current GMC registration*
- Be a Nurse with a current NMC registration*
- Be a Paramedic with a current HCPC registration*

* Doctors, Nurses and Paramedics fulfilling the role of First Aider must keep themselves familiar with current First Aid treatment protocols to undertake this role.

Those acting as First Aiders for Chesil Sailability will be covered under the organisation's public liability insurance in respect of rendering first aid as long as their training is current and they adhere to First Aid protocols.

Those with advanced qualifications and skills may only use these at a Chesil Sailability activity if they have their own professional or medical indemnity insurance in place to cover the use of these skills and equipment etc.

First Aid Kits

First Aid kits are located at Reception, in the Storage Container and when activities underway with on land First Aider, on each Safety Boat, each Hawk and the Wheelyboat.

All first aid kits are checked at the start of the season to check they are fully stocked and items are in date and in good condition. A list of contents is maintained for each Kit. First Aiders should report to the Duty Officer at the end of session briefing any items from First Aid kits that have been used and need replacement.

Reporting

All first aid that is provided is logged in the Accident Book held in the Chesil Sailability cabin. The Duty Officer at any session/event should also be advised of any First Aid rendered as soon as practical. In the case of a serious injury or dangerous occurrence it may be necessary to report under the Reporting of Injuries Diseases and Dangerous Occurrence (RIDDOR) Regulations, to inform WPNSA, the RYA or others. In this event volunteers who may have been witnesses to the occurrence and First Aiders who have treated anyone may be required to provide a written report of the incident and their involvement/actions.

Near Miss Reporting

Volunteers and sailors are encouraged to report Near Misses, these are incidents/events that could have (but did not) result in injury, equipment damage or

other loss. Near Misses will be followed up/investigated as appropriate to see whether preventative action can be taken to prevent re-occurrence and potential for injury or loss. Following a near miss it may be that training, procedures or risk assessments need to be reviewed and amended.

RIDDOR

The Reporting of Injuries Diseases and Dangerous Occurrence Regulations places requirements on employers to report certain incidents, injuries and dangerous occurrences to the Health and Safety Executive. Chesil Sailability is not an employer, but certain provisions of RIDDOR apply to those not being employed, or at work, or affected by other people who are at work and so may apply to trustees, volunteers, sailors or members of the public.

Where an injury or incident becomes reportable under RIDDOR the Duty Officer will be informed and they will liaise with the Chairman or Safety Advisor and ensure the appropriate report is completed and submitted.

The following is a summary of those things that are reportable under RIDDOR, further advice can be sought from the Safety Advisor.

As Chesil Sailability trustees, volunteers and sailors are not at work accidents will only be reportable under RIDDOR if:

- the volunteer, sailor or member of the public is killed or taken to hospital for treatment to an injury (i.e. not as a precautionary measure)
- the accident was work-related in that it arose out of or in connection with the work of somebody else such as Weymouth & Portland National Sailing Academy (WPNSA), Andrew Simpson Centre (ASC) or any other employer based at the WPNSA campus, rather than as a consequence of the normal risks associated with participation in the activities of Chesil Sailability. For example, if the accident was caused by faulty equipment or inadequate supervision by an employer on site.

Please note

- That you must report cases where a person is injured and taken to hospital for treatment. It is reportable irrespective of the means of transport to hospital (ambulance, taxi, private vehicle or even walking), they do not need to be conveyed by ambulance.
- You do not need to report cases where a person is taken ill and is taken to hospital (i.e. fainting, heart attack, stroke, cardiac arrest etc.)
- If someone goes to Hospital as a precaution and they do not receive treatment, it is not reportable (x-rays, Scans etc are not treatment they are investigation)

- It is only reportable if they go from the place where the accident happened to hospital for treatment - if someone went home, they then went to their GP who sent them to hospital for treatment, this is not reportable

Some dangerous occurrences involving lifting equipment, cranes, scaffolds, electrical equipment, fires explosions are also reportable incidents under RIDDOR.

If in any doubt seek the advice of the Chesil Sailability Safety Advisor, if you do not know how to contact the Safety Advisor make contact with a Duty Officer in the first instance.

The reporting site for RIDDOR can be found at

Reporting an Injury

<https://notifications.hse.gov.uk/riddorforms/Injury>

Reporting a Dangerous Occurrence

<https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>

Reporting to others

As we operate on the WPNSA Campus we should also report to WPNSA management any accident or incident that becomes reportable.

There may also be a requirement to report to other bodies such as the RYA or Maritime and Coastguard Agency.

Risk Assessment

Chesil Sailability undertakes Risk Assessment of all operations to ensure hazards and the associated risk from them are kept as low as is reasonably practicable (ALARP). Risk Assessments are kept current and are subject to review annually, when there are relevant changes, or following a significant event. Risk Assessments are fundamental to the safe operation of Chesil Sailability activities and are available to all volunteers and sailors they are published at:

https://chesilsailability.sharepoint.com/:w:/r/sites/chesiltrustees/_layouts/15/Doc.aspx?sourcedoc=%7B565A5DAC-A8F1-4A7D-B260-7028777E932A%7D&file=CS%202023%20Risk%20Assessment%20Water%20.docx&action=default&mobileredirect=true&DefaultItemOpen=1%3Fweb%3D1.

Risk Assessments are also included as a PDF in Part 4 of the Standard Operating Procedures.

In addition, all key personnel, such as Duty Officers, Safety Lead, Safety Boat and Sailing boat helms actively dynamically risk assess all activities. Dynamic Risk Assessment is fundamental as by the nature of the activities Chesil Sailability undertakes condition and situations can rapidly change such as the rapid deterioration in weather, an unexpected electrical storm, or large numbers of

unexpected sailors or motor vessels appearing in the area highlighted for planned activities. In this instance a rapid dynamic risk assessment is undertaken by those on the scene and information and advice from the scene is relayed by VHF radio to the Duty Officer who will then make appropriate decisions.

Emergency Procedures

The Chesil Sailability Emergency Action Plan that is operated both on land and at sea is detailed in a single A4 laminated matrix that is available in the Sailability Cabin, with the Duty Officer and on the Safety Boats. It is detailed in Part 3 of the Standard Operating Procedures. The matrix details how to approach various incidents and which emergency communication routes to use i.e. VHF DSC/Channel 16 or 999 Telephone call

Emergency Numbers

In the event of an emergency in the first instance you should contact the Duty Officer, in person or via somebody with a VHF radio.

In an emergency The Emergency Services (Police, Fire, Ambulance or Coastguard) can be contacted via a 999 call. The Coastguard can also be contacted via VHF radio on Channel 16 or via activating the DSC button on a VHF radio with that capability.

Non emergency numbers are as follows:

Police – 101

NHS – 111

WPNSA – 01305 866000

Harbour Harbour Duty Officer 01305 824044/ 07778 391557

Emergency Action Plan

In the event of any emergency the Chesil Sailability Emergency Action Plan should be followed. The Emergency Action Plan is displayed in the Cabin, a copy is held by the Duty Officer and is available on laminated sheets in each safety boat, Wheelyboat and Hawk.

In the event of an incident on the water, when the Ambulance service has been asked to attend, casualties should be taken back to the pontoon where other members of the Sailability Team are best able to assist, using the hoist if required.

The Duty Officer will instruct a volunteer to rendezvous with the Coastguard and Ambulance at Gate 4. A gate pass is kept in the cabin with Reception. The assigned volunteer should take the pass so they can let the Coastguard Team and Ambulance onto the site and direct the vehicle(s) to the Sailability operation and the Pontoons.

The Emergency Action Plan can be found in Part 3 of the Standard Operating Procedures.

Fire

In the event of a Fire raise the alarm in the most appropriate means, if within a building activate the nearest Fire Call Point, if in an external area shout "FIRE".

Call 999 (or VHF Channel 16/DSC button if at sea).

Notify WPNSA reception of Fire Incident.

Ensure all volunteers move to Fire Assembly point (if safe to do so), volunteers should escort sailors where necessary. All personal equipment/belongings should be left behind so that movement to assembly point is not delayed. The Assembly Point is central area of the boat park in front of the WPNSA building see figure 1.

All volunteers, sailors and carers should move swiftly (but not running) to the assembly point by the quickest route, wheelchair users should be assisted if required. Nobody should leave the site or go to anywhere other than the assembly point.

The Reception Lead (or deputy if lead away from the cabin) should take volunteer, carer and sailor registration lists to the assembly point and should undertake a role call at the assembly point.

The Duty Officer will coordinate the emergency responses and will be responsible for taking control in the event of a fire. The Duty Officer will detail a volunteer to go with gate pass to Gate 4 to rendezvous with Fire Brigade.

Nobody should leave the assembly point until the Duty Officer says it is safe to do so.

If at the location of a fire, and you feel safe and confident to use an extinguisher to prevent further development of a fire then the following extinguishers can be used:

Dry Powder Extinguisher – most fires including those involving fuels and electrical items

CO2 Extinguisher – electrical items

Water extinguisher – wood, paper & textiles – NOT TO BE USED ON FUEL AND FIRES INVOLVING ELECTRICAL EQUIPMENT

On the water the appropriate extinguisher is placed on the boat to be used on engine/fuel fires.

The Storage Container may contain a range of fuels and chemicals that may aid combustion or explode in the event of a fire. COSHH assessments will be undertaken and will identify any special storage requirements and how to respond to a fire involving the chemical/fuel. COSHH assessments should be available at the

container and a backup copy at the cabin. In the event of a fire in the storage container the COSHH assessment should be made available to the fire service.

Tools and Chemicals

All tools and chemicals for maintenance of the boats is kept in the Chesil Sailability Container. This area must be marked as '**out of bounds**' for sailors and unauthorised volunteers. Chemicals will be kept in a locked cupboard and only used by those trained in their proper use.

- All chemicals are kept in COSHH Cabinet in Chesil Sailability Container and must be locked after use.
- The appropriate protective clothing must be worn, i.e. gloves, goggles and face mask.
- Tools are kept in a lockable cupboard in the storage container, which must be locked after every use.
- All tools are to be returned to the wall after use.
- Appropriate clothing is to be worn when using tools and chemicals.
- Electrical tools are kept in the container under the work bench e.g. drill, sander etc.
- Tools and Chemicals **MUST** be locked away when not in use.
- Keys stored in key press. (List to be added)
- Access to keys is limited to (persons to be listed)