

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	Vice Commodore
Compound, Buildings, Equipment	Rear Commodore
Sail Training	RYA Principal
Maintaining H&S Documentation	Honorary Secretary

(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 :

Annex	Policy/Procedure	Responsible
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. A notice in the compound should 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
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 equip to be taken out of use	All Members
E	Switch off electrical equip before making adjustments	All Members
E	Always use the nearest socket for portable equipment	All Members

Procedures/Policies of Note (continued)

Annex	Policy/Procedure	Responsible
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 :

Annex	Policy/Procedure	Period	Responsible
--	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	Showerheads to be disinfected and shower supply pipes flushed through periodically.	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.

Incident Reporting

Any serious incident may involve first aid and/or seeking the assistance of the emergency services. Once the immediate hazards and injuries have been dealt with, it may be necessary to report the occurrence formally.

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**.

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**.

In the event of a dangerous occurrence that does **not** result in death or serious injury, the Management Committee are to be advised and 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

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