

**GREENWICH YACHT CLUB**  
(A Royal Yachting Association Training Centre)  
**HEALTH, SAFETY, WELFARE & ENVIRONMENTAL POLICY**

# GREENWICH YACHT CLUB

(A Royal Yachting Association Training Centre)



## HEALTH, SAFETY, WELFARE & ENVIRONMENTAL POLICY



1 Peartree Way,  
Greenwich Peninsula,  
London  
SE10 0BW

**GREENWICH YACHT CLUB**  
 (A Royal Yachting Association Training Centre)  
**HEALTH, SAFETY, WELFARE & ENVIRONMENTAL POLICY**

## 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
March 2025	Sam Cornberg	For Commodore (RP) review and sign off
March 2026	Sam Cornberg	For Commodore (TJ) review and sign off. Amended since previous version.
March 2026	Sam Cornberg	For Commodore (TJ) review and sign off. Amended since previous version. Further updated Rev.B 2026

# 1. Policy Statement

Greenwich Yacht Club (GYC) is committed to providing a safe, healthy, and environmentally responsible environment for all members, volunteers, contractors, and visitors. Although most individuals involved in Club activities are not employees, GYC recognises its duty of care and will manage health, safety, welfare, and environmental (HSWE) risks **in accordance with the Health and Safety at Work etc. Act 1974**, associated regulations, and recognised best practice.

GYC will take all reasonably practicable steps to:

- Prevent injury, ill health, and environmental harm
- Provide safe facilities, equipment, and working practices
- Ensure members and volunteers are competent and informed
- Promote a positive safety culture across all Club activities
- Continually improve HSWE performance

This policy applies to all Club premises, including the Boat Yard, Moorings, workshops, pontoons, Clubhouse, and any off-site activities organised by GYC.

Members and others, as appropriate, will be consulted as required under the Management of Health and Safety at Work Regulations 1999.

## 2. Organisation and Responsibilities

### 2.1 GYC Council

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 Articles and Bye-laws (known as Greenwich Yacht Club Council of Management, or just Council). Council has overall responsibility for ensuring that HSWE arrangements are in place and effective. This includes:

- Approving the HSWE Policy and ensuring adequate resources
- Ensuring compliance with relevant legislation
- Supporting the competent person in carrying out their duties
- Reviewing HSWE performance annually

### 2.2 Competent Person (Health & Safety Officer)

The appointed competent person (currently **Sam Cornberg**) is responsible for:

- Conducting routine inspections of Club premises and equipment
- Advising Council and activity leads on HSWE matters

- Coordinating risk assessments and ensuring they remain current
- Supporting incident investigations and corrective actions
- Monitoring contractor activities and compliance
- Maintaining HSWE documentation

## **2.3 Activity Leads, Instructors, and Duty Officers**

Individuals leading activities (e.g., training sessions, racing, yard operations) must:

- Ensure risk assessments are followed
- Deliver safety briefings where required
- Monitor conditions and stop activities if unsafe
- Report hazards, incidents, and near misses promptly

## **2.4 Members and Volunteers**

All members and volunteers must:

- Take reasonable care of their own health and safety
- Follow Club rules, signage, and instructions
- Use equipment safely and report defects immediately
- Participate in training where required
- Report hazards, incidents, and near misses

## **2.5 Contractors**

Contractors working on GYC premises must:

- Demonstrate competence and appropriate insurance
- Provide risk assessments and method statements (RAMS)
- Comply with the Club's HSWE requirements
- Work safely and report hazards immediately

GYC will fulfil its duties as a **client** under the **Construction (Design and Management) Regulations 2015**.

# **3. Arrangements for Managing HSWE**

## **3.1 Safe Premises**

GYC will maintain its premises in a safe condition by:

- Ensuring safe access routes, lighting, and signage
- Managing slips, trips, and falls risks (e.g., pontoons, wet surfaces)
- Maintaining fire safety systems in line with the Regulatory Reform (Fire Safety) Order 2005

**GREENWICH YACHT CLUB**  
(A Royal Yachting Association Training Centre)  
**HEALTH, SAFETY, WELFARE & ENVIRONMENTAL POLICY**

- Managing hazardous substances in accordance with COSHH
- Ensuring environmental controls for waste, fuel, and pollution

## 3.2 Safe Equipment

GYC will ensure that Club-owned equipment is:

- Suitable for its intended use
- Maintained and inspected at appropriate intervals
- Subject to statutory inspections where required (e.g., LOLER /PUWER for lifting equipment)
- Withdrawn from service if defective

Equipment includes (but is not limited to):

- Forklift truck
- MEWP
- Wise Boat Lift Machine
- Lifting tackle
- Safety boats and engines
- Electrical equipment
- IT equipment

Members must report defects immediately.

## 3.3 Training and Competence

GYC will ensure that:

- Members receive training before using equipment such as the forklift, MEWP, or safety boats
- Instructors and safety boat crews meet RYA competence requirements
- Volunteers receive appropriate induction and safety briefings
- General safety training (manual handling, fire safety) is provided where relevant

## 3.4 Risk Assessment

GYC will carry out **suitable and sufficient risk assessments** for all significant hazards, including:

- Yard operations and boat lifting
- Water-based activities (training, racing, cruising)
- Hot works
- Lone working
- Manual handling
- Chemical use

- Public events
- Severe weather and tidal conditions

Risk assessments will be:

- Reviewed annually
- Updated after incidents or operational changes
- Communicated to relevant members and volunteers

Dynamic risk assessment will be used for on-water activities where conditions change rapidly.

### **3.5 Incident and Near-Miss Reporting**

GYC will maintain a process for reporting and investigating:

- Accidents
- Injuries
- Near misses
- Unsafe conditions

Investigations will identify root causes and corrective actions. Lessons learned will be shared with members where appropriate.

### **3.6 Emergency Procedures**

GYC will maintain and communicate emergency procedures covering:

- Fire evacuation
- Water rescue
- First aid provision
- Contacting emergency services
- Muster points
- Defibrillator location and access

First aid kits and emergency equipment will be checked regularly.

### **3.7 Welfare Facilities**

GYC will provide:

- Clean toilets and washing facilities
- Drinking water
- Heating and ventilation
- Kitchen facilities

The catering contractor (Willo) must comply with:

- The Food Safety and Hygiene (England) Regulations 2013
- The Food Safety Act 1990

Members must maintain good housekeeping and report issues promptly.

### **3.8 Environmental Protection**

GYC will minimise environmental impact by:

- Managing fuel storage and spill response
- Ensuring proper waste disposal and recycling
- Preventing pollution of the River Thames
- Managing noise and nuisance responsibly

### **3.9 Contractor Management (CDM 2015)**

When appointing contractors, GYC will:

- Assess competence and insurance
- Provide relevant HSWE information
- Ensure RAMS are in place
- Coordinate work to avoid conflicts
- Monitor performance

No contractor may begin work without authorisation.

## **4. Consultation and Communication**

GYC will:

- Consult members and volunteers on HSWE matters
- Communicate changes to procedures clearly
- Display key safety information in the Clubhouse, Yard, and pontoons
- Provide access to the full HSWE Policy and risk assessments

## **5. Monitoring, Audit, and Review**

GYC will monitor HSWE performance through:

- Routine inspections
- Incident and near-miss analysis
- Member feedback
- Annual HSWE audits

**GREENWICH YACHT CLUB**  
(A Royal Yachting Association Training Centre)  
**HEALTH, SAFETY, WELFARE & ENVIRONMENTAL POLICY**

This policy will be reviewed:

- Annually
- After significant incidents
- After major operational changes
- When legislation or guidance changes

## 6. Approval

This Health, Safety, Welfare & Environmental Policy is approved by the Greenwich Yacht Club Council and is effective immediately.

**Signed:**



**Commodore - Greenwich Yacht Club**

**Date:**

21st May 2026

### GENERAL NOTES

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 Greenwich Yacht Club Council any suspected hazards that they consider are not covered by Club safety procedures.

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 Greenwich Yacht Club Council 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.