



HAYLING ISLAND SAILING CLUB

THE
HEALTH
AND
SAFETY
POLICY

18/01/2023

2023

Statement of intent, Organisation of Health and Safety, Reporting and Arrangements for implementation.

Reviewed by
Henry Message

STATEMENT OF INTENT

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

Hayling Island Sailing Club is committed to ensuring the health, safety and welfare of its employees and members; so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

The undersigned will ensure that sufficient funds and facilities are made available to meet requirements of the Club Health and Safety Policy.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities to prevent injury and ill health.

All Club activities and systems of work will be designed to take account of Health and Safety and will be properly supervised at all times.

A Health and Safety Group will be maintained to enable employees and their representatives to raise issues of Health and Safety.

The Club will ensure that competent persons are employed to advise and assist in meeting all statutory duties.

The successful implementation of this policy requires total commitment from all Club employees, Officers and Members.

Employees and Members have a legal obligation to take reasonable care of their own Health and Safety and that of others who may be affected by their acts or omissions.

Full details of the organisation and arrangements for Health and Safety will be set out in separate documents.

This policy will be reviewed and revised annually or as required in the light of legislative or organisational changes.

Reviewed- January 2023

Next Review due- January 2024

Commodore – Graham Williamson

Signed:

Date:

General Manager – Henry Message

Signed :

Date:

ORGANISATION OF RESPONSIBILITY FOR HEALTH AND SAFETY

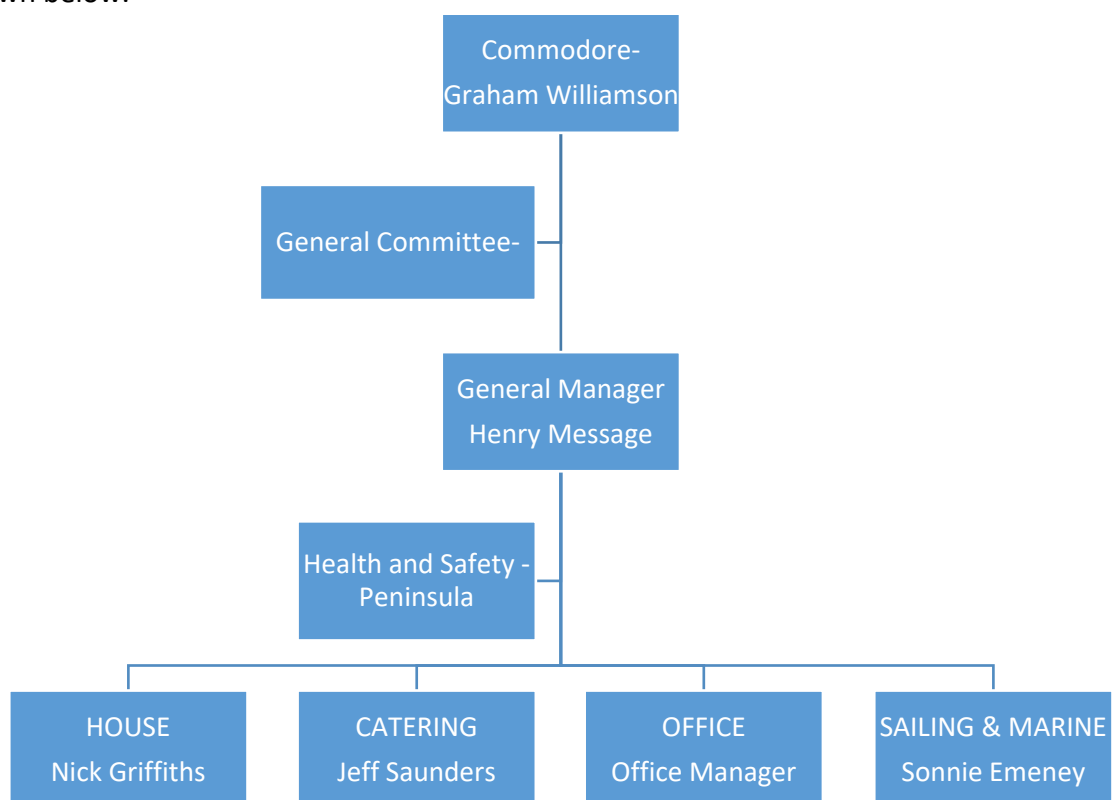
Commodore

The Commodore has ultimate responsibility for Health and Safety in the Club and will ensure that the Health and Safety Policy is fully implemented.

The General Committee

The General Committee is responsible for setting the Health and Safety Policy of Hayling Island Sailing Club and for monitoring compliance with it. The General Manager is accountable to the Commodore for all matters relating to Health and Safety.

A flow chart showing the management structure for Health and Safety and the Representatives is shown below.



All line managers are responsible and accountable for the health and safety of people under their control. They are expected to set an example in following the sailing club policy. In particular, they must ensure that arrangements exist to monitor and review the effect of safety measures and to take appropriate steps to improve safety procedures so as to minimise the likelihood of accidents or assaults.

The General Manager has a duty to investigate, report, record and implement appropriate remedial action on any accidents, near-accidents, assaults or threatening behaviour in accordance with current sailing club rules & bye laws. This will include consultation and co-operation with other users of the premises, where the Health and Safety of their employees may be affected. In particular, the General Manager has overall responsibility for the risk

assessment process and must ensure that agreed safety measures, whether these are physical, educational, or training, are implemented.

All Line Managers and Health and Safety Group members must be familiar with and enforce the Club's emergency procedures and ensure that their employees are similarly informed.

They should be alert to any examples of physical or mental ill-health which may be attributable to working conditions, procedures, and practices. They should investigate and report those that are well-founded and where practicable take steps to remove the cause.

Safety Advisers

The Club engages the services of a professional Health and Safety consultant to assist them to meet their legal requirements and to externally monitor the effect of the Club policy through regular inspections and audits.

Consultation

The Club has an open policy on communication where employees are encouraged to discuss any problems or concerns with their line management. Regular meetings are held with line management where Health and Safety issues are discussed as an agenda item.

Employees

All Employees have a responsibility for their own and others Health and Safety. They have a responsibility to complete their training and carry out their duties in the correct and safe manner. Employees have the right to refuse to work if their tasks are unsafe.

Members

Club Members have a duty to behave in a way that does not endanger the Health and Safety of any other people at the Club.

Events Manager

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

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.

Duty Senior Instructor (SI)

A Duty SI will be on site when training is taking place and is responsible for Health and Safety of training activities. A Duty SI will be a qualified RYA Senior Instructor.

Young Persons

A Young Risk Assessment will be completed for any Young Persons employed at HISC.

New and Expectant Mothers

A Risk Assessment will be completed for any new or expectant mothers employed at HISC.

HAYLING ISLAND SAILING CLUB

REPORTING STRUCTURE FOR HEALTH & SAFETY

Hayling Island Sailing Club – Health and Safety Group

The Group consists of Responsible Person and all Health and Safety Officers.

Responsible Person – General Manager – Henry Message

Health and Safety Officers – Marine Events, Training & Marine Equipment –Sonnie Emeney, Marine Manager
Club House and Grounds – Nick Griffith, House Manager
Kitchen and Snack Bar– Head Chef, Jeff Saunders
Office – Office Manager

Health and Safety Advisor - Peninsula

Meetings –Monthly on the first Friday of each month.

Relevant points from the Minutes of each meeting to be included in General Managers report to The General Committee each month.

All action plans to be completed by the next meeting, if possible.

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 – Marine Manager/Head Chef/House Manager/Office

Control of Chemicals in Shed – Marine Manager

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

First Aid Marine Dept.– appointed persons – Martyn Humphries

Young Persons Risk Assessments – House Manager/ Head Chef/Marine Manager

Manual Handling – All

Slips, Trips and Hazards – All for specific area.

RYA Training – Marine Manager

Office Safety – Office Manager

ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY AT HAYLING ISLAND SAILING CLUB

Information and Communication

The Hayling Island Sailing Club policy will be communicated to all employees and to others who may be affected by their activities, including contractors and others working in the sailing club premises. Detailed information and guidance will be provided through circulars, leaflets, videos etc.

The Policy and Procedures Guide will be kept up-to-date and a copy held in the main office and posted on the Club Notice Board within the sailing club.

Updates on health and safety issues will be communicated to staff at regular staff meetings.

Training

Hayling Island Sailing Club will ensure the competence of its personnel by providing training for all relevant managers and others appropriate to their health, safety and welfare responsibilities.

All new personnel receive a planned induction which includes the sailing club health and safety policy, safe working practices, fire and emergency procedures, first aid provision, personal safety and accident reporting procedures. They will also be given a tour of their workplace and made aware of emergency escape routes.

Risk Assessment

All activities are Risk Assessed before taking place. Any hazardous conditions arising out of the sailing club's work activities which present a health and safety risk, must be controlled by a written assessment of the risk presented by the hazards and appropriate remedial action including the introduction of safe working systems. Copies of risk assessments will be held in the main office and where appropriate at the applicable work area.

Accident Investigation and Reporting

All accidents, assault incidents and "near-misses" must be reported in the accident book held at reception. They will be investigated to determine the cause and, where appropriate, remedial action introduced to prevent a recurrence. Reports will be completed according to current instructions and to meet the requirements of the appropriate reporting legislation. The General manager will ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)2013, for all accidents and incidents that require reporting to the enforcing authority.

Information on all reported accident and incidents will be made available to the General Committee at the next scheduled General Committee meeting.

First Aid

First Aid facilities will meet the standard required in current First Aid Regulations and RYA requirements. The Club will aim to have sufficient trained first aiders and appointed persons for each work area. Details of appointed first aiders will be clearly displayed in each work area.

Premises

In all premises where sailing club personnel are employed, the environment, welfare facilities and other related factors will meet required or recommended standards. The standard will be that required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health and Safety) Regulations 1992.

Particular attention will be paid to temperature, ventilation, and purity of air, water supply, lighting, storage, sanitary conveniences, noise and overcrowding.

Emergency Procedures

The General Manager will be the Fire Safety Co-ordinator (FSC). The FSC will ensure that instructions for dealing with fire emergencies are satisfactory and make arrangements for regular fire drills and checks of fire equipment. These arrangements must take account of visitors to the sailing club's buildings and the needs of disabled people. The General Committee will take urgent action to implement recommendations arising out of formal fire inspections.

Materials and Substances

The requirements of the Control of Substances Hazardous to Health Regulations 2002, the Manual Handling Operations Regulations 1992 and other related legislation will be satisfied at all sailing club workplaces. All necessary precautions will be taken in the use, storage and transportation of materials and substances. The least hazardous type of material or substance available will be used or purchased in order to minimise risks. There will be regular assessments and monitoring to ensure that this is achieved.

Work Equipment

All equipment provided for use by sailing club employees or the public is to meet the appropriate safety standards. It is to be well maintained, visually checked before use by the user. Where required by legislation tested and examined by competent persons at the required frequency. No lifting equipment and or winch equipment is to be used without a valid test certificate.

Contractors

Every effort will be made to identify and use competent contractors. If there is any doubt about competence, that contractor will not be used. Before starting work on any of the sailing club's property, contractors will be given clear guidance on the avoidance of risks and the working arrangements to be followed.

Monitoring and Records

Line managers are required to check the health, safety and welfare arrangements on a regular basis, record any findings and institute appropriate remedial action. Defects in the arrangements and procedures are to be reported to the club manager as soon as possible, appropriate to the risk involved.

The club manager is to ensure that all the sailing clubs health and safety systems (activities, equipment and premises) are periodically audited by a competent person at least once in every year.