



Safety Briefing for PSC Work Parties - checklist

Thanks very much for turning out to help!

Safety Clothing:

Hi-vis jackets are in the maintenance room on the first floor - please wear one of these. Protective overalls, hard hats, face masks, goggles and gloves are also available and should be worn as necessary. Please wear your own suitable footwear.

Manual Handling:

Are all work party members aware of manual handling considerations?

Don't take risks - don't move heavy items on your own. If you are in any doubt, leave it to someone else or ask for help. What is a "heavy item" for you will depend on who you are.

Tools and equipment:

Ladders; only ladders that carry club safety inspection tags should be used. Any ladder that does not have a tag **should not be used**.

Do not use any tools that appear damaged or are malfunctioning. Please inform the work party leader of any such items.

It is the responsibility of all Members to maintain a safe club environment. If you see anything that looks unsafe or in any way doesn't look right please inform the work party leader immediately.

Please do not leave any tools or equipment unattended if they might pose a hazard to other Club members and their children.

Paint **must not be stored** in the maintenance room on the first floor; it should be kept in the maintenance store (at the far side of the Fisherman's Roost).

First Aid:

The qualified First Aider on hand is:

The First Aid Kit is in the club lobby. Any accident, however small, should be reported to the work party leader and an entry should be made in the Club accident book.

Contact details:

First Aider mobile telephone number:

Work party leader mobile telephone number:

Emergency action:

Should the fire alarm sound, work party members should evacuate the building and assemble by the Sea Gate.



Portchester Sailing Club

Housekeeping:

The work party will break for tea/coffee during the morning, at a time to be decided by the work party leader. Tea/coffee will be provided (work party leader to sign the book in the galley). There will be a lunch break (eat your sandwiches or buy your own lunch, pre-ordering from the galley is advised). The work party will finish at 4.30; please ensure that all tools and equipment are put away and that any mess is cleared up before you leave.

