



## **SAFETY STATEMENT - GALWAY HOOKER SAILING CLUB 2025**

# **1. Introduction**

This document is the official Safety Statement of Galway Hooker Sailing Club (hereafter referred to as *GHSC* or "*the Club*"). It is complementary to, and in addition to, the Club's Constitution. As such, it must be read, understood, and adhered to by all Club members.

This Safety Statement has been prepared in line with the *Safety, Health and Welfare at Work Act 2005*, replacing the *Safety, Health and Welfare at Work (General Application) Regulations 1993 (Regulation 10)*.

It sets out, in writing, the process by which the Club safeguards the health and safety of its members, volunteers, visitors, and staff. It represents the Club's full commitment to protecting the wellbeing of all those engaged in Galway Hooker Sailing Club activities.

The primary purpose of this document is to encourage the prevention and reduction of accidents or incidents that could cause injury, illness, or damage to property. Its intent is to promote safety awareness and personal responsibility among all members. Every individual must exercise good judgement, keeping safety uppermost in mind in every activity, whether afloat or ashore.

Injuries and accidents can be prevented when members remain alert to possible hazards and take the necessary precautions to avoid unsafe conditions. While the Committee will ensure compliance with all relevant legal and Irish Sailing safety regulations, the Club's first priority is the welfare of its people. The prevention of human suffering and the promotion of a safe, supportive, and enjoyable environment remain at the heart of all Club operations.

Each member shares responsibility for their own safety and that of others. Through cooperation, communication, and adherence to the policies within this document, GHSC aims to maintain a culture of safety, responsibility, and respect for all.



## 2. Statement of General Policy

### Overall Aim of the Club

The overall aim of Galway Hooker Sailing Club (GHSC) is to uphold the standards and values of Irish Sailing by providing safe, high-quality sailing, training, and community engagement for all participants.

The Club is dedicated to the preservation, restoration, and active sailing of the Galway Hooker fleet in Claddagh, Galway City. In doing so, GHSC seeks to:

- Preserve, restore, and maintain traditional Galway Hookers;
- Promote awareness of the culture, history, and heritage surrounding these vessels;
- Share maritime knowledge and experience with members and the wider community; and
- Foster an interest in sailing, boatbuilding, boat maintenance, traditional vessels, commercial fishing, and powerboating within the Galway area.

In pursuing these aims, the Club is committed to providing an environment that is safe, inclusive, and welcoming for all participants, volunteers, and visitors.



## **Statement of Policy and Intent**

It is the policy of Galway Hooker Sailing Club (GHSC) that the health, safety, and welfare of all members, instructors, volunteers, visitors, and contractors are of the highest importance.

The Club recognises that the prevention of accidents, injury, and ill health is essential to its success and to the wellbeing of everyone involved. Therefore, GHSC will:

- Provide an environment that is as safe and healthy as reasonably practicable for all activities both on land and afloat;
- Comply fully with the Safety, Health and Welfare at Work Act 2005, all relevant statutory provisions, and Irish Sailing's Recognised Training Centre (RTC) requirements;
- Ensure that safety training, instruction, and guidance are made available to all members and instructors;
- Require all members to take responsibility for their own safety and that of others, paying particular attention to juniors and new participants;
- Maintain safe systems of work, ensure the safe use of equipment, and require that personal flotation devices are worn when afloat;
- Promote positive safety culture and proactive communication between members, instructors, and management;



- Monitor safety performance, investigate incidents, and implement lessons learned; and
- Review this Safety Statement annually or sooner if operations or legislation change significantly.

The Club expects management and members at all levels to demonstrate a positive attitude towards health and safety and to follow all Club rules, guidelines, Standard Operating Procedures, and Sailing Instructions.

This policy represents the Club's ongoing commitment to achieving and maintaining the highest standards of health, safety, and welfare for everyone involved in its activities.

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**Signed:** \_\_\_\_\_

**Ciaran Oliver**

*Commodore, Galway Hooker Sailing Club*

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Collette Furey**

*Centre Principal, Galway Hooker Sailing Club*

**Date:** \_\_\_\_\_



**Signed:** \_\_\_\_\_

**Orla Curran**

*Safety Officer, Galway Hooker Sailing Club*

**Date:** \_\_\_\_\_

## **3. Duties and Responsibilities**

The following outline the duties and responsibilities of all Club members, officers, committee members, volunteer workers, and staff in relation to safety. Every individual involved in Galway Hooker Sailing Club (GHSC) activities has a shared duty to uphold the highest standards of health and safety, both ashore and afloat.

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### **3.1 Members**

All members are required to read this Safety Statement and the Club's Policies and Operations Manual and must:

- Have regard for all safety training and instruction provided.
- Comply with all notices and directions relating to safety, including but not limited to the Sailing Instructions and Standard Operating Procedures/Guidelines (SOP/Gs).
- Observe safe systems of work and follow the safety and operating instructions implemented by the Committee.



- Take reasonable care for their own safety and for that of others who may be affected by their actions or omissions.
- Co-operate fully with the Committee in the application of relevant safety legislation, statutory regulations, and codes of practice.
  - Members should note that failure to co-operate may result in contributory negligence being considered in the event of injury.
- Not intentionally interfere with or misuse any equipment, appliance, or information provided in compliance with safety, health, or welfare legislation.
  
- Use Club-supplied equipment responsibly during designated work parties or maintenance activities.
- Be familiar with the operation and location of the Club's safety equipment, including fire extinguishers and first-aid kits.
- Draw the attention of visitors or third parties to any relevant safety issues or hazards.

Members must report any unsafe practice or condition observed—whether by another member, visitor, or contractor—to the Safety Officer. Reports may be made verbally or in writing and may be submitted anonymously if preferred.

All members should also be aware of the legal principle of *volenti non fit injuria*, meaning that where an adult voluntarily participates in an activity with known and obvious hazards, they are unlikely to succeed in a claim for recompense against those leading the activity.

## 3.2 Safety Officer



The **Safety Officer** for Galway Hooker Sailing Club is **Orla Curran**, responsible for all activities within the Club spaces, particularly the Workshop and Timber Store, surrounding land, buildings, and on-water operations.

The Safety Officer's duties include, but are not limited to:

- Advising and guiding the Committee, management, crew and staff on all safety, health, and welfare matters.
- Ensuring all safety, first-aid, and fire-fighting equipment is regularly serviced, maintained, and recorded, and that the location of each fire extinguisher is clearly marked.
- Ensuring an evacuation plan is in place for the Club spaces, Workshop, Timber Store, and any other premises used by the Club, and that this plan is

displayed prominently.

- Maintaining accurate records of safety and fire-equipment inspections and servicing.
- Ensuring all training and induction records are kept up to date.
- Conducting regular safety audits and reporting findings to the Committee.
- Investigating all reports of incidents and near misses.
- Promoting personal safety awareness among members and organising safety-related training sessions.
- Running "Knot Just Sailing" sessions covering topics such as the use of personal flotation devices (PFDs) and shore safety.
- Carrying out regular risk assessments of Club activities and premises.
- Communicating safety information clearly to all persons affected by the Club's operations.



### 3.3 Commodore and Committee

The business and affairs of the Club are managed by the Committee in accordance with the Club Constitution, Rules, and Standard Operating Procedures/Guidelines.

The **Commodore** acts as the Principal Officer of the Club, Chairperson of the Committee and Manager of the Workshop areas. Club Commodore is **Ciaran Oliver**.

The Commodore and Committee are responsible for:

- Implementing this Safety Statement and ensuring that the Club's health and safety objectives are pursued.
- Ensuring all activities under the Committee's authority are conducted safely and in accordance with the Safety Statement.
- Monitoring the effectiveness of health and safety management within all Club operations and premises.
- Investigating accidents, hazards, and dangerous occurrences on Club premises or in the sailing/boating area.
- Leading by example by promoting a positive safety culture.
- Ensuring a clear system is in place for reporting all accidents and incidents to the Safety Officer.

### 3.4 Honorary Secretary

The **Honorary Secretary** ensures that minutes are kept of all Committee meetings and manages all correspondence. They also oversee the booking of the Clubhouse for functions and meetings. Club Secretary is **Tina Concannon**.



The Secretary ensures that all safety matters discussed at Committee meetings are documented and forwarded to the Safety Officer, relevant sub-committees, members, or external parties as appropriate.

They also are responsible for much of the admin queries through the Club.

### 3.5 Honorary Treasurer

The **Honorary Treasurer** ensures accurate financial records are maintained, including receipts and expenditure, and reports to the Committee monthly. The Treasurer is **Marty Concannon**.

The Treasurer is responsible for ensuring that the Club's insurance policies remain fully paid and valid at all times, and that copies of insurance documentation are kept on record and circulated when required.

### 3.6 Centre Principal

The **Centre Principal** holds overall responsibility for the implementation of Irish Sailing-accredited training and coaching activities within the Club.

They are responsible to Irish Sailing for the conduct of all recognised training programmes, including the issuing of certificates on behalf of Irish Sailing.

The Centre Principal acts as the primary point of contact with Irish Sailing but may delegate operational roles as appropriate. The Centre Principal is **Collette Furey**.

### 3.7 Membership Secretary

The **Membership Secretary** maintains an accurate database of members, including subscription status, contact information, and other relevant details.



They manage membership renewals and new applications and ensure all records are maintained in accordance with GDPR and data-protection legislation. The Membership Secretary is **Triona Griffin**.

### **3.8 Public Relations Officer**

The **Public Relations Officer (PRO)** promotes Galway Hooker Sailing Club to the wider public through media, social platforms, and community outreach.

The PRO ensures that all communications reflect the Club's values and commitment to safety and professionalism. The PRO is **Trish Kinneen**.

### **3.9 Youth Development Officer**

The **Youth Development Officer** coordinates youth and junior sail-training activities associated with GHSC.

Although junior membership is under development (as of March 2024), the Youth Officer must ensure that all activities comply with Irish Sailing Health and Safety Guidelines and the Club's own Safety Statement and Procedures.

The Youth Development Officer holds overall responsibility for the safe organisation and delivery of youth activities, ensuring that Senior Instructors and Instructors comply fully with all Club and Irish Sailing safety requirements. The Youth Development Officer is **Maria Buckley**.

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### **3.10 Senior Instructor**

Galway Hooker Sailing Clubs-registered address: The Docks, Galway H91NFH6. Centre Principal: Collette Furey. Senior Instructor: Ciaran Oliver. Website- <http://galwayhookersailingclub.ie> Email- [galwayhookercrew@gmail.com](mailto:galwayhookercrew@gmail.com) Phone: 353 87 2807028 Registered with Irish Sailing, 3 Park Road, Dun Laoghaire, Co Dublin. 353 1 2800239, [www.sailing.ie](http://www.sailing.ie)



The **Senior Instructor (SI)**, appointed by the Commodore, manages the instructor team for sailing courses and ensures the safe and effective operation of all sessions.

The Senior Instructor is responsible for:

- The safety and welfare of all participants.
- The safe condition and use of equipment.
- Maintaining appropriate standards of behaviour.
- Supervising the issue, use, and return of vessels and equipment.
- Having a means of communication (charged phone and/or VHF) while afloat in a waterproof container.
- Completing a site-specific risk assessment before each on-water session.

In carrying out these duties, the Senior Instructor shall:

- Assess prevailing wind, sea, and tidal conditions.
- Obtain current weather forecasts.
- Remain aware of shipping movements and local by-laws.
- Be familiar with local hazards, features, and obstructions.

The Senior Instructor may, as conditions dictate, reduce the sailing area or participant numbers to ensure safety, in line with Irish Sailing guidelines and Club SOP/Gs concerning instructor-to-student ratios.



### **3.11 Instructors**

Instructors are appointed by the Club to deliver Irish Sailing courses and other training activities for both adults and juniors.

Under the management of, or in the absence of, the Senior Instructor, they are responsible for:

- The safety and welfare of all participants.
- The proper condition and use of equipment.
- Maintaining acceptable standards of behaviour.
- Supervising the secure issue and return of vessels and equipment.

Instructors must act in accordance with Irish Sailing standards and uphold the Club's reputation for quality, inclusivity, and safety.

### **3.12 Ordinary and Sub-Committee Members**

The Committee may appoint ordinary and sub-committee members and define the scope of their authority.

Sub-committee members are responsible for the day-to-day safety of their designated areas. Specifically, they must ensure that:

- Safe systems of work operate in their areas.
- Adequate safety and operating instructions are documented and followed.



**Galway Hooker Sailing Club**  
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- Training records for members and crew under their supervision are maintained.
- Any safety concerns or incidents are promptly reported to the Committee.

Some of the current ordinary sub-committees within GHSC include:

- Equality, Diversity & Inclusion
- Hooker and Workshop Maintenance
- Rowing Development
- Powerboat Activities
- Event Management
- Sailing Development

## **4. Support / Safety Boat Drivers and Use of Motor Boats**

Because of the responsibility they hold for the safety of members and participants on the water, only members whose qualifications and experience have been approved by the Centre Principal or Commodore may operate Club safety or support boats. Training for this role shall be provided by appropriately qualified personnel.

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As Galway Hooker Sailing Club (GHSC) is an Irish Sailing Recognised Teaching Establishment and Training Centre, the Club is authorised to provide Powerboat Courses up to *Advanced Level* in accordance with Irish Sailing standards.

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## **4.1 Support / Safety Boat Driver Requirements**

All Support and Safety Boat Drivers must:

- Hold a minimum qualification of Irish Sailing National Powerboat Certificate or equivalent.
- Have completed any further training required by the Club, as outlined in the Standard Operating Procedures/Guidelines (SOP/Gs).
- Possess a strong sense of responsibility and good situational awareness.
- Hold valid certification and be competent in the use of VHF radio.
- Wear a personal flotation device (PFD) at all times when on the water.
- Be certified and competent in first aid, or ensure that at least one person on board is.
- Be able to recognise developing or potentially hazardous situations.
  
- Always use a kill-cord when operating the engine.
- Keep speed to a minimum in the harbour area and whenever operating near other water users.



- Except in emergencies, no support or safety boat shall carry more than five passengers plus one driver.

## 4.2 Pre-Launch Safety Checks

Before launching or using any safety or rescue boat, the driver must:

- Ensure that there is adequate fuel on board.
- Check the engine-oil level at first start-up each day.
- Check cooling-water discharge immediately after starting.
- Check steering operation and movement.
- Complete a radio/VHF check before leaving the pontoon.
- Confirm that all required safety equipment is present on board, including:
  - Fully stocked first-aid kit
  - Paddles
  - Kill-switch cord
  - Painter and towing warps
  - Bilge pump, bucket or bailer
  - Knife
  
  - Anchor



- Spare PFD'S

## 4.3 Post-Use Procedure

Before leaving or securing the boat at the end of a session, the driver must:

- Check that the boat is securely moored.
- Tidy and stow all gear.
- Close and secure all hatches, the bailer, anchor.
- Tilt and lock the engine, particularly when moored at the Claddagh and/or the Summer Pontoon.
- Remove the kill-switch cord.
- Turn off isolator switch.
- Leave the boat clean and tidy.
- Return all equipment to its proper place and report any faults or damage to the appropriate Committee member or the Safety Officer.



## **4.4 Safety Boat Ratios and Use During Courses & Sailing Sessions**

When operating sailing or training courses, the ratio of safety boats to Hookers, or any other vessel type, must always meet or exceed current Irish Sailing Guidelines.

Specifically:

- A minimum of one safety boat must be on the water during training — with one extra ideally remaining on standby which must be ready for deployment in case of engine failure or other emergency.
- No Hooker may go sailing without at least one manned safety boat on the water.
- A continuous listening watch must be maintained on VHF Channel 16 throughout all sessions as well as communication between vessels on the water on channel 77.



## 4.5 Refuelling Procedure

When refuelling safety or support boats, the following steps must be strictly adhered to:

- Fuel must be stored correctly in accordance with manufacturer and safety standards.
- Refuelling must be carried out using the funnels provided, with a fire extinguisher present on board or nearby.
- Smoking and naked lights are strictly prohibited during refuelling operations and in all Club areas including the club spaces, powerboats, Hookers, and workshops.
- Fuel and oil levels must be checked by the driver before every session.

Drivers must always proceed at low speed when manoeuvring near other water users. This minimises the risk of collision and reduces the environmental and social impact of wash and noise.

Particular care must be taken when operating in or near the Claddagh, lay-by, and harbour areas, where activity levels and congestion can be busy.

A constant visual lookout must be maintained for swimmers and other water users at all times.



## 4.6 Safety Equipment Requirements

During all Club activities or events, each safety boat must carry suitable and fully functional safety equipment, which shall include as a minimum:

- Hand flares
- Fully stocked first-aid kit
- VHF radio
- Sharp safety knife
- Throw line
- Towing lines
- Survival bag or emergency blanket
- Anchor and spare lines

The skipper of each safety boat is responsible for conducting daily checks of all equipment and ensuring that any deficiencies and/or damage are reported immediately before further use.



## 5. Risk Assessment

A risk assessment is a careful examination of what within the Club could cause harm to people, so that the Committee can determine whether sufficient precautions are being taken or if further measures are required to prevent accidents.

The law requires that the Club does what is *reasonably practicable* to provide a safe working and recreational environment.

This section identifies existing hazards and outlines the measures in place — or to be implemented — to reduce or eliminate those risks.

Regular checks, inspections, and maintenance records should be kept and made available for review by a Health and Safety Inspector, or to support evidence in any case of civil liability (for example, maintenance logs for all machinery and vessel use).

The GHSC Risk Assessment is divided into the key activities and areas in which Club operations take place — ashore, afloat, and within Club facilities. For each activity, hazards, risks, and control measures are identified.

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### The following is listed Risk Assessment within the Club:

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Please note all crew must read all Club Standard Operating Procedures and Guidelines which covers all areas of risk in more detail. Responsibility is on crew to read these documents and adhere to all Club safe practices.

## **Activity: Going Sailing**

**Hazard:** The sea; weather; collision

**Risk:** Drowning; being struck; exposure/hypothermia

**Precautions:**

- The skipper has sole responsibility for deciding whether to leave moorings/the wall or pontoons.
  
- Each sailor/crew member must ensure their vessel is seaworthy, properly equipped, and fully serviceable.
  
- The following must be verified:
  - Fittings are adequate for purpose.
  
  - The boat is properly rigged.
  
  - The crew is trained and competent.
  
  - The boat complies with its class safety requirements.



- Safety equipment includes an alternative means of propulsion (e.g. paddle), a bailer, and an anchor.
- Members must recognise the dangers of hypothermia.
  - If symptoms are suspected, the affected person must be recovered immediately and treated.
  - Safety boat crews must act promptly and decisively in suspected cases of cold exposure.

## Activity: Slips, Trips and Falls

**Hazard:** Wet or uneven surfaces in and around the Club facilities and spaces, Timber Store, Workshop, Boathouse, and Menlo facility.

**Risk:** Injury to members, crew, visitors, or staff.

**Precautions:**

- Maintain clean and even floor surfaces; repair defects promptly.
- Implement a strict housekeeping routine and clear spillages immediately.
- Ensure adequate lighting and safe access routes.
- Encourage appropriate non-slip footwear.
- Running or 'horseplay' on Club premises is strictly prohibited.



## Activity Area: Slipway

**Hazard:** Algae growth creating slippery surfaces; refuelling rescue boats; launching and retrieving boats; trailers, trolleys and winches.

**Risk:** Falls, impacts, or back injuries to sailors, crew, or bystanders.

**Precautions:**

- Treat the slipway regularly to reduce algae growth.
- Provide clear guidelines for crew on safe trailer, trolley and winch use.
- Install or use safety barriers when winches are in operation.
- Provide manual handling awareness materials (e.g. HSA back care booklet, relevant online/face-to-face training).
- Encourage team lifting and mechanical assistance where possible.



## Activity Area: Embarking and Disembarking from Boats

**Hazard:** Moving boats and slippery surfaces.

**Risk:** Falls, immersion, or trips during transfer.

**Precautions:**

- Individuals are responsible for their own safe movement when embarking or disembarking.
- Maintain stable access points and minimise boat movement during transfer.
- Instructors and skippers must supervise when assisting less experienced participants.

## Activity Area: Water Around Slipway

**Hazard:** Safety boats, Hookers, and other vessels operating in proximity to swimmers or crew.

**Risk:** Collision, impact, or injury to water users, including children.

**Precautions:**

- Issue clear guidelines to all rescue-boat drivers, instructors, sailors and crew.



- Maintain reduced speeds and enhanced vigilance near the slipway.
- Display appropriate warning signage where necessary.

## **Activity: Sailing Area (The Sea)**

**Hazard:** Safety boat operations, sailing, ferrying to Hookers, adverse weather, commercial shipping, inexperienced operators.

**Risk:** Injury to any water user.

**Precautions:**

- All operators must follow Club SOP/Gs and Irish Sailing Good Practice Guidelines.
- Ensure all personnel are familiar with COLREGs (Collision Regulations).
- Observe established weather and sea-state limits.
- Maintain continuous VHF watch on the agreed working channel (and Ch 16 as appropriate).



## Activity: Use of Electrical Equipment

**Hazard:** Faulty, overloaded, or misused electrical equipment.

**Risk:** Electric shock, burns, injury or fire.

**Precautions:**

- Only trained or authorised personnel may install or repair electrical systems.
- Treat all electrical wiring as live unless isolated.
- Never handle electrical appliances with wet hands or when standing on wet surfaces.
- Inspect cables and plugs regularly; remove damaged items from service.
- Follow manufacturer's instructions and do not exceed load ratings.
- Report any sparking, smoke, or blown fuses immediately to the Safety Officer and Commodore.
- Appropriate **PPE** (eye protection, gloves, ear defenders, masks) must be worn when required.



- Advise the Safety Officer when safety supplies (e.g. PPE, cleaning agents) are running low.

## Activity: Chemical Hazards (Petrol, Diesel, Oils, Paints, Solvents)

**Hazard:** Incorrect storage, delivery, or spillage.

**Risk:** Burns, inhalation injury, fire, explosion, or environmental harm.

**Precautions:**

- Store fuels and solvents in approved containers within ventilated areas.
- Deal with spillages immediately using absorbent materials.
- Keep naked flames, smoking, and electrical devices away from fuel areas.
- Be aware that vapours may ignite even at a distance from the source.
- Retain Manufacturer's Safety Data Sheets and instruction manuals for reference.
- Wear suitable PPE (gloves, eye protection, respirator masks, etc.) when handling chemicals.



- Notify the Safety Officer when supplies or PPE stocks are low.

## Activity: Misuse of Tools and Equipment

**Hazard:** Cutting, impact, or entrapment injuries; flying debris.

**Risk:** Injury to users or bystanders.

**Precautions:**

- Follow safe work practices and maintain tools in good condition.
  
- Use equipment only for its intended purpose and as per manufacturer's instructions.
  
- Damaged or worn tools must be removed from service immediately.
  
- Ensure good housekeeping to avoid cluttered or unstable work areas.
  
- Wear correct PPE at all times — eye protection, gloves, hearing protection, and dust masks as appropriate.
  
- Report low PPE stock to the Safety Officer.



## Activity: Workshop and Restoration/Boatbuilding

### Activities

**Hazard:** Power tools, wood dust, heavy lifting, sharp instruments, confined spaces, noise, flammable materials.

**Risk:** Cuts, burns, respiratory irritation, manual-handling injuries, or fire.

**Precautions:**

- Only competent and trained persons may use power tools or machinery.
- Maintain machine guards and emergency stop controls in working order.
- Keep ventilation and dust extraction systems operational.
- Store paints, varnishes, and solvents in fire-rated cabinets away from ignition sources.
- Use respirators or dust masks when sanding or cutting timber.
- Keep fire extinguishers and first-aid kits accessible at all times.
- Ensure workbenches are stable and floors free from obstructions.



- Avoid working alone; where unavoidable, ensure a designated person is aware of lone-working arrangements.
- Maintain a tidy, well-lit workshop environment and report any defects to the Safety Officer.

## **Activity: Manual Handling**

**Hazard:** Lifting or moving boats, masts, spars, fuel containers, or heavy materials.

**Risk:** Back strain or musculoskeletal injury.

**Precautions:**

- Avoid lifting heavy items alone — use team lifting or mechanical assistance.
- Provide manual-handling instruction and demonstration to all members.
- Encourage bending knees and keeping the load close to the body.
- Use appropriate gloves and safety footwear.
- Record and report any manual-handling incidents or near misses.



## Activity: Fire Hazards

**Hazard:** Flammable fuels, solvents, timber dust, electrical faults.

**Risk:** Fire, burns, smoke inhalation, property damage.

**Precautions:**

- Maintain fire extinguishers and ensure regular servicing.
- Display and review the Club's Fire Evacuation Plan annually.
- Keep escape routes clear and illuminated.
- Do not store flammable liquids near heat sources or electrical panels.
- Conduct fire drills periodically during the active season.
- Report and rectify any damaged or missing fire-safety signage.

## Activity: Lone Working

**Hazard:** Member or volunteer working alone in the workshop, Timber Store, any Club facility, or on the water.

**Risk:** Inability to raise alarm in case of accident, illness, or incident.

**Precautions:**



- Avoid lone working where possible.
- If unavoidable, inform another member of location and expected duration.
- Keep a mobile phone or VHF radio accessible at all times.
- Ensure first-aid kit availability and adequate lighting.

## **Review and Record-Keeping**

All risk assessments are reviewed annually, or immediately following an incident or change in operations. Records of assessments, maintenance, and inspections must be retained for a minimum of seven years.

The Safety Officer, under the supervision of the Centre Principal and Commodore, will ensure that all updates, checks, and corrective actions are documented and communicated to relevant members and instructors.

## **6 Standard Operating Procedures/Guidelines**



There is a duty on all individuals to take charge of their own safety. The club will take all necessary steps to ensure that individuals are aware of their exposure to hazards, and what measures they should take to prevent accidents. This includes members, crew, employees and visitors. The Operating Procedures and Guidelines are designed to ensure the safe day to day running of the club.

It is the club's way of ensuring there is a benchmark procedure for all the activities it undertakes. It is recommended that anyone involved in the operation of equipment, or running an activity covered in the operating procedures, should sign to say that they have read and understood them.

Please note there are Standard Operating Procedures and Guidelines specifically for sailing Hookers and use of power/motor boats within the club and more detailed SOP/G's are also in use within the Club.

## **6.1 Decision to go Afloat**

Whilst the Club committee and officers acting on behalf of the Committee will do everything reasonable, to ensure the safety of those engaged in club activity, the decision to go afloat rests with the skipper or helm of a boat, and they are responsible for their own safety as well as that of their crew.

Club officials may, from time to time, make recommendations (without prejudice) based on their experience, as to whether they feel it is safe for sailing activity to take

place. Club officials may, if they feel conditions are extreme, cancel club activity. In this instance any members going afloat do so in the knowledge there are no rescue



boats to assist with their safety. In the case of children under 16 years the responsibility for allowing children to put to sea rests with the parents, or adult supervisors appointed by the Club. Whilst engaged in training activities, the club recognises that novice and/or young sailors may not have the experience necessary to make their own decisions relating to safety matters. During training activities guidance should be taken from the Senior Instructor.

## **6.2 Safety Equipment**

Hookers should carry safety equipment as recommended by Irish Sailing, as per the safety equipment checklist and as per Club guidelines. Hookers should carry as a minimum: a towing line, an anchor, alternative means of propulsion and a bailer. Extra safety equipment will be stored on the motor boats which will also be out on club sails and activity.

## **6.3 General Weather Procedures**

The weather forecast should be checked by all sailors, crew and instructors before making any decisions to go out boating. Sailing sessions or any other on the water activity should be cancelled if the winds are forecast to rise above force 4, (for the Hookers) and force 6 (for the motorboats) during the expected period of sailing. In the event of cancellation no rescue boats should be launched, except in a genuine

emergency. If fog is forecast, boating is to be cancelled. Local knowledge by Committee will be relevant in determining on the water activity.



## 6.4 Housekeeping

Good housekeeping is an essential element in promoting health and safety both on the water and on our shore based facilities.

Equipment and other items should be safely and securely stored. This ensures not only that defects are discovered but that articles can be found when required.

Fixtures and fittings should be properly maintained.

Garbage and waste materials should be cleared up and disposed of correctly and promptly.

## 6.5 Damage to Club boats or other members boats or property

All damage/losses/wear and tear should be reported at once to the Safety Officer, Workshop Manager and/or the club Commodore and/or Centre Principal.

In matters relating to sailing/powerboat courses and sailing sessions the Senior Instructor will inspect all kit routinely and report to the club Commodore. It is the decision of the Senior Instructor if the equipment is safe for (re)use.

## 6.6 Refuelling boats

Galway Hooker Sailing Clubs-registered address: The Docks, Galway H91NFH6. Centre Principal: Collette Furey. Senior Instructor: Ciaran Oliver. Website- <http://galwayhookersailingclub.ie> Email- [galwayhookercrew@gmail.com](mailto:galwayhookercrew@gmail.com) Phone: 353 87 2807028 Registered with Irish Sailing, 3 Park Road, Dun Laoghaire, Co Dublin. 353 1 2800239, [www.sailing.ie](http://www.sailing.ie)



The fuel levels in all club boats must be checked before starting the engines. Fuel tanks should be refilled before boats are put away or moored after use.

## **6.7 General Safety Guidelines:**

- Kill cords must be worn by drivers at all times while engines are running in club boats.
- Personal Flotation Devices must be worn at all times by all personnel when afloat.
- A speed limit of 3 knots applies to all powerboats within the harbour area except in a genuine emergency.
- All vessels shall be equipped to the standards laid down by the governing body, Irish Sailing, of that activity, taking into account the standards necessary for navigation, safety or any other purposes. This includes sufficient buoyancy, paddles and all ancillary safety equipment. Any vessel not conforming must not be used. Each vessel must be inspected at least once a year (or at the start of the course in respect to sailing vessels used on the sailing courses) to ensure that it meets these standards.
- Rigging on Hookers to be checked regularly and ensure Hookers are always left tidy and ready for use



## 6.8 Certification of boats and equipment

Boats and equipment must display correct signs and be up to date with safety equipment

## 6.9 Personal Clothing and footwear

All participants in sailing activities should be dressed correctly for the prevailing weather conditions, as recommended by the Senior Instructor for sailing and boating activity. Suitable footwear must always be worn.

## 6.10 Personal Flotation Devices (PFDs)

All those sailing in Hookers shall wear PFDs. PFDs shall also be worn by all powerboat crews and by all persons travelling in any craft provided by the club for whatever purpose. PFDs when worn shall be worn as per the maker's instructions. This means belts buckled, zips done up, crotch straps worn properly if fitted, to name some but not restricted to the above.

Hooker skippers shall ensure the safety of their crew however the crew shall ensure their own safety whilst on board a Hooker. It is recommended and best practice for all crew to wear a PFD while on deck.



## 6.11 External contractors

The Club should have a simple contract for casual workers and contractors (i.e. window cleaners, builders etc.) stating that they have been made aware of the Club's safety statement and operating procedures, and that they carry their own insurance for the work they are undertaking.(e.g. laying of moorings, crane operators, maintenance etc.)

Name and Address of Club .....

Name and Address of Contractor.....

Work to be carried out .....

I hereby agree to carry out the above works and/or survey for the sum of €.....

I will provide all the equipment necessary to ensure compliance with all relevant health and safety legislation. I will make good, on completion, any damage to club property or furnishings, arising in the course of the works as stated above. I hold adequate insurance to cover costs to any damage caused during the undertaking of the works and hold third party liability insurance to the sum of at least....I will undertake to comply with all the relevant sections of the club's safety statement, and take full responsibility for my own/my employees' safety while works are being carried out. Any additional conditions deemed appropriate...

Signed (Contractor).....

Date.....



## **6.12 Liability**

The Commodore and other members of the club Committee shall manage the affairs of the club. Financial or legal liability incurred in the rightful exercise of their office shall not, however be their personal liability, but shall be the responsibility of the club as a whole.

## **6.13 Risk**

All members or other persons who attend club activities on land or at sea, do so at their own risk, neither the club or its officers can accept any liability for loss or injury of any kind sustained at the club or whilst on a club event/tour/trip or any other activity either on our shore based facilities or on the water.



## **7. Accident and Emergency Action Plan and Procedures**

In the event of an accident or emergency in the clubs premises, in the vicinity or on the sea, the following steps should be taken by the first person on the scene:

- Assess the situation
- Prevent further injury or danger by making safe the cause of the accident if possible.
- Evacuate everyone away from any areas of danger if possible to a safe and secure location.
- Give immediate first aid to the casualty if appropriate
- Summon emergency services where necessary, and arrange for an escort if possible. State the nature of the emergency (this should include location, nature of incident, numbers involved and severity of injuries)
- Inform the Safety Officer, Commodore and Senior Instructor (if related to the sailing/powerboat course)
- Record the incident in the GHSC Incident Report Form 2025
- Please be familiar with the more detailed policy on Emergency Action Plan



## 7.1 Missing Persons

In the case of a person's disappearance, the following procedure should be followed:

- Assemble the group
- Check the register and account for the remainder of the group
- Make the group safe and comfortable
- Establish where and when the individual was last seen
- Conduct a thorough search of the site and its immediate vicinity
- Can a member of staff or student on the course account for the disappearance?
- If the individual cannot be accounted for, the Gardai should be contacted immediately
- An incident report should be filled out as soon as is possible

## 7.2 Group Failing to Return

If a group fails to return within 30 minutes of their ETA and cannot be spotted visually, it is the responsibility of the designated shore person/shore manager to:

- Attempt to contact the Skipper either by VHF radio or mobile phone



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- If contact cannot be established with the Skipper, phone the Emergency Services and Club Commodore who will co-ordinate the rescue.

## **7.2 Incident Report Forms**

Incident Report Forms must be filled in detailing any on or off the water incident requiring first aid, compromising safety, or where deemed necessary by the Safety Officer, Centre Principal, Commodore or any member of the Committee.

The Safety Officer, Commodore, and anyone else involved should be informed at once by the person filling out the incident report that it has been completed.

There should be a well stocked first aid box available in all premises at all times which should be checked regularly by the Safety Officer.



## **8. Code of Conduct**

This is contained in the separate document: ISA Child Safety Statement on Participation in Water Sports Activities by Children and Vulnerable Adults 2016; approved by GHSC Club committee. It is also covered in the club's Code of Conduct policies and SOP/G's.

## **9. Disciplinary Procedures**

This is contained in the separate club documents in SOP/G's and the Operational Manual which is stored in the Timber Store in the PPE cabinet and in the Training Room upstairs in Galway Bay Seafoods.

## **10. Guidelines and Code of Practice for Instructors**

This is contained in the separate club documents in SOP/G's and the Operational Manual which is stored in the Timber Store in the PPE cabinet and in the Training Room upstairs in Galway Bay Seafoods.



## 11. Complaint Procedure

GHSC recognises that where a customer's or crew members expectations are not met, through the fault of the center, the customer or crew member is entitled to make a complaint and receive appropriate recompense.

The club views any such complaint as an opportunity to improve the level of service delivered by the club, and any learning points arising from such a complaint will be encompassed in future activities. The Centre Principal, Senior Instructor and Commodore will investigate any complaint received.

The following is a summary of the course of action to be taken:

- Acknowledge receipt of the complaint and advise that it is being investigated and that the complainant will receive a reply
- Obtain details of any alleged incident or cause for complaint should be taken from all parties concerned
- Establish if all the criteria cited in this manual and its appendices have been fulfilled
- Establish if there was possible negligence on the part of the club or any instructor or crew member
- Establish if the course syllabus was fully delivered if in relation to a course being run
- Establish if the assessment standards were met



- A report of the findings should be kept on record
- The complainant must be notified of the findings of the investigation and details of remedy offered.

## 19. Passport Procedure

The Irish Sailing Passport system is Checklick which all crew who undertake a certified Irish Sailing course must sign up to in order to receive certification. Instructors will advise crew and participants on the use of Checklick.

- IS Passport Procedure for applicants that have passed their relevant course.
- The Centre Principle will confirm on the IS passport that the participant has achieved their level.
- Participants can access their certificates on Checklick.
- Updating passports - Passports are to be updated at the end of each day by each evaluator to track the participant's progress.
- Evaluators will fill out the passports with as much detail as possible to make it easier for subsequent instructors to understand their learning difficulties, natural talents etc.
- Joe soap sheets are to be used alongside the passport as a checklist and progression system.



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- Procedure for applicants that have been deferred.

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