



Revised January 2016

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Health and Safety Policy (The Policy) - Part one

1. General Policy Statement

The principal objective of the Sea View Yacht Club Limited (“The Club”) is to promote and encourage amateur sailing and racing including training courses afloat and ashore. The Club also provides social activities for members, guests and visitors.

The Club acknowledges its responsibilities under legislation to safeguard, so far as is reasonably practicable, the health, safety and welfare of all those who may be affected by the Club’s activities, both onshore and afloat.

This General Policy Statement sets out the Policy Principles that have been adopted by the Club in pursuance of its health and safety responsibilities.

It is the Club’s General Policy to:

- Take all reasonable steps to minimise accidental injuries and ill health effects arising from its activities.
- Plan and conduct its operations both onshore and afloat in such a way as to safeguard, so far as is reasonably practicable, the health and safety of employees, Club members, Club guests, charterers and members of the public.
- Comply with all relevant legislation. In order to promote these policy principles the Club will
- Set up and maintain an organisational structure that identifies the roles and responsibilities of certain employees, and the roles of Flag Officers and others in pursuance of the Club’s Health and Safety Policy.
- Set up and maintain a system of risk assessment, risk and hazard control, accident and incident investigation and any corrective action, record keeping and overall regular policy review.
- Set up and maintain other arrangements, instructions, information and controls in pursuance of the Policy. In particular, those arrangements will cover the Club’s premises, equipment and boats, hazardous substances, supervision, training and instruction of employees and others, the management of sailing events and social events.
- Communicate with members and others so that the key elements of this Policy may be brought to the attention of all concerned.

This Policy Statement, together with the Organisation and Arrangements, will be formally reviewed by the General Committee of the Club once per annum at its first meeting in any year. Interim reviews will take place when necessary, should circumstances dictate.

Health and Safety Organisation - Part two

1. General Committee

The General Committee (“The G.C.”) under the chairmanship of the Commodore SVYC Ltd (or Vice Commodore SVYC Ltd in absentia) has overall responsibility for all Health and Safety matters within the Club.

In particular, the G.C. shall exercise the following responsibilities and functions:

- To oversee and review adherence to the Policy.
- To approve, and keep under annual review in March, the Policy and amend where necessary
- To delegate to employees of the Club, or to other committees, roles and responsibilities for health and safety matters
- To consider, and approve if thought fit, expenditure directed to the maintenance or improvement of the Club’s health and safety practices.

2. The Sailing Committee

The Sailing Committee (“The S.C.”) under the chairmanship of the Rear Commodore (Sailing) SVYC Ltd will exercise health and safety responsibility for the sea based activities of the Club, its members, guests, visitors, charterers and Contractors. The S.C. will also cover the sea-based activities of the Club’s employees. The S.C. will make a report on all health and safety matters within its remit to the G.C. on an annual basis in December, together with recommendations for Policy amendment where appropriate.

3. The House Committee

The House Committee (“The H.C.”), under the chairmanship of the Rear Commodore (House) SVYC Ltd., will exercise health and safety responsibility for all shore-based activities of the Club, its members, guests, visitors, charterers and contractors and all Club operated sites including the Clubhouse, the “esplanade boatshed”, the slipways/staging and the site at Woodnutt’s Yard, Bembridge. The H.C. will also cover the shore-based activities of the Club’s employees.

The H.C. will also have responsibility for the safe conduct of social events held on Club premises, whether organised by the Club or by a third party.

The H.C. will make a report on all health and safety matters within its remit to the G.C. on an annual basis in December, together with recommendations for Policy amendment where appropriate.

An organisation list together with the functions assigned to each Committee is given at Appendix 8.

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4. The Club Safety Officer

The Club Secretary (“The Secretary”) has the function of Club Safety Officer and will, in particular, have the following duties:

To ensure, generally, that the Policy is being implemented and adhered to, and to advise the Commodore or other Flag Officers of any breaches.

To carry out Risk Assessments.

To carry out investigations into reported accidents and near misses.

To report to the appropriate enforcing authority where the law requires To carry out inspections of the Club’s premises and equipment.

To arrange the maintenance of the Club’s premises and equipment To arrange the maintenance of the Club’s power and sail boats.

To arrange for the appropriate inspections and certification of equipment as required by law.

To maintain the appropriate records.

5. Line Management

The Secretary is line manager to all the Club’s employees. He is therefore also responsible for the provision to all employees of such information, instruction, training and supervision as may be necessary to ensure their health and safety at work.

6. Other Club Roles

Two further Club roles exist that have a significant bearing on health and safety matters.

a) Sailing Director

The Sailing Director is responsible to the Secretary for all Club operations on the water. He also has the role of organising and managing the Club’s sailing training programme, and this includes responsibility for all shore based training.

b) RYA Training Principal

The Principal has the role of promoting RYA best practice within the Club’s sailing training activities.

7. Employees

All employees have a general duty under safety legislation to take reasonable care of themselves, and others who may be affected by their acts or omissions. They also have a duty to cooperate with their employer in matters of health and safety. This duty includes the using or wearing of any safety or protective equipment provided for them by the Club.

The Club will, as a matter of policy, require employees to comply with their safety duties and enforce this where necessary.

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The Club also recognises the need to brief and supervise its seasonal or casual employees.
(Note. Personal Protective/Safety equipment is issued to permanent employees only)

8. Club Members

All Club members have a general duty under safety legislation, and within the terms of their Club membership, to take reasonable care for themselves, their families and guests, visitors and club employees.

The Club will require members to adhere to their duties and will take enforcement action where necessary, up to and including expulsion from the Club in extreme cases.

9. Catering

Catering at the Club is provided by a contractor, who has primary responsibility for ensuring that all the catering operations are carried out in a lawful and hygienic manner.

The Club, through its contract with the caterer, will demand that all statutory requirements are complied with. The Club will check compliance in these matters on a regular basis.

Part three

Arrangements for implementing the Policy

1. Risk Assessment-principles

The Club will carry out, and keep under review, risk assessments covering all its activities both on shore and afloat. Each assessment will have the following content (Appendix 1 refers).

- a) Description of activity and/or location or
- b) Identification of those at risk
- c) Identification of hazards present
- d) Assessment of risk arising (bearing in mind existing control measures) effect of hazards - likelihood of harm
- e) Control measures required

The Club will keep records of risk assessments, and will review them at least every five years. The Club will take steps to draw to the attention of all those at risk the control measures to be observed. The Club will require its employees to observe any control measures put in place for their safety and will provide the necessary supervision to achieve this.

2. Risk Assessment-scope

The Club will maintain a programme of risk assessments to cover the following:

- a) Shore-based arrangements
 1. Clubhouse and other onshore Club Premises (general club premises safety)
 2. Fire protection and control (carried out by an external expert body)
 3. Safety of guests and visitors
 4. Control of Substances hazardous to health (COSHH)
 5. Electrical and mechanical equipment and systems
 6. Catering equipment and operation
 7. Bar equipment and operation (including gas cylinders)
 8. Event management
 9. Manual handling operations
 10. Pregnant employees – when required
 11. Fuel storage and onshore cross loading/.refuelling of Club Craft
- b) Sea-based arrangements
 12. Refuelling of Club craft (offshore)
 13. General sailing activities and race management
 14. Club owned sailing craft
 15. Club owned powerboats
 - 16 Sailing training – adults
 17. Sailing training – juniors / cadets
 18. Chartering

3. Emergency and Rescue arrangements

The Club will operate, and keep under review, emergency procedures intended to provide timely and adequate response to an accident or emergency either onshore or afloat.

a) Emergency Communications

The Club will ensure that, at all times, the Responsible Person, Race Officer or Senior Instructor (see below) has available an operational means of contacting the emergency services and in the case of activities afloat, the Club's safety boats.

It is Club policy that no sailing event should start, or continue, in the absence of a fully operational emergency communications system.

b) Club Premises – normal opening

At all times when Club premises are normally open, a Club employee will be designated as "Duty Manager" whose function it will be to coordinate any emergency response including the calling of the emergency services and the supervision of evacuation in the event of a fire alarm. The Duty Manager will normally be the House Manager or his deputy.

c) Club Premises – Events

In addition to the designated Duty Manager, the Club will require the provision of an adequate number of emergency stewards, all properly and fully briefed, who will assist the Duty Manager in the event of an emergency.

The Event Organisers will also be required to nominate a lead organiser. (Appendix 6 refers)

d) Woodnutt's Yard & Club Boat Shed

Special arrangements for Woodnutt's Yard and the Club Boat Shed are at Appendix 11.

Note: Off site events will be covered by this Policy only if so designated (by the Secretary) as Club Events.

e) Sailing

(i) Racing

The Club will ensure that any sailing race or other sailing event held under the Club's auspices will be managed by a Race Officer (assessed as competent by the Club and familiar with the Club's Race officers Manual (see Appendix 5), supported by a sufficient number of shore-based assistants on the Deck.

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The Race Officer will also ensure that there are sufficient operational safety boats on duty, driven by competent crew, having regard to weather conditions, numbers racing and the experience / skills of those racing. No race shall start, or continue, in the absence of adequate safety boat cover.

(ii) Training

The Club will ensure that all sail training programmes are carried out in accordance with its laid down procedures (see Appendix 4).

The procedures, which have been set out by the Sailing Director and the RYA Training Principal, are inspected annually by the RYA.

In particular the Club will ensure that: -

- There are adequate numbers of instructors having regard to the number of trainees.
- All Instructors and Assistant Instructors are adequately trained and briefed on the type and course they are to give
- That any training course has a nominated Senior Instructor to be responsible for coordinating emergency response if required.
- That adequate numbers of safety boats are available.
- That all trainees / cadets are sufficiently supervised having regard to numbers involved and skill levels.
- A head count check is made at the end of each session afloat.

4. Routine Safety Inspections

The Club will arrange for safety inspections will be carried out at the following intervals:

a) Club Premises (Secretary):

June – August Brief inspection Weekly Detailed inspection Monthly

Other times Detailed inspection March

b) Club Owned Sailing and Power Craft (Sailing Director)

The Club's craft are thoroughly inspected and serviced at the start and end of each season , prior to storage.

They are also visually inspected on a daily basis during the season

The Club policy is to withdraw from use any sailing or power craft that is considered defective with regard to

- seaworthiness
- emergency and safety equipment

5. Accident and Near Miss Reporting and Investigation

It is Club policy that every accident that causes damage or injury (other than minor injury), and every near miss (defined as an event that had the potential to cause significant damage or injury) shall be investigated with a view to determining:

- the cause of the accident or incident
- the cause of the injury (if any)
- remedial action required (and timescale)
- changes indicated to policy, procedure or equipment

A specimen Accident Investigation form is given at Appendix 2.

Should any accident or incident become reportable under R.I.D.D.O.R (Reporting of Injuries, Diseases, and Damage Occurrences Regulations) the Safety Officer will take the necessary steps.

(Note: Investigations of sailing accidents, or other racing incidents, are undertaken within the RYA framework. The Sailing Committee will review the outcomes of all such investigations to determine whether further action is necessary.)

6. Keeping of Records

The Club will keep records relating to health and safety matters, as follows:

Subject	Retention Period
Routine inspections (premises)	2 years
Maintenance records (sailing & power craft)	2 years
Induction training of staff	Employment + 5 years
Power boat operators	All current
Rescue boat crew	All current
Race officers	All current
Competent helms	All current
Training records (sailing)	All current
Sailing instructions	All current
Petrol storage / handling	All current
Food hygiene (contractor)	All current
Food hygiene (employees)	All current (where relevant)
Manual handling	All current
Display screen assessments	All current
Accident investigations - minor	2 years
Accident investigations - major	10 years
Electrical safety inspections - wiring	10 years
Electrical equipment - portable	Until superseded
Gas Equipment	Until superseded
Boiler inspection	Until superseded
Fire equipment	Until superseded
COSHH Data	All current
Member declarations (sailing + insurance)	All current

7. First Aid Cover

Arrangements as given in Appendix 7

8. Alcohol

The Club recognises that, alcohol can be a contributory factor to the lowering of safety standards both on shore and afloat. The Club's employees have instructions to refuse to serve alcohol to any member, guest or charterer who appears to be inebriated.

The Club will also use its best endeavours to prevent anyone using the Club's sailing or power craft whilst unfit.

In the case of an employee, summary dismissal is the likely outcome of being at work whilst unfit.

9. Protective / Safety Clothing and Equipment

a) Permanent Employees

The Club will provide the appropriate protective / safety clothing and equipment for its employees (ashore or afloat) and will require those employees to make proper use of the same at all times.

b) Casual Employees

The Club does not provide protective / safety clothing and equipment to casual employees. However, Standing Instructions to casual employees require them to wear buoyancy aids at all times afloat whilst employed by the Club.

c) Members / Guests

A summary of the Health & Safety Policy for Members, Guests and Charterers is at Appendix 9

Members and Guests are responsible for providing their own equipment.

Requirements as to the compulsory wearing of lifejackets / buoyancy aids are laid down in the relevant Class Racing Instructions and in the Club NoR and SIs

Notwithstanding the above, a Race Officer may also require participants in any particular race to wear a lifejacket / buoyancy aid.

Log No:

A. CIRCUMSTANCES

Date of Incident: Time of Incident: Location:

i) (Those involved) (Names / Status)

ii) Witnesses (if any) (Names / Status)

iii) Outline of Circumstances

iv) Details of Injury to people

v) Details of Damage to Property / Equipment

vi) Details of Other Effects (spillage / pollution)

vii) Emergency Action Taken (Hospital / Emergency Services)

Report completed by: Date:

Report Handed to: (SVYC) Date:.....

B. INVESTIGATION

i) Investigators (Names / Status)

ii) Cause(s) of Accident or Near Miss

iii) Cause(s) of Injury or Damage

iv) Breaches of Existing Procedures

v) Were those involved Authorised / Trained

C. CONTROL MEASURES

i) Changes to Procedures / Policies

ii) Training Needs

iii) Modifications to Buildings / Craft / Equipment

iv) Report to
GC / SC / HC Yes / No Date:

Insurance Company Yes / No Date:

Signed: Investigator

Urgency		
1	Minor	
2	Action	2 weeks
3	Action	48 hours
4	Action	24 hours
5	Critical	

Location / Area:

Inspected by: Date:

Observations	Nature of Defect	Level	Action Required	By When

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Appendix 4

Standing Arrangements relating to those driving and crewing
Club power craft and to those providing Sailing Training and Instruction

Power Craft / Safety Boats

Craft will be used both by permanent Club employees and also by casual or seasonal employees. The Club will take all reasonable steps to ensure that only those duly authorised will drive or crew the Club's power craft.

The Sailing Director will maintain a list of those duly authorised.

The Club has laid down the following minimum qualification.

Helm - RYA Power Boat Certificate level 2. Minimum age 16.

Crew - RYA Power Boat Certificate Level 1. Minimum age 14.

Furthermore, all Helms and Crew will have received more specific training in the righting of a capsized craft, and in Club emergency procedures generally.

It is a Club requirement that Helms will use "Kill Cords" provided at all times when operating Club craft. Furthermore Helms and Crew will use buoyancy aids at all times whilst afloat.

(Note: The Club launches have no kill cord fitted)

The Club reserves the right to remove from its duly authorised list any person who, in spite of the appropriate qualifications, appears to be below the general level of competence required by the Club.

Sailing Instructors

All the Club's Assistant Instructors are casual employees organised, supervised and briefed by the Chief Instructor.

The Club abides by the appropriate RYA qualifications for Instructors. Age requirements are as follows: -
Instructors 16 Senior Instructors 18.

The Club will maintain a list of all those duly qualified to act as Club Instructors and reserves the right to remove from this list any person who, in spite of the appropriate qualification, appears to be below the general level of competence required by the Club.

All Current and Active Instructors are required to read (and sign for) the Procedures Manual and the Club Child Protection Policy.

They also provide copies of their qualifications, which are held on file by the Club.

Appendix 5

Arrangements for Race Officers and Racing

All Club racing, controlled either from the Club Deck or a Committee Boat, will be under the control of the Race Officer, who has been assessed as competent by the Club (through Rear Commodore (Sailing) or his nominated deputies).

Competence may be demonstrated either by a formal qualification or by substantial relevant experience. Additionally, all Race Officers are required to read (and sign for) the Race Management Manual. The Race Officers duly appointed must, thereafter, continue to demonstrate a sound working knowledge of all Club emergency procedures and equipment.

The Rear Commodore (Sailing) (or his delegated representatives) will have the function of approving the list of Race Officers and of keeping the list under review on an annual basis.

Appendix 6

Standing Arrangements for the Management of Events within the Club's premises

1. The Club

- a) Club will nominate a Club Employee or Flag Officer as Duty Manager.
- b) Club will ensure that a sufficient number of additional Club employees (either permanent or casual) are on duty for the function who may act as stewards.
- c) The Club will ensure that the Duty Manager is familiar with all relevant emergency procedures, and that the Duty Manager is instructed to brief the other Club employees accordingly.
- d) The Duty Manager will ensure that all Fire Exits are kept clear at all times and that, generally, the function is conducted in a safe and orderly fashion.
- e) The Duty Manager has the Club's authority to remove from the premises any person who appears to be endangering themselves and others.
- f) The Duty Manger will exercise particular care to prevent the sale of alcohol to those attending functions who are under age 18 or those who appear intoxicated.

2. The Event Organisers

The Event Organisers will be required by the Club to nominate a Lead Organiser with whom the Duty Manger may liase at any time during the event where the Duty Manager deems it necessary for safety or organisational reasons.

A. First Aid Trained Employees (RYA Course)

Secretary

Sailing Director Assistant Secretary Account Administrator House Manager Head Boatman

All those authorised by the Club to helm Club power boats(See Appendix 4) have undergone basic first aid training and hold a RYA approved First Aid Certificate

B. LOCATION OF FIRST AID BOXES

Secretary's Office Bar, Sailing Director's Office, Kitchen, Esplanade Boatshed, Woodnutt's Boatyard

Appendix 8

Club Organisation Structure & Committee Functions

A) Club Organisation Structure

General Committee

Commodore	Mr C A Hunt	
Vice Commodore	Mr M R D Randall	
Rear Commodore (S)	Mr S R D Bailey	
Rear Commodore (H)	Mr M D N Hogg	
Honorary Treasurer	Mr P C Taylor	Mrs J Sandiford Haigh
Mr R C Q Ambler	Mr D J Jackson	Mr A R Christie
Mrs V A Barraclough	Mr C B Tilley (Trustee)	Mr P Lipscomb (Trustee)
Mrs E M Strachan	Mr C G P Cotterell	Mrs B Dickins

House Committee

Rear Commodore (H)	Mr M D N Hogg	
Mr M A Hardy	Mr H Cecil	
Mr G Nimmo	Mrs V Barraclough	Co-opted Members:
Mrs M A Fuller	Mrs S M Pountney	Mrs S A Puddick
Mrs P A Thompson	Mr W J Turner	Mr E Lawrence

Sailing Committee

Rear Commodore (S)	Mr S R D Bailey	
Captain of Mermaid Class	Mr J D Nimmo	
Captain of SVOD Class	Ms P Walker	
Captain of Handicap Class	Mrs S M Pountney	
Captain of Squib Class	Mr R P Somers	
Captain of Optimist Class	Mrs S Russell-Jones	
Captain of Cruiser Division	Mr J Lakin	
Captain of Motor Boats	Vacant	
Safety Officer	Mr R M B Holmes	
Secretary (Club Safety Officer)	Andy Barrett	Committee Members
Assistant Secretary	Michele Reader	Mr J Curtis
House Manager	Charlotte Butler	Mr R E Simonds
House Steward	Pete Muspratt	
Head Boatman	Nick Hewitt	

B) Functions of Committees House Committee

Sailing Committee

Sailing Instructions
Sailing Training Procedures
Race Officer Selection & Briefing
Club Power & Sail Craft Inspection & Maintenance
Emergency Procedures (afloat)
Driving / Crewing Club Power / Rescue Boats
Mooring, Ferrying & Laying of
Sail Marks
Briefing to Charterers (afloat)
Accident Reporting / investigation (afloat)

House Committee

Buildings Inspection & Maintenance
M & E Equipment & Maintenance
Induction of Employees, visitors & guests
Fire Protection
Hazardous Substances
Catering (Supervising of Contractors) Serving Alcohol
Event Management
Emergency Procedures
Accident Reporting & Investigation (ashore)

Sea View Yacht Club Limited
Health and Safety Policy

Summary for Members, Guests and Charterers

1. General Policy

The Club places a high priority on the safety of its operations, both onshore and afloat, and has set out a detailed Health and Safety Policy to promote this objective. Club Employees, Members, Charterers and Guests all have a role to play in ensuring that the Club maintains the highest standards for Health and Safety for all.

2. Guests and Charterers

a) Guests

It is the responsibility of Club Members to ensure that their guests / visitors comply with conversant with the Health and Safety policy of the Club.

b) Charterers

The Secretary will ensure that Charterers are briefed.

3. The Club House

a) Fire Precautions

Those using the Club House should familiarise themselves with the emergency exits, and must not interfere with or misuse any fire fighting equipment. Fire Check Doors must not be propped open.

b) On Discovering a Fire

Sound the alarm using the nearest call point and evacuate the building. Take care to help any who may be anxious, infirmed or disabled.

c) General Safety

Observe all warning signs, and do not enter any store or machinery rooms. Please keep to the “public areas” only. Children under the age of 13 are not permitted to go on the Centenary Deck.

d) Events

All events held in the Club House will be supervised by a SVYC Employee “Responsible Person”. The Event Organisers are also required to nominate a Lead Organiser. Those attending events are asked to follow any instructions and guidance given by those in charge.

e) Club House Safety - General

Members are encouraged to notify the Secretariat if they notice any unsafe, damaged or defective parts of the Club.

f) Smoking.

Members and guests must observe “No Smoking” signs where they are posted, This is particularly important on the staging which now incorporates the Club fuel stores.

4. Club Power Craft and Rescue Crew

Only those duly authorised by the Club may use the Club's power craft.

No one may act as Rescue Crew unless approved and authorised by the Club. The Club's Policy also provides that kill cords and buoyancy aids will be used at all times when operating club Craft.

5. Sailing – Club Boats

Only those assessed as Competent in any given weather conditions may helm a Club boat.

Helms and Crew must comply with the Instructions of the Race Officer, including the wearing of buoyancy aids when conditions require.

Any defects must be noted immediately following any race or event.

6. Privately Owned Sailing Boats and RIB's

Owners/Helms are responsible for the seaworthiness and the comprehensive insurance of their boat(s) at all times. They are also responsible for ensuring that they are competent to helm / drive in any prevailing weather and sea conditions.

7. Club Safety Boats / Rescue Fleet - Racing

For any race, or other sailing event organised by the Club at Seaview, the Club will provide a sufficient number of safety / rescue boats manned by competent crew.

NOTE: Members and charterers should be aware that the role of the Rescue Fleet is to provide cover for Club organised races and other Club supported events afloat. It may not therefore, be possible or practicable to provide assistance at other times and in other areas.

8. Accidents and Near Misses

It is the Club's Policy to investigate all accidents and near misses (defined as an incident that had the potential to cause serious injury or damage), with a view to continuously improving our health and safety performance.

Members, guests and charterers are requested to report to the Secretariat any accident or near miss (either on shore or afloat) so that the appropriate investigation may be conducted, and procedures be amended accordingly.

9. Suggestions and Proposals

Suggestions and proposals for the enhancement of Health and Safety will be welcomed by the Club.

Any such suggestion should be made either to a member of the General Committee or to the Secretary.

10. Health and Safety Policy

A complete version of the Club's Health and Safety Policy is available for inspection via the Secretary.

Appendix 10

Listing of Other Club Manuals, Instructions and Sub Policies, referred to in the Health and Safety Policy

Document Title	Owner
Race Officers Manual	Rear Commodore Sailing
Training Procedures Manual	Training Principal
NoR and SIs	Rear Commodore Sailing

Appendix 11

Special Arrangements for Woodnutt's Yard, Bembridge
and Esplanade Boat Store

A Woodnutt's' Yard, Bembridge

The Club leases a 3-storey workshop at a Yard where storage, maintenance and refurbishments to Club's craft take place. In order to minimise risk to Club Employees, Sub Contractors, General Committee Members and Members, the following must be observed:

1. Access

Only those duly authorised below may access the Club's workshop at the Yard.

- a) Secretary, Head Boatman, Assistant Boatman (excluding casuals), Flag Officers; and
- b) Those who have express prior consent from the Secretary or Head Boatman, one of whom must be in attendance at the yard at all times when such visitors are on site.
- c) Sub Contractors / Casual Members of Staff (subject to 2. below)

2. Induction

- a) Any person who is to work at the yard must have received a full Safety induction from either the Secretary or Head Boatman.
- b) Ad hoc visitors, including Flag Officers and General Committee Members will receive a basic Safety Induction.

3. General Safety Precautions

a). Fire

Six independent smoke alarms are fitted.

A manual test will take place weekly

Batteries will be changed every six months.

No angle grinding will take place inside the building.

No smoking is permitted within the building other than in the rest area or the second floor, but never while varnishing operations are taking place inside the building.

Fire exits will be kept free of obstruction. Where required keys will be kept in a break glass by locked doors.

b) Lifting Operations

Operations will only take place under the direct supervision of an employee duly trained and certificated. All equipment used will be checked / certificated as required by law, and all prescribed safety procedures will be operated at all times.

c. Personal Protective Equipment

PPE has been provided and will be used as follows: -

Safety footwear - at all times on site

Ear defenders/goggles – while sanding/ rubbing/angle grinding. Gloves(material) - while lifting/handling timber or heavy loads. Gloves(rubber) - varnishing and painting.

Face Mask(filter) - varnishing and painting.

Face Mask (paper) - sanding/ rubbing down/angle grinding.

d). Prohibited Activities

The following activities are prohibited for employees and sub contractors of SVYC:

i) Welding (arc or gas)

ii) Spraying of paint or varnish. If such activities are undertaken, specialist sub- contractors will be engaged.

e). Substances

All substances used or store at the yard will be subject to the following controls:

- i) Substances must be stored in their original container.
- ii) A manufacturers Product Data Sheet will be obtained and retained on site for any substance used or stored
- iii) All manufacturers' safety precautions (i.e. storage, handling, use and PPE) will be observed.

f). Battery Charging

This activity will take place in a designated area and upon a leak resistant drip tray.

g). Inspection

The Premises will be routinely inspected twice per annum, and a record kept. All resultant actions required will be carried out in a timely manner.

B Boat Store, Esplanade

The Boat Store opposite the Club in Seaview has a dual role: s a store, and (in summer) as a training room (ground floor only). The change in role to training room will only take place after all adjustments have been made, as an inspection carried out.

1. Storage – Winter

a) Overhead Storage

All restraints will be regularly checked for signs of wear and tear. A calculation of weight stored as against number and breaking strains of the restraints will be carried out and kept under review. Ceiling joists / rafters will be regularly inspected.

b) Floor Storage

Il flammable substances will be separately stored in a designated area (upstairs) away from the general storage and away from the stairs / doors. Where necessary, a fireproof cupboard will be used.

c) Battery Charging

Will only take place in a designated area and upon a leak resistant drip tray.

d) Substances

All substances used or stored at the Store will be subject to the following controls:

- i) Substances must be stored in their original container.
- ii) A manufacturers Product Data Sheet will be obtained and retained on site for any substance used or stored
- iii) All manufacturers' safety precautions (i.e. storage, handling, use and PPE) will be observed.

e) Smoking

Smoking is prohibited in the store at all times.

2. Training Room – Summer

An area of the Ground Floor is used as a Cadet Training Room during the summer months. The Area designated for Training will be subject to the following:

a) Capacity

There will be a maximum capacity of 15 of whom no less than 2 will be instructors

b) Instructors

There will be a minimum of 2 instructors present at all times when the room is in use. They will keep an attendance roll and call the roll on each occasion that the Room is used.

c) Fire Precautions

- i) Prior to each session, instructors will insure that all doors are unobstructed, unlocked and usable

ii) Smoking is prohibited in the building at all times.

iii) One of the instructors will be designated Evacuation Leader and will open and check the North Fire Exit Door (to Esplanade) Four traffic cones will be available in the event of an emergency.

iv) Each class will be fully briefed on each occasion as to Fire Procedures. v) Sufficient extinguishers of the correct type will be available.

d) Access to Upstairs

Must be prohibited and physically barred.

e) Overhead Storage

There will be no overhead storage above the Training / Lecture area.