

# Health and safety policy for Dart Sailability (Group)

This is the statement of general policy and arrangements for:		<b>Dart Sailability Group</b>
<b>Tom King (on behalf of the Trustees)</b> <small>(Name of Employer/Senior manager)</small>		<b>have overall and final responsibility for health and safety</b>
<b>Steven Oakey Principal of DSG</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks afloat and ashore	Trustees and Management Team	Review and maintain up to date Risk Assessments. Liaise with Premier Marinas and meet their requirements. Ensure all DSG volunteers and sailors with the capacity to do so read and understand the core Risk Assessment Document (below).
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Principal	RYA and Volunteer training and activities afloat are formalized through: the RYA training schemes; being an RYA training centre; being annually inspected by the RYA. The organization has a Handbook and Operating Processes document that gives detailed direction on how it is to function. The document is reviewed and amended annually before the start of each sailing season. It is also reviewed by the RYA during their annual inspection and if any major changes in operating needs occur.
Engage and consult with members on day-to-day health and safety conditions	Officer of the Day (OOD).	Ensure all visitors and members have read and understood the '10-point key safety' card and volunteers have completed induction training and understand Operating

	Supported by Management Team.	Procedures relevant to their work and activities.
Implement emergency procedures – evacuation in case of fire or other significant incident.	OOD in the absence of a senior member of the management Team (Principal, Deputy Principal or a Chief Instructor)	In case of Fire ashore, follow Premier Marinas instructions and move to designated assembly points.  Afloat, follow instructions from the skipper of the boat and make VHF ch 16 Emergency call and other emergency signals. Follow instructions in EAP after taking first aid action to fight the fire.
Maintain safe and healthy working conditions and practices, provide and maintain safe equipment and machinery, and ensure safe storage/use of substances.	All	All to take immediate action to minimize risk and report any practice that is believed to be unsafe to the Principal or OOD.

Signed on behalf of Trustees:	<i>Original signed</i>	Date:	March 2018
-------------------------------	------------------------	-------	------------

You should review your policy if you think it might no longer be valid, eg if circumstances change.

If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Shore side hut
First-aid box is located:	Shore side hut and in the safety box in every boat (except Hansa dinghies)
Accident book is located:	Shore side hut – bookcase. Includes sections for defects and incident reporting instructions.

# Risk assessment

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.**

**You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.**

Company name: Dart Sailability (Group)

Date of risk assessment: 15 March 2018

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<b>Drowning</b> (or other personal injury afloat)	All sailors or personnel on the pontoons may fall into the water or be affected by the elements	Ensure that anyone on the pontoon or onboard a boat ALWAYS wears a correctly fitted lifejacket or buoyancy aid and knows how it works. They also wear appropriate clothing, protect from the sun and are hydrated. Maintaining boats.	Maintain vigilance. Test sailors regularly and provide good training to supporting volunteers and skippers. Cold - be aware of the risk of immersion or exposure.	ALL to maintain collective safety.  Safety officer Life Jacket and buoyance aid tests	ALL - monitoring  Testing book to complete before 1 May 18	Continuous  Completed Apr 18
<b>Fire</b>	All within the immediate area.	Maintenance of refueling procedures and provision of fire extinguishers and appropriate training. Fueling is done from the fuel barge except in case of emergency for a search and rescue requirement if the barge is unavailable. Tidy work place and use of fuel and solvent locker. Separate shore-side fire risk assessment documentation is held by Premier. All boat and emergency flares when ashore are kept in the shipping container which is appropriately marked.	Maintain vigilance. Only trained personnel to refuel boats. Follow procedures and store fuel and solvents in correct containers and in secure locker. Keep combustible material and heat sources to a min.	ALL to maintain collective safety.	ALL – monitoring  Training – Principal and Management Team	Continuous
<b>Collision</b>	Own and other vessels and their crew	Maintaining RYA 'affiliated' Training Centre status to ensure appropriate training and qualification of boat's skippers and crew. Wear Kill Cords to prevent boats running away.	Maintain good lookout afloat. Ensure adequate training and qualification for all skippers and crew.	Principal and Snr Management team	Ongoing	

<b>Site</b> Pontoon, Slips and Trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. Everyone wears appropriate footwear and no running. No trailing ropes or other kit left on a gangway. Maintain vigilance as site redevelopment progresses. Stow kit after use. First Aiders onsite.	Distribute and comply with Premier Marinas' requirements for site contractors and permission to work on boats in the yard	Principal & Deputy	Constant review during re-development of Noss site.	Ongoing.
<b>Crush</b>	Anyone operating or being transferred in lifting gear. Boats crews.	Specific training to identify hazards and correct lifting procedures. Brief boats crews to be aware of damage to limbs when coming alongside or securing loads.	Safety check personnel slings and mechanical lift cranes for 2018 Season.	Principal/Safety Officer	By 22 Apr 18	Completed Apr 18

<p><b>Antifouling preparation and painting of Boats</b></p>	<p>Personnel painting the hulls.</p> <p>Personnel in immediate vicinity</p> <p>Poisoning or dermatitis through:</p> <p>Paint on skin</p> <p>Ingestion</p> <p>Breathing in fumes and particles</p>	<ul style="list-style-type: none"> <li>• Wearing Individual Protective Equipment (IPE)</li> <li>• Using wet techniques for rubbing off old antifouling</li> <li>• Only using brushes and rollers to apply antifouling paint – spray painting not used.</li> <li>• Painting in areas of good ventilation (outside).</li> <li>• Following instructions on paint tin.</li> <li>• No naked flames allowed in area of work</li> <li>• By standers to be kept away.</li> </ul>	<p>All volunteers involved with applying antifouling are to read the British Coatings Federation leaflet 'DIY Application of Antifouling paints'.</p> <p>Random checks are to be conducted to ensure that the BCF's processes are being adhered to.</p> <p>CF Poster of key 'Do and Don't' warnings to be displayed in the maintenance container.</p>	<p>All volunteers involved in antifouling boats</p> <p>Senior management team or engineer responsible for maintenance on the day in order:</p> <p>Principal</p> <p>Deputy principal</p> <p>Safety Officer</p> <p>Engineer</p> <p>CI Power</p> <p>CI Sail</p> <p>Dep Principal</p>	<p>Before a volunteer first undertakes the activity in a maintenance season.</p> <p>Once per maintenance day when antifouling is taking place</p> <p>14 Mar 18</p>	<p>Ongoing</p> <p>Ongoing</p>
---	---	--	---	---	--	-------------------------------



<p><b>Working on boats whilst on trailers</b></p>	<p>Volunteers:</p> <p>Fall leading to skeletal or muscular injury by falling from boat</p> <p>Crush injury by boat and trailer moving whilst volunteer under</p>	<p>Where ladders are used they are either to be secured to the boat or assistant is to hold the ladder whilst in use.</p> <p>Volunteers are not permitted to climb masts</p> <p>When working on the fore deck a volunteer uses one of the following safety measures to prevent falls:</p> <ul style="list-style-type: none"> <li>Remains in the seated or crawling position</li> <li>Holds the mast with one hand at all times</li> <li>Wears a safety harness</li> </ul> <p>Pework check made that boat is secured by trailer winch</p> <p>Wheels to be chocked to prevent movement</p>				
---	--	--	--	--	--	--



<p><b>Manual Lifting</b></p>	<p>Volunteers by Lifting Hansa/Access dinghies (55kg/62kg) on and off trailers may if lifting incorrectly or too heavy a load cause skeletal or muscular injury</p> <p>Volunteers by Lifting Honda 4hp 4-stroke outboard engines (27.5kg) on and off boats may if lifting incorrectly or too heavy a load cause skeletal or muscular injury</p>	<p>Dinghies are lifted by a team of four to minimize load. Outboards are moved with a team of two.</p> <p>Dinghies are wherever possible moved on trailers.</p> <p>Loading on and off trailers takes place in the quarry on a hardcore base.</p> <p>Outboard engines movement is minimized to moves between locations: boat to service position to storage area to boat. Unlike the dinghies the team lift is within the green zone for a team lift.</p> <p>All volunteers involved are required to read the HSE advice on manual lifting.</p> <p>Volunteers are required to read the risk assessment and have the opportunity to ask questions</p> <p>Where possible younger volunteers 18-70 are used for lifting.</p> <p>Those with relevant disabilities are not asked to conduct manual lifting.</p> <p>The HSE manual lifting assessment tool has been used to assess the dinghy lifts.</p> <p>Management team randomly monitor lifting</p>	<p>Manual handling briefing to be included in volunteer induction and refresher training</p>	<p>Training Officer</p>	<p>April 18</p>	<p>Complete Apr 18</p>
------------------------------	---	---	--	-------------------------	-----------------	----------------------------

<p><b>Movement of wheelchair up and down ramp to and from pontoons at Noss Marina</b></p>	<p>At low water when moving wheelchair user moves down or up the ramp to and from the pontoon there is a risk at times, due to the steepness of the ramp, that the person in the wheelchair could lose control and cause a crush, concussion or limb fracture to themselves or other users of the ramp. The risk is at its maximum during low water springs.</p>	<ul style="list-style-type: none"> <li>- All wheel chair users are accompanied when using the ramp and reverse down it with a volunteer behind them to guide and assist in braking the progress of the chair.</li> <li>- When the ramp is too steep for normal manual control of a wheelchair: <ul style="list-style-type: none"> <li>o The wheel chair is secured and controlled by the use of a block and tackle system which is clipped onto two strongpoints on the front of the wheelchair.</li> <li>o The block and tackle are kept in date for test as a part of the lifting tackle inspection.</li> <li>o All volunteers are trained in moving wheelchairs up and down the ramp as a part of their induction training.</li> <li>o Other marina users are to be directed to wait until the wheelchair is clear of the ramp before proceeding onto it.</li> <li>o Volunteers are to ensure that those in wheelchairs do not place their hands on the ramp's sides and handrails in a way that could cause them to become trapped.</li> <li>o When possible movement of personnel in wheelchairs should be avoided when it is at its steepest gradient at Low Water Springs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Engage with Premier Marinas in the rebuild to optimize new ramp facility to reduce the level of risk presented by the facility itself.</li> <li>- Renew all block and tackle equipment with mountaineering grade items</li> </ul>	<p>Dep Principal</p> <p>Safety Officer</p>	<p>2018</p> <p>29 Jun 18</p>	
---	--	---	--	--	------------------------------	--



<p><b>Hoisting Sailors into and out of boats</b></p>	<p>A sailor being hoisted in or out of a boat could be dropped and injured – drop height circa 4 ft</p>	<ul style="list-style-type: none"> <li>• Hoist is tested by an authorized inspector prior to every sailing season and remains in date throughout the year.</li> <li>• The slings used are all kept in date for test.</li> <li>• Slings are available in a wide variety of sizes enabling a good fit for individuals. Regular sailors are given an individual fitting.</li> <li>• All new volunteers are given induction training which includes fitting of slings and operation of the hoist.</li> <li>• Volunteers are given refresher training on use of the hoist at the beginning of each season.</li> <li>• A pontoon master is appointed for each sailing session and they are charged with ensuring the hoist is operated safely.</li> <li>• DSG's Handbook and Operating Instructions details how the hoist is to be operated.</li> <li>• The hoist's lifting limit (140Kg) is well above that of our heaviest sailor.</li> </ul>	<ul style="list-style-type: none"> <li>• External validation from a Subject Matter Expert on our lifting and personnel handling practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Trg Officer</li> </ul>	<p>May 2018</p>	<p>Complete May 18</p>
--	---	---	---	---	-----------------	----------------------------

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

.  
Combined risk assessment and policy template published by the Health and Safety Executive 08/14