

Health and Safety Policy

Purpose of policy

1. Solva Boat Owners Association takes health and safety issues seriously and is committed to protecting the health and safety of its members, visitors and sub-contractors and all those affected by its business activities and attending its premises. This policy is intended to help Solva Boat Owners Association achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of a contract. This policy may be amended at any time by Solva Boat Owners Association in its absolute discretion. Solva Boat Owners Association will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between Solva Boat Owners Association, its members, visitors and contractors. This policy and the rules contained in it apply to all, including all Committee members, Harbour Master, members, visiting members, consultants and contractors, and any volunteers. Specific responsibilities of are set out in the section headed "Responsibilities of all Officers of Solva Boat Owners Association, Members, Visiting Members and Contractors.

Solva Boat Owners Association responsibilities

4. Solva Boat Owners Association is responsible for:
 - a. taking reasonable steps to safeguard the health and safety of members, contractors, people affected by the Employer's business activities and of people visiting its premises;
 - b. identifying health and safety risks and finding ways to manage or overcome them;
 - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation;
 - d. providing and maintaining safe working areas, and ensuring contractors and members provide and maintain safe equipment and systems and, where necessary, use appropriate protective clothing;
 - e. providing safe arrangements for the use, handling, storage and transport of articles and substances;
 - f. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
 - g. promoting effective communication and consultation between the Association and members including seasonal visitors concerning health and safety matters and will consult directly relating to health and safety;
 - h. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all members and seasonal visitors.
5. Solva Boat Owners Committee has overall responsibility for health and safety and has appointed the Harbour Master as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

Responsibilities of all Officers of Solva Boat Owners Association, Members, Contractors and Visiting Members

General responsibilities

7. All officers, members, contractors and visiting members must:
 - a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions;
 - b. co-operate with the Principal Health and Safety Officer and Solva Boat Owners Association Committee generally to enable compliance with health and safety duties and requirements;
 - c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment;
 - d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions;
 - e. keep the workplace tidy and hazard-free;
 - f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
 - g. co-operate in the Solva Boat Owner Association Committee's investigation of any incident or accident which either has led to injury or which could have led to injury.

Responsibilities relating to equipment

8. All officers, members, contractors and visiting members must:
 - a. use equipment as directed by any instructions given by representatives of the Committee or contained in any written operating manual or instructions for use and any relevant training;
 - b. report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment;
 - c. ensure that health and safety equipment is not interfered with; and
 - d. not attempt to repair equipment unless suitably trained and authorised.

Responsibilities relating to accidents and first aid

9. All officers, members, contractors and visiting members must:
 - a. promptly report any accident on Solva Boat Owners Association premises or leasehold involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation;
 - b. familiarise themselves with the location of first aid facilities, which are displayed on the notice board outside the Harbour Masters Office;
 - c. The Principal person is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Responsibilities relating to emergency evacuation and fire

10. All officers, members, contractors and visiting members must:
 - a. familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board in Harbour Masters Office;
 - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the Trinity Quay buildings in an emergency;
 - c. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months;
 - d. ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time;

- e. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you

All officers, members, contractors and visiting members must:

- f. immediately trigger the nearest fire alarm and, if time permits, call Harbour Master and notify the location of the fire; and
- g. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so.

11. On hearing the fire alarm, all officers, members, contractors and visiting members must:

- a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens;
- b. leave without stopping to collect personal belongings;
- c. remain out of the building until notified by an Officer of Solva Boat Owners Association that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, display screen equipment and manual handling.

12. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Principle Health and Safety Officer (Harbour Master) on behalf of Solva Boat Owners Association will assess any risks and consider measures to best minimise any risk. The Principal Health and Safety Officer is responsible for workplace risk assessments and will report to the Solva Boat Owners Association Committee any measures required to control risks.
13. Officers of Solva Boat Owners Association who use a computer for prolonged periods of time should try, where possible to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Solva Boat Owners Association Committee
14. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer, but the Solva Boat Owners Association will try to minimise or avoid the need for manual handling where there is a risk of injury.

Non-compliance with health and safety rules

15. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Solva Boat Owners' Constitution.