



Lyme Regis Gig Club

Health and Safety Policy, General Arrangements

Risk Assessment

Risk assessment is considered to be the cornerstone of occupational health and safety management. The Club will commit itself to an ongoing programme of risk assessments, following in generality the Health & safety Executive (HSE) advice contained within its document "Five Steps to Risk Assessment". More specific risk assessments demanded by other legislation will also be addressed, with priority being given to those areas where significant risk exists.

1 The Risk Assessment Procedure

This procedure has been written to remove any confusion about what risk assessment is and how it will be conducted. Risk assessment, in one form or another, is part of our daily lives. We all develop an instinctive reaction to situations and make decisions in the light of the foreseeable consequences of taking a particular course of action.

For instance, we get up on a Sunday morning to go rowing, we would look outside at what the weather is like, we may possibly look at a weather forecast and in the light of actual or probable conditions, decide what clothing to wear.

During rowing we make judgements and take decisions on how we negotiate the course, in a way our experience and training has conditioned us.

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2 Risk Assessment – Guidance

Risk assessment, although asked for in many of the regulations (i.e. CoSHH – Control of Substances Hazardous to Health Regulations, The Provision & Use of Work Equipment Regulations), has always been an implied term of the Health and Safety at Work Act. It has now been made an explicit term of the Management Regulations 1999 and should be formally conducted, recorded and regularly monitored.

A structured system of risk assessment leads us to consider the following:

- What hazards exist
- Who may be harmed
- The nature or severity of the harm
- What controls currently exist and are they adequate in all the circumstances and can the controls be improved.

Responsibility for the risk assessments rests with everyone, although the principle duty lies with the Club and its officers. Initially it may well require considerable time and effort, but this will reduce as a library of risk assessments are built and developed.

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3 Key Definitions

Hazard

A Hazard is defined as the potential for harm. This may well be the inherent danger associated with articles, substances, materials, conditions, or behaviours.

Risk

A Risk is defined as the probability or likelihood of the harm being realised, which takes account of the severity of the harm, the frequency of the exposure and the population who may be exposed at any particular time.

Step by Step Risk Assessment

Step One - Hazard Identification

Look only for hazards that you could reasonable expect to result in significant harm under the conditions encountered during your activity. Use the following examples as a guide:

- Weather - Existing and Expected during activity time.
- Sea State / Temperature - Now and expected during activity time
- Tidal Stream Activity - Now and during activity time
- Hazards associated with specific local rowing areas.
- Slipping/Tripping Hazards (slippery surfaces, potholes, housekeeping)
- Fire (flammable materials, ignition sources)
- Chemicals (preparations)
- Manual Handling (moving things by hand)
- Electricity (poor wiring/cables)
- Equipment (tools, etc.)

This list is not exhaustive and may be used as a guide. Be imaginative and attempt to look wider than the list.

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Step Two - Who might be harmed and how?

There is no need to list individuals by name, just think about groups of people performing similar activities, or who may be affected by similar circumstances.

For example:

- Members
- Children
- Visitors
- Public
- Contractors
- Maintenance staff

Pay particular attention to vulnerable groups

- Very young / old
- Inexperienced members

Step Three - Is the risk adequately controlled?

What controls currently exist? For example have you provided?

- Adequate information, instruction, training and supervision
- Adequate systems or procedures

Do the precautions?

- Meet the standards set by the legal requirements
- Comply with a recognised organisational standard (typically the CPGA)
- Represent good practice
- Reduce risk as far as is reasonably practicable

If so the risks are adequately controlled, but you need to indicate the precautions you have in place. You may need to refer to the procedures, Safe Operating Procedure's (SOP's), the rules, etc giving this information.

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Judgements regarding the level of risk

To be determined by a person or a team of persons who understand the nature of the hazards represented by the activity, including the circumstances likely to be encountered and the knowledge skill and experience of those persons being exposed to the hazards and risks. The team is neither overly cautious or reckless, but will take a "common sense" view.

Risk Rating Guide

Probability x Severity = Risk Rating

Risk rating scale = (Low)-----(L/M)-----(Medium)-----(M/H)----- -(High)
1 6 12 18 25

- | | |
|------------------------------|--|
| 1 - 4 Low Risk | No further action required |
| 5 - 8 Low / Medium | Consider low cost improvements to the activity, etc |
| 9 - 12 Medium | Significant risk, implement more effective controls as recommended by the RYA |
| 13 - 17 Medium / High | Medium/high risk, very proficient rowers only, after consideration by the OOD or Senior Rowing Captain. |
| 18 - 25 High Risk | High Risk, do not row. |

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Step Four - What further action is necessary to control the risk?

What more could you reasonably do for those risks identified as not being adequately controlled?

You will need to give priority to those risks that affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- Remove the risk completely
- Try a less risky option
- Prevent access to the hazard
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities

Record the findings

The proforma for the risk assessment process can be found in the proforma's section. Please copy the document as appropriate. The activity and risk assessment will be subject to a document control procedure and will be audited in the normal way.

Step Five - Review the assessment

Continual monitoring and reviewing will ensure that significant change in the hazards, or circumstances of the activity are catered for and the assessment always remains relevant.

This will also ensure that a process of continuous improvement is developed.

- **Always review the suitability of the assessment if an incident or accident occurs.**
- **Always review the suitability of the assessment after changes to the circumstances of the assessment.**
- **An audit and review of existing risk assessments will be conducted annually.**

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Fire and Emergency Procedures

This procedure will be activated when the Club occupies its own premises, until that time the club membership will conform to the fire and emergency plans of the Lyme Regis Powerboat Club.

Fire or the threat of fire is considered to be a significant risk to the health safety and welfare of all members and visitors.

To ensure the safety of everyone, all members are asked to be constantly vigilant regarding sources of ignition and fire.

Members are reminded that fire can spread very rapidly through the effects of radiation, conduction and convection.

To reduce the possibility of fire, some simple steps can be taken:

Smoking is prohibited within all substantially enclosed spaces.

All flammables and other fuel sources, tissues, waste paper, etc., will be stored correctly or disposed of into a safe receptacle as soon as possible.

In the event of an outbreak of fire or other emergency, the alarm will be raised, emergency services notified and an orderly evacuation of the premises effected.

Nominated members will be requested to assist with the safe evacuation other members and visitors.

All fire fighting equipment will be well maintained, sited appropriately and will have suitable, unobstructed access at all times.

Those areas identified as emergency exit routes will be kept clear of obstructions at all times.

The log of inspections and tests of alarms and extinguishers will be maintained by the committee in accordance with the current fire certification.

The log of membership training and emergency drills will be maintained by the committee in accordance with the current fire certification.

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Fire and Emergency Evacuation

On discovery of Fire or Smoke:

Shout "Fire! Fire! Fire!"

Sound the Alarm.

**Evacuate yourself and any
members or visitors you have
around you.**

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Emergency responsibilities if fire or smoke is detected

All Club Members, Volunteers, Employees & Contractors will:

- Raise the alarm within the premises by the quickest means.
- Evacuate the premises by the quickest route to the outside of the building.
- Assemble at the appropriate assembly point; report your presence to the appointed fire controller.

The Appointed Fire Controller

- Will be the most senior member of the committee represented on the site at the time of the incident
- Will co-ordinate the evacuation.
- Establish the whereabouts of all the staff and visitors as soon as possible.
- Call the Roll.
- Report on the status of the emergency to the emergency services.

No one should re-enter the building until it has been declared safe to do so by the appointed fire controller or the local fire authority officer.

Security

The security of club members, volunteers and property is paramount. All visitors to the Club premises should be directed through main entrance where access is controlled by the visitors' book.

Any other person found on the premises who cannot be identified as a legitimate visitor, should be reported immediately to a committee member. Individual discretion to be exercised if the trespasser is to be approached.

All visitors / guests are to be logged into the visitors book the member acting as signatory will be responsible for the visitor / guest for the duration of the visit

All members are reminded of the need to be constantly vigilant.

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Incident & Accident Reporting

Accidents are defined as unplanned, unexpected occurrences that have or could lead to personal injury, damage to plant or equipment, and / or financial loss. By definition an accident / incident or near hit would be an event that could have resulted in a loss, but on this occasion did not.

By virtue of the above definition, all accidents and near hits will be reported on the appropriate forms, ensuring that investigations are conducted to establish the causation of the incident / accident, therefore by implication, steps can be taken to prevent a possible recurrence.

The Accident Book (BI 510) is located in the First Aid Box.

The Dangerous Occurrence / Near Hit Report Form is located in the Essential Information folder

The Health & safety Advisor will be advised of all accidents, to enable decisions to be made regarding formal reporting to the enforcing authority under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Copies of F2508 & F2508A will be submitted as appropriate by the secretary, after consultation with the Health & Safety Advisor.

First Aid

'First-Aid' implies the immediate management of a situation with the objective of ensuring that an injury or illness does not become more serious. People who are trained in first-aid are able to provide immediate treatment and to recognise when professional medical attention is necessary.

The organisation has appointed, in accordance with the First Aid at Work Regulations, the appropriate number of suitably **trained first aiders**. The names of the appointed first aiders are displayed in the office and in the annual sailing programme.

The First Aid Box will be kept in the crew box.

It will be identifiable (marked with a white cross on a green background).

An additional first aid kit will be located in the TBA.

First aid kits are also available on Safety Boats.

The exact contents will depend on assessed needs and risks, but will conform in generality to RYA recommendations.

The First Aid Box / kits will be subject to **monthly** audits to ensure **contents remain within use by dates and stocked at the appropriate level**. Details of this monthly inspection will be recorded in the First Aid Equipment Inspection Log.

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Health and Safety Training

All employees will receive general health and safety training and instruction on appointment and periodically during their employment, to ensure competent discharge of their responsibilities. Where more specific training is required, this will be identified through joint consultation between the employee, the committee and the safety advisor.

Physical Conditions Inspections

The organisation will commit itself to a programme of physical condition inspections as a management tool, designed to identify weaknesses with equipment and facilities. The frequency will initially be quarterly, but this will be reviewed regularly to determine sufficiency.

Informal physical condition inspections of the Club will be undertaken; this will include hygiene and housekeeping. A cleaning schedule exists for the removal of waste.

Electrical and Equipment Safety

The consequences of an electrical accident will be severe, **death** being the most probable outcome. All portable electrical equipment will be tested and identified accordingly. Records of testing will be held by the committee.

In addition, to prevent the possibility of an electrical accident, the user prior to use will visually inspect all equipment. Any defects encountered will be reported to the Property Manager immediately and the offending equipment removed from service.

Electrical Equipment User \ Inspection Checklist

The User should ensure:

- 1 The plug is in good condition
- 2 The cable is firmly attached to the plug
- 3 The cable has no joins, is not cut or broken in any way
- 4 The cable is firmly attached to the appliance
- 5 The appliance casing appears in good condition
- 6 The equipment is appropriately fused.
- 7 Electrical equipment is not used in areas\conditions where water will act as a conductor.

The fixed electrical supply is examined and tested regularly in line with local requirements.

Failure to follow the above instructions will expose yourself and other members to considerable risk.

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All other equipment will be regularly inspected and maintained to ensure it remains in a safe working condition. Defects will be reported to the Property Manager immediately.

A maintenance log will be kept by the Club for equipment that has been identified as representing a significant risk

Manual Handling & Work Related Upper Limb Disorders

Manual Handling is defined as lifting, lowering, carrying, pushing, pulling, transporting or supporting a load by the use of bodily force.

Manual handling injuries currently account for approximately 38.6% of injuries in industry. The biggest single cause is cumulative stress, a gradual build up of damage over a period of time. No one is likely to be immune. Acute or chronic, either condition can be seriously debilitating.

It is caused by many things, for example: trying to lift or handle things that may be too big; have an awkward shape; be difficult to grasp; or just plainly too heavy. Manual handling is part of our everyday lives but should be kept to reasonable minimums.

All members are advised of two golden rules:

Rule One-- If you feel the load is too big, seek assistance.

Rule Two-- Ensure you remain in control of any load you decide to handle.

Employees should have appropriate training to develop personal movement patterns and lifting techniques.

All members should have regard for their own capabilities and consider the development of personal movement patterns and lifting techniques that are less harmful.

Members and volunteers are reminded of the need to look after their musculoskeletal health.

Display Screen Equipment (DSE)

The Display Screen Equipment Regulations were introduced in 1992 to ensure employees and others who may be affected by DSE are safeguarded from harm. Studies have shown that prolonged keyboard use will have a detrimental effect on the users health.

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Anyone who uses Display Screen Equipment for a significant part of their time are considered to be users and are protected by the regulations, typically the Club Secretary and Treasurer.

Common complaints include Postural Defects, Visual Fatigue, Headaches / Migraines and Work Related Upper Limb Disorders (WRULD). These are conditions that are caused by repetitive type activities, or by the maintenance of fixed postures for long periods of time. It may manifest itself by pain in fingers, wrists, elbows or shoulders. The most obvious solution is to stop the activity until the condition improves, or take regular short breaks from DSE activity (10 minutes every 50).

There is currently no scientific evidence to support the view that DSE use causes visual defects, however prolonged use of the equipment will aggravate existing conditions.

All club members and volunteers identified as users are entitled to a free eyesight test for DSE work.

A Work Related Upper Limb Disorder (WRULD) as prescribed by a medical practitioner is notifiable to the Health and Safety Executive (HSE); thus frequent users are reminded to notify the Health & Safety Advisor of any condition as soon as possible, to enable the organisation to fulfil its statutory duty.

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Food Handling & Food Hygiene

This procedure will be activated when the Club occupies its own premises, until that time the club membership will conform to the food hygiene standards of the Lyme Regis Powerboat Club.

The Club offers **food and drink five or more days in any five-week period**, thus the local Environmental Health Officer expects certain standards from the Club.

The Club must comply with:

THE FOOD SAFETY ACT 1990

This piece of legislation together with accompanying regulations applies to all clubs. The act makes it an offence to **sell** any food that fails to meet safety requirements. This act applies to all food sold, including charity fund raising events, club barbecues and bar snacks.

THE FOOD SAFETY (GENERAL FOOD HYGIENE) REGULATIONS 1995

These regulations set out basic food hygiene principles, which focus on how to identify food safety risks at each stage of the process of preparing and selling food.

Under the above legislation Lyme Regis Gig Club must:

- Identify all steps that are critical to food safety.
- Ensure adequate safety controls are in place, maintained and reviewed

To achieve this the Club has set up a system to help identify food hazards and introduce suitable controls,

The Club galley facilities are formally used by contracted caterers and casually by the Club and Lyme Regis Sea School.

It is the responsibility of the Management Committee to ensure that:

1. All food preparation shall be under the direct supervision of a person in possession of the relevant food hygiene certificate.
2. All food handlers shall demonstrate the required level of hygiene in their practice.
3. All persons who prepare or handle food should familiarise themselves with the food chain risk assessments and subsequent controls.

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4. All food handlers will sign a health declaration to ensure their fitness to work in the galley at the beginning of their duty. All minor cuts will be covered with appropriate size BLUE coloured detectable plasters.
5. Food handlers will inspect the galley before each session for rodent and insect infestation.
6. A log of galley inspections and galley users will be kept in the galley and completed by food handlers
7. Any sign of infestation shall be investigated and reported to the Property Manager and Health & Safety Advisor immediately.
8. Food handlers will record fridge and freezer temperatures at the beginning and end of each session.
9. Food will be covered and segregated in accordance with good food hygiene practice
10. Food handlers will label and date all products stored in the fridge or freezer.
11. Food handlers will leave the galley, equipment and utensils in a clean, hygienic condition.

Food safety and the effective application of appropriate hygiene standards are integral to the provision of catering in the Club.

All users are expected to apply the highest standards of personal hygiene when handling fresh and pre-packaged food.

The Control of Substances Hazardous to Health Regulations (CoSHH)

The Control of Substances Hazardous to Health Regulations place statutory duties on users of hazardous substances in the workplace. The most significant duty is the requirement to carry out suitable and sufficient assessments of risk. Substances hazardous to health can gain entry into the body via a number of routes. Once in or on the body the damage will be determined by the strength or toxicity of the substance or dose, both of which may cause the same amount of damage, but over a different time frame. In addition some people may be more susceptible or vulnerable than others, typically smokers and those with pre-existing chest conditions such as asthma.

A number of the cleaning substances and preparations fall within the scope of these regulations and as a consequence will be subject to the risk assessment process.

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The risk assessment will address the hazards and risk associated with the Use, Handling, Storage and Transport of the hazardous substances.

All members and volunteers are expected to have regard to the CoSHH Risk Assessments and the subsequent controls, which have been introduced to safeguard members, employees and contractors from the hazards and risks associated with substances.

Please note that Biological Hazards are also covered by the CoSHH Regulations and the Risk Assessment process. This is particular important for the safety of people engaged in cleaning activities.

All contractors engaged in cleaning activities will have appropriate training to develop their competence to decant, prepare and use the solutions and preparations without exposing themselves or others to harm.

The contractor will submit his CoSHH Risk Assessment to the Health & Safety Advisor for scrutiny.

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Environmental & Waste Management

The Environmental Protection Act was introduced to protect people and the environment from the careless discharge of waste and other pollutants. Some highly dangerous pollutants require special disposal techniques and consents from the environmental agencies, or "Her Majesty's Inspectorate of Pollution" (HMIP). The Act of Parliament controls the disposal of waste, from highly toxic or radioactive materials to antifoul, waste paper & glass.

The Lyme Regis Gig Club and through its officers, recognise and are committed to achieving environmental best practice wherever this is practicable. The Club recognise that the pursuit of leisure activity and a healthy environment must be closely linked and that ecological protection and development are collective responsibilities in which all members have a role to play.

Environmental and Waste Management are organisational priorities, which will be fully integrated into the Club and management practice.

The Club will seek to encourage members & volunteers to act in an environmentally responsible manner.

It would be the Club's expectation that all members & volunteers will co-operate fully with this environmental and waste management policy.

The Club will encourage all contractors to adopt environmentally friendly policies in the pursuit of best practice.

The Club's procurement policy will take account of suppliers or potential suppliers environmental policies.

The Club's environmental responsibility program is based upon continuous improvement consistent with current standards.

Through community relations programmes the Club will continue to support groups that help to protect the environment and inform wider audiences of the issues involved.

14th March 2008

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