

**GREENWICH YACHT CLUB**  
(A Royal Yachting Association Training Centre)  
HEALTH & SAFETY POLICY STATEMENT AND PROCEDURES MANUAL

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## HEALTH & SAFETY POLICY STATEMENT AND PROCEDURES MANUAL



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## Change Control – Summary Table

<b>Date of Change</b>	<b>Changed By</b>	<b>Summary</b>
February 2020	Sam Cornberg	First Draft Rev.01
January 2022	Sam Cornberg	Minor amendments
January 2023	Sam Cornberg	For Commodore (RP) review and sign off
May 2024	Sam Cornberg	For Commodore (RP) review and sign off

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## Health and Safety Policy Statement

Safety is of importance to all at Greenwich Yacht Club (GYC) and shall be managed so as to:

### **1. Provide a safe place for members to work (for example on their boats).**

This covers the physical workplace to ensure that premises are up to standard. It includes considerations like fire safety, cleanliness, waste management and the handling of harmful substances. Workplaces such as the Boat Yard and Moorings will have more factors to consider than say an office building.

### **2. Provide safe equipment**

Any Club owned equipment that's used by members, needs to be maintained to ensure it's safe to use. This includes plant like the forklift truck and equipment such as lifting tackle. The same applies to, for example, computers and electronic devices, Usually periodic safety checks by an appointed person will be required and processes adopted to report any faults so they can be repaired. The crane currently cannot be used until it has been maintained, tested and certified as safe to use.

### **3. Ensure members are properly trained if using Club owned equipment and that they are aware of hazards at the Club – like slippery surfaces,**

In order to foster a safe environment , it's important to be satisfied that members act responsibly and competently. This is best achieved through training (to ensure all staff have been trained to use equipment properly) and general health and safety training, such as manual handling and fire safety.

### **4. Carry out risk assessments**

Thorough risk assessments are an important part of the HASAWA so the Club can put in place appropriate preventative actions for each risk identified. One caveat to the legislation is that it requires the Club to protect 'as far as reasonably practical' the health and safety of the membership. The key thing here is risk. If something is identified as posing a very low risk factor, but would incur significant cost to mitigate, it might not need to be actioned.

### **5. Provide proper facilities**

This covers the basics like toilets, clean drinking water, heating and air conditioning We provide kitchen facilities, so any appliances will need to be checked and maintained accordingly. Wllo has duties in this respect and members also have their part to play in keeping areas clean and tidy and in taking responsibility for their own health and safety.

## **6. Appoint a competent person to oversee health and safety**

This would be a dedicated person (currently me) who has responsibility for ensuring that all health and safety duties are being carried out and adhered to by the membership. This might include routine safety inspections, reviewing day to day operations and working with GYC Council members and providing guidance.

Accidents are regrettable and sometimes have disastrous consequences. Safety protects members, visitors and club assets and is vital to the continuing enjoyment of recreational boating and training that takes place at GYC.

The club's Council of Management (Committee) will do its utmost to:

- Provide clear guidance and oversight of safety issues covering all activities of the club.
- Ensure that structures are provided with clear defined responsibilities, authority and accountability for safety issues.
- Actively promote a sensible safety culture within the club for all members.
- Develop procedures for monitoring safety at Greenwich Yacht Club.

The Committee will ensure that safety is managed effectively throughout all club activities.

It will strive to identify and deal with safety hazards in an appropriate way in order to minimise risks to a low and tolerable level.

In doing so the committee will review and assess our own operating procedures for all club activities and will provide guidance.

Accident and incident reporting is to be reported and recorded so that lessons can be learnt and avoided in the future.

All Committee members understand that they have a duty to establish safe procedures for their areas of responsibility, not only for their own safety, but to promote safety among our members. In turn we expect individual members to take personal responsibility for their own safety and actions at every level of club activity.

## **Principles of GYC Health and Safety Management Arrangements**

Greenwich Yacht Club ("the Club") is a limited company whose governance and management are controlled and carried out by an elected committee acting within its Club Rules and Bye-laws. This document has been prepared to provide a framework for the management of health & safety of those carrying out work at the Club, members, visitors, premises, equipment and activities. The Committee has a general duty of care to individuals under civil law and this is deemed to apply to members, visitors and those who might be affected by or within the scope of the club's activities.

In order to provide a working framework for Health and Safety at the Club this Policy is based upon the Health & Safety at Work Act 1974 together with any subsequent regulations or revisions and Club Rules prepared and endorsed by the Committee to support implementation of the Act.

The Club's duties cover:-

- a) The provision and maintenance of buildings, plant, equipment and systems of work that must be safe and fit for purpose.
- b) Arrangements for ensuring safety in connection with the use, handling, storage and transport of boats, articles, substances and equipment.
- c) The provision of appropriate information, instruction, training and supervision to enable implementation of the Club's Health and Safety Policy.
- d) The requirement that any place of work or activity under the Club's control is safe.
- e) The provision and maintenance of a working environment for employees and Club members that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare.

In relation to the Club's duties and responsibilities as contained in this Policy, and their exercise by the Committee, it is stated that the term 'so far as is reasonably practicable' shall be implied wherever relevant to qualify or limit the scope thereof, on the basis that the Policy recognises that the 'ideal' may not be possible in all cases, given the limits on the available resources and levels of potential risk within the particular circumstances of the Club's existence as a sailing club with all its recognised and accepted attendant risks and hazards which are inbuilt within its purpose and operation.

The Commodore has a duty as expressly extended under this Policy (as above) to ensure there is a written statement of the general policy for the Health and Safety at Work of employees and members, guests and visitors and that arrangements are in force for carrying out that policy.

All members have a responsibility to co-operate to achieve a healthy and safe Club environment and to take reasonable care of themselves and others. They should also bring to the attention of the Management Committee any suspected hazards that they consider are not covered by Club safety procedures.

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A copy of the Policy Statement will be displayed on the notice board for the information of guests and visitors as well as being a reminder for the Membership itself,

Where the Management Committee considers that certain activities require specific guidelines, appropriate Risk Assessments will be undertaken following the guidance produced from time to time by the Health & Safety Executive, the Royal Yachting Association, or any other competent authority, and these will be reviewed periodically.

A handwritten signature in black ink, appearing to read 'R Phillips', with a horizontal line underneath.

Richard Phillips  
Commodore, GYC  
January 2024