

Wormit Boating Club & Watersports Hub Safety Code

We follow 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.
- First aid equipment is kept by the clubhouse door, and emergency notices are on the clubhouse noticeboard, for any member to use when needed.
- Organised activity sessions are overseen by an Officer On Duty (OOD), a rowing cox- in-charge or an instructor. This person will be experienced in the waters around WBC, safety on club premises, and VHF procedures. They have the final say in safety matters during the session.
- Members undertaking individual or impromptu informal 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 or club welfare officer 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 WBCWH 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 incident report form must be filled in each time there is a serious accident or incident, as defined above. This is important for the committee's legal responsibilities, and to help avoid it happening again. The form is 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.

WBCWH main committee, updated August 2025.

Annex A: Wormit Boating Club & Watersports Hub

Emergency action plan for a serious accident or incident

If there is an Officer On Duty, Cox or Instructor present, they should take charge of the situation

PROTECT LIVES

- Dial 999 immediately if lives are at risk – ask for Coastguard if it's on the water or along the coast.
- Give first aid if necessary – use the kits, blankets, stretcher.
- Protect everyone from further harm – stop the problem if you can
- Evacuate the premises if necessary.

You are at Wormit Boating Club, 2 St Fort Rd, Newport-on-Tay DD6 8LA
What3Words ///decanter.dusts.vines

KEEP EVERYONE SAFE

- Ask others to help give first aid, make the area safe, and to look after all those involved and witnesses.
- Call the emergency services – you still need urgent help.
- Keep on-lookers away - have someone act as gate keeper.
- Identify an area for relatives of anyone injured.

INFORM OTHERS

- Work with the Police to ensure that relatives are contacted quickly to precede the press or social media.
- If there is a fatality, or a traffic collision that causes injury, the Police are responsible for notifying next of kin, not you.
- As soon as you can, inform the section lead, Commodore or Welfare officer (Julia Garritt - 07484 253675)
- Write down key information and your actions. Photograph the incident location, boats, equipment etc.
- Keep all equipment involved in the incident in an unaltered condition so that an investigation can take place.

Once the incident is in hand the most senior person on site will need to

BE PREPARED FOR RELATIVES AND THE MEDIA

- Manage any media who appear – provide a room or area away from the victims, witnesses and relatives.
- Appoint one person to deal with them; this person should be the only one to make any public statements to the media.
- Don't reveal the names of any victims or casualties - the police can do this.
- Don't get drawn into speculating about causes, blame or possible outcomes.

ADVISE OF THE INCIDENT

- If needed, contact:
 - Gas and electricity – British Gas (0800 111 999)
 - Water supplier – Scottish Water (0800 0778 778)
 - Water pollution – SEPA (0800 807060)
 - Damage to Woodhaven pier - Fife Council Harbours team (03451 55 55 55 ex 453339)
- 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 not a legal requirement.

DEBRIEFING AND REPORTING

- Please fill in the club's incident reporting form, available at [Club Documents - Wormit Boating Club](#).
- Send your notes, photos and incident reporting form to the Commodore or club welfare officer.
- The Commodore will debrief all members who were involved and identify any welfare needs such as counselling.
- The Commodore and main committee will use information from the debrief to inform the club's safety procedures and risk assessment.

Annex B: Risk Assessment template for a WBCWH 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?