



Telford Sailing Club Health & Safety Policy



Version 1.3: 9th July 2026.

Version Control

Version	Changes	Changes made by	Approved by / date
1.1	Revised Document Updated Logos	Manuel Greenwood	08/09/2025
1.2	Update schedule	Manuel Greenwood	07/03/2026
1.3	Related Docs	Manuel Greenwood	09/07/2026

Introduction

Priorslee Lake is a very safe environment for sporting activities. It is a small lake of some 19 acres with roadways adjacent to the water. It is relatively shallow (at its deepest 6 meters) with no current flow and not subjected to sudden extreme changes in weather conditions. However, the club recognises there are always hazards associated with sailing and, therefore, the club has based their policy on the following:

- Every member of the club has a responsibility to conduct themselves in a responsible manner for their own safety and that of all other persons on the site.
- Telford Sailing Club (T.S.C.) committee members have a joint responsibility to ensure the safety of its members and visitors to the site. This includes making sure all members are aware of their responsibilities regarding safety.
- The policy is intended, as far as reasonably practical, to minimise the risks associated with water activities and the surrounding environments, e.g. clubhouse, boat compound, etc.
- Appropriate suitable and sufficient risk assessments will be completed by officers of TSC.

Sailing Personal Buoyancy

Personal buoyancy must be worn at all times by anyone on or near the water, including the jetties. Buoyancy aids must be of a type similar or better than those recommended by TSC.

Organised Events

1. Officer of the Day

For club racing events there will always be an officer of the day. They will be competent sailors. It is the responsibility of the officer of the day (OOD) to ensure that a suitable and sufficient risk assessment has been completed to start or abandon the event, where necessary. They must bear in mind their own experience as an O.O.D. the type and worthiness of the boats involved, the experience and age of the participants, the weather conditions and the available rescue facilities.

2. Racing

The following rules will apply:

All sailors and boats must have third party insurance cover.

- At least one of the safety boat crew members must be appropriately dressed ready to go into the water at all times.
- The safety boat will be launched prior to the start of a race. It will remain on the water throughout the race.

Officer of the day responsibilities.

- It is the O.O.D.'s decision to cancel the race day or abandon racing due to weather conditions.
- The O.O.D.'s must cancel a race at anytime they feel safety cover is inadequate.
- The O.O.D.'s can refuse entry to a race to anyone they feel is a danger to other sailors.
- The O.O.D.'s can refuse entry to a race to anyone they feel they cannot provide adequate safety cover to.

Leisure Sailing

Members who wish to leisure sail, outside club race days, do so at their own risk.

The club does not carry out risk assessments for this activity. It is the responsibility of the individual member to make their own assessments.

Safety Boat

Manning the Safety Boat

The safety boat must be manned by two people. One person to helm and one person to rescue. Both must be over 18 years of age.

Safety Boat Check

Before launching the safety boat, use the Safety Boat Checklist to ensure all checks are carried out:

- The engine will start
- The kill cord works
- There is sufficient fuel
- The tank air vent is open
- There is a tow rope on board
- If the slipway is slippery, brush before launching

Anyone finding a fault with the boat or equipment must inform a committee member.

Slipway/Boat Launching

1. The concrete slipway and grass launching area can become very slippery, especially after heavy rain. Extra care should be taken. Members are encouraged to help each other during launching and landing, to minimise any risks.
2. The slipway must be kept clear, except for launching or landing.
3. All rigged boats parked on the bank must have their sails pointing 'head to wind'.

Boat Compound

Boat Storage

1. All boats left in the compound must be tied down securely.
2. Boats must not be rigged in the compound.
3. Members should report any damage or faulty equipment to a committee member.

Junior Members

1. Children under the age of 18 are at all times the responsibility of their parents or guardian and must be present whenever the child is at the club.
2. It is the parents or guardian's responsibility to decide whether their child should participate in club racing.
3. It is the responsibility of the parent or guardian to ensure their child can launch and land safely.

4. The O.O.D. can refuse to allow any child to compete in a race if they feel the conditions are not suitable and that adequate safety cover cannot be provided. The club does not accept any responsibility or liability for children who compete in racing.

Accidents

1. All accidents and injuries must be reported on an Accident Report Sheet which can be found by the First Aid kit in the Clubhouse. This report sheet must be handed to The Commodore. Reports will be stored offsite for Data Protection purposes. The Commodore will report significant accidents and trends to the Committee so that appropriate action can be taken to avoid recurrence.
2. Dangerous incidents, unsafe practices must be reported to a committee member.
3. The First Aid Officer will be responsible for maintaining the first aid box in a reasonable and well stocked condition.

Calling for an Ambulance

Any injured person who is incapable of making their own journey to hospital must travel by ambulance. It is inadvisable to take injured persons to hospital in your own vehicle as this may invalidate your insurance and could lead to liability if further injuries occurred during travelling.

Use of Chemicals

The use of all chemicals must be agreed by the Committee before being used on site. All health and safety precautions must be taken as required by the instructions or any data sheets (COSHH).

General Safety Policies

Clubhouse/Site

1. The clubhouse and site is the responsibility of Priorslee Lake Water Sports Association (P.L.W.S.A.). Details of their safety policy are posted on their notice board in the clubhouse.
2. Telford sailing club members will be subject to the conditions of the P.L.S.W.A. policy.

Guests

Guests are the responsibility of the members who invited them to the club. Those members should be present whenever their guest is at the club and should supervise their guest regarding any potentially serious incidents.

Use of the Club by Outside Organisations

Outside organisations using the club will be subject to the conditions of this document. In particular, the group leaders must ensure their visit is agreed by the Committee in advance. The group must be appropriately trained and equipped.

Related Documents

1. Telford-Sailing-Club - Risk Assessments 2025.docx
2. Telford-Sailing-Club - Accident Reporting Policy 2025.docx

NEAR MISS POLICY AND PROCEDURE

“Near Misses” are recorded in the Near Miss Book which is kept with the Accident Book in the First Aid box in the Clubhouse.

Following a Near Miss the Commodore must be informed as soon as possible. All sections of the Near Miss record should be completed by the witnesses.

The Commodore will consider the circumstances of the Near Miss and decide if:

1. Action needs to be taken to reduce the risk of a repetition of the incident
2. A committee meeting needs to be called to discuss the incident and decide on any action to be taken as a result of the incident
3. TSC Club policy needs to be amended in light of the incident
4. The response to the near miss was adequate and appropriate

The TSC Committee will have a standing agenda item on the Autumn Meeting to discuss Health and Safety issues, also considering items recorded in both the Accident and the Near Miss books.

SAFETY MANAGENT POLICY UPDATES

“This Safety Management Policy and the associated operating procedures and risk assessments will be reviewed annually by the Principal and updated whenever there is a significant change in operations or following an incident.”