

## 1. Introduction

This Policy summarises the measures the Club takes to promote the highest standards of health and safety to prevent its members, employees and visitors suffering accidents and ill-health.

## 2. Responsibility

2.1 The Executive Committee is the body formally responsible for managing the Club's affairs. It recognises and accepts the responsibility to provide and maintain safe working conditions and a healthy environment for all members, employees and visitors to the Club.

### 2.2 The Commodore:

2.2.1 The Commodore is the chairman of the Executive Committee. He is responsible for overseeing the implementation of the Club's Health and Safety policy.

2.2.2 The Commodore will allocate specific responsibility for the day to day implementation of the Club's Health and Safety Policy.

### 2.3 Officers of the club:

Officers, who have management responsibility for employees, are responsible for ensuring that:

2.3.1 The Health and Safety Policy Statement is brought to the attention of their employees.

2.3.2 Information concerning safety is communicated to their employees and any matter concerning safety raised by an employee is investigated and the appropriate action taken.

2.3.3 The Commodore is notified, without delay, of any safety matter which cannot be effectively remedied.

2.3.4 The Commodore is notified, without delay, if any matter concerning Health and Safety is raised by an employee or club member.

### 2.4 Club Employees:

It is also recognised that employees have a responsibility for members, fellow employees and their own personal safety. The employee's responsibility will therefore include:

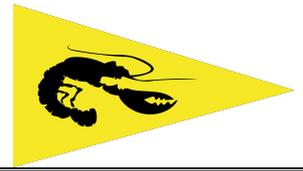
2.4.1 The duty to comply with all safety instructions and directions laid down.

2.4.2 The duty to use properly the means and facilities provided for Health and Safety within the Club.

2.4.3 The duty to refrain from the wilful misuse of, or interference with, anything provided in the interests of Health, Safety and Welfare and any action that might endanger any person within the Club.

### 2.5 Members

2.5.1 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.

- 2.5.2 Members must not interfere with anything provided to safeguard their health and safety. The Club requires members to adhere to their obligations and will take enforcement action where necessary, up to and including expulsion from the Club in extreme cases.
- 2.5.3 When catering is carried out by members (Saturday suppers) overall supervision will be by a suitably qualified person holding a Food Hygiene Certificate.

## 2.6 Bar Committee

- 2.6.1 The Bar Chairperson and Bar Committee are responsible for:
- Training volunteers in compliance with appropriate regulations regarding hygiene and safety.
  - Ensuring volunteers are informed of any changes in regulations.
  - Keeping records of this training, to be available in the Club Administrator's office.

## 3. Definitions

“Activities”	All social and sports activities organised, controlled, administered and supervised by the Clubs members on land and water.
“Responsible person”	A person who is proven to be fully qualified to carry out the task delegated to them by a knowledgeable Flag Officer or a nominated Club Member who is suitably qualified to give such authorization.

## 4. Policy

### 4.1 Systems of Work

Safe systems of work are implemented so that all work within the area under their control is carried out in accordance with Statutory and Club Regulations and relevant Codes of Practice.

### 4.2 Accidents and Ill Health

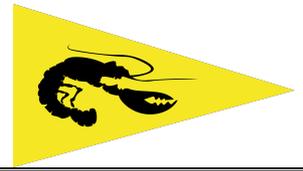
All accidents arising out of the work activity are thoroughly investigated, recorded and reported. **HS106– Incidents, Accidents and near miss incidents**

### 4.3 Equipment and Facilities

All areas of the Club are maintained in a condition that is safe and without risk to health and that any defective equipment or facilities reported are, where necessary, taken out of use until repaired or replaced or appropriate action is taken.

### 4.4 Events

Each Monday the Club Administrator will E-mail the duty Flag Officer and the duty Executive member informing them of the events taking place over the next week. Where these are “one off” events the details/risk assessments will be placed in the current activities folder in the office. If there are any problems arising from an event this will enable the duty Flag Officer/Executive member to have all the information they need i.e. risk assessments, people responsible for the event, safety information and necessary telephone numbers to hand.



The Club will take steps to draw to the attention of all those at risk the control measures to be observed and if necessary shall postpone or cancel an activity in the interests of the participants and if necessary the public's safety.

#### 4.5 Emergency Equipment

Rear Commodore House will ensure that all first aid and fire equipment is kept in a good condition, adequately maintained and readily available for use.

#### 4.6 Hazardous and Dangerous Substances

All employees, members and visitors safely handle, use and store any hazardous substances in accordance with established rules and procedures. See policy **HS103 - Care of Substances Hazardous to Health (COSHH)**

#### 4.7 Monitoring

- Continual monitoring of the effectiveness of the Health and Safety Policy is undertaken and any necessary changes are made and maintained.
- By example, support is given to enable staff to implement all aspects of the Health and Safety Policy.
- All monitoring procedures are coordinated, the results examined and action taken in any area shown to be a hazard or not complying with statutory legislation.
- Regular inspections of equipment, as required by law, are carried out and necessary records kept.

#### 4.8 Training and Instruction

- A training programme exists to instruct employees in the provision, location and use of safety equipment, fire and first aid facilities. All employees are instructed concerning safe systems of work.
- Safety training schedules are identified and implemented at all levels under their control.
- All employees are adequately trained and instructed to perform all the tasks required of them and are aware of all known hazards to themselves which may exist within the operation of those tasks.
- All employees are instructed regarding the provision, location and use of safety equipment.
- All employees are instructed regarding the provision, location and use of first aid equipment.

#### 4.9 Financial Planning

Adequate funds, materials and equipment are available to meet health and safety requirements.

#### 4.10 Health and Safety – General Safety of the Club's premises

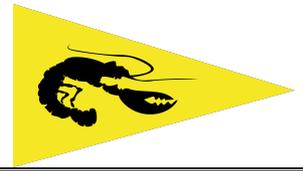
The following policies set out how the Club ensures safe working practice, equipment and environment:

- Accidents and First Aid – **HS100 – First Aid**
- Fire Safety – **HS101 – Fire Safety, drills and handling a fire**
- Moving and Handling – **HS102 – Moving and Handling**
- COSHH – **HS103 - Care of Substances Hazardous to Health (COSHH)**
- Risk Assessment – **HS104 – Risk Assessment**
- Hot Work – **HS105**
- Accident / Incident Reporting – **HS106– Incidents, Accidents and near miss incidents**
- Contractors Arrangements – **HS107 – Contractors Arrangements**
- Electrical Safety – **HS108 – Electrical Safety**
- Sailing – **HS109 - Afloat Activities**

## 5. References

## 6. Change history

V 2.0, Clarification of responsibilities, inclusion of HS109, version is compliant with legislation in March 2016



---

V3.0, reviewed for Club year 2017/18  
V4.0, reviewed for Club year 2018/19  
V5.0 – Inclusion of HS105