



NORFOLK BROADS YACHT CLUB

HEALTH and SAFETY at WORK etc ACT 1974

CONTENTS OF THE SAFETY POLICY

This is primarily laid out in four parts:

Part 1

A general statement of commitment and intention made by the Management Committee.

Part 2

Details of individual responsibilities.

Part 3

General arrangements applicable to the premises, for example fire safety and first aid.

Part 4

Significant findings following risk assessments carried out under the Management of Health and Safety at Work Regulations (1992)

PART 1 - GENERAL STATEMENT OF POLICY

Our policy is to provide safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also undertake to operate with due regard to the health, safety and security and welfare of persons not our employees, specifically our members and all instructors helpers and students of the NBYC Sailing School.

All employees, members and visitors are required to take reasonable care of their own health and safety whilst on the premises of the Norfolk Broads Yacht Club and/or participating in activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in Sections 2 - 4.

This policy will be reviewed yearly and employees and members advised of any changes.

Signed

Name

Commodore

Date

PART 2 - RESPONSIBILITIES

1. The NBYC Management Committee retains overall responsibility for establishing and monitoring health and safety arrangements.
2. The Club Secretary has the responsibility to implement the policy at Norfolk Broads Yacht Club, Wroxham Broad.
3. The following have particular responsibility for:

Person	Activity
Chairman of House Committee	All organised social activities
Chairman of Wroxham Broad Committee	All maintenance and repair activities and environmental health requirements not specific to the kitchen and bar
Chairman of Racing Committee	All matters relevant to racing
Chairman of Training Committee	All matters relevant to training activities and the NBYC Sailing School overall
NBYC Sailing School Principal	All Health and Safety issues specific to the operation of the Sailing School and meeting the requirements of the RYA.
The Club Caterer	All catering activity and environmental health requirements relevant to the kitchen.
The Bar Manager	All activity relating to the Bar operation and environmental health requirements relevant to the bar.
Parents	Parents have a responsibility for all activities of their children, in particular for their wearing of lifejackets on the club premises outside the buildings.

4. All employees must co-operate to achieve a safe and healthy workplace and take reasonable care for themselves and others.
5. Any employee or member discovering a health and safety problem which they cannot correct must inform their immediate superior or the Club Secretary and where necessary contact the responsible person named above.
6. General consultation on health and safety will be dealt with at the regular Monday planning/review meeting.
7. The following organisations are available to give advice:

Wroxham Surgery:	01603 782155
Local HSE Inspector:	Health and Safety Executive, Kiln House, Pottergate, Norwich, Tel: 01603 615711
Fire Prevention Officer:	Bethel Street, Norwich NR2 1NW, Tel: 01603 621461
Sailing School Activities:	The Royal Yachting Association, RYA House, Romsey Road, Eastleigh, Hampshire, SO50 9YA, Tel: 02380 627400
Environmental Health:	Broadland District Council, Environmental Health Dept., Thorpe Lodge, 1 Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0DU, Tel: 01603 431133

PART 3 - GENERAL ARRANGEMENTS

1. First Aid

First Aid boxes are located in the Clubhouse, in the Secretary's Office and in each rescue boat. The Assistant Secretary is responsible for stocking them in accordance with the checklists.

For guidance, trained/qualified first aiders include: -

<i>Name</i>	<i>Location/Availability</i>
Peter Coleman	On site weekdays

The following may be on site some weekends: -

Tony Manners, Basil Green, Bob Payne, Peter Dixon, William Dixon, Anthony Landamore, Melanie Landamore, Jenny Landamore, Guy Coleman, Sally Jones, Nico Bentall, Rosie Ferrier, Jamie Manners, Vicky Aitken, Benny Harston, Phillip Harston, Paul Barker, Trevor Whiting, Hugh Savage, Gilly Foulds.

2. Accidents

The accident book is held in the Secretary's Office. All accidents must be entered in the book. A responsible Club employee or officer will immediately complete an accident investigation form for any incident causing lost time or requiring hospital treatment and forward this to the Secretary who will ensure that relevant incidents are notified to the local Health and Safety Executive in Norwich on F2508/F2508A.

3. Fire Safety

- (a) Fire extinguishers are located in the Clubhouse, in the Bos'n's Workshop, in the Sail Shed, in the Secretary's office and in the Club-owned rescue boats. The Bos'n will undertake weekly inspections to ensure equipment is properly located. Maintenance of the equipment is the responsibility of Ace Fire (Alarms) of North Walsham.

- (b) Fire evacuation drills are not appropriate.
- (c) Action to be taken on discovering a fire:
Raising the alarm - any person discovering a fire will alert members in the Clubhouse to evacuate and operate a fire extinguisher provided it is safe to do so.
Calling the Fire Brigade - If the fire cannot be contained, the Fire Brigade must be summoned.
- (d) Appropriate emergency lighting will be checked weekly by the Bos'n and recorded and signed off on his timesheet.

4. Training

- (a) The Secretary will ensure all new employees are given details of the safety policy. The Bos'n will ensure training in local hazards. Safety checklists will be produced for this training and signed where appropriate.
- (b) The following will provide specialist instruction (e.g. tractors, cranes, winches, abrasive wheels etc)

<i>Name/Organisation</i>	<i>Activity</i>
Ben Burgess Ltd	Tractor/fork lift use
NBYC	Members' operation of crane, winch and pressure washer.

5. Contractors and Visitors

- (a) All contractors must report to the office or to the Bos'n on arrival and departure.
- (b) Any special NBYC procedures affecting their work will be notified to them by the Bos'n.
- (c) The Bos'n will check that their activities will not put NBYC employees at risk (e.g. chemicals used, hot work, excavations, and mobile plant).
- (d) All visitors and guests of members who are not contractors must be signed into the Visitors Book kept in the Clubhouse.

6. Emergency Procedures

These are defined in the Standing Instructions for the NBYC Sailing School

PART 4 - SPECIFIC HAZARDS

1. Housekeeping and Premises

- 1.1 *Cleaning:*
No hazardous materials to be used in cleaning unless used under clause 7.1
- 1.2 *Waste Disposal:*
No specific hazards identified
- 1.3 *Storage and stacking of materials:*
To be carried out under guidance notes in manual "Essentials of Health and Safety at Work" (ISBN 071760716X)
- 1.4 *Marking of gangways, exits etc:*
Not appropriate except for fire exits
- 1.5 *Condition of floors, stairs and ladders:*
Inspected daily
- 1.6 *Special access to particular places:*
 - 1.6.1 Access to soil mound prohibited by warning notice.
 - 1.6.2 The children's play area must only be used by children under the age of 10 Use by children under the age of 8 must be supervised. The facilities will be maintained by NBYC, but usage will be at the risk of parents and supervisors. The bos'n will inspect and record the condition of the equipment at regular intervals.
- 1.7 *Responsibility for maintenance, inspection and reporting of defects:*
Maintenance and inspection responsibilities belong to the regular Monday review meeting group. The reporting of defects is the responsibility of all employees and members.

2. Machinery and Equipment Safety

- 2.1 *Rules for use:*
All manufacturers' and NBYC rules must be available to users.
- 2.2 *Routine inspection or maintenance:*
Carried out by Bos'n and/or the Monday Review meeting group.
- 2.3 *Statutory inspections:*
The crane and the winch are inspected annually by Houghton Engineering Insurance Services and a safety certificate provided.
- 2.4 *Plant isolation permits to work for cleaning and maintenance:*
Do not apply

3. Electrical Systems

- 3.1 All portable equipment must be operated with either 110v transformers or circuit breakers suitable for outside use.
- 3.2 Routine checks on equipment installations are made by the Club's electrical contractor, Derek Edwards.
- 3.3 Plugs and cables are regularly inspected and tested for loose connections and faults by the Club's electrical contractor, Derek Edwards.

4. Pressure Plant

- 4.1 *Operation of pressure washers:*
Rules for use are available to users.

5. Internal Transport/Handling Equipment

- 5.1 *Routine maintenance inspection:*
Routine maintenance is carried out by the Bos'n. Annual servicing is performed by outside specialist suppliers.
- 5.2 *Statutory inspections:*
These do not apply except for the items under section 2.3

- 5.3 *Driver training authorisation:*

- Only appropriately trained drivers authorised by the Club and whose names appear on a list kept in the office may drive the tractors.
- 5.3 *Access routes:*
None applicable
- 6. Portable Access Equipment**
- 6.1 *Rules for use of ladders, scaffolds and steps:*
There are no specific rules, but they are only to be used by employees/contractors using appropriate and reasonable care and attention.
- 7. Hazardous Materials**
- 7.1 *Suppliers Data sheets and assessments must be consulted before use:*
- 7.2 *Control of new materials:*
See section 7.1. No new materials may be used on site unless approved by the office.
- 7.3 *Notices and training:*
Notices will apply and suitable training given to all new employees where necessary. The provisions of the manual "Essentials of Health and Safety at Work" (ISBN 071760716 X) also apply.
- 7.4 *Storage, handling and use:*
This is covered under section 7.3
- 7.5 *Spillage, waste and emergency procedures:*
This is covered under section 7.3
- 7.6 *Medical examinations:*
Refer to Wroxham Surgery
- 8. Personal Protective Equipment** (Refer to manual "Personal Protective Equipment" - ISBN 071760415 Z)
- 8.1 *Selection and issue:*
This will be selected and used where appropriate.
- 8.2 *Training in use, warning notices:*
This will be carried out on issue of appropriate equipment.
- 8.3 *Storage and availability:*
It is the responsibility of the person to whom the equipment is issued to store and use the equipment provided.
- 8.4 *Disciplinary procedures with regard to non-use:*
Breaches of the Health and Safety Policy will be dealt with under the employee's contract of employment.
- 9. Miscellaneous Health Risks**
- 9.1 *Noise:*
Ear defenders will be worn where appropriate.
- 9.2 *Radiation:*
There is no evidence of radiation on this site.
- 9.3 *Upper limb disorders:*
Repetitive strain injuries have been considered.
- 9.4 *Vibration white finger:*
Not applicable on this site.
- 9.5 *Infections or disease:*
The major concerns are with contaminated water, specifically Weil's disease, and are covered under section 10.12.
- 10. Sailing/Boating Activities Specific Risks**
- 10.1 *Drowning from capsizing or falling overboard:*
Buoyancy aids to be worn by all during NBYC Sailing School activities and in rescue boats on duty or as ordered by the Duty Race Officer.
- 10.2 *Cold from immersion or exposure:*
Wet suits/dry suits strongly recommended for dinghy sailors. Hot showers available
- 10.3 *Injuries from booms, winches, ropes:*
Reasonable care is to be taken by all.
- 10.4 *Slipping/tripping on slipways or pontoons:*
Reasonable care to be taken by all
- 10.5 *Overhead cables:*
All cables are underground with the exception of a prohibited area (see section 1.6)
- 10.6 *Dispersal of dinghy fleets:*
All boats are to be kept onshore must be in allocated spaces. When afloat on Wroxham Broad, boats are generally in sight of the Clubhouse
- 10.7 *Stranding:*
See section 10.6
- 10.8 *Chemicals used in workshops or for cleaning:*
See section 7 - Hazardous materials.
- 10.9 *Fire afloat and ashore:*
See section 3 - Fire Safety
- 10.10 *Winches and winch wires on slipways:*
See section 2.1
- 10.11 *Vehicles:*
There is a speed limit on the Club premises of 15 mph.
- 10.12 *Contaminated water (blue/green algae and Weils disease):*
- Advisory notices are posted in the Clubhouse and members accept their responsibility to take appropriate measures for their own safety including those relating to blue-green algae and Weil's disease
- Vermin control measures in place
- 10.13 *Underwater obstructions:*
None identified
- 10.13 *Operation of rescue boats:*
- Only drivers approved by the duty race officer or the Secretary can be used for safety craft
- Kill-cords fitted to rescue boats where appropriate

- 10.14 *Use of tools:*
No unauthorised use of Club tools or equipment is allowed.
- 10.15 *Lifting and/or manoeuvring heavy objects:*
- Manual handling advice given
- 10.16 *Medical ailments of staff and students of Sailing School:*
- Trained First Aid personnel available
- First Aid equipment provided
- Working area is contained and course is never more than a few minutes from base
- Check sheets issued to instructors