



THE
HEALTH
AND
SAFETY
POLICY

27/01/2024

2024

Including
Environmental Statement

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Complete Health & Safety Ltd
January 2024

Reviewed By Henry Message – January 2024

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1 General Statement of Policy

It is the policy of Hayling Island Sailing Club to comply with all applicable legislation.

Hayling Island Sailing Club are committed to ensuring the health and safety of everyone who works for the Club and also of everyone who may be affected by the Club's activities, including club members, visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Club will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided, and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

It is the Club's policy to consult with employees on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Club will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually by the General Committee and revised as necessary in response to changes in legislation or methods of working.

Commodore – Graham Williamson

General Manager – Henry Message

Signature:.....

Signature:.....

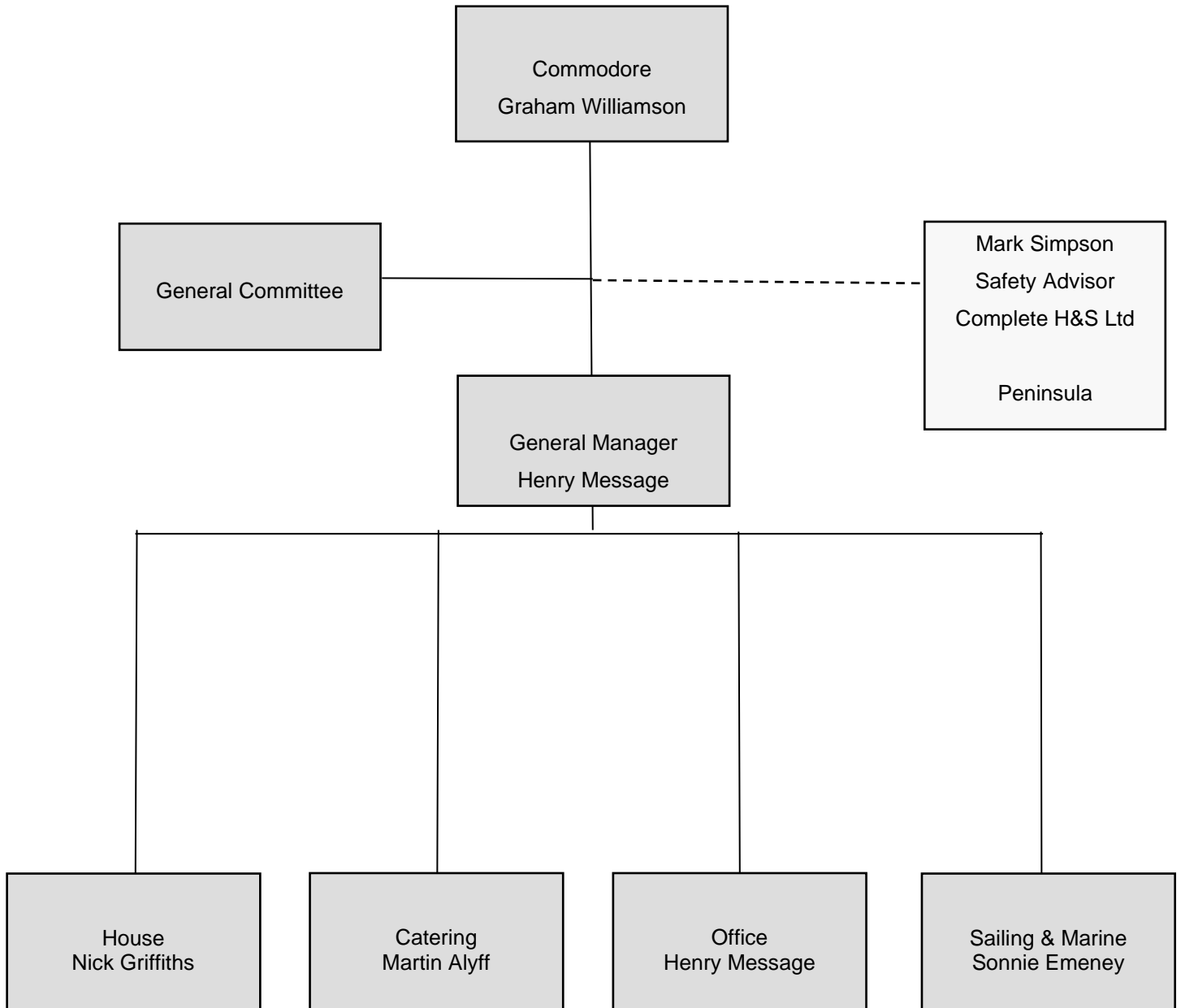
Dated: 6th January 2024

Objectives for managing Health, Safety and the Environment

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Club employees are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

2 Organisation & Responsibilities

2.1 Organisation for Managing Health & Safety



2.2 Responsibilities of The Commodore

The Commodore is ultimately responsible for the health, safety and welfare of employees and of everyone else who may be affected by the Club's activities, including club members and the public. They are specifically responsible for ensuring that:

- An adequate and effective Policy for health, safety and welfare is prepared and implemented
- Adequate and effective arrangements for planning, Club, control and monitoring for health and safety are implemented in accordance with relevant legislation and this policy
- Sufficient financial, labour resources and time are available to meet statutory requirements
- Suitable equipment and safe systems of work are provided to prevent or reduce risks to health and safety
- Competent health and safety advice and support is available
- Employees concerns in relation to health & safety are listened to and acting on accordingly

2.3 Responsibilities of General Manager / Responsible Person

The General Manager, Henry Message, also takes on the role of Responsible Person for the Club. He is responsible for ensuring that the health and safety management system is implemented and maintained. He is specifically responsible for:

- Implementing the arrangements set out in this policy and continually monitoring and reviewing safety performance
- Ensuring risk assessments are undertaken in accordance with statutory requirements
- Ensuring all reported health and safety issues are reviewed and remedial action applied when necessary
- Ensuring the Club has adequate first aid provisions
- Ensuring accidents at the club are entered in the accident book
- Reporting accidents and dangerous occurrences at work to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Investigating accidents, with assistance from Marine Manager, House Manager, Head Chef and Bar Manager, and implementing measures to prevent re-occurrence
- Ensuring that employees/volunteers are fully aware of this policy and of their duties in relation to health and safety
- Ensuring suitable health and safety information is provided to employees/volunteers
- Ensuring all employees/volunteers receive adequate instruction, information, training and supervision to achieve the requirements of this policy

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- Identifying employee/volunteer training needs in respect of health and safety and arranging health and safety training
- Ensuring that employees/volunteers are consulted and their views considered prior to implementing changes that may affect their health and safety
- Ensuring plant, machinery and equipment procured by the Club is suitable for the intended task, complies with statutory safety standards and is CE marked
- Ensuring that the premises are safe including changing rooms, office and boat park
- Ensuring work equipment used by the Club in the clubhouse is regularly inspected and maintained
- Ensuring that the fire alarm is tested weekly
- Maintaining the Club environmental policy objectives
- Setting a good example of behaviour with regard to health, hygiene and safety

Henry Message also has duties as an employee (see section 2.8 on responsibilities of employees)

2.4 Responsibilities of Club Line Managers

The Club Line Managers are responsible for the safety and management of personnel under their control, and specifically responsible for:

- Implementing the arrangements set out in this policy and continually monitoring and improving the health and safety performance in the workplace
- Ensuring that risk assessment and health and safety procedures are prepared for all works
- Ensuring that staff are aware of the findings of the risk assessments and the necessary health and safety precautions
- Ensuring staff receive relevant information, instruction, training and supervision in the health and safety procedures to enable them to carry out their duties
- Ensuring that health and safety precautions are adhered to
- Listening to staff concerns in relation to health & safety and acting accordingly
- Assisting the General Manager in investigating accidents in the club and implementing measures to prevent re-occurrence
- Setting a good example of behaviour with regard to health, hygiene and safety.
- Completing Duty Manager duties.

In addition, Duty Managers will act as fire marshals in the event of a fire in the building. They will also provide first aid cover as required.

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The Club Line Managers also have duties as employees (see section 2.8 on responsibilities of employees)

2.5 Responsibilities of Employees

All employees, whether full time or part time, have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Self-employed staff will comply with all aspects of this policy as though they were employees. Conversely the Club will treat self-employed staff as though they were employees.

All employees and self-employed staff will therefore:

- Comply with the Club's Health and Safety Policy, risk assessments and other documented procedures
- Co-operate with management and follow reasonable instructions in the interests of health & safety
- Use, operate or maintain any plant or equipment as instructed and not misuse it in any way
- Ensure that guards or covers are in position whilst plant / equipment is in use
- Keep plant, equipment and PPE in good condition and report defects
- Report any accident, dangerous occurrence or condition to the General Manager or their respective Line Manager
- Report immediately any defective plant and equipment to and not use it until repaired
- Take all reasonable steps to ensure the safety of themselves and of others
- Avoid improvised arrangements and suggest safe ways of reducing risks, where appropriate
- Observe all warning notices and follow instructions
- Not interfere with or misuse anything provided for them in the interests of health, safety and welfare
- Wear appropriate clothing, footwear and PPE conducive to the work
- Inform the management if they suffer from any allergy, health problem or are receiving medication likely to affect their work or ability to do manual handling tasks

Any breach of these requirements will be treated as a breach of contract and appropriate disciplinary action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

2.6 Responsibilities of Club Members

All Club members will comply with the club rules – details are provided in the club members handbook.

Any breach of these requirements will be treated as a breach of club rules and appropriate action may be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of action against them.

2.7 Duty Managers

Whenever organised club activities are taking place there will be an appointed Duty Manager who is responsible for the general shore-based operations of the club.

2.8 Duty Senior Instructors (SI)

A Duty SI will be on site when training is taking place and is responsible for monitoring Training activities, monitoring Instructor/coaching qualifications and for the ensuring the HISC Risk Assessment Process is completed. A Duty SI will be a qualified RYA Senior Instructor.

2.9 Event Organisers

Event Managers have a responsibility for ensuring the Health and Safety of their employees, volunteers, and participants in their event. Event Managers include the PRO & House Event Organisers.

2.10 Specific Responsibilities

Fire Safety – General Manager
Fire Alarms – General Manager
Emergency Lights- General Manager
Fire Training – General Manager
Fire Extinguishers Contract – General Manager
Road Safety – General Manager
Slipway Safety – Marine Manager
Launch and Recovery of Club Boats – Marine Manager
Marine Plant Machinery – Marine Manager
Control of Chemicals in House –Head Chef/House Manager
Control of Chemicals in Shed – Marine Manager

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First Aid House & Office– appointed persons –Kim Hurley-Kemp

First Aid Marine Dept.– appointed persons – Martyn Humphries

Young Persons Risk Assessments – All

Manual Handling – All

Slips, Trips and Hazards – All for specific area.

RYA Training – Marine Manager

Office Safety – General Manager

3 Health & Safety Arrangements

3.1 Communication and Consultation

The Management of the Club will communicate to employees and club members their commitment to safety and ensure that employees are familiar with the contents of the Club's Health and Safety Policy.

Communication and consultation will take place by :-

- Formal committee meetings
- Monthly H&S Group Meeting
- Weekly Head of Department meeting
- Provision of written or verbal information from this policy
- information on the notice boards
- Written instructions/memos
- Through the general supervision process.
- Club Newsletters
- Elite Live Communications

Relevant Legislation and Information:

Consultation with Employees Regulations 1996

3.2 Information

All new employees will receive induction training when they join the Club. As part of the induction process, employees will receive an Employee Health & Safety Handbook and be informed about the contents this policy and other Club health & safety documentation (e.g. risk assessments, COSHH assessments).

Similarly, all new club members will receive induction training from a Member of the Membership Committee when they join the club and a copy of the club handbook containing the club rules and regulations.

Volunteers will receive additional information depending upon their duties.

The Employee Health & Safety Handbook will include key aspects of the Health & Safety Policy and includes emergency procedures, "Do's and Don'ts", safe systems of work, diagrams of safe lifting techniques and other key health & safety information.

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Employees will also receive information when:

- There are changes to work procedures or working patterns
- New machinery, tools and equipment are being procured
- There are changes as a result of new or revised legislation

Employees will be encouraged to read the health & safety law poster on the notice board in the canteen; the poster provides key information about employer's responsibilities and employee's rights.

The Club will also display a copy of the Club's Policy statement and Employers Liability (Compulsory Insurance) certificate on the same notice board.

Relevant Legislation and Information:

Health & Safety at Work Act 1974

Health & Safety Information for Employees Regulations 1989

Employees Liability (Compulsory Insurance) Act 1969

3.3 Co-operation and Care

If the Club is to build and maintain a health and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with management and club members on safety matters and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and of all other people affected by operations of the Club.

Relevant Legislation and Information:

Management of Health & Safety at Work ACOP 1

3.4 Safety Training - Employees

All new employees will be given an induction in the following:

- Club Rules and Procedures
- Fire and emergency procedures in the premises, beach side and on the water
- Arrangements for First Aid

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- Procedures for reporting hazards, accidents, dangerous occurrences, incidents of violence and occupational ill-health and problems in safety arrangements
- Use and care of protective clothing and/or equipment

All employees will be trained in safe working practises and procedures prior to being allocated any new role. Training will be provided on the safe use and maintenance of work equipment and safe systems of work.

Employees will be encouraged to bring to the attention of management any training courses or training needs which they think might be appropriate.

The General Manager will carry out a formal review of training needs annually in consultation with the management team and employees.

All employees will be trained and updated in health and safety and the specific hazards of their work on a regular basis. Special training will be given for specialist roles / tasks e.g. first aid, fire marshal.

Records of training will be filed in the personnel files in the office.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(2c)

The requirement for training appears in all health & safety regulations

3.5 Safety Training – Club Members and Volunteers

All new club members will be given induction training by the a Member of the Membership Committee in the following:

- Club Rules and Procedures
- Fire and emergency procedures in the premises, beach side and on the water
- Arrangements for First Aid
- Procedures for reporting hazards, accidents, incidents and problems in safety arrangements

All volunteers will be trained in safe working practises and procedures prior to being allocated any new duty. Only “Qualified” volunteers will undertake duties where higher levels of safety management are required.

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The Marine Manager will be responsible for deciding on the level of competence required and providing any additional training to increase the level of competence.

The Marine Manager, along with General Manager, will carry out a formal review of training needs annually in consultation with the management team and club members.

Records of training will be held on the club membership database.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 3

3.6 Monitoring and Review of Health & Safety Policy

The General Manager and General Committee will review the Policy annually to ensure that all parts of the Policy are still valid. Advice will be obtained from the Club's safety advisors to ensure that the Policy remains compliant with legislation. Any updates or amendments will be brought to the attention of the employees (and club members as appropriate), and information, instruction and training provided where necessary.

Relevant Legislation and Information:

Health and Safety at Work Act 1974 Section 2(3)

Management of Health & Safety at Work Regulations 1999

3.7 Inspection and Monitoring

The Management Team will be responsible for day to day informal monitoring of health and safety in their respective areas of responsibility.

The Marine Departments will undertake a formal monthly inspection of the Marine Equipment, Slipways and Plant

The HISC Maintenance Person will undertake formal daily, weekly, monthly and annual inspections of the HISC Clubhouse and Clubhouse Plant.

The HISC Ground Person will undertake formal monthly inspections of the grounds and beachside.

The Marine Manager will undertake a formal annual inspection of the activities on the water.

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The monthly inspection reports will be filed in the Health & Safety File in the General Managers Office.

The House Manager/ Head Chef will be responsible for the formal food hygiene checks in the bar/galley and records retained in the HISC Office.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the Policy and identify areas where revision of the Policy may be necessary.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.8 Annual Inspection / Audit

The Club's nominated safety advisors will audit the safety management system annually to:-

- a) Ensure that the Health & Safety Policy remains up to date and effective
- b) Ensure that the safety management system is being implemented correctly together with any recommendations for improvement
- c) Identify any uncontrolled hazards in the workplace

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.9 Safety Advice

Advice on health and safety and occupational health matters will be available from the Club's nominated safety advisors:-

Complete Health & Safety Ltd
Suite 30, The Forum
277 London Road
Burgess Hill, West Sussex RH15 9QU
Telephone: 01273 833919
Email: office@complete-hs.co.uk

Peninsula H&S
Victoria Palace

Manchester

M4 4FB

Telephone: 08000513633

Email: advice@pensinsula-uk.com

Additional advice may also be obtained from the HSE website www.hse.gov.uk

Advice is no longer available from the HSE Infoline.

3.10 Hazard Reporting

It is the policy of the Club to eliminate hazards from the work place, wherever possible.

All employees have a duty to report any unsafe or unhealthy working conditions, practices or arrangements to their manager/supervisor.

In addition, club members are also encouraged to report and unsafe working conditions, practices or arrangements.

The management will take immediate remedial action to eliminate or minimise the risk and will take the necessary long-term action to prevent future occurrences.

If an employee is concerned that the Club is not doing enough, the Club accepts that the employee ultimately has the right in law to approach the Health and Safety Executive as detailed on the health and safety law poster on the notice board.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

3.11 Risk Assessments

It is the policy of the Club to comply with the statutory requirement for risk assessment as set out in the Management of Health & Safety at Work Regulations.

The Club will carry out suitable risk assessments for all tasks undertaken in the Club and significant risks will be identified, documented and risks reduced to the lowest level, so far as is reasonably practicable.

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It is important for employees to understand the difference between hazard and risk. A hazard is "something which could cause harm" and a risk is "the potential severity of the hazard combined with likelihood, high or low, that someone will be injured by the hazard".

The risk assessment documentation will include a detailed explanation of the risk evaluation criteria used for establishing high, medium or low risk.

The General Manager is responsible for ensuring that risk assessments are undertaken for the premises, beachside and sailing activities, with assistance from the relevant manager / supervisor.

The master risk assessments will be held in the Risk Assessment File in the General Managers Office.

The relevant manager / supervisor will be responsible for ensuring employees (and volunteers) are made aware of the significant findings of the risk assessment process and the necessary control measures before commencing work (or undertaking volunteer duties).

Risk assessments will be reviewed:

- At an agreed review date, normally annually
- When there are any changes to equipment or procedures
- When there are changes as a result of new or revised legislation
- Following any accident or incident

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999 Regulation 3

A number of other Regulations also have a specific requirement for risk assessment

3.12 Safe Systems of Work / Club Safety Procedures

A safe system of work or safety procedure is a laid out and considered method of undertaking a task. It takes account of the hazards of the job and the people who may be affected by them. A safe system of work requires adequate training and instruction and the selection of suitable equipment.

The management team are responsible for drawing up safe systems of work and club safety procedures and for ensuring that they remain up to date and valid. Employees and volunteers will be made aware of the safety procedures and receive relevant training accordingly.

Employees and volunteers must co-operate with the management team and follow safe systems of work and safety procedures wherever they apply. Employees must also tell their managers whenever

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a safe system of work becomes out-of-date or unworkable for any reason so that amendments and changes can be made.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 Section 2.2a

3.13 Business Visitors / Contractors

All business visitors / contractors will report to the club office to report their arrival.

Visitors / contractors will be informed about any specific health and safety requirements for the area they are visiting, particularly if they are unaccompanied.

The Club occasionally uses the services of Contractors. Under Health & Safety legislation the Club is responsible for ensuring that the work undertaken by the Contractor is carried out safely and without risk to employees, club members, visitors or others affected by the Contractor's acts or omissions, so far as is reasonably practicable.

The Club will ensure that Contractors are competent before any work is started. To achieve this, some or all of the following information will be requested from the Subcontractor depending on the type / experience of the Subcontractor and the size / nature of the work:

- Health & Safety Policy
- Copies of risk assessments, method statements and any documented safe systems of work
- Copies of Insurance Policies
- Details of competence of key employees (i.e. qualifications, experience, training)
- Details of membership of professional or trade bodies

Contractors working on the premises will be given a copy of a specific Code of Practice to which they will be expected to adhere.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 Section 3

3.14 First Aid

It is the policy of the Club to comply with the Health & Safety (First Aid) Regulations.

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The Club will train all administration staff as fully qualified first aiders or appointed persons in order to provide first aid cover at all times in the premises and beachside.

All Instructional Staff will be trained first aiders to RYA standards– this is a prerequisite in order to qualify as an instructor.

Suitable first aid boxes will be situated in the office, bar, kitchen, marine shed and first aid room. Eyewash will be available in the marine shed and first aid room. This equipment will be regularly checked and restocked by the appointed person undertaking the monthly inspections.

Suitable signs with details of first aiders and location of first aid boxes will be placed on the notice boards and other key areas.

Relevant Legislation and Information:

Health & Safety (First Aid) Regulations 1981

First Aid at Work ACOP (L74)

3.15 Accident / Incident Procedures

In the event of an incident or accident the General Manager, together with the respective manager, will investigate the accident to determine why the accident occurred and what action should be taken to avoid a recurrence of the problem.

The General Manager will ensure that all accidents are recorded in the accident book in the General Managers Office.

The personal details from the accident book will be stored securely in the General Managers Office in accordance with the requirements of the Data Protection Act 1998.

The General Manager will be responsible for ensuring that a separate accident / incident report is drawn up for reportable accidents/incidents (see next section) with the following details included:

- The circumstances of the accident including photographs and diagrams whenever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as reasonably practicable. Any person required to give an official statement has the right to have a lawyer or other representative present.

The completed report will include an analysis of the underlying or root causes and record the action taken to prevent a recurrence.

A follow up report will be completed after a reasonable time examining the effectiveness of any new measures adopted.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Data Protection Act 2018

General Data Protection Regulations (GDPR) 2018

CITB GE700: Accident Reporting and Investigation

3.16 Reporting Accidents and Incidents to the HSE

In the case of a major accident or dangerous occurrence which is reportable under RIDDOR (Reportable Injuries, Diseases and Dangerous Occurrences Regulations), the General Manager will ensure that the HSE Incident Contact Centre is notified by phone/fax/web immediately and a report submitted within 10 days to the HSE using the F2508 form. The phone number is 0845 3009923 and the fax number is 0845 3009924.

The F2508 form can also be completed online and submitted via website www.riddor.gov.uk

The General Manager will ensure a copy of any reportable injury, disease or dangerous occurrence report is kept on file in the Office. The report will include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

The Club accepts that failure to report these types of accidents or incidents could result in a criminal prosecution. (See HSE leaflet RIDDOR).

Relevant Legislation and Information:

Reporting of Injuries, Diseases and Dangerous occurrences Regulations 2013

Data Protection Act 2018

General Data Protection Regulations (GDPR) 2018

HSE leaflet 'RIDDDOR' HSE31

3.17 General Fire Precautions in the Premises

The General Manager is responsible for ensuring an annual fire risk assessment is undertaken, and for implementing and maintaining suitable fire precautions in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Employees will be instructed to remain vigilant with consideration given to guarding against things that can fuel a fire (e.g. cardboard, paper, clothing etc) and ignite a fire (heaters, electrical equipment etc).

Employees working in the premises will be made aware of the location of fire extinguishers, other fire precautions and the emergency exit routes during the induction briefing.

Signs will be positioned above each extinguisher to make it clear about which type of extinguisher to use in the event of a fire.

Fire exits are located at strategic points. Everyone in the Club will be made aware that exit doors and corridors must never be blocked locked or used as storage space.

Day to day informal inspection and monthly inspection of the premises will identify any shortcomings in fire arrangements.

The Club will provide employees with information in the safe use of fire extinguishers

Employees are only expected to tackle a fire themselves if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should leave the building immediately.

Employees will be instructed to abide by the smoking policy in the premises (only in designated external areas).

Employees will be instructed not to store or allow combustible materials to accumulate in the workplace (ie workshop) as this can result in a fire hazard.

Relevant Legislation and Information:

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

Managing Health & Safety in Construction - HSE Guidance L153

3.18 Emergency Evacuation Procedure at the Premises

In the event of the fire, the person discovering the fire will shout 'FIRE' and operate the nearest fire alarm. On hearing the alarm all employees, visitors and other users of the club will leave the building by the nearest available exit and assemble at the designated assembly point.

Suitable fire action signs will be positioned in key and prominent locations throughout the premises.

The Office Staff, Appointed Persons & Duty Managers on duty will act as Fire Marshals. They will be responsible for ensuring safe evacuation of the building and ensuring everyone has vacated the building. They will be the point of contact with the emergency services.

Fire Drills will be undertaken at least once every 6 months and records of the findings of the fire drill retained in the Health & Safety file.

Relevant Legislation and Information:

Regulatory Reform (Fire Safety) Order 2005

Construction (Design and Management) Regulations 2015

3.19 Work Equipment

It is the policy of the Club to comply with the Provision and Use of Work Equipment Regulations.

The Club will endeavour to ensure that all equipment used in the work place is safe and suitable for the purpose for which it is used. The General Manager will ensure equipment purchased for the Club is suitable and CE marked.

It will be the General Managers responsibility to ensure all equipment is maintained in good working order and repair.

A limited amount of cleaning and daily maintenance will be undertaken by competent staff / volunteers, while significant maintenance or repairs will be undertaken by approved servicing companies.

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All employees / volunteers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

Where equipment has been provided with guards and interlocks, the guards and interlocks will be kept in good working order and used at all times.

All employees and volunteers will be provided with such personal protective equipment (PPE) as is necessary to protect them from the dangers of using work equipment. PPE will be issued as a last resort, the management having first considered whether risks can be eliminated or reduced by other more permanent means.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Relevant Legislation and Information:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

ACOP L22 Safe Use of Work Equipment 1998 (PUWER)

HSE leaflet HS (G) 17 'Safety in the Use of Abrasive Wheels'

3.20 Electricity at Work

It is the policy of the Club to comply with the Electricity at Work Regulations. The regulations stipulate that anyone working with electricity must be competent to do so. Therefore only qualified electricians are authorised to undertake any electrical work in the premises.

Employees will be instructed to switch off electrical equipment immediately if they notice a problem with electrical equipment and report the situation to their manager or General Manager who will arrange for a suitably qualified electrician to check the equipment.

All portable electrical equipment used by the Club will be subject to regular inspection and test to ensure it remains safe to use. Employees will be encouraged to inspect equipment before use. Portable electrical equipment will be subjected to Portable Appliance Testing (PAT Testing) by a competent person at the following intervals:

12 months	Equipment used in workshops etc
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12 months	Mobile office/galley equipment
48 months	Static office equipment (e.g. computers, monitors)

All portable electrical equipment will be tagged with a date for re-inspection and test. Any such equipment found without a date or an expired date must be removed from service and reported to the General Manager.

The fixed electrical installation in the premises will be checked by a qualified electrician once every 5 years.

Where it is necessary to use 240 Volt tools, a suitable RCD will be installed in the circuit. Battery powered tools will be used as the preferred solution whenever possible.

Relevant Legislation and Information:

The Electricity at Work Regulations 1989

3.21 Personal Protective Equipment

It is the policy of the Club to comply with the Personal Protective Equipment at Work Regulations.

All employees and volunteers, who may be exposed to a risk to their health and safety while at work, will be provided with suitable properly fitting and effective personal protective equipment (PPE) – such as gloves and eye protection. PPE will always be considered as a last resort or as a back up to other control measures.

Employees and volunteers will be required to use PPE as identified by the risk assessments.

All PPE provided by the Club will be properly assessed by the relevant Line Manager prior to provision. The Club will not charge employees or volunteers for the issue of PPE.

All employees and volunteers who are required to use PPE will receive comprehensive training and information on the use, maintenance and purpose of the equipment. The Club will provide facilities for the correct storage of the PPE whenever necessary.

Employees and volunteers will be instructed to report any defects with PPE and not use it until replacement PPE has been issued.

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The Club will endeavour to ensure that all PPE provided is used and used properly by its employees and volunteers.

A record of PPE issued to employees is kept by the relevant line manager.

Relevant Legislation and Information:

Personal Protective Equipment at Work Regulations 1992

Personal Protective Equipment at Work (As Amended) 2022 Regulations

3.22 Manual Handling Operations

It is the policy of the Club to comply with the Manual Handling Operations Regulations.

Manual handling operations will be avoided as far as is reasonably practicable. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individuals concerned.

The assessment will identify measures that will reduce the risk of injury to the lowest possible level possible. Priority will be given to providing mechanisation where practicable.

All employees and volunteers who undertake significant manual handling tasks will be trained in safe manual handling techniques.

Relevant Legislation and Information:

The Manual Handling Operations Regulations 1992

3.23 Display Screen Equipment

It is the policy of the Club to comply with the Health and Safety (Display Screen Equipment) Regulations.

Where there are employees who use computers as part of their usual work, the Club will conduct an assessment of each computer workstation and ensure that all computer workstations meet the requirements set out in the Schedule of the Regulations.

The assessment will identify any significant risks to the users of computers and suitable measures implemented to reduce the risks to the lowest extent reasonably practicable.

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VDU Screen users will be advised to undertake other tasks, take rest breaks etc to enable them to have 5 to 10 minutes break away from the screen or keyboard every hour.

Eyesight tests will be provided for computer users on request.

Where computer users require corrective equipment specifically for using VDUs at work, the Club will provide funding towards a pair of glasses or contact lenses, the amount being equivalent to the cost of procuring a basic pair of glasses.

All computer users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the Club of the workstation is substantially modified.

Relevant Legislation and Information:

The Health and safety (Display Screen Equipment) Regulations 1992

HSE Leaflet: Working with VDUs INDG36

3.24 Control of Hazardous Substances

It is the policy of the Club to comply with the Control of Substances Hazardous to Health (COSHH) Regulations.

A COSHH assessment will be conducted on work involving exposure to hazardous substances. The General Manager will be responsible for ensuring COSHH assessments are undertaken.

The assessment will be based on manufacturers' and suppliers' health and safety guidance and the Club's knowledge of the work process. The findings of the COSHH assessment will be filed in the Health & Safety File held in the club office.

The Club will take all reasonably practicable steps to ensure that exposure to hazardous substances is minimised and adequately controlled in all cases. The Club will follow the HSE's COSHH Approved Code of Practice (ACOP) to ensure adequate precautions are implemented. By applying the precautions outlined in the ACOP, the Club will ensure that the Workplace Exposure Levels are not exceeded.

Employees who come into contact with hazardous substances will receive information and training on the safe handling and use of the hazardous substance.

COSHH assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2005)

3.25 Local Exhaust Ventilation Systems

Under the Control of Substances Hazardous to Health Regulations 2002, the Club is required to ensure that health risks to employees or others in the premises as a result of hazardous airborne substances (ie gases from cooker) are eliminated or minimised so far as is reasonably practicable.

The Club realises the importance of the correct design, installation, use and maintenance of the extraction system used in the galley.

The system will be examined at least once every 12 months by a competent Club. Records of maintenance and inspection will be retained by the General Manager.

The Marine Manager will ensure dust extraction with a H-Class filter is available for use in the Marine Shed.

Relevant Legislation and Information:

Control of Substances Hazardous to Health (COSHH) Regulations 2002 (amended 2005)

3.26 Working at Height

Under the Work at Height Regulations, the Club has a legal requirement to ensure that employees and volunteers remain safe when working at height.

It is the Policy of the Club to avoid working at height if possible. If work at height cannot be avoided, priority will be given to the use of safe working platforms with guardrails. Ladders and stepladders may be used but only after having first considered the possibility of using safe working platforms and after having fully assessed the risks associated with undertaking the work from ladders and stepladders.

Where working at height is necessary, the Club will ensure that:

- All work at height is properly planned and organised

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- Those involved in working at height are competent
- The risks from work at height are assessed and appropriate work equipment is selected and used
- The risks from fragile surfaces are properly controlled
- Equipment for working at height is properly inspected and maintained

All equipment for working at height is covered by the Provision and Use of Work Equipment Regulations 1998, therefore, equipment used for working at height must be suitable for the type of work being done.

Any equipment used for working at height will be regularly inspected and maintained and users of the equipment will receive information, training and instruction in the safe use of the equipment.

Ladders & Step Ladders

It is Club policy to use ladders and step ladders only when other safer means of access are not practicable and where the work is light and short term (i.e. less than 30 minutes at a time).

The Club will ensure that only Class 1 or 2 ladders or step ladders are used.

Ladders and step ladders will be stored in a safe place when not in use and the Club will only permit authorised employees to use the equipment.

Any defective equipment will be reported immediately and taken out of service. A label will be fixed to the equipment to clearly identify it as out of service.

Relevant Legislation and Information:

Work at Height Regulations 2005.

Provision and Use of Work Equipment Regulations 1998 (PUWER)

HSE Document: Work at Height Regulations – A brief guide INDG401

Ladder Association Leaflet: Safe Use of Ladders & Stepladders LA455

HSE Leaflet: Preventing falls from boom-type mobile elevating work platforms MISC614

HSE Leaflet: Tower Scaffolds CIS10

NASC Document “Guide to Good Practice for Scaffolding with Tubes and Fittings” TG20:21

BS 8620:2016: Low-level work platforms

3.27 Asbestos in the Premises

Under the Control of Asbestos Regulations 2006 it is the responsibility of the person in control of a premises to establish whether there are any asbestos containing materials (ACMs) in the premises

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and to assess the possible location of ACMs and potential risks to employees or others visiting or working in the premises. A written asbestos management plan must be prepared and implemented to ensure risks of exposure to employees or others in the premises are adequately managed.

ACMs exist the Stocker Accommodation block, the management plan is kept in the General Managers Office.

The General Manager be responsible for implementing and maintaining the asbestos management plan and ensuring that a suitable asbestos risk assessment is undertaken by a competent organisation before any works are undertaken in the areas of risk identified in the plan. Depending on the outcome of the survey, the owner of the premises will arrange for the removal of the ACMs by a licenced contractor where the risks of exposure are significant and cannot be controlled by other means.

The Club has a duty to inform employees, contractors or any other person working in the premises about the location of ACMs. It may be necessary for contractors to work near ACMs without disturbing it. This should not be a problem, but a risk assessment will need to be prepared beforehand.

Should any person discover any substance which may be ACMs, then work will stop immediately and the General Manager will be informed. Work will not start again until full assurance has been given that it is safe to do so.

Relevant Legislation and Information:
Control of Asbestos Regulations 2012
Asbestos ACOP (L143)

3.28 Workplace

It is Club policy to comply with the workplace (health, safety and welfare) regulations.

The Club will take all reasonable steps to ensure that employees and volunteers are provided with a comfortable and safe working environment with adequate space, lighting, ventilation, welfare facilities and good standards of housekeeping.

Floors, access routes and storage systems will be regularly inspected and maintained in good condition.

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Areas and equipment used for the consumption, preparation or storage of food and drink will be cleaned thoroughly every day and inspected by the Club Hose Manager and/or General Manager on a regular basis to ensure a high standard of hygiene.

In so far as is appropriate and necessary, the Club will make any reasonable adjustments to the workplace environment to facilitate use by disabled people.

Cleaning products will be kept in the cleaning cupboards and must not be used by anybody other than those undertaking cleaning. Employees and volunteers will be instructed to report any problems with toilets or other welfare facilities to the General Manager who will decide what further action to take.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

Construction (Design & Management) Regulations 2015

Managing Health & Safety in Construction - HSE Guidance L153

Workplace (Health, Safety and Welfare) Regulations ACOP L24

3.29 Cleanliness and Waste Disposal

All employees and volunteers will observe a high level of personal hygiene and cleanliness at all times and assist in maintaining a clean and acceptable working environment.

Waste and rubbish will not be allowed to accumulate and will be disposed of in the receptacles provided.

The Club encourages employees and volunteers to take responsibility for their own working environment and to tidy up after themselves – and others if necessary.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

3.30 General Storage and Stacking

No sailing vessels, equipment, furniture, tools or materials will be stored in the Club House, Marine Shed or grounds in a way likely to cause danger or hazard to themselves or others.

The Club will ensure suitable storage systems are provided and maintained within the Club's premises and within the grounds.

Relevant Legislation and Information:

The Workplace (Health, Safety and Welfare) Regulations 1992

3.31 Plant / Off-Road Vehicles

Employees and volunteers will only be allowed to drive the Club's plant / off-road vehicles if they have been authorised to do so.

A list of authorised drivers will be maintained by the Marine Manager.

An authorised driver will:

- Trained to use the machinery
- Be at least 18 years old
- Provide a copy of their full driving licence to the Marine Manager
- Be fit to drive and formally advise the Marine Manager if they have a medical problem that may affect their ability to drive the vehicle safely
- Return the keys to the Marine Office when finished with the vehicle

Drivers of plant / off-road vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of plant / off-road vehicles will ensure that the number of passengers being carried does not exceed the number of passengers for which it was designed.

Drivers of plant / off-road vehicles shall always drive in a careful and consistent manner while complying with the speed limits in the grounds. Daily safety inspections are to be carried out and the reports signed by the vehicle driver before use.

All accidents will be reported to the General Manager as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 sections 2 & 3

3.32 Plant / Off-Road Vehicle Maintenance

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The Marine Manager is responsible for ensuring that plant / off road vehicles and trailers owned by the Club are kept roadworthy and in good condition, and repaired and maintained by a competent person.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 sections 2 & 3

3.33 Driving on Business

Employees will only be allowed to drive Club vehicles or their own vehicles while at work if they have been authorised to do so. An authorised driver will: -

- Be at least 21 years old
- Provide a copy of their driving licence to the General Manager
- Provide a copy of their MOT and Insurance to the General Manager (only if the employee is using their own vehicle)
- Advise the **General Manager** immediately if they accrue any driving penalty points
- Be fit to drive and advise the General Manager if they have a medical problem that may affect their ability to drive the vehicle safely
- Be responsible for daily vehicle checks in accordance with a written list

No person will be required to continually drive a vehicle for more than 3 hours without a rest break.

Drivers of vehicles will ensure that the carrying capacity of the vehicle under their control is not exceeded.

Drivers of vehicles shall always drive in a careful and consistent manner while complying with the Road Traffic Act, local byelaws and other relevant legislation.

All accidents will be reported to the **General Manager** as soon as possible.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2&3

Road Traffic Act 1988

3.34 Club Vehicles

The **General Manager** is responsible for ensuring that vehicles owned/leased by the Club are kept roadworthy and in good condition and repaired and maintained by competent vehicle servicing

companies.

The Club will subscribe to a suitable rescue and recovery firm. No-one will be expected to work on a vehicle in the event of a breakdown.

A travelling first aid kit will be provided for all Club vehicles.

Relevant Legislation and Information:

Health & Safety at Work Act 1974 section 2&3

3.35 Medical Conditions

New employees and “qualified” volunteers will be asked to declare any medical issues during their General Induction condition of employment or appointment, as applicable. Any medical issues must be declared in writing to the General Manager.

The permanent management team will be the only people authorised to have visibility of the completed questionnaire which will be securely filed in employees or volunteer files.

Any employee or volunteers prescribed or taking medication or drugs that could affect their ability to undertake work safely or present a potential hazard will be required to report their situation to their manager / supervisor before commencing work or undertaking their duties.

Any employee or volunteer having a contagious condition will be required to report the condition to the General Manager or line manager as soon as possible.

Relevant Legislation and Information

Data Protection Act 2018

General Data Protection Regulations (GDPR)

3.36 Drugs and Alcohol Abuse

The Club operates a zero-tolerance policy for drugs including psychoactive substances so called “legal highs”) and alcohol

- Employees must not under any circumstances consume drugs, psychoactive substances or alcohol while at work.
- Employees that need to drive and operate equipment must not consume drugs, psychoactive substances or alcohol less than eight hours before coming to work and must not attend work under the influence of drugs or alcohol.

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- Abuse of drugs, psychoactive substances or alcohol that affects an employee's performance at work or their safety or the safety of others will not be tolerated.

If a supervisor or colleague notices behaviour that indicates an employee may be affected by the use of alcohol, psychoactive substances or drugs while on the job, he/she must report it to management immediately.

Any employee/operative taking medication or prescribed drugs that could affect their work or present a potential hazard must report their situation to a **Supervisor, Line Manager** or **General Manager** before commencing work.

Any breach of this policy will be treated as gross misconduct, and the Club will be entitled to initiate disciplinary procedures.

Relevant Legislation and Information

Misuse of Drugs Act 2001

Psychoactive Substances Act 2016

HSE INDG 240 Employers Guide Alcohol in the Workplace

HSE INDG91 Drug Misuse at Work

3.37 Smoking

Smoking in the premises is forbidden inside any enclosed buildings. Smoking is permitted only in the designated smoking areas.

Smoking is also forbidden on any vessels on the water.

The General Manager will ensure that suitable no smoking signs are displayed at all entrances to enclosed buildings.

Relevant Legislation and Information:

Smoke-free (Premises and Enforcement) Regulations 2006

Smoke-free (Signs) Regulations 2007

The Smoke-free (Exemptions and Vehicles) Regulations 2007

HSE Guide "Passive Smoking at Work" INDG63

3.38 Lone Working

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The requirement within the Management of Health and Safety at Work Regulations means that in any job or task where a person may work alone, the risks have to be assessed taking account the risks that will exist because the employee is unaccompanied.

Lone workers are defined as those who work by themselves without close or direct supervision i.e. employees who work alone during normal working hours

The Club will prepare a risk assessment for all lone working situations. Risk assessments will also take into account:-

- Capability, experience and training of individual
- Any medical conditions relating to individual
- Specific workplace risks ie environment, weather, temperature etc
- Use of equipment & substances
- Manual handling tasks
- Any other physical or mental challenges relating to task

Safe system of work will be prepared accordingly which will take into account:-

- Communication systems (ie via shore based radio)
- Regular “reporting in”
- Plan for foreseeable emergency procedures
- First aid arrangements
- Checks that a lone worker has returned to base

Personnel working alone will:

- Receive adequate training in working alone
- know their limitations
- keep within authorised areas
- call for assistance if in doubt about their safety

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE Leaflet: ‘Working Alone in Safety’ INDG73

3.39 Young Persons

The Management of Health and Safety at Work Regulations 1999 stipulate that a special risk assessment must be undertaken for individuals’ aged 18 or under. The Club recognises that young persons are more vulnerable to risks at work due to their immaturity and lack of experience in the work environment.

The Club will therefore prepare a risk assessment for young persons and ensure they receive additional training, instruction and supervision, over and above that ordinarily required to comply with legislation, to ensure the health and safety of themselves and others affected by their actions.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE INDG 364 Young Persons and Work Experience

3.40 New or Expectant Mothers

Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake a specific risk assessment for new or expectant mothers. This is to ensure that the mother and/or baby do not suffer health problems as a result of work activities.

The Club will therefore take all necessary steps to protect new or expectant mothers and their babies against health problems. Typical areas which will be addressed by the risk assessment are:-

- Seating and workstation arrangements
- Elimination of manual handling tasks
- Change of working hours
- Alternative work away from lead soldering machines

If any employee is pregnant or thinks they are pregnant they are required by law to advise the Club in writing about their condition. This is required before the Club can commence the risk assessment process.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Equality Act 2010

HSE INDG 373 New and Expectant Mothers Who Work

3.41 Work Related Stress

The Club recognises that excessive workplace pressure and resulting stress can be harmful and damaging to employees' health and the Club's business performance. Occasionally, often because of an external factor such as family illness, divorce etc or sometimes because of job-related factors such as fluctuating workload or poorly defined role, the degree of stress becomes too great and individuals

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can suffer from inability to concentrate, disturbed sleep, feelings of not being able to cope or other stress related symptoms.

Any employee who feels that he/she is suffering from stress can consult, in complete confidence, their line manager to resolve any work related difficulties. In addition, the Club will assist, where necessary, in obtaining professional advice and guidance where external factors are precipitating the stress.

The Club recognises that workplace stress can be effectively managed by listening and responding to employees' concerns, by providing a suitable working environment and by ensuring that employees do not have unreasonable work pressures.

A number of factors affecting levels of stress and possible solutions are documented in the HSE guide below.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

HSE guide "Work Related Stress" INDG281.

3.42 Workplace Violence and Aggression

The Club recognises that employees may occasionally face aggressive or violent behaviour. Verbal abuse, threats and bullying are the most common types of violence while physical attacks are comparatively rare. The Club realises that verbal abuse can be just as upsetting as a physical injury and that violent and aggressive behaviour can lead to low morale, absenteeism and stress as well as physical injuries.

Any employee finding themselves in a confrontational situation must report their concerns immediately to their manager. The General Manager will record all incidents of violence or aggressive behaviour and will monitor the situation to establish whether any additional improvements can be made to reduce further risks of violence or aggression. Any violence instigated by an employee will result in disciplinary action.

Any employee who has been the subject of violent or aggressive behaviour will be given time off as required, and support and assistance to help them come to terms with the situation and avoid long term distress. Further advice can be found in the Home Office leaflet listed below which can be obtained from the local library police station or Citizens Advice Bureau.

Relevant Legislation and Information:

Management of Health & Safety at Work Regulations 1999

Health and Safety at Work Act 1974

Home Office leaflet 'Victims of Crime'

4 Environmental Policy

It is the policy of the Club to ensure that its work and processes do not unreasonably contribute to environmental pollution. The Club will therefore comply with the requirements of the Environmental Protection Act 1990 and all relevant regulations, when it is practicable to do so.

The Club will encourage employees to avoid harming the environment and to report any potential environmental hazards.

The Club will minimise the amount of waste generated by re-using or recycling as much as possible before resorting to disposal, particularly paper. When disposal is necessary, the Club will ensure that waste is disposed of safely by using licensed contractors.

The Club will regularly audit the Club's operations from an environmental standpoint and set out standards for improvements.

When purchasing new plant, transport and equipment, the Club will take into account energy efficient properties. The Club will also ensure that all plant, transport and equipment are regularly maintained so as to minimise pollution.