

1. Introduction

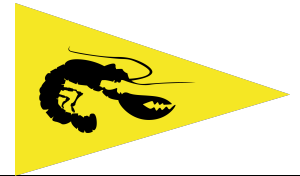
- 1.1 Warsash Sailing Club (the Club) recognises its responsibility to ensure that reasonable precautions are taken to provide working conditions which are safe and compliant with statutory requirements and codes of practice.
- 1.2 The Club is committed to ensuring the health, safety and welfare of its staff, members, contractors and visitors, so far as is reasonably practicable.
- 1.3 Manual handling activities carry a risk of injury if they are not performed carefully. Therefore:
 - 1.3.1 Staff are to be given the necessary information, instruction and training to enable safe manual handling appropriate to their role.
 - 1.3.2 Systems of work are to take account of manual handling, including when those undertaking work are member/volunteers.
 - 1.3.3 All tasks involving manual handling are to be risk assessed and properly supervised at all times.

2. Responsibility

- 2.1 The successful implementation of this policy requires proper commitment from all staff and member/volunteers. Everyone has a legal obligation to take reasonable care their own health and safety, and for the safety of other people who may be affected by their acts or omissions.
- 2.2 The Club recognises its responsibility under the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (MHSWR) to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and compliant with all statutory requirements and codes of practice.
- 2.3 Flag Officers and the Bar Committee Chairman are responsible for ensuring safe working practices and related training in their areas of responsibility, and for initiating investigations as required by HS 106 in the event of any accident or incident.
- 2.4 All staff, members, contractors and visitors are to abide by the Club's safety policies and are to have regard to the safety of others at the Club.
- 2.5 No person at the Club shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any statutory provisions.

3. Policy

- 3.1 To conform with the Manual Handling Operations Regulations, staff and members are to adopt the following 3-stage approach to manual handling:
 - 3.1.1 Hazardous manual handling is to be avoided as far as is reasonably practical.
 - 3.1.2 Where hazardous manual handling cannot be avoided, staff and members concerned are to assess the risk, including considering the training and experience of those concerned, before carrying out the work.
 - 3.1.3 The risks involved are to be reduced to the lowest level reasonably practical.
- 3.2 Risk Assessment for manual handling by staff and members:
 - 3.2.1 Each manual handling task is to be assessed for risk of injury.
 - 3.2.2 If a risk is identified, staff and/or members concerned should consider whether there is a way to eliminate the need for manual handling altogether. For instance, can lifting equipment be used instead?



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- 3.2.3 If the manual handling task is unavoidable, the specific risks involved are to be identified following the general risk assessment guidance in HS 104. This assessment does not need to be recorded when it is simple and easy to repeat.
 - 3.2.4 Where a specific risk of injury is identified, then measures to reduce the risk must be introduced, e.g. the use of mechanical aids, changing the task to minimise the risk or altering the working environment to make manual handling less awkward.
 - 3.2.5 Any measures taken to ensure manual handling safety must be in proportion to the risk and the cost-benefit involved.

4. Accidents concerning moving and handling

- 4.1 All manual handling accidents (i.e. concerning injury) and incidents (i.e. concerning damage to property) are to be reported to the responsible Flag Officer as soon as is practicable. The Club's policy for investigating and reporting accidents and incidents, including the use of the Accident Book, is to be followed.
- 4.2 Staff, members, contractors and visitors who suffer a manual handling related injury should be given appropriate support, and arrangements made for necessary medical advice as soon as possible.

5. References

- HS104 – Policy for carrying out Risk Assessments.
- HS106 – Policy for the management of Incidents, Accidents and Near Misses.

6. Change history

- V1.0 dated 5 December 2016 - Initial Issue.
- V2.0 dated 1 April 2019 – updated with feedback from initial use.