



HEALTH AND SAFETY POLICY STATEMENT EAST COWES SAILING CLUB

SECTION A – GENERAL STATEMENT OF POLICY

“Our policy at this Club is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for the purpose. We also accept our responsibilities for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly when the Club’s facilities and activities may change. The policy and the way in which it is operated will be reviewed each year.”

Signed **Club Commodore**
..... **Club Secretary**

Date

Responsibilities:

1. The Club Committee have the overall and final responsibility for health and safety at the Club.

2. The Club Secretary and Health and Safety co-ordinator is responsible to the Club Committee for the safety arrangements within the Club.

3. Others (if any) responsible for specific areas:-

- Safety TrainingCommodore and Health and Safety Co-ordinator.....
- Safety InspectionsHealth and Safety Coordinator.....
- Investigating accidentsCommodore.....
- Monitoring maintenance of plant and equipmentResponsible members.....

4. As the club is a self-help organisation and there are no permanent staff, they have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They should also bring to the attention any of the above suspected hazards that they consider are not covered by Club safety procedures.

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SECTION B – GENERAL ARRANGEMENTS**

Accidents:

The First Aid box is located inNorth Store and Club house.....

Appointed person responsible for the box isSafety Officer, Commodore.....

Accident record book is located inNot available yet, will be placed in club house.....

Trained First Aiders (if any) are – None Known, will be appointed

Mr/Mrs/Ms

Tel. No.

Mr/Mrs/Ms

Tel. No.

General fire safety at the Club's premises (if applicable)

Escape routes, fire alarms, extinguishers – to be checked by ...Fire officer and safety officer.....

Food preparation and food service area (if applicable)

Food safety and cleaning standards – to be checked bySocial secretary.....

Local advice and consultancy

Health and Safety Inspectors Office **Tel. No:** ...Club safety officer 077461 88062.....

Doctor - **Tel. No:** ...East coves Heath centre – 01983 284333.....

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SECTION C – Managing hazard
List or attach your Club rules for:-**

Housekeeping and premises – to include:

- *Cleanliness*

Hand wash before handling food.

Shower heads must be kept clean to prevent Legionella

- *Waste disposal*

All personal waste should be taken home. Any waste from the clubs premises should be stored in a safe are close to the back gate ready for disposal to a tip.

- *Safe storage and stacking*

It is the responsibility of the boat owner to ensure that his/her craft is moved and stored in a safe manner. The sores manager Mike Tennuci (mtennuci@onwight.net) should be contacted for storage allocation. All boats should be labelled with owners name.

- *Checking equipment*

All electrical equipment owed by the club should be visually inspected annually.

- *Kitchen area*

This will be cleaned monthly by volunteers. No smoking is permitted in these areas.

Hand wash should be available.

Dangerous substances – to include:

- *Stored petrol and oils*

These are stores in a lockable storage area located ...

Any stored materials in personal lockers should be declared by the owner, who should be made aware of the hazards. No smoking is permitted in these areas.

- *Cleaning materials*

See above

- *Paints and antifouls*

Use of protective clothing and equipment

- *Clothing and equipment*

Personal Protective Equipment (PPE) to members where risks to their health and safety.

PPE should be used in dusty environments or in use of angle grinders.

Gloves should be worn when by when a likely hazard to hands occurs; i.e sawing drilling, handling dirty material, wood.

ON NO ACCOUNT should a club member be asked to be exposed to remove asbestos. This should be left to a specialist company.

- Outdoor work on boats – using electricity
See below use of electricity.

Accidents and injuries – to include

- Investigation and reporting procedures
- Summoning medical help
- Minor injuries and the use of the first aid box

Working in Club boat storage and work areas (if applicable) – to include:

- Manoeuvring craft ashore

Always ask for help and advice for appropriate tools

- Positioning craft in yard

Always ask for help and advice for appropriate tools

- Use of high pressure cleaner

The individual using the clubs cleaner should be trained in the use of this by the experienced person. This is for club use only. The club should maintain and inspect this annually.

Any individual cleaning their own boat should bring their own pressure washer and should be responsible for its maintenance and safety

- Equipment use – winches, cranes, etc.

Three areas need to be considered:

- a) South store
- b) Central store/North store
- c) Any lifting of boats out of water.

Note use of winch for lifting boats can only be used by a member who is qualified in the use of equipment.

- Working at height/use of ladders

It may be necessary to gain access to boats when they are stored. Great care must be taken. Ensure step ladders etc. are tied off and secure before using them and that they are in a serviceable condition.

- Fuel storage and transport

- Use of chemicals

There will be occasions when chemicals are used in routine maintenance or similar task. Those that use them should take appropriate care . This includes using correct Personal Protective Equipment (e.g gloves, goggles if using sprays, masks). Chemicals should not be used in a manner that should not endanger others, such as the dry rubbing down of Anti-fouling. Care should also be taken not pollute the Environment. Any waste or residues are the responsibility of those that produce them and should not be left to litter

the site. Work with chemicals should also be carried out in areas of adequate ventilation.

- Manual handling of heavy items, masts, engines etc.

Avoid manual handling where there is a risk of injury. The following "safe systems of work" for unavoidable manual tasks.

Avoid asking individuals who are unable to lift heavy loads; Always wear gloves in case of splinters (metal or wood);
Use the appropriate mechanical lifting tools found in the north store.

- Mechanical and electrical appliance awareness and checks

All electrical equipment on site must be suitable and in good condition. The use of RCD circuit breakers on user's equipment is strongly recommended for personal protection due to the nature of the site, particularly when using power tools. When connecting to the supply please ensure that any cabling does not cause a hazard to others and is not in a position that makes it liable to damage. Any equipment that is considered to be unsafe will be disconnected immediately.

Any operations involving angle grinders or welding should be kept at a safe distance from any flammable material. A fire extinguisher should be kept handy. Appropriate PPE should be worn at all times (goggles, gloves, facemask etc).

- Working on pontoons

Preferable this should be done in pairs.

Working Alone

Should the occasion arise that individuals are on the site alone it is considered sensible to make someone such as a family member aware of what they are doing and what time they will be expected home. In this way if an accident occurs then the alarm may be raised. Mobile telephones are also encouraged.

Further note on Working Parties/ Wednesday club.

It is important that individuals have a duty of care for themselves and others. They are advised to take advice from the above.

All tools supplied by individuals should be safe to use and the appropriate safety equipment worn. If none of these are available then tools etc should be sourced from the sailing club (purchased) or sub contract the work.

Failure to comply

Should any individual fail to comply with the simple requests and policy stated above then they may be asked to remove items from the site and may also be asked to leave the club. (Note this was on previous policy)

Safety offshore

If sailing/motoring alone inform friend, family fellow member time due back and contact details. Wear life jacket at all times.

Children safety

A responsible guardian should be with the children at all times.

Fire assembly points and evacuation procedure?

Safety tours?

These are carried out weekly, monthly, quarterly and annually, now by the safety officer. It is planned that only monthly tours be scheduled.

Mike Harvey 29/7/16