



PORTCHESTER SAILING CLUB HEALTH & SAFETY GUIDANCE NOTE No.1 General Information

This Guidance Note is directed at Members, Contractors and Employees who utilise Portchester Sailing Club premises including its Slipway, Pier, Pontoons, Dolphins and Moorings in pursuit of their marine related recreational activities and/or Employment respectively.

- We all have a duty to conduct ourselves, and to ensure those over which we have influence conduct themselves, in such a manner that all can safely enjoy the wide range of activities and facilities made available by the Club.
- Health and Safety must be an integral part of our culture. All Members, Contractors and Employees are encouraged to deal with and/or report occurrences which cause concern.
- A book entitled Health, Safety and Defects Notification is kept by the telephone in the Lobby. This book is checked frequently and your vigilance and willingness to report will greatly assist in minimising risk. When judging a situation please bear in mind the very nature of the Club premises, the activities undertaken thereon and the responsibility for self-discipline that rests on the shoulders of all who use them.
- In the event of an emergency contact, the Emergency Services in the normal way and, in addition, please ensure a Flag Officer is notified. Contact details are displayed on the Management Notice Board in the Lobby.
- Details of any accidents should subsequently be recorded in the Accident Book which is located on the shelves opposite the Galley door.
- Contractors and Employees shall proceed in compliance with the Health and Safety at Work Etc Act 1974 and when applicable the Construction (Design and Management) Regulations 2007 as amended.
- Contractors undertaking any work for whomever on Club premises shall maintain adequate Public and/or Employers Liability and/or Contract Works Insurances, as appropriate. In the event of them being employed by a Member it is the Member's responsibility to ensure these insurances are in place before commencement of relevant works.