



## SEAFARERS SAILING CLUB

# *Health and Safety Policy and Procedures*

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# SEAFARERS SAILING CLUB

## HEALTH AND SAFETY POLICY AND PROCEDURES

### AIM

This aim of this document is to set out the club's health and safety policy and to provide a repository for any health and safety related club procedures.

### INTRODUCTION

#### Legislation

There is a profusion (confusion!) of laws relating to health and safety; many applicable to the club, its officers and its members. The most relevant are outlined below.

As the Seafarers Sailing Club is run by members on a voluntary basis and has no employees, the Health and Safety at Work Act (HSW - Reference A) has limited applicability (see Reference B). Nevertheless, Section 4 of the Act requires that, if we provide ladders, safety boats or other equipment for use by members, we have a statutory duty to ensure that the equipment is safe to use and is used safely. This includes having arrangements in place to ensure the equipment remains in safe working order at all times. Where appropriate, club members should receive adequate instruction in using the equipment safely and that any breakdowns or defects are reported and promptly rectified.

As the clubhouse is a "place of assembly", The Regulatory Reform (Fire Safety) Order 2005 (Reference C) requires that the club carries out, and keeps up to date, a fire risk assessment to ensure that all the fire precautions in the premises remain current and adequate.

As the club provides food and drink to its members, EU Regulations (Reference D) and The Food Hygiene (England) Regulations (Reference E) require that we put in place, regularly review and document food safety management procedures based on the principles of HACCP (hazard analysis critical control point).

In addition to the above, a Common Law (ie non statutory) duty of care towards others applies to all those who visit or work at the club or take part in or are affected by its activities.

#### Why Have a Written Policy?

Getting hurt or becoming ill at the club or when sailing is not a pleasant subject to think about. It would be a mistake to believe that accidents only happen in highly unusual or exceptional circumstances. Some basic thinking and acting beforehand can usually prevent these things from happening. Implementing health and safety measures, whether the law requires us to or not, is common sense and does not have to be expensive, time consuming or complicated.

Section 2 of the HSW requires every employer to prepare and, as often as appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements in force for carrying out that policy, and bring the statement and revisions to the notice of all his employees. The intention is that, through this document, the club will comply with the spirit of this requirement even though we are not legally compelled to. Our policy is derived largely from Reference F.

## **POLICY**

Our general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with our members on matters affecting their health and safety;
- to provide and maintain safe equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for members;
- to ensure all members are competent to undertake any tasks they may volunteer to do, and to give them adequate training;
- to prevent accidents and cases of ill health arising from club activities;
- to maintain a safe and healthy environment; and
- to review and revise this policy as necessary at regular intervals.

## **RESPONSIBILITIES**

It is the responsibility of the **Commodore**, in conjunction with the members of the Management Committee, to ensure that all practicable measures are taken to safeguard the health and safety of anyone on club premises or involved in club activities.

Day-to-day responsibility for ensuring policy is put into practice is delegated to :

Racing, Cruising	<b>Vice Commodore</b>
Compound, Buildings, Equipment	<b>Rear Commodore</b>
Sail Training	<b>RYA Principal</b>
Maintaining H&S Documentation	<b>Honorary Secretary</b>

(Note : Club Boats : Use – Vice Commodore Maintenance – Rear Commodore)

**All members** are required to :

- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to a member of the Management Committee

## **PROCEDURES**

### **Specific Risk Areas**

The risks to health and safety within specific risk areas and the procedures implemented to eliminate or reduce them are addressed within the Annexes to this document as follows :

- |                               |  |
|-------------------------------|--|
| A. slipping or tripping       | G. tractor   |
| B. hazardous substances       | H. fire  |
| C. work at height             | I. food hygiene  |
| D. sprains, strains and pains | J. sailing – racing and cruising inc use of club boats |
| E. electricity                | K. sailing – training                                  |
| F. tools and equipment        |  |

## Procedures/Policies of Note

Several procedures and policies covered in the Annexes require highlighting. It may be, for example, that they should be brought to the attention of new members on joining or new incumbents of Committee posts. For convenience, these are listed below :

<b>Annex</b>	<b>Policy/Procedure</b>	<b>Responsible</b>
A	Notice warning of step to be displayed on door to roof.	Rear Commodore
A	Spillage in lounge, wetroom and kitchen to be cleared up immediately	Member causing spill
A	Joining documentation and renewal forms should warn/remind members of the trip hazard in the compound created by the tie-down wires. Notice to be displayed in compound to warn visitors, and remind members, of the tie-down wire hazard.	Membership Sec Rear Commodore
A	Rugs and mats are not to be used in the clubhouse with the exception of the darts mat.	Bosun
B	Members and guests aged 17 or less shall not be allowed to use the kitchen, or bleach, unless supervised.	Committee
B	Hazardous substances used for maintenance to be stored securely. Materials may only be used under supervision of Rear Commodore, Bosun or Bosun's Assistant who is to ensure that appropriate precautions are taken and should be aware of hazards and actions to be taken in the event of an incident.	Rear Commodore Bosun Bosun's Assistant
B	Gas boiler thermostat to be set at <b>2</b> (49°C) or above.	Bosun
C	Nobody under the age of 11 may use a stepladder. Any member using a stepladder does so at his or her own risk.	All Members
C	Nobody under the age of 11 may use a ladder. Ladders may only be used with the consent of the Rear Commodore, Bosun or Assistant Bosun. Any member using a ladder does so at his or her own risk. They are expected to know how to use one safely. If unsure they should consult Annex C Reference C. A copy is available in the H&S folder in the clubhouse	All Members
C	Except as specified above, nobody may work at height at the Club unless supervised by someone appointed by the Rear Commodore, Bosun or Assistant Bosun.	All Members
D	When moving dinghies or other large loads members should use good lifting and handling techniques	All Members
E	Electrical equipment to be suitable and safe	All Members
E	Club's electrical equipment to be suitable and safe	Bosun
E	Use of electrical equipment in the boathouse to be supervised by Rear Commodore, Bosun or Asst Bosun	All Members
E	No electrical maintenance to be undertaken without authority of Rear Commodore, Bosun or Asst Bosun	All Members
E	Suspect/faulty electrical equipt to be taken out of use	All Members
E	Switch off electrical equipt before making adjustments	All Members
E	Always use the nearest socket for portable equipment	All Members

Procedures/Policies of Note (continued)

<b>Annex</b>	<b>Policy/Procedure</b>	<b>Responsible</b>
F	Rear Commodore, Bosun or Assistant Bosun authority required before Club equipment may be used or any equipment may be used for work on Club property.	All Members
G	All tractor drivers to be suitably qualified and trained.	Rear Commodore
I	Food is to be prepared and handled in accordance with the Club's Food Management System	Food Manager

### Periodic Procedures

Some procedures that help to reduce or eliminate risks to health and safety need to be reviewed or carried out periodically. For convenience, these are listed below :

<b>Annex</b>	<b>Policy/Procedure</b>	<b>Period</b>	<b>Responsible</b>
--	Review H&S Policy Document	Annually	Hon Sec
--	Check contents first aid boxes	when used and annually	Bosun
--	Update list of qualified first aiders	when changed and annually	Sailing Sec
B	Shower supply pipes flushed through.	Quarterly	Bosun
E	Electrical installation to be inspected in accordance with British Standard 7671	when changed and five-yearly	Rear Commodore
E	Electrical equipment belonging to the Club to be PAT tested	Five-yearly	Rear Commodore
G	Review risk assessment of tractor operations	Annually	Rear Commodore
I	Volunteers involved with handling food to read guidance on cross-contamination, cleaning, chilling and cooking	Annually	Food Manager

### Health and Safety Log

The Health and Safety Log is a companion document. It is used to record all relevant events eg updates and reviews of policy/procedures, equipment and system safety tests. It also serves as a "Planner" to highlight forthcoming requirements eg date by which the tractor risk assessment is to be reviewed.

### First Aid

First aid facilities shall be provided in the clubhouse and in the rescue boat. A list of qualified first aiders shall be maintained in the clubhouse.

## Serious Incidents

An incident is classified as **serious** when it results in death or injury. In the event of a serious incident, if the person present is unable to deal with it they are to summon assistance immediately. The incident should be reported to a member of the Management Committee at the earliest opportunity. The person dealing with the incident should bear in mind that witness statements are likely to be required.

## Incident Reporting

Once the immediate hazards and injuries have been dealt with, it may be necessary to report an incident formally.

In the event of a **death**, the Police are to be informed.

In the event of an incident **ashore** resulting in death or an injury where the injured person is unable to perform normal duties for more than 3 consecutive days, then the Health and Safety Executive Incident Contact Centre (HSC ICC) is to be informed on **0845 300 9923** or on-line at **[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)**.

In the event of an accident **afloat**, the Merchant Shipping Regulations (Reference G) require the boat owner/helm to submit an incident report to the Maritime Accident Investigation Branch (MAIB). Forms and guidance are available at **[www.maib.gov.uk](http://www.maib.gov.uk)**.

In the event of a dangerous occurrence that does **not** result in death or serious injury, the Management Committee will determine whether or not to render a report to the HSE or MAIB.

## Consultation

Consultation with members on matters affecting their health and safety will be effected by :

- a. including "Health and Safety" as an agenda item for all General Meetings.
- b. encouraging members to report any health and safety concerns.
- c. providing information on any incidents and, where appropriate, "lessons learned".
- d. publicising any significant changes to policy or procedures.

## REFERENCES

Each Annex has its own list of references (where required). The following are used in the main body of this document ie above.

- A. The Health and Safety at Work etc Act 1974 (also referred to as HASAW or HSW)
- B. Guidance issued by the Health and Safety Commission entitled "The Health and Safety at Work etc Act 1974: Application to Private Clubs"
- C. Regulatory Reform (Fire Safety) Order 2005.
- D. Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- E. The Food Hygiene (England) Regulations 2006
- F. HSE booklet INDG259(Rev1) – "Introduction to health and safety in small businesses"
- G. The Merchant Shipping (Accident Reporting and Investigation) Regulations 2005

## Slipping and Tripping

### References :

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG225(Rev1) – “Preventing slips and trips at work”

### Introduction

Over a third of all major injuries reported each year in the United Kingdom are caused as a result of a slip or trip (the single most common cause of injuries at work). Slips and trips also account for over half of all reported injuries to members of the public. Anyone can help to reduce slip and trip hazards. Effective solutions are often simple, cheap and lead to other benefits.

### Good Practice

**Floors** should be suitably surfaced with very smooth floors being avoided in areas that can become wet/contaminated. Floors should be checked for loose finishes, holes and cracks, worn rugs and mats etc.

**Cleaning and maintenance** methods and equipment must be suitable for the type of surface being treated. Cleaners should be trained in the correct use of any equipment they use and should take care not to create additional slip or trip hazards while cleaning and maintenance work is being done.

**Lighting** should enable people to see obstructions, potentially slippery areas etc, so they can move safely. Lights should be replaced, repaired or cleaned before levels become too low for safe movement.

**Obstructions** and objects should not be left lying around as they can easily go unnoticed and cause a trip. All passageways and rooms should be kept tidy. If obstructions can't be removed, signs or barriers should be used to warn people.

**Footwear** can play an important part in preventing slips and trips especially where floors can't be kept dry.

### Assessment of the Clubhouse and Compound

The Seafarers Sailing Club is a sports club where the main activity is sailing. There will be plenty of opportunities for water on floors and objects such as hoses, tie-downs, sails and rigging to be obstructing routes inside the clubhouse and out in the compound. This has the advantage that members learn to expect them and act accordingly. Therefore, the main target for measures aimed at preventing slips and trips should be guests/visitors and new members, and being prepared for the unusual.

Hazard Area	Comment/Action
Floors/surfaces	The nature of the compound surface and the flooring within the clubhouse (inc boathouse, kitchen, lounge, changing rooms etc) is considered suitable.
Changes of level/slopes	Within the clubhouse stairs connect the first and ground floors. There is a slope is present outside the main door and

	the boathouse (small) door. There is a step-down from the first floor landing out onto the roof. Of these, only the latter is considered to constitute a hazard. <b>An appropriate warning notice is to be displayed on the door that gives access to the roof.</b>
Lighting	Lighting is adequate within the clubhouse. Ambient light is adequate to move safely from the gate to the clubhouse entrance after dark.
Spillage	The floors in the wetroom and the changing rooms frequently get wet. Users are aware of this. These floors are cleaned before the building is vacated after each sailing session. Spillage in the bar/lounge <b>is to be cleared up immediately.</b> Any spillage of slippery material in the clubhouse eg margarine in wetroom, <b>is to be cleared up immediately.</b>
Obstacles	The only significant trip hazard on the premises is the tie-down wires which run across the compound and pose a risk to people moving through the lines of boats. <b>Joining documentation and renewal forms should warn/remind members of this hazard. A notice in the compound should warn visitors, and remind members, of the hazard.</b>
Rugs/mats	With the exception of the mat deployed in front of the darts board, <b>rugs/mats are not to be used in the clubhouse.</b>
Footwear	Members generally wear sailing boots or standard shoes/trainers/sandals when on the premises all of which are suitable.

## Hazardous Substances

### References :

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG136(Rev3) – “COSHH: A brief guide to the regulations”
- C. Fareham Borough Council’s – “Managing the risks of Legionella” dated 20 April 2006

### Introduction

Using chemicals or other hazardous substances can put people’s health at risk. The law requires employers to control exposure to hazardous substances to prevent ill health by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). Although the legislation does not apply to the Club, it is prudent to assess the risks and implement any measures needed to control exposure and establish good working practices.

### Hazardous substances

#### **Hazardous substances include:**

- substances used directly in work activities (eg adhesives, paints, cleaning agents);
- substances generated during work activities (eg fumes from soldering and welding);
- naturally occurring substances (eg grain dust);
- biological agents such as bacteria and other micro-organisms (including **legionella**)

#### **Effects of hazardous substances include:**

- skin irritation or dermatitis as a result of skin contact;
- asthma as a result of developing allergy to substances used at work;
- losing consciousness as a result of being overcome by toxic fumes;
- cancer, which may appear long after the exposure to the chemical that caused it;
- infection from bacteria and other micro-organisms (eg **Legionnaires’ Disease**).

#### **COSHH applies to virtually all substances hazardous to health except:**

- asbestos and lead, which have their own regulations;
- substances which are hazardous only because they are:
  - ♦ radioactive;
  - ♦ at high pressure;
  - ♦ at extreme temperatures; or
  - ♦ have explosive or flammable properties (other regulations apply to these risks);
- biological agents that are outside the employer’s control, eg catching an infection from a workmate.

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if it’s used at work you do not have to worry about COSHH; but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.

## **Assessment of the Clubhouse and Compound**

Within the Seafarers Sailing Club the only hazardous substances that have been assessed as potential sources of risk to members are as follows :

- a. Hazardous substances that are available to, and may be used by, any member for cleaning the clubhouse. The only substance that currently falls within this category is bleach.
- b. Hazardous substances which are used by the Rear Commodore, Bosun and Bosun's Assistant for maintenance of boats, buildings and equipment. Substances that fall within this category include adhesives, paint, white spirit, acetone, hardener (MEKP) and glass mat.
- c. Legionella bacteria, if it were allowed to colonise the shower system.

## **Procedures to Minimize Risk**

### **Bleach**

Bleach is stored in the kitchen. It is a common domestic product. It will be assumed that any mature member that decides to use bleach for cleaning within the clubhouse, will be aware of the hazards and precautions. Cadets (younger members) may not be aware of the hazards. Members and guests aged 17 or less shall not be allowed to use the kitchen, or bleach, unless supervised.

### **Maintenance Materials**

Hazardous substances used for maintenance shall be the responsibility of the Bosun who shall ensure that they are stored so as not to be easily accessible to club members. These materials may only be used by, or under the supervision of, the Rear Commodore, the Bosun or the Bosun's Assistant who is to ensure that appropriate precautions are taken. They should be aware of the hazards relevant to the substance in use and the actions to be taken in the event of an incident.

### **Legionella Bacteria**

Legionnaire's disease is a potentially fatal form of pneumonia. The germ that causes the disease is a bacterium called Legionella pneumophila. It reproduces to high numbers in warm, stagnant water (between 20°C and 45°C). People catch legionnaires' disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

The water supply system within the clubhouse does not include hot water storage; hot water is provided by an "on demand" system. Providing the temperature setting is above 45°C, there should be little, if any, stagnant water within the critical temperature range for any significant period. The showers are seen as the only area where there could ever be any risk to members. The design of the showerheads ensures that water, and thus bacteria, cannot collect within them.

To minimise the risk of legionnaires' disease :

- (a) the gas boiler thermostat is always to be set at **2** (49°C) or above.
- (b) the pipes supplying water to the showers are to be flushed through at periods not exceeding 3 months.

## Work at Height

### References :

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG401(Rev1) – “The Work at Height Regulations 2005 ; a brief guide”
- C. HSE booklet INDG402 – “Safe use of ladders and step ladders; an employers’ guide”

### Introduction

In 2005/06 falls from height accounted for 46 fatal accidents at work and around 3350 major injuries. They remain the single biggest cause of workplace deaths and one of the main causes of major injury. A third of all reported fall-from-height incidents involve ladders and stepladders, on average this accounts for 14 deaths and 1200 major injuries to workers each year. Many of these injuries are caused by inappropriate or incorrect use of the equipment.

### Good Practice

There is a simple hierarchy for minimising the risks of working at height :

- avoid work at height where you can;
- use appropriate equipment or measures (eg guard rails) to prevent falls where you cannot avoid working at height; and
- where you cannot eliminate the risk of a fall, use equipment or measures to minimise the distance and consequences of a fall should one occur.

When considering whether it could be appropriate to use a ladder or stepladder, you need to consider :

- is it a suitable activity? (light work of short duration, does not require two hands etc)
- is it a safe place to use a ladder? (firm, level ground)
- is the ladder serviceable? (check it)
- do you know how to use a ladder safely? (read Ref C)

### Assessment of the Clubhouse and Compound

There are few occasions when there is a need for any member to work at height at the Seafarers Sailing Club. The building is less than 3 metres high; access to the race control room and the roof is via internal steps. The stepladder is used for relatively benign tasks such as the repair of light fittings and the stowage of spars and sails in the boathouse. “**Work**” at height eg repairing the clubhouse facia, was rare and always supervised by an appropriate Committee member.

Hazard	Comment/Action
Use of stepladder	<ul style="list-style-type: none"><li>• Nobody under the age of 11 is allowed to use a stepladder.</li><li>• Any member using a stepladder does so at his or her own risk. They are expected to know how to use one safely; this involves no more than common sense.</li></ul>

Use of a ladder	<ul style="list-style-type: none"> <li>• Nobody under the age of 11 is allowed to use a ladder.</li> <li>• Ladders may only be used with the consent of the Rear Commodore, Bosun or Assistant Bosun.</li> <li>• Any member using a ladder does so at his or her own risk. They are expected to know how to use one safely. If unsure they should consult Reference C. A copy is available in the H&amp;S folder in the clubhouse</li> </ul>
Working at height	<ul style="list-style-type: none"> <li>• Except as specified above, nobody may work at height at the Club unless supervised by the Rear Commodore, Bosun or Assistant Bosun or someone appointed by the Rear Commodore, Bosun or Assistant Bosun.</li> <li>• In authorising and supervising work at height, the Rear Commodore, Bosun and Assistant shall have cognisance of the advice provided within Reference B.</li> </ul>

## **Strains, Sprains and Pains**

### **References :**

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG383 – “Manual Handling Assessment Charts”
- C. HSE booklet INDG143(Rev2) – “Getting to grips with manual handling”

### **Introduction**

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling - the transporting or supporting of loads by hand or by bodily force. Over a million people in Great Britain suffered from musculoskeletal disorders (MSDs) caused or made worse by their current or past work. Heavy manual labour, awkward postures, manual materials handling, and previous or existing injury are all risk factors implicated in the development of MSDs. More information and advice on MSDs is available on the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)), including advice on managing back pain.

Prevention and control of MSDs, such as manual handling injuries, has been identified as a priority by the Health and Safety Commission. Although not subject to the Manual Handling Operations Regulations 1992, the Club has a duty of care towards its members and guests and should attempt to minimise the risk of this common injury.

### **Assessment of the Club**

The Seafarers Sailing Club is a sports club where the main activity is dinghy sailing. There is a frequent need to handle dinghies and these, particularly the larger classes, can be awkward and too heavy (up to 200kg dry weight) for one person to handle safely. To minimise the risk of injury when moving dinghies, or any other large load, members should be encouraged to use good lifting techniques as set out below.

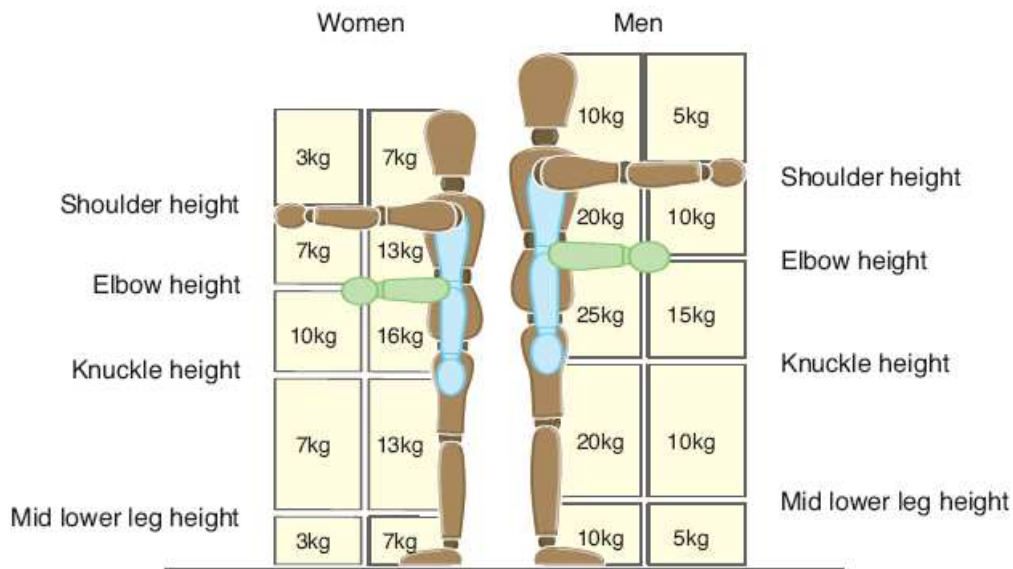
### **Good Lifting Techniques** (Extracted from Reference C)

- **Think before lifting/handling.** Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Adopt a stable position.** The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). The worker should be prepared to move their feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

### Weight Guidelines

There is no such thing as a completely 'safe' manual handling operation. But working within the following guidelines will cut the risk and reduce the need for a more detailed assessment.



## **Electricity**

### **References**

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG231 – “Electrical safety and you”

### **Introduction**

Normal domestic mains voltage in the United Kingdom, 230 volts AC, can kill. Even non-fatal shocks can cause injury. Poor electrical installations and faulty electrical appliances can lead to fires that may also cause death or injury.

In summary, the main hazards are:

- contact with live parts causing shock and burns;
- faults which could cause fires;
- fire or explosion where electricity ignites a flammable or explosive atmosphere.

### **Assessment of the Clubhouse and Compound**

The electricity supply to the clubhouse is 3-phase, 440 volts AC. The only service using the 3-phase supply is the sewage pump. All other services within the clubhouse operate from a single-phase, 230 volts distribution system. The system incorporates residual current devices (RCDs). The risks are primarily the same as those associated with the use of electrical appliances in a domestic environment. These risks will be reduced as follows :

#### **Ensure that the electrical installation is safe**

The electrical installation is to be inspected in accordance with British Standard 7671, “Requirements for Electrical Installations”, by an approved contractor whenever the installation is significantly disturbed or modified and periodically at intervals of not more than 5 years.

#### **Provide safe and suitable equipment**

- any electrical equipment that uses the Club’s supplies shall be suitable for purpose and in a safe condition;
- electrical equipment belonging to the Club is to be PAT tested (excuse tautology!) at intervals not exceeding 5 years

#### **Work safely**

- no portable electrical equipment may be used in the boathouse unless under the supervision of the Rear Commodore, Bosun or Assistant Bosun;
- no maintenance of the electrical system, not even wiring a plug, may be undertaken without the authority of the Rear Commodore, Bosun or Assistant Bosun;
- suspect or faulty equipment is to be taken out of use, labelled ‘DO NOT USE’ and kept secure until examined by a competent person;
- equipment is to be switched off or unplugged before cleaning or making adjustments;
- always use the nearest socket for portable equipment so that it can be easily disconnected in an emergency and cable runs are minimized.

### **Enclosures**

All current Electrical Installation Inspection certificates and reports and all equipment test records are enclosed with this Annex of the Health and Safety Policy and Procedures.

## **Tools and Equipment**

### **References :**

- A. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- B. HSE booklet INDG291 – “Simple guide to the work equipment regulations 1998”
- C. HSE booklet INDG229(Rev1) – “Using work equipment safely”
- D. HSE booklet INDG402 – “Safe use of ladders and step ladders; an employers’ guide”

### **Introduction**

The term “equipment” covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders and pressure washers.

Important safety points include:

- making sure equipment is safe to use
- keeping equipment safe through regular inspection/maintenance
- following manufacturers’ or suppliers’ instructions
- ensuring that those using equipment know how to use it safely

### **Assessment of the Club**

The Seafarers Sailing Club is a private members club. The types of equipment used within the Club are ladders, hand tools and hand-held power tools. Tools and equipment used within the Club fall into two categories; Club equipment and Members’ Equipment.

### **Members’ Equipment Used on Members’ Property**

Although it should encourage good practice and, perhaps more importantly, discourage bad practice, the Club cannot be held accountable for members using their own equipment when working on their own property.

### **Club Equipment/Work on Club Property**

The authority of the Rear Commodore, Bosun or Assistant Bosun must be obtained before :

- any Club equipment may be used
- any equipment may be used for work on Club property

## **Tractor**

### **Introduction**

The Seafarers Sailing Club operates a tractor across the public promenade and slipway between the compound and the beach. Trained, authorised members of the Club operate the tractor to move the safety boat and boats belonging to members of the Club to and from the beach.

Permission to operate the tractor was obtained from the local authority, Fareham Borough Council, in February 2005 after they had cleared this with Crown Estates and been satisfied that the Club had safe procedures in place to ensure safe operation.

### **Procedures**

The following procedures were introduced to ensure safe operation of the tractor after a full assessment of the risks had been carried out :

1. **Drivers :**
  - a) must hold a full UK driving license
  - b) must not have been disqualified
  - c) must be aged 25 or over
  - d) must (i) have held a licence before 1 Jan 1997  
or (ii) hold a trailer towing certificate
  - e) must have completed successfully the SSC training course
  
2. **Organisation/Documentation :**
  - a) The Risk Assessment is to be reviewed annually.
  - b) The tractor-driving course is to ensure that prospective drivers are made aware of the hazards and precautions identified in the Risk Assessment.
  - c) The tractor-driving course is to be supported by a written syllabus.
  - d) A list of approved tractor drivers is to be maintained.
  - e) A list of approved trainers/examiners is to be maintained.
  - f) A log of all documentation is to be maintained.

### **Enclosures**

For ease of reference the current versions of the Document Log and the Risk Assessment are enclosed with this Annex of the Health and Safety Policy and Procedures.

## Fire

In accordance with the requirements of Reference A, fire risk assessments were initially undertaken between February and April 2007. They were conducted in accordance with Reference B with useful guidance also provided by References C to F. These risk assessments are reviewed regularly. All fire safety documentation including the latest risk assessments, plans of the clubhouse, copies of fire safety notices and a log of all activities relating to fire safety are held in a separate Fire Safety Folder. For information, the contents of this folder are as follows:

### Contents of **Fire Safety Folder** :

<b>Page</b>	<b>Item</b>
1 – 1	Fire Safety Log
2 – 1	Plan of clubhouse showing location of relevant items
3 – 1	Fire Action notice
3 – 2	Fire Safety Information notice
4 – 1	Risk Assessments – Introduction
4 – 2	Record of Significant Findings – Social – Event
4 – 3	Record of Significant Findings – Social – Routine
4 – 4	Record of Significant Findings – Sailing – Organised
4 – 5	Record of Significant Findings – Sailing – Private
4 – 6	Risk Assessment Matrix
Section 5	Fire Extinguisher Service Records
Section 6	Smoke Alarm Manual and Maintenance Records
Section 7	Emergency Lighting Instructions and Test Records
Section 8	<i>reserved</i>

### References :

- A. Regulatory Reform (Fire Safety) Order 2005.
- B. “Fire Safety Risk Assessment – small and medium places of assembly” published by the Department for Communities and Local Government May 2006
- C. HSE booklet INDG259(Rev1) – “Introduction to health and safety in small businesses”
- D. HSE booklet INDG331 – “Safe use of petrol in garages”
- E. HSE booklet INDG370 – “Fire and explosion – how safe is your workplace”
- F. HSE booklet INDG227 – “Safe working with flammable substances”

## **Food Hygiene**

### **References :**

- A. The Food Hygiene (England) Regulations 2006
- B. Food Standards Agency's pack "Safer food better business" published 2006

### **Introduction**

Unlike the Health and Safety at Work Act, The Food Safety Act 1990, together with accompanying regulations, can apply to any club whether they employ staff or not. The Act makes it an offence to sell any food that fails to meet safety requirements. This applies not only to major retailers but also to all types of food sales including charity fund raising events, club barbecues and bar snacks.

The Food Hygiene (England) Regulations 2006 came into force on 11th January 2006. The key change these regulations introduced was the requirement to have a documented food safety management system in place based on Hazard Analysis and Critical Control Points (HACCP) principles.

### **HACCP**

Any club providing food and drink should :

- identify any possible food hazards;
- identify the critical points where control is essential to prevent or eliminate these hazards or to reduce them to acceptable levels;
- make sure there are adequate controls in place at these points;
- regularly monitor the controls to check they are working effectively and take corrective action when they are not;
- review the assessment, controls and monitoring procedures periodically and whenever the food operation changes;
- establish documents and records commensurate with the nature and size of the food business to demonstrate the effective application of these measures.

These are the principles that underlie a formal system known as HACCP and are essentially a form of Risk Assessment

### **Assessment of the Clubhouse and Compound**

The traditions of food preparation at the Seafarers Sailing Club are unusual if not unique; little, if any, food is prepared on-site. The food for formal meals is prepared by individual members of "The Coven" at home and brought on-site for serving. In common with most clubs, we have barbecues where one or two gallant volunteers toil over some hot coals for a couple of hours to produce charred bangers and fragmented veggie burgers. However, the inevitable salad accompaniments are usually prepared off-site. Bar snacks are limited to sealed bags of peanuts, crisps and biscuits. Other common arrangements for catering include "American Suppers", ploughman's lunches and teas.

In a typical year there will be approximately 15 on-site "catered events" comprising about three each of formal dinners, barbecues, American Suppers, teas and ploughman's or sandwich lunches.

The following table shows, in general terms, the steps taken in handling food at the Club and the associated hazards. It also shows the controls and monitoring procedures the Club must adopt to eliminate these hazards or to reduce them to acceptable levels.

<b>Step</b>	<b>Hazard</b>	<b>Control</b>	<b>Monitoring</b>
Purchase and delivery	- Harmful bacteria, mould or foreign bodies present in or on food	- Use reputable supplier - Check goods on receipt	- Check delivery date marks, condition of food and temperatures
Storage	- Bacterial growth or other contamination	- Store at safe temperature - Cover food - Separate raw and cooked - Oldest food first	- Check temperatures and date marks - Check storage conditions
Preparation	- Bacterial growth or further contamination	- Limit handling time - Use clean equipment - Personal hygiene - Premises hygiene	- Visual checks - Cleaning schedules
Cooking	- Survival of harmful bacteria	- Adequate cooking to safe temperature	- Check cooking times - Temperature checks

## **FSA Food Management System**

The FSA has published a food management pack called “Safer Food, Better Business” (Reference B). This was developed to help small catering businesses comply with the regulations that came into force in January 2006.

The pack comprises :

**Introductory** Section; “How to use this pack”

**Diary** Section comprising blank sheets for :

- Staff Training Records
- Suppliers List
- Cleaning Schedule
- Contacts List
- “Prove it” records
- Sets of daily records in “week-to-view” format each ending with a 4-week review

**Safe Methods** Section providing guidance on good practice regarding :

- Cross-contamination
- Cleaning
- Chilling
- Cooking
- Management

A simple and recognised way for the Club to achieve compliance with the Food Hygiene Regulations is to adopt a food management system that contains the relevant elements of Reference B. There is a need for “adaptation” as some features of Reference B are inapplicable or inappropriate. For example, the premises are not opened daily and food is rarely kept on-site. Thus, recording each day that an opening check has confirmed that freezers are working properly is inapplicable. Furthermore, Reference B offers no mechanisms for controlling the quality of food preparation off-site; essential for our modus operandi.

## **SSC Food Management System**

The SSC system described below is derived from the FSA system.

### **Management**

The system will be administrated by a volunteer known as the Club’s **Food Manager**. This will be a member who has completed a food hygiene course.

## **Staff Training**

Before becoming involved in food handling, volunteers will be asked to read the guidance on good practice regarding cross-contamination, cleaning, chilling and cooking. They will be invited to re-read the guidance at three-yearly intervals thereafter.

At least 50% of those involved in food handling shall have completed a food hygiene course. Within the constraints of common sense, the aim should be that **all** those involved in food handling should undertake a food hygiene course.

Each individual will have a Staff training record to keep track of reading of the good practice guides and any formal training. This sheet is derived from that found in Reference B.

## **Diary**

The diary, which will be maintained by the Food manager, will comprise two sections.

### **Food Management Log**

This will allow the Food Manager to record anything that is relevant to food handling but not related to a specific “catered event” eg attendance at food hygiene courses, decisions on policy or processes.

### **Catered Event Record**

A club event is a “catered event” when food prepared by members is available. A separate record will be produced for each and every catered event. This record will provide information on suppliers, names of those involved in preparation and serving, outcome of any extra checks applied and any problems identified.

## **Sailing – Racing, Cruising and Use of Club Boats**

## **Sailing - Training**

Seafarers Sailing Club is an RYA Training Centre. Each season it runs a Start Sailing and Basic Skills course for beginners plus more advanced courses to enable more experienced members to extend their skills and qualifications. All trainees are club members. The number enrolled on the Start Sailing and Basic Skills course is usually limited to twelve. The course comprises theory and practical sessions during April and May. Much of the practical training takes place during the school mid-term break at the end of May. More advanced courses are run over a few weekends in the summer with typically 6 to 10 members taking part. The Club also trains its own patrol boat helms in accordance with the RYA's powerboat training scheme.

The Club's Principal (and Chief Instructor) is responsible for training. He is aided by the Training Secretary and by a number of Senior Instructors, Dinghy and Powerboat Instructors and Assistant Instructors. The Principal chairs a Training Committee that meets twice each year to manage the training programme.

All documentation relevant to training, including an Emergency Action Plan and current risk assessments are held in a separate Training File. For information, the contents of this file are as follows:

<b>Section</b>	<b>Item</b>
1	Emergency Action Plan. RYA Guidance to Principals – Major incident.
2	List of qualified instructors. Qualifications summary. Copies of Instructor Certification.
3	Training health and safety policy statement. Current training risk assessments. Copy of the RYA's 'Five Steps to Risk Assessment'.
4	SSC policy statement on child protection. Copy of the RYA's 'Child Protection Policy and Guidelines'. Child protection handouts for instructors and volunteers.
5	Copy of RYA's 'Guidance Notes for RYA Training Centres'. Inspection Centre Reports, proformas and action plans.