

## 1. Introduction

- 1.1 This policy describes Warsash Sailing Club's (the Club's) arrangements for the safe employment of contractors.

## 2. Objectives

- 2.1 Both the Club and their contractors have responsibilities under Health and Safety law. Both must take the necessary precautions to reduce the risk of workplace dangers to staff, Club members, visitors and members of the public. The objective of this policy is to ensure all are aware of what part that they must play when contractors are employed at WSC.

## 3. Responsibility

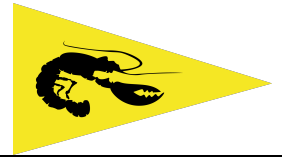
- 3.1 The Commodore has overall responsibility for effective risk management within the Club and to ensure that the Club complies with its statutory obligations.
- 3.2 The Executive Committee as the Club's decision-making body oversees Health and Safety matters as a standing agenda item.
- 3.3 Flag Officers have responsibility for the day-to-day management of activities in their areas of responsibility. This includes ensuring that the correct Health and Safety practises are adopted by contractors employed in these, areas noting that contractors will be unfamiliar with the premises and with WSC's own procedures, rules, hazards and risks.
- 3.4 The Administrator maintains a file of completed risk assessments for reference of Officers, duty personnel, staff, members and contractors.
- 3.5 Staff, members, visitors and contractors and are to abide by Club safety rules and to have regard to the safety of others at the club

## 4. Definitions

- 4.1 A contractor is an independent person or firm (i.e. unconnected with WSC) or a Club member undertaking paid work in their professional capacity that undertakes to provide materials and/or labour to perform a service or carry out a task or otherwise deliver a contract that is let at an agreed price within an agreed timescale.

## 5. Policy

- 5.1 Those Club Officers' employing contractors are to:
  - 5.1.1 Identify the scope of the task(s) that the contractor is to carry out and the risks that this will encompass, noting that these will depend on the nature and complexity of the work involved.
  - 5.1.2 Satisfy themselves that the chosen contractor can do the job safely and without causing unreasonable risks to health and safety. This means making enquiries about the competence of the contractor and confirming that they have the right combination of skills, experience, knowledge and Health and Safety procedures.
  - 5.1.3 Determine whether the contractor will be employing sub-contractors and, if so, determine their competences.
  - 5.1.4 Confirm the arrangements for managing the work, carrying out any on-site familiarisation and providing a Health and Safety briefing/training for the contractor. Confirm arrangements for the provision of personal safety equipment and the preparation of a Risk Assessment where the Contractor does not have a standing risk assessment for the type of work to be carried out.
  - 5.1.5 Communicate with the contractor throughout the work, making sure that the contractor and



their employees have information on health and safety risks they may face at WSC and measures in place to deal with those risks, and related WSC emergency procedures.

- 5.1.6 Ensure that Club staff and members have been given clear instructions, information and any necessary training regarding the contractor's work, including cordoning off areas of work.
- 5.1.7 Ensure that Club staff are aware how to raise concerns that they may have on the contractor's work and Health and Safety aspects thereof.

### 6. References

SF104: WSC Policy for the conduct of Risk Assessments.

### 7. Change history

Version 1.0 dated 7 Dec 2016 - initial issue;

Version 2.0 dated 1 April 2019 – update following initial experience.