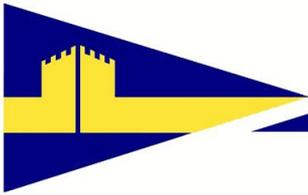


HEALTH & SAFETY

POLICY STATEMENT – PORTCHESTER SAILING CLUB

Version Number	Author	Date	Approved By	Date
0.1	Clive Rankin	10/10/11	DRAFT	
0.6	Jim Watson	14/12/11	Marine	14/12/11
1.0	Clive Rankin	19/12/11	Exec	
2.0	Ros Robinson	14/04/14	DRAFT	
3.0	Roger M Smith	1/7/2016	DRAFT	
4.0	Ros Robinson	22/01/2017	DRAFT	
5.0	Roger M Smith	31 /1/2017	GenCom	27/2/2017



Part A Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our club activities;
- to consult with our members and employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment
- to ensure safe handling, storage and use of substances;
- to provide information, instruction and supervision/advice for employees and members as appropriate;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of activity -related ill health;
- to provide safe and healthy working conditions; and to provide safe and healthy operating conditions and environments for all club activities and associated employments.
- to review and revise this policy as necessary at regular intervals.

Signed

Jim Watson

Commodore

27th February 2017

Revision

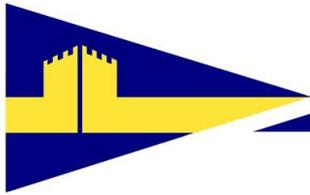
The club management will:

Review the policy at regular intervals

Make detailed alterations from time to time as may be appropriate

As far as possible provide the resources necessary to meet statutory requirements and to take all reasonably practicable measures necessary for health and safety measures to be achieved

Monitor the achievement of the Policy across all the Club's undertaking and activities



Part B Introduction

Legislation

Although the club is run by members on a voluntary basis the club does have employees and from time to time engages contractors to undertake specialist works, therefore the Health and Safety at Work Etc Act 1974 applies.

The Health and Safety at Work Etc Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees. It also places a duty on every employee to take reasonable care of themselves and others and to co-operate with the employer. The scope of the Act also extends to the health and safety of persons other than employees, for example members and visitors who are on club premises and who may be affected by work activities being carried out.

Section 4 of the Act requires that, as the club provides premises for use by members, the club has a statutory duty to ensure that the means of access and egress available at the premises is safe and without risks to health. The duty extends to any substances and equipment (such as ladders, boats and other equipment) that are provided for use are safe to use and used safely. This includes having arrangements in place to ensure that the premises and equipment remain 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.

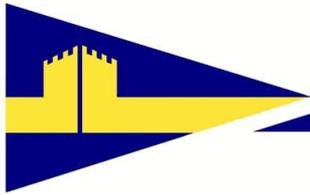
As the clubhouse is a place of assembly the Regulatory Reform (Fire Safety) Order 2005 requires that the club carries out and keeps up to date a fire risk assessment to ensure that all the fire precautions in the premises remain current and adequate.

The club provides food and drink to its members and the Food Hygiene (England) Regulations 2006 (as amended) requires that the club has in place and regularly reviews food safety management procedures based on the principles of HACCP (Hazard Analysis Critical Control Point)

In addition a Common Law 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.

References:

- Relevant acts of Parliament
- Health and safety at Work etc Act 1974 (applicable in all employment situations)
- Management of Health and Safety at Word Regulations 1999
- Food Hygiene (England) Regulations 2006 (as amended)
- Food Safety Act 1990
- The Regulatory Reform (Fire Safety) Order 2005



Part C Arrangements

Responsibilities

1 Overall and final responsibility for health and safety is that of:

Commodore

2 Responsibility for ensuring this policy is put into practice is that of:

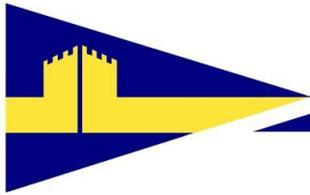
Health and Safety Officer

3 To ensure health and safety standards are maintained/improved, the following members of the safety team are responsible for regularly monitoring workplaces and procedures in their area:

Name	Responsibility
Rear Commodore House	Clubhouse, start hut, Anglers Roost, workshops, tractor shed and other structures Bar Galley Maintenance Club grounds (excluding boat parks and car parks) Security
Rear Commodore Marine	Boat parks and car parks Dinghy parks Start hut (Operations) Piers, pontoons and dolphins Workboat Mooring barge Boatlifter operations Trailer movements Angling activities
Club RYA Principal	Training

4 All members and employees are required to:

- co-operate with club management/officers on health and safety matters;
- 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 an appropriate person (as detailed in this policy statement).



Part D Policies, procedures, and risk assessments

Several policies, procedures and risk assessments 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. The responsibility for these policies, procedures and risk assessments will be:

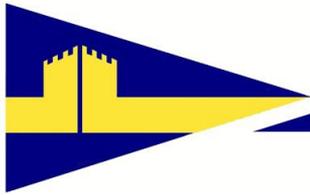
No	Policy/procedure/risk assessment	Responsibility
H1	Clubhouse (policies and operations including for internal and external functions)	Social secretary
H2	Bar policies and risk assessments	Bar secretary
H3	Galley operations and emergency procedures (including for functions)	Catering franchise if applicable otherwise social secretary
H4	Building and general maintenance and maintenance equipment policy and risk assessments, and any required emergency procedures (including work party safety checklist)	Maintenance secretary
H5	Club ground policy (excluding boat and dinghy parks)	Bosun
M1	Boat parks, dinghy parks and car parks (policy for use)	Bosun
M2	Water safety policy	Sailing secretary
M3	Piers, pontoons, dolphins, and tractor (policies for use and risk assessments)	Foreshore officer
M4	Training policy	Training secretary
M5	Workboat, rib, jaffas, mooring barge, club dinghies and boats (policy for use)	Club boats officer
M6	Boat lifter operations and trailer movements (policy and procedures including risk assessments)	Boat handling officer
M7	Anglers roost operations including training courses (procedures)	Angling secretary

The documents should be filed in the Health and Safety section of the club website and should be reviewed on a regular basis. Action required to remove/control risks will be agreed and approved by:

H 1-5 Rear Commodore House
M 1-7 Rear Commodore Marine

The **Vice Commodore** will be responsible for ensuring the action required is implemented.

The officers responsible for the policies and procedures will check that the implemented actions have removed/or mitigated (reduced) the risks. Policies, procedures and risk assessments will



be reviewed on a regular basis or when the work activity changes, or there has been an accident or incident

Part E Provision for safe plant, equipment and substances

Number	Requirement	Responsible
1	All equipment/plant needing maintenance identified For ensuring that insurance warranties are purchased and requirements implemented	Rear Commodore House Rear Commodore Marine
2	Ensuring effective maintenance procedures are drawn up in accordance with regulations and approved codes of practice	Maintenance Committee or relevant responsible officer
3	To check that new plant and equipment meets health and safety standards before it is purchased and brought into use	Maintenance Secretary or a competent club advisor
4	All tractor and boat lifter drivers to be suitably qualified and trained. Risk assessment to be reviewed regularly	Rear Commodore Marine
5	Identifying all substances that are hazardous to health and used in their area of responsibility. Carrying out a suitable and sufficient COSHH assessment. Ensuring that all substances are stored appropriately. All employees, club members and contractors are informed of the assessments as required. For checking that new substances can be used safely before they are purchased	Officers responsible for hazardous substances and assessments Bar secretary Supervisor for cleaners Catering Franchise

Any problems found with plant/equipment should be reported to:

Maintenance committee (completion of entry in the Health, Safety and Defects Notification Book in Club Foyer)



Part F Consultation with employees

Employee representative(s) are:

- a. Bar manager
- b. Supervisor for the cleaners

Consultation with employees is provided by:

- a. Bar Secretary/Rear Commodore House
- b. Social Committee nominee

Part G Information, instruction and supervision

The Health and Safety Law poster is displayed at:

Main Club Foyer

Health and safety advice is available from:

Health and Safety Officer

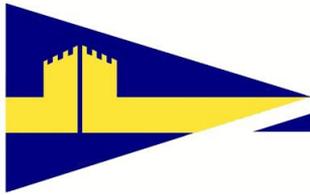
The safety team (Rear Commodore House, Rear Commodore Marine and RYA Principal)
Health and Safety policies, procedures and risk assessments published on the club website

On notice board in foyer

HSE website: <http://www.hse.gov.uk>

Supervision of young persons undertaking club organized activities, will be arranged /monitored by:

The relevant section secretary



Part H Competency for tasks and training

Induction training will be provided for all employees by:

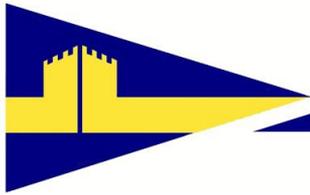
Relevant line manager

Contract manager (for example: club emergency actions information provided to any contractors employed by the club)

Job-specific training will be the responsibility of :

Employee	Responsibility
Bar staff	Bar manager
Cleaning staff	Social Committee representative
Catering staff	Franchise holder Monitored by Rear Commodore House
Contractors	Contractor Monitored by club

Note: Training/instruction shall be available for members who undertake club maintenance and other activities including those involving the use of club equipment which warrant instruction and for which a sufficient level of competency is required.



Part I Accidents, first aid and work-related ill health

First-aid boxes are kept at:

- Club foyer
- Start hut
- Work party area

An appointed person checks the first-aid boxes on a regular basis and ensures that their contents are suitable and up to date.

In the event of an accident or other emergency provide first aid assistance and call the emergency services on 999 or 112.

Tell the operator which emergency service you require (Fire, Police, Ambulance, or Coastguard)

If at sea call the coastguard on Channel 16

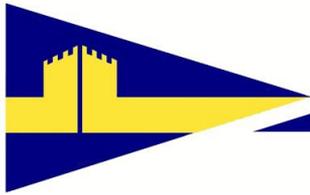
When you need medical help fast but it is not a 999 emergency dial 111

All accidents, including Training Section accidents and dangerous occurrences (near misses), and cases of work-related ill health are to be recorded in the accident book. The book is kept:

In the lobby next to the entrance door to the upper bar

Serious incidents and any that require the use of items in the first aid box are to be recorded on a form in the Accident Book held in the clubhouse. Once completed, the form should be detached from the Accident Book and passed to the Honorary Secretary for retention. If the person present is unable to deal with it they are to summon assistance immediately. The person dealing with the incident should bear in mind that witness statements are likely to be required.

Incident Reporting



Once the immediate hazards and injuries have been dealt with, it may be necessary to report an incident formally, this should be carried out by a flag officer

In the event of a death, the Police are to be informed. The police will inform the next of kin. Do not publicize the name of the casualty until you know this has been done.

Serious Incidents

An incident is classified as **serious** when it results in death or specified injury or a member of the public suffers an injury and is taken to hospital as a result of that injury.

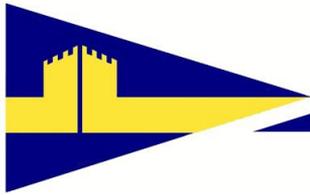
Specified injuries to workers are:

- fracture other than to fingers, thumbs or toes;
- amputation;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

In the event of death or specified injury, consideration should be given to informing the RYA, this should be carried out by a flag officer. The RYA can provide advice on dealing with the press and the accident investigation.

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:



- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment
 - Plant or equipment coming into contact with overhead power lines
- The accidental release of any substance which could cause injury to any person

Part J Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we:

- Conduct spot checks and record them in meeting minutes
- Investigate accidents and incidents
- Review policies and procedures
 - On a regular basis
 - When risk level changes
 - After an accident/incident

Responsibility for investigating accidents:

Appropriate Rear Commodore or Health and Safety Officer

Responsibility for investigating work-related causes of sickness absences:

Rear Commodore House

Responsibility for acting on investigation findings to prevent a recurrence:

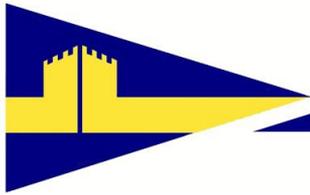
Section Secretary

Part K Emergency procedures – fire and evacuation

Responsibility for ensuring the fire risk assessment is undertaken, implemented and reviewed regularly:

Vice Commodore or Club Fire Officer

In the event of a fire or other emergency everyone present should evacuate the premises and meet at the assembly point near the start hut.



The emergency services should be called by dialling 999 or 112 and tell the operator which emergency service you require (Fire, Police, Ambulance, or Coastguard)

Escape exits and escape routes are checked by:

Responsibility	When
Health and Safety Officer	Regularly
Maintenance Committee	Work party days
General Committee members	Ad hoc basis
Social secretary	Prior to a function
Training organiser	Prior to a course

Emergency evacuation procedure will be tested and recorded in fire assessment file:

Twice yearly