

Wormit Boating Club Safety Code

WBC follows the RYA's approach to managing safety, in a way that is appropriate for our size and activities.

Our aims for club safety

- For all members to keep themselves and others safe.
- To manage safety in a way that is planned, consistent, up-to-date, and visible.
- To keep risks to a level that is justifiable, tolerable and as low as possible.

Safety during club activities

- At all times, all members must take personal responsibility for their own safety.
- An unlocked first aid kit is kept by the clubhouse door, and emergency notices are kept on the clubhouse noticeboard, for any member to use when needed.
- Organised activity sessions are overseen by an Officer On Duty (OOD), a rowing Responsible Person (RP) or an instructor who is experienced in the waters around WBC, safety on club premises, and VHF procedures. This person has the final say in safety matters during the session.
- Members undertaking individual or impromptu small-group activity from Club premises are responsible for all aspects of their own safety and the safety of others.

In the event of a minor accident or incident – where an injury needs first aid treatment or damage to equipment is repairable:

- Undertake first aid as needed.
- The person in charge sends an incident reporting form to the Commodore as soon as possible.

In the event of a serious accident or incident, follow the emergency action plan. A copy of this is on the clubhouse noticeboard (and at Annex A of this Code). A serious accident or incident is:

- An incident leading to a fatality, serious or multiple fractures, amputation, or other serious injury.
- Major damage to vessels afloat or property ashore.
- Loss of contact with group or individual, overdue groups or individuals.
- Where a group or individual might be at serious risk of harm.
- Serious illness of an individual or group.
- Any adverse situation in which the media are or may be involved.

Safety across the club

- All members should observe safety measures within the club.
- Safety measures are taken according to the club's risk assessment, which is reviewed annually by the Main committee. The risk assessment is kept by the club's welfare officer and is available on request.
- The WBC main committee is responsible for
 - putting safety measures in place,
 - providing clear guidance and oversight on safety issues for all sections and assets of the club,
 - making sure the club has good procedures for reporting and monitoring safety,
 - providing adequate resources for safety measures.
- The club's subordinate committees and structures have clear responsibilities, authority, and accountability in respect to safety issues.
- An accident report form (kept in the clubhouse first aid cabinet) must be filled in each time there is an accident or incident. This is important for the committee's legal responsibilities, and to help avoid it happening again. The accident reporting form is also available on the club's website at [Club Documents - Wormit Boating Club](#).
- An event risk assessment, approved by the main committee, is a key part of how we plan any organised event that involves the public or other clubs. A template for this is at Annex B.

WBC main committee, August 2022.

Annex A: WBC Emergency action plan

1. PROTECT LIVES

- Provide emergency first aid if necessary.
- Protect individuals from further harm.
- Isolate the cause of the incident (e.g. turn off electricity, isolate gas).
- If lives are at risk, contact emergency services.
- Evacuate the premises as necessary.
- Secure the scene of the incident and ensure the safety of those involved.
- Clear the water of boats as necessary, while you deal with the incident.

2. TAKE CHARGE

If there is an Officer On Duty / Responsible Person / Instructor present, they should take charge of the situation. Actions needed are to:

- Inform the emergency services as necessary. Have the following information: what the problem is, your location, how many are involved, when it happened.
- Ask others to help, e.g., secure the incident area, give first aid, stop further injury or damage, take appropriate photographs.
- Have to hand at least one mobile phone.
- Protect and ensure the welfare of all those involved and any witnesses.
- Make a written record of key information and actions (use an accident sheet if possible). Photograph the incident location, boats, equipment etc.
- Retain all equipment involved in the incident in an unaltered condition so that an investigation can take place.
- If necessary, restrict entry to the site by having someone act as gate keeper.
- Identify an area for relatives of anyone injured and keep on-lookers away.

3. INFORM OTHERS

- Inform a Flag Officer or the Commodore of the incident as soon as possible.
- If there is a fatality, or a criminal offence or traffic collision that causes injury, the Police are responsible for notifying next of kin, not you.
- Work with the Police to ensure that parents and relatives of any injured persons are contacted quickly to precede the press or social media.
- If needed, contact other agencies, e.g., Local Authority, Harbour Master, Scottish Environment Protection Agency, electricity, water, or gas suppliers.
- If it is a water-based incident on a coded vessel, you must by law inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity (023 8023 2527). For non-coded boats this is recommended but is not a legal requirement.
- If the incident involved a work-related fatal or major injury, you must by law inform the Health and Safety Executive (24/7 Duty Officer - 0151 922 9235).

4. AFTERWARDS

Media and social media:

- Appoint one person to deal with the media; this person should be the only one to make any public statements to the media.
- Manage any media that are on site – if needed, provide a room or area away from the witnesses, victim's relatives and other participants.
- Only reveal names of any victims/casualties once advised by the Police that you can do so.
- Do not get drawn into speculating about causes, blame or possible outcomes.

Debriefing and reporting:

- Pass your written records and Incident reporting form to the Commodore.
- The Commodore will arrange a debrief of all members who were directly involved and identify any additional staff welfare needs (e.g., counselling).
- The Commodore and main committee will use information from the debrief to review and update the club's safety procedures.

Annex B: Risk Assessment template for a WBC event that involves the public or other clubs

Activity / task	What are the hazards?	Who might be harmed and how?	What is the club already doing to reduce the risk?	What further action do we need to take?	Who needs to do this?	When by?