



# Solva Harbour Society Health and Safety Policy and Management Plan

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## **PART 1 STATEMENT OF INTENT**

### **Introduction:**

Solva Harbour Society (SHS) owns Trinity Quay including the buildings on the quay. It also owns the Sand Quay and is responsible for the use and upkeep of the quayside which connects these two areas. The Society leases the harbour bed and lays moorings within the harbour for the use of its Members, seasonal visitors' boats and visiting boats in transit. It also has control over the activities of its members and the visitors who use its moorings and the harbour generally.

There are many other users of the areas for which SHS is responsible since the harbour is well used by the local community and it is a popular tourist destination. There is full public access to most SHS property and much water based activity within the harbour.

SHS takes health and safety issues seriously and is committed to protecting the health and safety of its Members and all others who are affected by its activities.

Because of the high level of public access and the fact that some users enter the water from areas not in SHS control, supervision cannot be provided at all times and SHS recognises that it cannot always fully control the activity of all people who use its facilities. SHS does however endeavour to keep all users safe as far as is reasonably possible.

This policy is intended to help SHS achieve its health and safety objectives by clarifying who is responsible for health and safety matters, what those responsibilities are and how health and safety procedures are managed

### **Solva Harbour Society will:**

- Work to prevent accidents and causes of ill health.
- Manage foreseeable health and safety risks on SHS premises and areas affected by SHS activities.
- Maintain safe and healthy working conditions.
- Provide instruction, information and training to those who manage SHS premises and activities.
- Maintain safe buildings, structures and equipment.
- Ensure that quay areas and structures that border the water and harbour bed are as safe as reasonably practicable.
- Ensure that within the tidal area of the harbour, SHS equipment such as moorings and activities such as boat movements are as safe as reasonably practicable.
- Consult and inform SHS Members and regular users of premises about health and safety issues.
- Implement emergency procedures including evacuation in case of fire or other significant incident.
- Provide personal protective equipment where appropriate.
- Ensure that adequate safety equipment is available on the quay.
- Facilitate other organisations to use SHS premises safely.

## **PART 2. RESPONSIBILITIES FOR HEALTH AND SAFETY**

### **Health and Safety Officer:**

- Advise the committee and others on health and safety issues as required.
- Conduct an annual review of this policy and plan.
- Review risk assessments annually or more frequently if required.
- Carry out and record regular safety inspections and monitoring as set out in Appendix 1
- Ensure that other organisations using SHS facilities do so in a safe way and are aware of the need to comply with this policy.
- Ensure that when other organisations use SHS facilities to hold events, they submit a risk assessment for the prior approval of the committee.
- Check and replenish first aid box.

### **Committee Members:**

- Oversight and approval of the health and safety process.
- Inform the Health and Safety Officer of issues that come to their notice or that are reported to them by Members or other users.

### **Harbour Master:**

- Inspect moorings to ensure safety and ensure that SHS laid moorings are safe and fit for purpose.
- Inform the Health and Safety Officer of issues that arise that are reported by Members or other users.
- Carry out regular safety inspections
- Slipway & Queen's steps safety cleaning.
- Safe storage of hazardous materials.
- Day to day guidance to Members, seasonal visitors' boats and visiting boat owners, members of public and other visitors if health and safety issues arise.

### **Committee Chair**

- Sign off Health and Safety documents approved by Committee

### **Clerk:**

- Maintain records.
- Ensure fire safety equipment and electrical system servicing is booked.
- Filing of health and safety records.

### **ALL SHS Members:**

Health and safety is a collective task. All members have a duty to comply with this Policy and Management Plan. When present on the quay, Members should engage with visitors to assist and provide guidance on general safety, referring visitors to the quay visitor guidance signage if necessary.

### **All Other Users:**

To act in a safe manner with due regard to the safety of others and to follow any specific health and safety guidance that may be given by SHS.

## **PART 3. HEALTH AND SAFETY MANAGEMENT PLAN**

### **1. RISK ASSESSMENTS**

SHS uses risk assessments to identify hazards and develop control measures to eliminate or reduce risks. This health and safety management plan elaborates on the risk assessment control measures to specify how they are to be put into practice.

The Principal Risk Assessment deals with the quay and buildings, the harbour bed, day to day activities generally and activities on the water.

There is an additional risk assessment for lifting boats in to and out of the water. Individual risk assessments are also prepared for one off events organised by SHS such as volunteer activities if appropriate. Other groups using SHS facilities must prepare risk assessments for each event and obtain prior approval before the event

The Health and Safety Officer is responsible for preparing and reviewing risk assessments, supported by the expertise of other members as necessary. Reviews will be carried out at 12 monthly intervals or sooner if new hazards are identified or a health and safety incident occurs.

Risk Assessments will be presented to the Committee for their comment, input and approval. The Committee Chair will sign and date the risk assessment to record the approval of the Committee.

Risk assessments will be shared with tenants of SHS and those other organisations that use or work on SHS facilities; they will also be published on the SHS website so as to be accessible to members and the public.

### **2. INSPECTIONS / TESTING & SERVICING / DOCUMENT REVIEW**

SHS operates a schedule of regular inspection, testing, servicing and review. This schedule covers:

- Condition of built structures and surfaces.
- Condition, testing and servicing of equipment.
- Risk assessment and other health and safety documentation review.

See Appendix 1 for inspection schedule.

### **3. FIRE**

The upper floor of the clubhouse and the locker shed are fitted with a fire alarm system and with fire extinguishers. Tenanted sheds each have a fire extinguisher. The clubhouse fire alarm system is tested monthly by the H&S Officer and is serviced annually by an engineer who also checks the fire extinguishers, replacing them when necessary.

Emergency exits are designated by illuminated signs and are to be kept clear at all times. The café tenant is required to play an active role in keeping emergency exits clear at all times when the café is open.

The fire plan is displayed on the clubhouse notice board and gives directions to the evacuation assembly point. See Appendix 2.

Members with larger boats are recommended to keep fire extinguishers on their boats.

#### **4. ON THE QUAY - KEEPING VISITORS, MEMBERS AND OTHER USERS SAFE**

Some visiting members of the public have little knowledge of water side safety and are often unaware that they are on land which is owned and managed by the Harbour Society whose principal aim is to permit its Members to access the water and use their boats.

In order to reduce quayside hazards:

Wall jumping is strongly discouraged since potentially fatal accidents are possible and it is a hazard for members accessing the quay with their boats.

Falls from the quay edge are possible. A rail is in place at the critical area and drop hazard signs are present in several locations. Parents are requested to supervise their children at all times on the quay and particularly on the quay edge.

Fishing is not permitted from any SHS owned / managed property. Hooks become embedded in mooring lines and may cause injury to Members when handling lines; hooks also pose a risk to other quay users and to dogs. Crabbing is permitted but not with hooks.

Dogs are to be kept on leads on SHS property at all times to reduce trip hazards and dog poo is to be binned to prevent health hazards.

At busy times there can be congestion with Members and visitors on and around Trinity Quay Slipway leading to increased risk of accident. For this reason, launching and recovery of boats from Trinity Slip is restricted to Members and permit holders. The slipway is to be kept clear of kayaks, paddle boards and clutter such as chairs and beach towels.

There is limited parking and manoeuvring space on the quay. To reduce hazards from vehicles, parking is restricted to members only.

When events such as regattas or raft races are held on the quay by other organisations, the organisation must take responsibility for the health and safety of the event, providing a risk assessment for prior approval, nominating a person responsible for liaising with SHS and ensuring adequate supervision throughout the event.

Signage is provided to give guidance on certain aspects of safety on the quay. Safety advice is given to visitors by the Harbour Master when present and also by Members acting as stewards at busy times. All Members, when they are on the quay, are expected to engage with visitors to provide guidance on safety referring visitors to the signage if necessary.

#### **5. SAFETY ON AND IN THE WATER**

##### **5. 1. Casual Visitors Swimming and Using Small Craft**

Some swimmers and visitors using small craft including paddle boards and kayaks have little knowledge of water safety and are often not be aware of the need to stay clear of manoeuvring

boats in the fairway, at the quay and near the slipway. There is a risk of potentially fatal accidents from collision with boats. SHS has no control over visitors entering the water from the public slip.

The fairway is identified on quay signage to explain where it is and why there is a need to be constantly alert to moving boats and move out of their way. Swimmers engaged in training swims or swimming near the harbour mouth are recommended to use swim safety buoys or high visibility swim caps.

Visitors choosing to leave the harbour when swimming or using small craft are beyond the control of SHS however quay signage recommends taking a means of calling for help, wearing life jackets and being aware that offshore winds are dangerous. It recommends following online advice available from the RNLI before taking to the water.

Jet skis are not permitted to launch from SHS Sand Slip or Trinity Quay.

Safety advice is given to visitors by the Harbour Master when present and also by members acting as stewards at busy times. When present on the quay, all members are expected to engage with visitors to provide guidance on safety.

## **5.2. Use of Boats and Moorings**

Boats breaking free of moorings present a hazard to other harbour users and those involved in recovery. In accordance with SHS rules and mooring guidance published on the website, Members must ensure that their moorings are fit for purpose. Members are personally responsible for checking and maintaining their moorings and running moorings regularly. Ropes, chains and shackles suitable for their vessels should be used and moorings should be checked monthly and before expected severe weather.

In order to reduce risk of entanglement by swimmers and boats, ropes must be kept free of weed to ensure that they sink and any lengths of tangled or partially attached line should be removed.

The Harbour Master will also check Member's moorings and report to the Chair and Moorings Committee any that are not safe. The Harbour master will ensure that any moorings controlled by the Society are safe and fit for purpose.

If members require advice on safe use of moorings, they should contact the Harbour Master or a Moorings Committee member who may be able to organise an experienced Member as a mentor.

Members using their boats must be aware of swimmers and visitors using small craft who may not anticipate the dangers of using the harbour. If possible whilst on the water, members should explain safety issues to visitors.

## **5.3. Navigation in Harbour**

Members and all visiting boats should follow the Collision Regulations whilst in the harbour, in particular when boats approach head on; "each shall alter course to starboard so that each shall pass on the port side of the other." The harbour speed limit of 4 knots must be observed at all times and all users of boats with outboards must use a kill cord.

## **6. SLIPS AND TRIPS**

Slip and trip hazards are likely to occur due to:

- Algal growth on the slipway and Queen's steps.

- On the quay edge and main quay surfaces due to visitor congestion and clutter.
- Within the clubhouse.
- In and around the clubhouse and public toilets, particularly on steps, stairs and the balcony.

SHS carries out regular inspections to identify and deal with slip and trip hazards. See Appendix 1

Edge barriers are present at the main risk point on Trinity Quay. The quay edge is marked with a yellow line and drop hazard notices. The main signage advises of quay edge danger and asks parents to supervise children on quay edge.

Algal growth on Trinity Quay and Queen's Steps is monitored by the Harbour Master and cleaned as necessary using temporary signage and barriers to exclude people while work is in progress.

Visitors must not spread their belongings over the quay surface resulting in a trip hazard.

Members accessing their boats or working on boats after lift out must take care not to create trip hazards. Temporary hoses and cables should be routed carefully and directly over the quay to minimise trip hazards, using bollards if necessary to emphasise their locations.

The Club house interior and public toilet are checked regularly by the café tenant when the café is open. Trip hazards must be removed and circulation areas kept clear, any spills must be cleaned immediately and a wet floor sign displayed wherever necessary. The Clubhouse stairs, balcony railings and exterior lighting are inspected at regular intervals and repairs attended to when required.

## **7. HAZARDOUS SUBSTANCES**

SHS aims to eliminate or reduce to a minimum any exposure to hazardous substances.

The hazardous substances which are most likely to be present are petrol, diesel, cleaning materials, paint, antifoul, flares and rodent poison. This list is not exhaustive and if any other hazardous substances are brought to SHS premises, guidance on safe handling and storage is to be followed from the Manufacturers Safety Data Sheets in accordance with the Control of Substances Hazardous to Health Regulations.

- Long term storage of petrol, diesel and antifoul is prohibited anywhere on SHS facilities.
- Storage of flares is prohibited anywhere on SHS facilities
- Paint is only to be stored in the locked cabinet in the locker shed.
- Hazardous cleaning materials are only to be stored in the locked macerator shed.
- Application of antifoul on the hard must be carried out with due care ensuring that opened cans are kept out of the way of members of the public and protected from spillage. Spills must be cleaned immediately in accordance with the manufacturer's recommendations. Antifoul scraped from hulls must be collected on dust sheets and removed from the quay, the quay should be swept if necessary.
- Pressure washing of hulls must be done with care to avoid overspray of areas accessed by the public.
- During winter storage on the hard, fuel shall be removed or if not possible, fuel tank stop taps should be turned off to reduce the chance of leakage.
- Refuelling of boats on the water must be done with care using a funnel to avoid spillage polluting the harbour.
- If rodent control is necessary, a competent contractor will be used and only tamperproof bait boxes should be used.

## **8. HAZARDS AT HEIGHT**

A hazard at height occurs when an activity is carried out in which a person could fall a distance liable to cause personal injury if there are no precautions in place. For SHS this applies principally to the quay edge, working on boats particularly when on the hard, during boat lifting and in building maintenance.

Activities at height including the quay edge should be avoided where it is reasonably practicable to do so. Activity areas including boat decks prepared for lifting should be kept clean and clutter free to prevent trip hazards. Ladders should be secured by tying when used for a protracted period. Due regard needs to be given to protecting people below the work area from falling objects, using barriers if appropriate. If activity at height cannot be avoided, the use of hard hats may be appropriate.

Contractors working on SHS buildings are expected to plan their work to minimise risks to themselves and the public. Particular attention should be paid to creating a safe work area by using temporary barriers to exclude the public from areas likely to be subject to falling objects

## **9. MANUAL HANDLING AND LIFTING**

Regular manual handling tasks for SHS include laying of moorings and moving of mooring equipment. Occasional manual handling tasks include moving heavy objects on the quay and during volunteer tasks. Boats may need to be moved when moorings are damaged or in adverse weather.

The following guidance is relevant to SHS tasks:

- Keep load close to body, bend knees, push rather than pull, avoid twisting, plan route, work from stable base.
- Use mechanical aids where possible e.g. JCB handling for mooring chain and sinkers.
- Do not lift or handle more than can easily be managed.
- Use more than one person for awkward and heavy loads.
- Use PPE if required.
- Consider if a risk assessment is needed for tasks which are not normal.
- Give training if required.

## **10. BOAT LIFTING**

The procedure for lifting has been developed and refined over many years. A risk assessment is in place with control measures to ensure safe working. Lift crew are trained and certified. Members are instructed how to prepare their boats with the lift notice.

Lifting is controlled by an appointed person. The lift area is cordoned off to form an exclusion zone for all except the lift crew and is controlled by stewards who also manage safe passage for the public whilst lifting takes place.

## **11. PERSONAL PROTECTIVE EQUIPMENT**

All risks should be minimized before the need to use PPE. SHS provides appropriate PPE to the Harbour Master and Members if necessary when residual risk remains. PPE should be comfortable to wear and replaced if it is damaged or is an item with a date limit such as hard hats. Issues



relating to suitability and availability of PPE should be raised with H&S Officer or directly with the Committee.

## **12. ASBESTOS**

No asbestos has been found within SHS premises but should any be found, the Control of Asbestos Regulations require that a written register of all asbestos is held. The register must be available to anyone who might be working on any of the areas of asbestos. A risk assessment and a safe method of work must be carried out before any work is done on asbestos. If it becomes necessary for asbestos to be removed from SHS Facilities, it must be done by a competent and licensed contractor in accordance with the Hazardous Waste Regulations. Once the Asbestos has been fully removed and the area declared clear, a certificate of safe removal is to be provided by the contractor.

## **13. ACCIDENTS AND INCIDENTS**

SHS maintains an incident book for recording accidents, incidents and near misses. Any issue with equipment which is part of our health and safety management is also to be recorded. The book is held within the club house office and all Members should use it. The clerk will report any entries to the Health and Safety Officer and to the next Management Group or next Committee meeting for consideration of any actions that might be required. For urgent issues, the Harbour Master or any member of the Committee should be contacted.

## **14. STRUCTURAL FABRIC**

All building, surfaces, quay wall and Trinity Slip require regular inspection for deterioration and defects with remedial works being undertaken if necessary. Additional inspection of the quay wall is needed after severe storm events and qualified structural engineer survey is likely to be appropriate at approximately once every five years.

## **15. UTILITIES**

Utilities on SHS property are the electrical supply, oil supply and storage, water supply.

Portable appliance testing (PAT) should be carried out on SHS devices once every 3 years. Leaseholders of SHS property are required to organise their own PAT testing. An Electrical Installation and Condition Report (EICR) should be obtained every five years for all SHS premises including power supply and sockets for the quays.

Oil boiler safety is assessed at the time of annual service and the storage tank is inspected at time of oil delivery.

## **16. SAFETY RULES FOR CONTRACTORS**

All contractors working on SHS premises must work to the provisions of this Health and Safety Management Plan and will be briefed by the supervising committee member who may require a risk assessment and method statement.

## **17. USE OF VOLUNTEERS**

When volunteers from the membership help with tasks, the committee should consider the need for a risk assessment, provision of PPE, adequate briefing and nomination of a supervisor.

## **18. USE OF SHS FACILITIES BY OTHER ORGANISATIONS**

SHS facilities are regularly used by Solva Rowing Club, Solva Sailing Club and the Blue Tits Swimmers. These groups are required to follow the provisions of this Health and Safety Management Plan, particularly in relation to the premises that they lease. The Health and Safety Officer will contact these groups annually to explore any health and safety concerns.

Other groups and organisations may occasionally use SHS facilities to hold events. For each event, a risk assessment will be required for prior approval together with details of how the safety of the event will be managed and what supervision arrangements will be made. Any health and safety impacts on SHS members and visiting public using the quay and buildings must be made clear and mitigated as far as possible.

## **19. SAFETY SIGNAGE AND SAFETY EQUIPMENT**

Information and safety signage for the public is an important part of reducing risk on the quay. The signage is also intended to provide support to the Harbour Master, Stewards and Members generally when communicating with the public about safety issues. Individual hazards such as drops are also signed. The signage will always be maintained in good condition.

Other safety equipment on Trinity Quay consists of a defibrillator, emergency phone and life ring.

## **20. RECORD KEEPING**

The Clerk and H&S Officer will maintain filing systems holding duplicate copies of key documents. Documents which are subject to regular revision will always display the filename and last revision date

## **21. H&S LOG**

The H&S Officer will maintain a log of events with health and safety implications such as surveys, training and incidents.

**APPENDIX1 (DRAFT This appendix is awaiting further work)**

**SCHEDULE OF INSPECTION, SERVICING AND TESTING:**

<b>1. INFORMAL INSPECTIONS: All Committee Members &amp; Harbour Master at any time present on premises.</b>
<ul style="list-style-type: none"><li>• Quay surface &amp; quay edge: Check for clutter, trip hazards, dangerous items and remove if found.</li><li>• Building fabric: Quick visual check.</li><li>• Safety equipment - Life ring, defibrillator, emergency phone: Look to see if present and undamaged.</li><li>• Any other issues which may have a health and safety impact.</li></ul>
<b>2. DAILY INSPECTIONS IN SEASON: Café tenant</b>
<ul style="list-style-type: none"><li>• Clubhouse toilets.</li><li>• Public toilets.</li><li>• Emergency exits clear.</li><li>• Clubhouse, stairs and balcony clear of slip and trip hazards.</li></ul>
<b>3. MONTHLY INSPECTIONS / TESTING: H&amp;S Officer</b>
<ul style="list-style-type: none"><li>• Safety equipment &amp; signs - visual check: Life ring, defibrillator, emergency phone &amp; the various safety signs.</li><li>• First aid box OK.</li><li>• Clubhouse emergency exits clear.</li><li>• Clubhouse &amp; main locker shed fire extinguishers OK.</li><li>• Fire Alarm Test</li></ul>
<b>Record in H&amp;S LOG</b>
<b>4. MONTHLY SAFETY INSPECTION OF ALL SHS PROPERTY: Operations Group, Harbour Master, H&amp;S Officer</b>
<ul style="list-style-type: none"><li>• Carry out brief visual inspection of all SHS property.</li></ul>
<b>Record in H&amp;S LOG</b>
<b>5. ANNUAL INSPECTION: Detailed inspection of all SHS property – Operations Group, Harbour Master, H&amp;S Officer,</b>
<ul style="list-style-type: none"><li>• Buildings, quay wall, quay surfacing, signage, structures and equipment</li></ul>
<b>Record in H&amp;S LOG</b>
<b>6. ANNUAL INSPECTION OF MOORINGS: Harbour Master / Moorings Committee</b>
<ul style="list-style-type: none"><li>• All moorings checked annually for compliance with mooring requirements and fitness for purpose.</li></ul>
<b>7. ANNUAL SERVICE / SAFETY CHECK</b>
<ul style="list-style-type: none"><li>• Oil Boiler and tank – boiler checked and serviced annually, tank checked on oil delivery.</li></ul>
<b>8. LONG TERM INSPECTION / TESTING / SERVICING</b>
<ul style="list-style-type: none"><li>• Quay Walls inspected by qualified consultant structural engineer - 5 years or sooner if major defects noted. Visual check after storms by Operations Group and Harbour Master</li></ul>

<ul style="list-style-type: none"> <li>• Portable electrical appliances - tested every 3 years for SHS equipment</li> <li>• Electrical Installation - Electrical Installation Condition Report (EICR) obtained every five years</li> </ul>
<b>Record in H&amp;S LOG</b>

## Appendix 2

# FIRE PLAN

### Fire Ashore

On discovering a fire:

1. Raise the alarm. Shout "Fire!"
2. Dial 999 to call the fire brigade.
3. Guide members of the public to a safe distance.
4. If the fire is small consider attacking it with a suitable fire extinguisher provided this can be done without personal risk. If you have any doubt, leave the building.
5. Close doors if you know the building has been fully evacuated.

On hearing the alarm:

1. Leave the building and report to the Assembly Point at the top of Trinity Quay.
2. Check that the fire brigade has been called.
3. Try to establish whether anyone is missing.
4. Guide members of the public to a safe distance
5. Close doors if you know the building has been fully evacuated.

### Fire Afloat

1. Call the Coastguard through a VHF Mayday on Channel 16 or by dialling 999.
2. Attack the fire on-board with the fire extinguisher if available provided this can be done without personal risk. If you have any doubt, leave the boat.