

	Helensburgh Sailing Club		
	<b>STANDARD OPERATING POLICY</b>		
<b>Health and Safety at Work Policy - FULL CLUB POLICY</b>			
Policy No	01-Rev02	Prepared By	Donald McLaren
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## **1. Policy**

- 1.1. It is the policy of HELENSBURGH SAILING CLUB ("the Club"), including all and any trading names connected with the Club, to pursue and promote at all levels of employment within the Club measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with the operations of the Club.
- 1.2. The implementation of this policy will fulfil all and any legislative requirements the Club is subject to through ensuring:
  - A. That all reasonable and practical steps and measures are taken to safeguard the health, safety and welfare of all employees of the Club while at work.
  - B. That the safety and health of any members of the public, or any other persons who may visit sites and locations where the Club carries out its business operations, is protected so far as is reasonably practical.
  - C. That sufficient measures are implemented by the Club to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
  - D. Provision of clear and adequate information, instructions and training to all employees to ensure that they are competent to carry out their work in a responsible and safe manner.
  - E. Club engagement with and consultation of employees on a regular and appropriate basis in relation to the health and safety conditions of their work for the Club.
  - F. Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of employees and others.
  - G. That the Club maintains safe and healthy working conditions, provides and maintains all necessary equipment and any other goods or tools which are necessary for employees to carry out the duties of their role with the Club. The Club shall ensure safe storage and handling of any and all substances and products which may cause harm to employees who are required to use them during the course of their work.
  - H. This policy shall ensure specific attention to duties both ashore and afloat which are undertaken on both a paid and voluntary basis in pursuit of the overall aims of the Club, consistent with the Club Constitution.

## **2. Actions**

The relevant actions that will be taken in order to ensure compliance with health and safety are:

- A. Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of: **Club Secretary** working in association with the Flag Officers within whose remit the various activities lie.
- B. Employees and subcontractors shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. This shall be the responsibility of the respective Flag Officers responsible for the activities concerned – Onshore, Offshore and Training.

C. All relevant and necessary signage for the protection and safety of employees and any other persons entering and present on Club premises will be displayed clearly and updated as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. This shall be the responsibility of: **Rear Commodore Onshore.**

D. All relevant employee and public facilities such as toilets, washing facilities and drinking water shall be provided at all times. The Club shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of: **Rear Commodore Onshore.**

E. Implementation of systematic inspections and testing of Club equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. This shall be the responsibility of the respective Flag Officers.

### **3. Cooperation**

All and any employees, or other persons working with the Club, have a duty to cooperate in the implementation of this policy through:

A. Working and conducting themselves in a manner that promotes their own safety and the safety of others.

B. Following and obeying procedures and practices of the Club that have been designed and implemented to ensure safe and healthy working conditions.

C. Reporting accidents and any other working conditions they may feel are unsafe and have led or may lead to injury or damage.

D. Assisting in any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.

E. Using any personal protective equipment that has been provided by the Club for the personal safety of employees under the requirements of the law. Where any employee or any other persons do not follow the relevant training, signage or wearing of personal protective equipment, the Club shall not be held to have acted in contravention to this policy.

### **4. Locations**

All relevant Health and Safety information and equipment can be found in the following locations:

A. Health and Safety Law Poster is displayed at: **Main Noticeboard**

B. First-aid box is located: **Main Entrance Corridor**

C. Accident Book (Reported under RIDDOR) is located: **Club Office**

This policy is made in fulfilment of the requirements of the Health and Safety at Work etc Act 1974 and any other relevant legislation and regulations.

**Signed:**

(James Miller, Commodore)

**Date:**