

CVSS

Sailing for People with Disabilities

MOVING AND HANDLING POLICY

This document should be read in conjunction with other CVSS policy documents and in particular documents relating to

Use of the CVSS hoist

Use of CVSS Slider Boards

Pontoon Procedures

Statement of Intent

A significant number of CVSS sailors have physical disabilities and require moving and handling procedures in order for them to be able to access sailing with CVSS. The Trustees of CVSS recognise the importance of reducing the risks in this situation through:

- *The* provision of appropriate equipment
- Risk assessments and consequent risk reduction.
- Regular volunteer training
- Discussion of individual needs with the sailor/parent/carer

Each Year CVSS reviews and conducts an updated review of risks and mitigating actions (risk assessments). This covers all aspects of CVSS operational procedures including the use of the hoist and slider boards for boarding and leaving craft. Further reviews may take place if operational practice highlights concerns.

Risk assessments take account of planned movements and also of procedures to follow in cases of emergency.

CVSS strives to maintain safety for sailors, their carers and CVSS volunteers whilst aiming to meet the needs of the sailors and their access to sailing.

Meeting the Needs of Individual Sailors

The needs of particular sailors are discussed with them and/or their carers/parents/friends and informs the approach used by CVSS to assist the sailor.

In exceptional cases a sailor may be asked to arrange a consultation between CVSS and their physiotherapist/ occupational therapist/physical posture advisor to ensure optimal safety conditions. (Any costs involved in the consultation or in any specialist equipment recommended as a result cannot be borne by CVSS).

The Leader of the day always has final responsibility for safety at CVSS. There may be occasions on which sailing may need to be cancelled/curtailed for a group or a particular sailor because a risk assessment of the proposed activity conducted on site at the time indicates safety issues exist which are related to manual handling.

CVSS Volunteers and Manual Handling

CVSS volunteers need to be mindful of the fact that they have a duty to take reasonable care for their own health and safety and to ensure that they do not put another volunteer at risk by acting in an improper manner or by asking someone else to undertake a task in an incorrect way.

This is not always easy to reconcile with the needs of a sailor who has to be moved and handled. However no volunteer will be asked to put themselves at risk.

What is 'Manual Handling'?

Whilst our main concern in this area is the moving and handling of sailors it must be remembered that anything that applies bodily force to move an object is 'manual handling'. It involves both the transporting and supporting of a load and includes:

<ul style="list-style-type: none">• Lifting• Lowering• Holding• Carrying	<ul style="list-style-type: none">• Pushing• Pulling• Throwing• Moving
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The Trustees will support the use of safe moving and handling practices by arranging and encouraging

- Risk assessment
- Risk reduction
- Risk monitoring
- Information and training

And will advise volunteers to

- Report shortcomings in Health & Safety procedures or practice
- Use supplied equipment appropriately

CVSS GUIDELINES FOR MANUAL HANDLING

- Avoid handling wherever possible
- Assess the risk for those tasks that cannot be avoided
- Reduce risk so far as is reasonably practicable
- Monitor and review