



Conway Yacht Club

Safety Management System (SMS)

Version	Date	Author	Change
1.0	01/03/2025	Michael Leahy Captain of Sailing	First draft

Contents

Summary.....	2
1. Purpose and Scope	2
2. Safety Policy.....	2
3. Responsibilities.....	2
4. Risk Assessment and Management.....	2
5. Safety Procedures	3
6. Training and Competence	3
7. Incident Reporting and Investigation	3
8. Continuous Improvement	3



Summary

CYC supports the RYAs approach to safety management:

Recreational boating is by its very nature an unpredictable sport and therefore inherently involves elements of risk.

The club will take reasonable care to avoid acts or omissions which we can reasonably foresee would be likely to injure those to whom we owe a duty of care.

CYC meets its obligations by following the guidance provided by the RYA.

1. A commitment to safety from the top of the Club
2. Having concise usable written policies for risk management
3. Having a consistent practice of following these policies
4. Having a practical policy for recording events and incidents, reviewing them and learning from them.
5. Investing in the relevant training of club members engages in facilitating club activities.

1. Purpose and Scope

The purpose of this Safety Management System (SMS) is to ensure the safety of all club members, guests, and staff, as well as the protection of club property and the environment. This SMS applies to all activities conducted by the Conway Yacht Club, both on and off the water.

2. Safety Policy

Conway Yacht Club is committed to providing a safe environment for all its members, guests, and staff. The club will strive to identify, assess, and mitigate risks to prevent accidents and incidents.

3. Responsibilities

- Club Management: Overseeing the implementation and maintenance of the SMS, conducting regular safety audits, and ensuring compliance with all relevant regulations and standards.
- Members and Guests: Adhering to all safety policies and procedures, reporting any hazards or incidents, and participating in safety training and drills.
- Safety Officer: Appointed by the club management to coordinate safety activities, conduct risk assessments, and provide safety training.

4. Risk Assessment and Management

- Hazard Identification: Regularly identify and document potential hazards related to club activities.



- Risk Assessment: Evaluate the likelihood and severity of identified hazards to determine their risk level.
- Risk Control Measures: Implement measures to eliminate or minimise risks, such as safety equipment, procedures, and training.

5. Safety Procedures

- Emergency Response Plan: Develop and maintain an emergency response plan that includes procedures for medical emergencies, fires, and water rescues.
- Safety Drills: Conduct regular safety drills to ensure all members and staff are familiar with emergency procedures.
- Boat Safety: Ensure all boats are equipped with necessary safety gear, such as life jackets, first aid kits, and fire extinguishers, and that they are regularly inspected and maintained.

6. Training and Competence

- Safety Training: Provide regular safety training for all members and staff, including boat handling, first aid, and emergency response.
- Certification: Encourage members to obtain relevant certifications, such as boating licenses and first aid certifications.
- Record Keeping: Maintain records of all safety training and certifications for members and staff.

7. Incident Reporting and Investigation

- Incident Reporting: Establish a clear process for reporting accidents, incidents, and near-misses, including the use of incident report forms.
- Investigation: Conduct thorough investigations of all reported incidents to determine root causes and implement corrective actions to prevent recurrence.

8. Continuous Improvement

- Safety Audits: Conduct regular safety audits to assess the effectiveness of the SMS and identify areas for improvement.
- Feedback: Encourage feedback from members, guests, and staff on safety matters and use this feedback to improve the SMS.
- Review and Update: Regularly review and update the SMS to ensure it remains relevant and effective in addressing current safety challenges.



APPENDIX A – INCIDENT REPORT FORM

Conway Yacht Club Incident Report Form

1. Incident Details

- Date of Incident: _____
 - Time of Incident: _____
 - Location of Incident: _____
 - Type of Incident: (e.g., injury, property damage, near miss, other)
-

2. Reporter Details

- Name of Reporter: _____
- Contact Information: _____
- Role (e.g., staff, member, visitor): _____

3. Persons Involved

- Name(s) of Involved Party/Parties: _____
- Contact Information: _____
- Role(s) (e.g., skipper, crew, member, visitor): _____

4. Incident Description

- Detailed Account of the Incident:
-
-
-

5. Witnesses

- Name(s): _____
- Contact Information: _____
- Role(s): _____

6. Actions Taken

- Immediate Actions Taken (e.g., first aid, evacuation):
-
-

- Reported to Authorities (if applicable): [] Yes [] No
-



○ Authority Contacted: _____

○ Date/Time of Report: _____

7. Additional Notes or Comments

8. Reporter's Signature

• Signature: _____

• Date: _____

9. For Office Use Only

• Report Received By: _____

• Date/Time Received: _____

• Further Actions Required: Yes No

○ If Yes, Specify: _____
