



Health & Safety Policy

Purpose of the Policy

1. Severn Motor Yacht Club (SMYC) takes health and safety issues seriously and is committed to protecting the health and safety of Committee, staff, members, guests. and all those affected by the activities it undertakes and who attend the premises. This policy is intended to help SMYC achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This policy may be amended at any time by SMYC committee in its absolute discretion. SMYC will review this policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for health and safety?

3. Achieving a healthy and safe members club is a collective task shared between the committee, staff and members of SMYC. This policy and the rules contained in it apply to all associated with SMYC, irrespective of seniority and tenure, including all members of SMYC

Specific responsibilities of staff are set out in the section headed 'Responsibilities' below.

Health and Safety Responsibilities

4. It should be duly noted that SMYC is a members club run by committee and members, who on becoming a member share responsibility for the maintenance and safety around SMYC grounds. Moorings and caravan hard standing pitches are allocated to members and members are responsible for the upkeep and safety of their allocated pontoon and hardstanding. This includes shared walkways to access pontoons. SMYC committee are responsible for arranging external works where a member has reported they are not capable of undertaking a maintenance task that affects general safety. Members must report any safety concerns to committee that they are not capable of rectifying immediately.
 - a. SMYC committee are responsible for arranging external trades to undertake notified safety concerns raised by members in writing to the Hon secretary.
 - b. SMYC committee and members are responsible to identifying health and safety risks and finding ways to manage or overcome.
 - c. SMYC committee and members are responsible for providing a safe and healthy place and safe entry and exit arrangements, including during an emergency situation.
 - d. SMYC committee and members are responsible for providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
 - e. SMYC committee and members are responsible for providing safe arrangements for the use, handling, storage and transport of articles and substances.



-
- f. SMYC committee are responsible for promoting effective communication and consultation between committee and members concerning health and safety matters and will consult with members directly relating to health and safety concerns that need addressing.
 - g. SMYC committee is responsible if an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to members as to the organisation of club operations and steps to be taken to minimise risk of infection.
 - h. SMYC members are responsible for maintenance leading to health and safety concerns regarding their allocated moorings or hard standings.
 - i. SMYC committee and members are responsible for general health and safety around SMYC grounds and the members clubhouse
 - j. SMYC members are responsible for theirs and guests children associated with them at all times, this includes the SMYC play area where the member is responsible for checking over the equipment to ensure the equipment is in safe working order before use.
5. Any concerns about health and safety matters should be notified to the Hon secretary

Responsibilities relating to equipment

7. All members must:
- a. Use equipment as directed 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 or its use to the the committee, who is responsible for arranging any identified repairs required
 - c. Ensure that health and safety equipment is not interfered with.
 - d. Not attempt to repair equipment unless suitably trained and authorised to do so.

Accidents and first aid

8. All members must:
- a. Promptly report any accident involving personal injury, however trivial, to the committee so that this can recorded on the internal accident book and cooperate in any associated investigation.
 - b. Familiarise themselves with the details of the first aid facilities which are allocated in the club house next to the ladies bathroom door. Kit comprises of first aid equipment including defibrillator
 - c. If an accident occurs, request first aid assistance from a first aid trained member and ring emergency services in the event of a serious injury



-
- d. The committee, is responsible for investigating any injuries members or visitors. They will prepare and keep accident records, and for submitting reports under the reporting of injuries, diseases, and dangerous occurrences regulations 2013 (RIDDOR) where required.

Members responsibilities relating to emergency evacuation and fire

9. All members must:
 - a. Familiarise themselves with the instructions about what to do in the event of a fire.
 - b. Ensure they are aware of the location of fire extinguishers, fire exits, and alternative ways of leaving the building in an emergency.
 - c. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time.
 - d. Notify the committee immediately of any circumstance which might hinder or delay an evacuation should there be a fire.
10. On discovering a fire, all members must:
 - a. Immediately trigger the nearest fire alarm or alternatively shout for help and notify members present within the vicinity.
 - b. Attempt to tackle the fire **ONLY** if they have been trained or otherwise feel competent to do so.

Risk assessments, display screen equipment and manual handling

12. Risk assessments are simply a careful examination of what in and around SMYC grounds could cause harm to people. SMYC committee and members will assess any risk and consider measures to best minimise any risk. SMYC committee will carry out general visual risk assessments and when required produce a written assessment or as reasonably requested by any member. The committee must ensure that any necessary risk assessments take place and the resulting recommendations are implemented.
14. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from online websites such as You tube where members can undertake online training. Where necessary training will be provided by SMYC , but they will try to minimise or avoid the need for manual handling if there is a risk of injury by means of lifting equipment or members working together to spread weight and work safely together

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 disciplinary policy.