

Health and Safety Policy

1. Policy Statement

Crawley Mariners Yacht Club (CMYC) attaches great importance to the health and safety of its members and non-members using the facilities provided by us. To this end the club aims to ensure that all activities carried out, or undertaken by its members in relation to the work of the club, are managed in such a manner to avoid, control or reduce to an acceptable level all foreseeable risks to the health & safety of any person(s) who may be affected by such activities to an acceptable level. CMYC will adopt and implement procedures that are compatible with and recognise the duties imposed by the provision laid out in the relevant statutory documents relating to health & safety. CMYC will pay attention to the provision of:

- A healthy working environment.
- Safe and suitable resources and equipment.
- Sufficient training for members to enable them to comply with health & safety procedures.
- Risk Assessment for all aspects of work carried out by CMYC, where we believe this is appropriate.

2. Policy Procedures

General Duties of all Members.

- To take reasonable care to avoid acts or omissions that may adversely affect the health and safety of themselves and others.
- To co-operate fully with anyone responsible for carrying out health & safety checks.
- To not intentionally or recklessly interfere with, or misuse, any resource or equipment.
- To observe at all times health & safety procedures.

3. Responsibility

It is the responsibility of the Club Secretary to ensure that the Health and Safety policy for the club is implemented and reviewed on an annual basis and that the appropriate risk assessments are undertaken. Any person using the club facilities does so with due regard to this Health & Safety Policy and Risk Assessments and does not interfere in any way with equipment that may cause injury to themselves or others. Members are requested to notify, by email, using secretarycmyc@gmail.com of anything they feel may present a danger to other people. Visitors are the responsibility of the members who invite them to CMYC, and those members should supervise their guests, particularly children, accordingly.

4. First Aid

There is a First Aid kit in the Club House; together with individual kits for use in the Club's Support Boats which are maintained by a nominated volunteer responsible to the Training Centre Principal.

5. Smoking

CMYC operate a no smoking policy within the clubhouse, all other buildings and in the vicinity of the fuel store.

Health and Safety Policy

6. Fire Safety

Follow the Club's fire safety procedure – leave the building immediately and assemble in the area adjacent to the equipment containers. During training events the Lead or Senior Instructor is responsible for making sure all students and Instructors are out of the building and safe.

7. Accident Book and Reporting.

Any accident or significant injury must be entered in the Accident Book which is located in the First Aid cabinet in the Clubhouse and the removable Accident Record 'posted' in the box below. To demonstrate CMYC's commitment to reducing injury and accidents, the Accident Records are reviewed at regular intervals by the Training Principal/Main Committee and action that may be required to prevent, or reduce, the risk of a similar accident occurring is initiated.

8. Risk Assessments

Standard Risk Assessments are in place for training, other events and activities. All Risk Assessments are reviewed on an ongoing basis and revised as necessary.

9. Electrical Equipment

All electrical equipment owned by CMYC is subject to regular testing in accordance with the relevant regulations.

10. Member Awareness

All members are sent a Club Handbook on annual renewal or when joining. This contains the Club's Bye-Laws, some which relate to Health and Safety matters; together with where to access further sources of relevant information, such as club documents on the club's website.

11. Working on Site

At various times, members may undertake work on their own boats. Extreme caution should be exercised at this time if working alone, as help may not be available. Any hazardous material and/or tools must be removed from the site when work is complete. As part of an organised work party, members should only carry out work that is within their area of expertise and level of competence.

12. Fuel

Powerboat re-fuelling is to be carried out on land only and by adults only, away from the fuel store and with the fire extinguisher close by. Avoid re-fuelling while wearing a dry suit because of the static electricity hazard. Fuel must only be stored in the designated Fuel Store and any refilling of boat fuel tanks must only be completed in this area. Any fuel spills must be immediately attended to.

13. Periodic Procedures

Some procedures that help to reduce or eliminate risks to health and safety need to be reviewed or carried out periodically. These are listed below.

Health and Safety Policy

POLICY / PROCEDURE	PERIOD	RESPONSIBLE
Review of H&S Policy	Annually or as deemed necessary	Main Committee
Review of Risk Assessments	Prior to special events and ongoing as deemed necessary	Main Committee, Club Secretary and Training Principal
Electrical Installation	When changed and five-yearly in accordance with BS7671	Estate Manager
Fire Equipment	For fire fighting equipment. Refer to schedule. Smoke detectors battery's checked and replaced on alarm or every six months	Estate Manager
Shower supply pipes	Control of Legionella Bacteria within shower head to be monitored with regular showerhead cleaning	Estate Manager
Accident Book	Review Reviewed as a Main Committee agenda item and action taken accordingly	Main Committee/Training Principal
Manual winch	Monthly or as deemed necessary	Estate Manager
First Aid Kits	Monthly or as deemed necessary	Nominated volunteer/Training Principal