

NEWPORT BOAT CLUB LTD/  
CLWB CYCHOD TREFDRAETH

Parrog  
Newport/Trefdraeth  
Pembrokeshire  
SA42 0RP

# HEALTH AND SAFETY POLICY

Health and Safety at work Act, 1975  
Policy reviewed and rewritten March 2023  
Agreed 12/4/23

## PART ONE

### GENERAL STATEMENT OF POLICY, DUTIES & RESPONSIBILITIES

#### 1.1 Policy Statement

Newport Boat Club recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, The Regulatory Reform (Fire Safety) Order 2005 the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of Newport Boat Club to promote the health and safety of the committee members, volunteers, staff and of all members/visitors to Newport Boat Club’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety, and welfare of all personnel on the premises.
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety.
- Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory.

- Ensure the provision and maintenance of plant, equipment and systems of work that are safe.
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances.
- Provide sufficient information, instruction, training, and supervision to enable everyone to avoid hazards and contribute to their own safety and health.
- Provide specific information, instruction, training, and supervision to personnel who have health and safety responsibilities (e.g., a person appointed as a Health and Safety Officer or Representative).
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the public or other persons that may arise for Newport Boat Club's activities.
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of Newport Boat Club arising out of or in connection with Newport Boat Club's activities.

This policy statement and/or the procedures for its implementation may be altered at any time by Newport Boat Club's Management Committee ("the Committee"). The statement and the procedures are to be reviewed at least every 3 years or when legislation changes by the Health and Safety Sub-committee or by other persons appointed by the Committee.

A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Management Committee.

### **1.2 Statutory Duty of Newport Boat Club**

Newport Boat Club will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Give volunteers/ workers the information, instruction, training, and supervision necessary for their health and safety.

The Management Committee shall be responsible for Health and Safety matters. This responsibility shall be enacted by the Commodore supported by the Vice-commodore (Rules and articles of Newport Boat Club 7)(b) (xv).

Newport Boat Club will:

- Assess the risks to health and safety of its volunteers/workers.
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment.

- Record the significant findings of the risk assessment and the arrangements for health and safety measures.
- Draw up and maintain a health and safety policy statement; including the health and safety organisation and arrangements in force and bring it to the attention of its workers.
- Set up emergency procedures.
- Provide adequate First Aid facilities.
- Make sure that the workplace satisfies health, safety, and welfare requirements, e.g., for ventilation, temperature, lighting and for sanitary, washing and rest facilities.
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used.
- Prevent or adequately control exposure to substances that may damage health.
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise, or radiation.
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury.
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means.
- Ensure that appropriate safety signs are provided and maintained.
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### **1.3 Statutory Duty of Newport Boat Club's Workers**

Employees also have legal duties, and Newport Boat Club requests non-employed (voluntary) workers also to observe these. Please *see Newport Boat Club/Ciwb Cychod Trefdraeth Staff Handbook, Section 34, page 15 Health and safety policy.*

### **1.4 Policy for Visitors and Contractors**

On arrival all visitors should be directed to the duty representative of the Management Committee, or a representative of the user/hirer of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Newport Boat Club.

## PART TWO

### **ORGANISATION OF HEALTH AND SAFETY**

#### **2.1 Health and Safety Sub-committee**

In accordance with Rule 7(b)(xvi), the Management Committee, via the Commodore and the Vice-commodore, shall be responsible for Health and Safety matters. This is in conjunction with the CAM who will be the health and safety officer. Responsibilities shall include:

- advising the Management Committee on all matters pertaining to Health and Safety at the Club and during Club activities;
- ensuring that the requirements of the Health and Safety Act 1974, the Fire Safety Order 2005 and any other relevant legislation, and their amendments currently in force, are followed.
- producing and maintaining a written Fire Risk Assessment and Fire Safety Protocol together with a written Health and Safety Policy.
- ensuring that fire safety protocols and testing are adhered to.
- producing, maintaining and recording procedures for the above and ensuring these procedures are followed and properly recorded.
- appointing a Child Protection Officer or Officers as needed for the proper protection of children at the Club or engaged in Club activities. Such officers shall initially report to the Commodore and the Vice-commodore, attending such meetings as are considered appropriate.

#### **Safety Tours**

The Health and Safety Committee shall carry out **annual** tours and inspections of the premises and make a report to the next ordinary meeting of the Management Committee. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented. The tour shall include inspection of the Accident Book(s).

#### **2.2 Health and Safety Rules**

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which Newport Boat Club may publish from time to time.

#### **Accident Forms and Book**

Accident for Bar/Club is kept behind the bar.

Accident book for S&B is kept in Boatshed

Any injury suffered by a worker or visitor in the course of employment or otherwise on Newport Boat Club's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, in the Accident book(s) maintained by Newport Boat Club.

**Fire Precautions:** See *NBC FIRE RISK ASSESSMENT AND POLICY*

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay to Bar Manager/CAM who will report to Chair of Facilities.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Food Hygiene**

See *Safer Food, Better Business for Caterers Manual located in Kitchen*

### **Display Screen Equipment**

Newport Boat Club recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work.

See <https://www.hse.gov.uk/msd/dse/index.htm>

Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

See <https://www.hse.gov.uk/msd/dse/eye-tests.htm>

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are always prohibited. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision)

## **PART THREE**

### **ARRANGEMENT AND PROCEDURES**

The Health and Safety Officer, as noted above in conjunction with the Commodore and Vice Commodore noted in the Club articles above, is responsible for ensuring that the health and safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her name will be displayed on the staff notice board and their details be found in the H&S folder.

### **Licensed Premises – and Room Hire/Events**

In addition to the general conditions of the licence(s):

- Hirers/users must be aware of the Health and Safety Policy.
- Advise the representative of the Management Committee of any defects or concerns regarding the facilities, e.g., dirtiness, refrigeration operation, cracked food preparation surfaces.

### **Cleaning Materials, General Machinery and High-Risk Areas**

- All portable machinery must be switched off and unplugged when not in use.
- Wandering cables are a hazard; use with caution and safety in mind.
- Slippery floors are dangerous; use warning signs.
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### **General**

- All thoroughfares, exits/entrances must be always left clear.
- Corridors and fire exits must not be blocked by furniture or equipment.
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard.
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

## **PART FOUR**

### **APPENDICES**

#### **APPENDIX A – ACCIDENT REPORTING**

##### **1. Accidents**

All accidents which occur during work for Newport Boat Club and/or for the User/Hirer, or on premises under the control of Newport Boat Club must be recorded.

##### **2. Accidents to Workers or Contractor's Staff**

a) For ALL Accidents

Complete Accident Book entry and give to Health & Safety Officer

b) For accidents reportable to the Health & Safety Executive (for contractors see c)

If accident results in incapacity for work for more than 3 calendar days, then complete the online **form F2508** with copies to the Commodore.

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If accident results in fatality, fracture, amputation, or other specified injury (see section 4, below) then immediately notify: Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055 and the Commodore.

Follow up within seven days with completed online **form F2508** with copies to the Commodore. c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident. If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

### **3. Accidents to Members of the Public**

#### 1. For ALL Accidents

Complete Accident Book entry and give to Health & Safety Officer

#### 2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation, or other specified injury (see section 4 below) then immediately notify: Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG and the Commodore/Chair of the Management Committee

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

#### 3. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
  - Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed.
- Other specified injuries and conditions:
- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
  - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
  - Loss of consciousness resulting from lack of oxygen.
  - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
  - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
  - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

#### 4. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055

email: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

Contact the Commodore/Chair of the Management Committee

#### 5. Occupational Diseases

- Poisoning
- Skin Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a doctor, report the disease using online form **F2508A** to: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com)

Contact the Commodore

Full details of Dangerous Occurrences and Occupational Diseases go to

<https://www.hse.gov.uk/riddor/>

#### **Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)**

<https://www.hse.gov.uk/coshh/>

##### **1. Assessment**

The assessment must be a systematic review.

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?



## **2. Prevention or Control**

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED. On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that might be present.

This may mean PREVENTING exposure by:

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, where this is not reasonably practicable, CONTROLLING exposure by:

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g., dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction, and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

### **Appendix C – FIRE PREVENTION**

See *NBC FIRE RISK ASSESSMENT*

The Regulatory Reform (Fire Safety) Order 2005

### **Appendix D – HEALTH AND SAFETY INSPECTION**

#### **1. Inspection**

- A Health and Safety inspection of the building should be undertaken at least once in every year.
- Appointed members of the Management Committee, or a sub-group, should arrange to meet and carry out the inspection
- This inspection group will need to agree how each question needs to be answered

- When the form <https://www.hse.gov.uk/forms/incident/f2534.pdf> is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Management Committee. <https://www.hse.gov.uk/forms/incident/f2533.pdf>
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response
- The whole form should be made available to members of the Management Committee
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

See <https://www.hse.gov.uk/involvement/inspections.htm>

## **Appendix E – DISPLAY SCREEN EQUIPMENT**

### **1. Who is a Display Screen User?**

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

In some cases, it will be clear that the use of Display Screen Equipment is continuous on most days and the individual concerned should be regarded as user. Where use is less continuous, 'user' status would apply if most or all the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment.
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job.
- The individual uses display screen equipment in this way more or less daily.
- Fast transfer of information between the user and the screen is an important requirement of the job.
- The performance requirements of the system demand high levels of attention and concentration by the user; for example, where the consequences of error may be critical.

### **2. Workers' Entitlement**

#### **2.1 Eye Test**

Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an optician of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work.
- Is about to start using display screen equipment for a significant part of his/her work.

- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work.
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

## 2.2 Spectacles

If because of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose more costly spectacles (e.g., a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g., reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.\*

## 2.3 Who pays the Optician?

The worker pays the optician and then obtains the reimbursement, attaching the receipt(s) and any report to the form **DSE1**, and gives these to his/her Line Manager who will arrange reimbursement.

See <https://www.hse.gov.uk/msd/dse/eye-tests.htm>

**Newport Boat Club request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.**

**This document forms part of Newport Boat Club health and Safety Policy, other documents to be included are:**

- NBC Policy Doc/Fire Policy/FIRE RISK ASSESS
- Major incident policy pathway
- NBC Policy Doc/Health and Safety/ Kitchen/Safer Food Better Business
- NBC Policy Doc/Health and Safety/ Kitchen/Gas Safety Shut off valve
- NBC Policy Doc/Health and Safety/ Kitchen/induction sheet Kitchen
- NBC Policy Doc/Health and Safety/ Kitchen/kitchenriskassess2022
- NBC Policy Doc/Health and Safety/Lone Working/NBC Lone Working Policy
- NBC Policy Doc/Health and Safety/manual handling policy
- NBC Policy Doc/Health and Safety/Staff Policies/9922216 Handbook – May 2022 latest

**Written by Commodore (Chair of Health and Safety) and Health and safety Officer (Club Administration Manager) March 2023.**

**Approved by Management Committee April 12<sup>th</sup> 2023**

For information about health and safety ring HSE's Infoline Tel: 0845 345 0055 Fax: 0845 408 9566  
Textphone: 0845 408 9577 email: [hse.infoline@natbrit.com](mailto:hse.infoline@natbrit.com) or write to HSE Information Services,  
Caerphilly Business Park, Caerphilly CF83 3GG.