

HEALTH AND SAFETY POLICY

of

Derby Motor Boat Club

Warren Lane
Sawley
Long Eaton
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NG10 3AD

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1. PREFACE

This document was put together by the author via consultation with senior members of the club during a visit to the Sawley site on Friday 2nd May 2014.

2. METHODOLOGY

Although there is no legal requirement for this organisation to originate a formal health and safety policy, it has been decided that the origination of such a document would establish best practice as the foundation stone of this club's ongoing attempts to establish and maintain a safe and healthy environment for all those parties who may come to these premises either casually or routinely.

3. POLICY STATEMENT

Our statement of general policy is as follows:-

- to provide adequate control of the health and safety risks arising from this club's activities;
- to communicate with all relevant parties on matters which may affect their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe use of substances;
- to provide information on safe working practices / procedures;
- to ensure all relevant parties are competent to carry out the tasks they are required to undertake via adequate training
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; *and*
- to review and revise this policy as necessary at regular intervals

Signed

Name

Date

Review Date

4. ORGANISATION and RESPONSIBILITIES

- 4.1 Overall and final responsibility for health and safety in this organisation rests with the **individual members themselves**. This is particularly the case with regards to member's unaccompanied attendance at the club's premises in daylight and / or darkness.
- 4.2 Although the **committee** led by **The Commodore** will provide the overall health and safety leadership for the organisation by taking responsibility for safe maintenance, application and training of members in respect of the use of the fixed assets of the club it has no authority to prescribe the specific behaviour of individuals in respect of their actions and in the subsequent implications for their own personal safety. The committee is only empowered to take action to discipline members who act in a manner which exposes other members to risk. **Everyone** therefore has a shared responsibility to ensure that effective health and safety risk control is in place at all times and that there is a commitment to continuous improvement in health and safety performance. Specifically, this will require the following:-
- *the assessment of work related risks faced by relevant parties*
 - *the provision of effective arrangements for planning, organising, controlling, monitoring and reviewing preventive and protective measures*
 - *the appointment of one or more competent persons to assist in undertaking the measures needed to comply with health and safety law*
 - *the provision of comprehensible and relevant information to all relevant parties on the risks they face and the preventive and protective measures that control those risks*

The **committee** will ensure that all actions taken and decisions made reflect the key messages in the organisation's health and safety policy statement and will ensure that the ramifications of investments in communal equipment, etc. are fully taken into account from a health and safety perspective. They will provide effective health and safety leadership to the club members and will encourage all members to become involved in the management of health and safety so that a positive safety culture may be created and supported.

- 4.3 **The Vice Commodore and the Rear Commodore** will have a delegated responsibility to lead the **committee** on aspects of health and safety (both in the absence on site of **The Commodore** as well as in the day to day support of **The Commodore**) and will support members in an attempt to ensure that all day to day activities are carried out with health and safety very much in mind. They will aim to ensure that all members are fully aware of the risks involved in the activities they are likely to undertake, that they are aware of and make use of the preventive and protective measures in place for their health and safety and that they are encouraged to raise issues of concern so that these can be dealt with promptly and effectively.

4.4 Finally, all **members** of the club have a duty to:-

- *Co-operate with the committee members 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*
- *Report all health and safety concerns to an appropriate member of the committee.*
- *Use all equipment and carry out all tasks in accordance with the relevant instruction and / or training given.*

5. GENERAL ARRANGEMENTS

5.1. Access

- 5.1.1. All members are issued with a key to the padlocked front entrance gate to the site to enable them to gain 24/7 access to the facility.
- 5.1.2. It is essential that all members respect ownership of such access rights and that they do not pass access means to any third parties and that they adequately re-secure the site on arrival and on exit at all times.

5.2. Contractors

- 5.2.1. We have selected and appointed various contractors for routine ongoing maintenance of the site (e.g. grass mowing, tree pruning, etc).
- 5.2.2. Members should inform us immediately if they ever have any concerns regarding the safe working methods of such contractors.

5.3. Electricity

- 5.3.1. We have provided electrical power to all moorings via the 'blue posts' around the site (some of which also provide access to fresh water).
- 5.3.2. These 'posts' have an integral RCD device for your safety.
- 5.3.3. It is essential that the RCD device on your vessel (being connected to this supply) meets the BSS RCD test requirements.

5.4. Fire

- 5.4.1. We provide portable fire extinguishers around the premises which are available for use in an emergency. These are maintained by an external contractor at ongoing 12 monthly intervals.
- 5.4.2. This equipment must not be used unless individuals are competent in their use and should never be used in preference to raising the fire alarm, contacting the emergency services and encouraging individuals to safely evacuate any affected area. Extinguishers are mainly intended for use if anyone's exit from a fire affected area was in compromise.

5.5. Gantry

- 5.5.1. We have provided a fixed gantry at the far end of the site for general use by any member when there is a need to remove an engine from a vessel.
- 5.5.2. The gantry framework itself is inspected / examined by an external competent third party on an annual basis.
- 5.5.3. However the club does not provide any block, tackle, etc for use with this gantry frame.
- 5.5.4. Individual club members must ensure that all such additional equipment (as per 5.5.3 above) is suitable and appropriate for use and that it is being inspected / examined on at appropriate ongoing intervals.

5.6. Guests

- 5.6.1. Members are allowed to bring guests to the facility but must accept full personal responsibility for any such third party guests whilst they are present on the site.

5.7. Hand Tools / Power Tools

- 5.7.1. We provide no communal tools for general use in repairing and maintaining vessels.
- 5.7.2. The only communal (club owned) garden equipment are the hedge cutters and strimmers, etc (which are either petrol or 110volt powered).
- 5.7.3. No-one should be using communal equipment (as per 5.7.2 above) unless they are confident in their ability to use this safely.
- 5.7.4. Members must report any concerns regarding the condition, safety, etc of such communal equipment to the club management immediately should any faults, etc occur.
- 5.7.5. Members must themselves provide all hand and power tools they require for working on vessels and must ensure that these are appropriate for use, etc.
- 5.7.6. Communal electrical equipment (hand tools – i.e. drills, grinders, saws, etc.) shall be PAT tested annually.

5.8. Jet Wash

- 5.8.1. This equipment is provided for the general use of all members.
- 5.8.2. We would ask that the equipment is used sensibly and responsibly at all times.
- 5.8.3. The equipment must not be used by the first boat owner until the second craft on the adjoining slipway is secured by its safety chain.

5.9. Lone Presence

- 5.9.1. We have done all that is reasonably practicable to resource the health and safety of all members however we are very aware of the fact that many members will be a 'lone presence' at the premises from time to time. It is essential that you have considered your own safety at such a time. Ladders and buoys have been provided around the site for safety assistance in the event of getting into trouble in the water when attending the premises alone and you must have planned your own emergency arrangements in the event of such an occurrence.

5.10. Parking

- 5.10.1. Once on site you are expected to observe sensible speed limits (encouraged by the speed bumps present).
- 5.10.2. You should park your vehicle with respect for the access and egress of other club members and their guest at all times.

5.11. Paint bay

- 5.11.1. We have an enclosed paint bay incorporating a manual portable platform which is available for authorised members to use.
- 5.11.2. It is essential that the straps are secured when this platform is in use.
- 5.11.3. No-one should attempt to use this facility unless they have been authorised as competent to use it safely.

5.12. Playground

- 5.12.1. A children's playground is provided for the use by children of members and their guests and has been designed to be as safe as is reasonably practicable.
- 5.12.2. Children must be supervised by a responsible adult when using this facility (and should also be similarly supervised whenever they are by the waterside).
- 5.12.3. Any damage to equipment, faults discovered in equipment, etc must be reported to a member of the club's management without delay.

5.13. Pontoon

- 5.13.1. We have provided a pontoon for use in carrying out repairs to stagings.
- 5.13.2. This equipment incorporates a hand winch at this time (although this may be replaced with a powered winch at some time in the near future).

5.14. Slipways

- 5.14.1. We have two separate enclosed slipways (incorporating electric winches) available for use by authorised members of the club.
- 5.14.2. We arrange for these winches to be inspected / examined by our insurers once a year.
- 5.14.3. Nominated club members also carry out regular ongoing inspections of the ropes used in conjunction with these winches.
- 5.14.4. Trained 'slipping officers' have been appointed by the club for the use of the equipment within the slipway sheds.
- 5.14.5. No-one should attempt to operate this equipment unless they have been trained and authorised by the club management.

5.15. Stagings

- 5.15.1. We accept responsibility for the ongoing safe condition of the 'structural support' of these stagings only.
- 5.15.2. Individual members must accept responsibility for the ongoing safe condition of staging boards and either repair / replace these themselves or arrange for another club official to assist in such work.

5.16. Smoking

- 5.16.1. Apart from the social aspects of passive effects on the health of others, smoking is a fire hazard.
- 5.16.2. You may not smoke in the HQ, in the toilets, in the paint bay or on the slipways.

5.17. Special Events

- 5.17.1. We hold special events on site periodically (e.g. rallies, boat handling competitions, etc.). At such times, marquees may be erected, stalls may be erected, a bar may be available, entertainment may be provided, etc.
- 5.17.2. It is essential that all club members and their guests observe a heightened level of attention to personal health and safety at such times.

5.18. Waste

- 5.18.1. We have provided litter bins around the site.
- 5.18.2. General litter should be disposed of sensibly.
- 5.18.3. Large items of litter should be removed from site and should be disposed of via council general waste transfer facilities.

5.19. Welfare Facilities

- 5.19.1. Sanitary facilities and a kitchen facility are on site.
- 5.19.2. Bottled propane gas is used in the kitchen and gas equipment is currently being checked for ongoing safety at ongoing 12 monthly intervals.
- 5.19.3. Loose bottles are stored outside the kitchen building with no more than 2 x 47KG bottles being stored here at any one time.
- 5.19.4. Wooden seating has been provided for the convenience of members and their guests. Children should be discouraged from standing on these and any damage observed to these should be reported to a member of the club management without delay.

5.20. Working at Height

- 5.20.1. Two sets of portable steps are provided by the club for members to use in certain situations (e.g. the slipway building).
- 5.20.2. Any members making use of these steps must take personal responsibility to use them safely (i.e. fully extended, on level ground, etc).

