

Health and Safety Policy for PHYC, Front Street Yard

This is the statement of general policy and HSE arrangements for:

Pembroke Haven Yacht Club,
Front St. Boat Yard, Volunteer Workers

Overall and final responsibility for health and safety is that of:

PHYC General Committee

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

PHYC Front St. Yard Management Committee

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of task-related ill health and to provide adequate control of health and safety risks to either PHYC volunteers and their supervisors or members of the general public arising from Club's boat laying up and launching activities.		
To provide adequate training to ensure volunteers and their supervisors are competent to carry out their allocated tasks.		
To engage and consult with volunteers on health and safety conditions and provide advice and supervision.		
To implement emergency procedures and evacuation strategy in the event of a significant incident.		
To maintain safe and healthy working conditions, and provide and maintain rigging/lifting plant, equipment and machinery in a safe and serviceable condition		

Emergency Procedure Information:

- **OS Grid Reference:**
SM 96555 03774
- **Address:**
The Boatyard, Front Street, Pembroke Dock, SA72 6JX
- **PHYC Contact Mobile Numbers:**
1)Chris Richards 07816 544574
2)Doug Mc Kintosh 07812 635455
3)Paul Moseley 07974 446394

Signed:	Name/Position:	Date:	07 January, 2014	
Subject to review, monitoring and revision by:	Yard Management Committee	Every:	12	months or sooner if work activity changes

Risk Assessment – 16 April, 2014

Please Note: This is a generic risk assessment designed to cover all or most of the commonly encountered risks attaching to the rigging, lifting and laying up or launching of Club boats by volunteer workers. It is not intended to be exhaustive and the event supervisor must address the issue of risk inherent in any other activities not contemplated herein. Specific Task Risk Assessments must be prepared for such activities and issued as an addendum hereto.

NB: This risk assessment does not apply to the mobilisation, setting up, self-rigging or operation of any hired crane used by the Club during laying up or launching. Such activities shall be covered by appropriate risk assessments prepared by the crane owner which shall be made available for review by Club on request.

Organisation name: Pembroke Haven Yacht Club – Front Street Boat Yard

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Residual Risk
Risk to General Public	Members of public and/or Club members not involved in core activity who might come into contact with lifting plant or equipment.	Work areas to be marked off with warning signs, flutter tape etc. Solid barrier(s) to entry to be provided if deemed necessary.	Monitor work area during the work to ensure it is kept clear of unauthorised spectators – NB: children and pets should be excluded at all times without exception.	Safety supervisor	Prior to 16/04/2014	Low
Slips and trips	Volunteers may be injured if they trip over objects or slip on spillages	Maintaining general good house-keeping before, during and after lift. Ensure all areas are kept free of loose timbers, ladders, cables etc. and any oil or other liquid spills area cleaned up immediately. Arrange temporary lighting for areas in deep shadow. Ensure gravel areas are raked level.	Inspect yard before start of lift and monitor regularly during the course of the work	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low
Manual handling	Volunteers manually lifting/moving heavy items of equipment such as cradles	Mechanical lifting aids shall be used wherever possible. Any unavoidable manual lifting or carrying required shall be co-ordinated by the supervisor to ensure it is adequately manned and correctly performed	Advise volunteers at 'tool box talk' on correct way to lift/carry	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low
Cuts and abrasions	Volunteers lifting/moving equipment such as cradles slings etc.	Encourage all volunteers to wear suitable hand protection (gloves) at all times	Reinforce this advice regularly	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low
Eye injuries/foreign bodies	Volunteers who are downwind or below objects being lifted are at risk of flying/blown dust, rust, loose ropes etc.	Encourage all volunteers to wear suitable eye protection (safety glasses) at all times	Reinforce this advice regularly	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low
Falls from height	All volunteers who are required to	All volunteers to be instructed in the correct	Reinforce this advice regularly	Everyone, with	Prior to	Moderate

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	work above grade, in particular those required to access the decks of laid up boats.	selection and use of climbing aids (ladders etc.) and made aware of the dangers of working above grade, particularly in wet or icy conditions		safety supervisors to monitor	16/04/2014	
Strikes by falling or swinging objects	All volunteers who are required to work close to or even underneath boats during rigging operations	Lifting supervisors to ensure all loose gear, tools etc. is removed from deck of boat or secured before lifting commences. Lifting supervisors to ensure nobody is in 'flailing' radius of lifting slings or chains before signalling a lift	Reinforce this advice regularly	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Moderate
Working around crane	Volunteers assisting rigging/de-rigging of crane	Supervisor to co-ordinate all crane movements with the crane-driver and all volunteers involved in this operation All volunteers to be warned of the dangers of loitering close to crane as moving parts may operate without warning	Reinforce this advice regularly	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low
Crushing by suspended loads	Volunteers controlling suspended loads during lifting operations	Volunteers to be given specific direction in the correct way to safely control a boat or other load whilst suspended from crane and particularly warned of the danger of under walking any suspended load or of interposing their body between a load and any other fixed obstruction. Volunteers to be warned of dangers of entrapment of limbs inside sling.	Lifting Supervisor to ensure all volunteers are correctly briefed and safely positioned before each lift.	Everyone, with safety supervisors to monitor	Prior to 16/04/2014	Low