

# 2012

## STATEMENT AND POLICY ON SAFETY, HEALTH AND WELFARE.

### INTRODUCTION

This document has been primarily produced to comply with the obligations imposed by Sections 19 and 20 of the Safety, Health and Welfare of Work Act 2005, as well as other the General Application Regulations 2007

The document is divided into **FOUR Parts**.

#### ***PART 1 THE STATEMENT***

This part contains the Club Owners Statements (commitments) on Safety, Health, & Welfare.

#### ***PART 2 THE ORGANISATION***

This section defines the Safety, Health & Welfare responsibilities of everyone within Mayo Sailing Club.

#### ***PART 3 THE ARRANGEMENTS***

This section contains a risk assessment register based on typical activities and operations which Mayo Sailing Club Junior Committee, are likely to be engaged in. This risk assessment register is intended to assist in identifying particular hazards and assess their risks.

#### ***PART 4 SYSTEMS FOR MANAGING SAFETY, HEALTH & WELFARE***

This section summarises the systems used to manage, safety, health and welfare matters.



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**PART 1**

**THE STATEMENT**

***STATEMENT ON  
SAFETY, HEALTH AND WELFARE AT WORK***

**PART 1**

**STATEMENT ON SAFETY, HEALTH & WELFARE AT WORK**

It is the Policy of Mayo Sailing Club that Club operations are executed and managed at all times in such a manner as to ensure, so far as is reasonably practicable, the Safety, Health and Welfare at work of all employees and all other persons, including Club Members and members of the public who may be affected by the operations.

This organization for Safety and Health is detailed in **Part 2** of this document.

**Part 3** of this document shows the arrangements to put this Statement into effect. This details the hazards involved with the operations and the preventative or protective measures that need to be taken to eliminate or control them.

Mayo Sailing Club Junior Committee Statement and Policy document will be available at all operating locations and will be reviewed on a regular basis to take account of any new hazards, improved working practices, organisation changes as well as new legislative requirements.

Mayo Sailing Club recognises the importance and the value of co-operation from employees at all levels within the Club. This is achieved through providing consultation, safety representation, training, personal example and the promotion of health and safety awareness as appropriate.

Mayo Sailing Club will allocate the necessary resources to achieve this.

Mayo Sailing Club is relying upon every Club Member to provide a positive and substantial contribution towards upholding our commitments to ensure a safe and healthy working and leisure environment.

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For Mayo Sailing Club  
Commodore 2012

***PART 2***

***THE ORGANISATION FOR  
SAFETY, HEALTH & THE ENVIRONMENT***

***INDIVIDUAL RESPONSIBILITIES***

**PART 2**

**THE ORGANISATION FOR SAFETY, HEALTH &  
THE ENVIRONMENT**

**INDIVIDUAL RESPONSIBILITIES**

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**THE ORGANISATION FOR SAFETY, HEALTH AND THE ENVIRONMENT**

**INDIVIDUAL RESPONSIBILITIES**

**INTRODUCTION**

This part of the Statement and Policy, Part 2, lists the duties which are placed on individuals in the organisation with the object of ensuring the aims of the Statement and Policy are achieved.

Post holders listed in this section of the document are expected to provide a strong positive cultural example in relation to health, safety and welfare matters.

**The Centre Principal & Junior Officer (JO)**

***2.1 The principal***

- i) Will be responsible for the promotion of a strong culture in respect of Health, Safety and Welfare and will ensure persons under his immediate influence to do likewise.
- ii) Will monitor the performance of the organisation.
- iii) Will ensure that adequate resources are made available to meet the requirements of this Statement and Policy.
- iv) Will periodically review this Statement and Policy and systems used to manage safety, health and the environment and will make changes accordingly.
- v) Will promote an interest in and enthusiasm for health, safety and welfare and will set a good personal example.

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## **The Tuition Function**

### **2.2 *The Person Responsible for the tuition Function***

- i) Will, so far as is reasonably practicable, give detailed consideration to information relating to the health, safety and the environment to ensure that adequate resources to deal with these matters are included in the tender.
- ii) Will ensure that all ISA requirements concerning Health and Safety are met or exceeded during the provision of all sail training courses.

## **The Racing and regatta Function**

### **2.3 *The Person responsible for the racing and Regattas***

With the aim of protecting the safety and health of persons engaged in or affected by Tuesday night racing or summer regattas.

1. Take account of the general principles of prevention as specified in the First Schedule of the General Application Regulations 2007, which in summary are as follows:-
  2. The avoidance of risks,
  3. Evaluating the consequence of unavoidable risks,
  4. Combating risks at source,
  5. The giving of priority to collective protective measures over individual protective measures.
6. Will support members in their efforts to improve health, safety and environmental performance and will set a good personal example.

## **The Equipment Function**

### **2.4 *The Persons Responsible for boat, personal protective and club Equipment.***

Will ensure that equipment and workshops under his/ her control to be maintained in a safe, efficient working order and in good repair.

Will keep accurate records of statutory tests (if any), through examinations and maintenance associated with the equipment under his/ her control to be maintained.

Will promote an interest in and enthusiasm for health, safety and the environment and will set a good personal example.

## **The Purchasing Function**

### **2.5 *The Person Responsible for the Buying Function***

Will ensure that any person who supplies articles or substance for use at the club, that any information on its safe use is provided by that person.

Will ensure that any information supplied about the hazards and the precautions which must be taken in connection with any articles or substances purchased by the to be passed to the location where it is to be used.

Will support employees and managers, at all levels, in the efforts to improve health, safety and environmental performance and will set a good personal example.

## **Duties of Employees**

### **2.6 *All Employees***

The Safety, Health and Welfare at Work Act, 2005, the General Application Regulations, and the Construction Regulations 2006 place legal obligations on us all whilst we are at work and these are summarised below:

#### **Every Employee at work Will:**

1. Take reasonable care for his or her own health and safety and that of those who could be affected by his or hers acts and omissions.
2. Co-operate with Mayo Sailing Club matters of health, safety and welfare. This co-operation includes adhering to club health, safety and welfare rules.

3. Use machinery, tools and any articles or materials in accordance with training and instructions.
4. Make proper use of any issued personal protective equipment or any other equipment provided to protect the safety and health of persons at work & leisure.
5. Accept reasonable offers of assistance and training.
6. Not be under the influence of alcohol or drugs while undertaking shore or on the water club activities.
7. Not engage in improper conduct or other behaviour such as horse-play, violence or bullying.
8. Make themselves available for medical fitness examinations if required.
9. Inform his employer or his immediate supervisor, without unreasonable delay of any obvious and known defects in equipment, place of work or system of work, which might endanger safety, health or welfare.
10. Behave in a reasonable manner and set a good personal example.

## **Duties of Contractors**

### **2.7 Contractors Employed by Mayo Sailing Club**

Will co-operate with rules and systems for managing health, safety and the environment.

Will provide Mayo Sailing Club with a copy of their Safety Statement and any Risk Assessment/Method Statement relating to the work to be undertaken.

Will ensure that their activities are conducted safely, without risk to health and the environment and in accordance with all relevant health, safety and environmental legislation.

Will ensure that all accidents or injuries sustained as a result of their activities on site are reported to Mayo Sailing Club.



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Will ensure that their employees are provided with appropriate personal protective equipment.

Will conform to the requirements contained in the contract terms and conditions.

**PART 3**

**THE ARRANGEMENTS**

***RISK ASSESSMENT REGISTER***

***WORKSHOP MAINTENANCE RISK ASSESSMENT***

## PART 3

### THE ARRANGEMENTS

#### RISK ASSESSMENT REGISTER

Section 19 of the Safety, Health and Welfare at Work Act 2005 places a duty on every employer to *'identify the hazards at the place of work, assess the risks from those hazards and have a written risk assessment of those risks as they apply to the workplace'*.

In order to comply with this requirement, this part of the Statement and Policy document contains a **Risk Assessment Register**. It lists the main **hazards** to safety, health, and the environment, the **levels of risk**, and the **preventative and protective measures** associated with our operations. (Operations and systems of work not covered in this risk assessment register will need to be assessed separately).

The purpose of the risk assessment register is to identify particular hazards likely to be encountered.

One area of risk assessment, which sometimes causes confusion, is the assessment of the **level of risk**. When assessing the level of risk for a given operation, how often the particular activity occurs and the number of persons involved clearly needs to be considered. To assist with establishing the level of risk, a **risk box** is shown overleaf.

Part 3 will provide useful help and assistance on how to work safely with most tasks the is likely to undertake – **Please Use It!**

**RISK ASSESSMENT BOX**

**RISK = SEVERITY X LIKELIHOOD**

	<b>3</b>			
<b>Likelihood</b>	<b>2</b>			
	<b>1</b>			
		<b>1</b>	<b>2</b>	<b>3</b>
		<b>Severity</b>		

<b>LOW RISK</b>	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>

<b>Likelihood</b>	<b>1 Unlikely</b>	<b>2 Possible</b>	<b>3 Likely</b>
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<b>Severity</b>	<b>1 Minor</b>	<b>2 Major</b>	<b>3 Fatality</b>
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**THE ARRANGEMENTS**

**RISK ASSESSMEN REGISTER, PREVENTIVE/PROTECTIVE MEASURES**

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	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.1 - ACCESS, EGRESS, PLACES OF WORK AND WORK PROCESSES</b>			
<b>3.1.1</b>	<b><i>Existing Services electrical, Shore and on the water risks</i></b>		
	Injury or damage resulting from the striking of <u>electrical</u> or <u>plumbed</u> services.	<b>High</b>	<p>Check out location of services in work areas:-</p> <p><b><u>Electrical Services</u></b>            The <b>tracing, locating, and marking</b> of electrical services using <b>drawings</b>.            Never pierce a wall without checking first for services.</p> <p><b><u>Other Services</u></b></p> <p>Note on charts for the existence of undersea cables particularly between the Islands of Clew bay. There remain in some locations overhead connections between Islands and these must be avoided in all circumstances.            Never drop an anchor in an area known to have undersea cables. If you do get caught or find you have lifted a cable let it go with your ground gear and contact the ESB for the Utility company to retrieve it for you.</p>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.1.2</b>	<b><i>Fire Precautions Shore and on the water risks</i></b>		
	Fire spread	<b>Medium</b>	Develop and implement a fire safety plan. No temporary storage of combustibles to be provided. Clean up litter daily. Ensure that gas systems are regularly checked and serviced and keep equipment in good order.
	Unsatisfactory means of escape in case of fire,	<b>Medium</b>	Cause adequate means of escape to be provided and at both ends of the unit or building, Cause suitable fire extinguishers to be provided, maintained and situated close to exit doorways. Cause a “What To Do In Case Of Fire Procedure” to be established and in accordance with a written, displayed notice. Establish an appropriate Assembly Point(s) in the event of an outbreak of fire. <b>Fire Assembly point</b> is on the Hard stand west of the club house building.
<b>3.1.3</b>	<b><i>Lighting Levels</i></b>		
	Persons falling, slips & trips	High	Cause adequate lighting levels to be provided and maintained, in particular, main access routes and individual workplaces. And at steps leading to and from the front and back Club house doors.
			Cause emergency lighting to be provided where the failure of primary lighting would hamper safe evacuation or movement of plant.

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
	Pedestrians being struck by vehicles and plant during the hours of darkness.	Medium to high	Cause lighting levels in areas where there is an interface between vehicles and pedestrians to receive primary consideration.

<b>3.1.3</b>	<b><i>Stores And Storage</i></b>		
	Narrow, obstructed access ways leading to trips and falls.	Low	Cause stores to be constructed with access ways at least 1m wide. Cause stored or recently delivered materials not to obstruct access ways for example along the basement corridor.
	Overturning of shelving units.	Low	Cause shelving to be braced if necessary.
	Falls of materials	Medium	When materials are stacked, causing the following points to be considered. <ul style="list-style-type: none"> <li>- That the ground on which materials is to be stacked is firm and level.</li> <li>- That stacks are stable (wedged, if necessary) and not too high.</li> <li>- That battens are placed under materials to allow re-slinging.</li> <li>- Those storage areas do not impede safe access.</li> <li>- Pipes are securely stored (chocked) and no more than 3 number high.</li> <li>- This is particularly important for heavy items such as boats.</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.1.4</b>	<b><i>Public Access To The Club</i></b>		
	Persons being injured by unsafe access or becoming involved in the Club operations etc.	Low	Cause areas where members of the public have access to the club to be clearly marked and, where possible, segregated by a suitable barrier. Cause the surface of temporary footpaths associated with the club to be of a suitably graded surface.
<b>3.1.5</b>	<b><i>Emergency Planning</i></b>		
	Confusion and delay in the event of a disaster or emergency	Varies according to the circumstances	<ul style="list-style-type: none"> <li>▪ Cause consideration to be given as to whether the Club processes could lead to an emergency such as a outbreak of fire, the risk of flooding, loss of person or boat into the water, injury to persons on the water, injury to persons on the shore etc.</li> </ul> As appropriate produce and implement an emergency action plan and procedure. <b><u>See Emergency ACTION PLAN</u></b>
<b>3.2</b>	<b><u>Plant, Machinery and Substances</u></b>		
<b>3.2.1</b>	<b><i>Provision and Maintenance of Safe Equipment</i></b>		

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
	Injury caused by the use of defective items of equipment.	Varies depending on the nature of the defect	<ul style="list-style-type: none"> <li>▪ Cause items of equipment to be examined, before they are used, to ensure that they are:               <ul style="list-style-type: none"> <li>In good repair</li> <li>Appropriate for the job. (Equipment should be <b>CE</b> marked).</li> <li>Adequately guarded ( for equipment with moving parts)</li> </ul> </li> <li>▪ Cause details of the suppliers' instructions and maintenance procedures to be obtained and adhered to, as appropriate.</li> </ul>
	Injury caused by a lack of knowledge in respect of basic maintenance and operating procedures.	Medium to High	<p>Cause the knowledge and experience of the individuals who will use the plant and equipment to be assessed.</p> <p>Cause suitable training to be provided and recorded, as appropriate.</p>

<b>3.2.2</b>	<b><i>Machine Guarding</i></b>		
	Injury caused by access to the dangerous parts of moving machinery.	High	<ul style="list-style-type: none"> <li>▪ Cause all parts of machinery that could produce injury when they move (for example, belt/pulley drives, chain and sprocket drives, shafts, scissors arms or parts of machines with a guillotining action) to be secured. Particularly PTO's on contractor equipment when moving boats and maintaining Septic tanks etc.</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.2.3</b>	<b><i>Equipment Operators</i></b>		
	Inexperience	Medium	<ul style="list-style-type: none"> <li>▪ Cause Equipment Operators to be at least 18 years of age and be <b>competent</b>. <b>Where statutory requirements are in place for the use of certain equipment and tools, Cranes and Excavators the appropriate certificate and training cards must be in place prior to commencement. It is the Contractors responsibility to ensure these are in place.</b></li> </ul>
<b>3.2.4</b>	<b><i>Lawn mower</i></b>		
	Injury caused by the release of high speed flying particles from a cutting blade or wheel.	High	<p>Cause persons using these machines and in particular changing the blades have received appropriate instruction or be demonstrably competent to do so.</p> <p>Cause the correct blade to be selected and used.</p> <p>Do not permit young persons with out specific safety training to use lawn mowers at the Club house.</p> <p>Cause a safety <b>guard</b> to be fitted and used.</p> <p>Cause the machine on/off switch to work properly.</p> <p>Cause a <b>high impact eye protection (EN166)</b> to be used by the person using the lawnmower .</p>
<b>3.2.5</b>	<b><i>Woodworking and other repairs</i></b>		

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
	Tripping and falling Dermatitis Lacerations and contusions	High	<ul style="list-style-type: none"> <li>▪ Cause the surrounding work area where saws are in use to be kept free of excessive amounts of off cuts, flex and other clutter.</li> <li>▪ Use skin protection to avoid chemicals on the hands etc.</li> <li>▪ Use knife guards</li> <li>▪ and avoid pinch points and use the correct tools to avoid injury</li> </ul>
<b>3.2.5</b>	<b><i>Woodworking (cont...)</i></b>		
	Persons sustaining lacerations and amputation from the unguarded saw blade.	High	<p>Cause bench mounted machines to be fitted with below table guards, a suitable adjustable top guard, riving knife, and stop/start controls</p> <p>Cause the persons using these machines to receive instruction in the use of the guards, push stick, controls and other safety devices.</p> <p>Cause these devices to be properly maintained and used.</p> <p>Cause all portable machines to be fitted with an automatic guard and a suitable trigger stop/start control.</p>
<b>3.2.6</b>	<b><i>Pneumatic Tools And Compressed Air</i></b>		
	Persons developing “vibration white finger” from prolonged use of vibrating equipment.	Low	<ul style="list-style-type: none"> <li>▪ Avoid using hand held tools for long periods.</li> <li>▪ Insist on all compressed air powered equipment to be properly vibration dampened, serviced and maintained.</li> <li>▪ Insist on the work to be shared between a number of persons (job rotation), if possible to reduce exposure time.</li> <li>▪ Insist on suitable gloves to be provided and used although it should be noted that research has not shown the use of gloves to be of great benefit in mitigating this problem.</li> <li>▪ Insist on persons using the equipment to be aware of the danger. (See also Section 3.3.7).</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
	Persons being injured by compressed air.	Medium	<ul style="list-style-type: none"> <li>Insist on employees to be made aware of the danger of compressed air in relation to its ability to pass through the skin at pressures as low as 5psi.</li> </ul>
<b>3.2.6</b>	<b><i>Pneumatic Tools And Compressed Air (cont...)</i></b>		
	Persons being struck by air hoses under pressure.	Medium	Cause all hose connections to be made with purpose made clips, not with jubilee type clips. <ul style="list-style-type: none"> <li>Cause large diameter hoses such as those used on drilling rigs to be secured with chains.</li> </ul>
	Electric Shock	Medium	Cause the equipment to be provided and maintained in good condition. Cause portable tools to operate at 110 volts (55 volts to earth). Cause portable mains powered tools to be electrically inspected and tested at regular intervals. Cause the results of the inspections and tests to be recorded.
	Injury from unguarded dangerous parts.	Medium	Where appropriate cause guards to be fitted and maintained in position.

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.3</b>	<b><u>Protecting The Person</u></b>		
<b>3.3.1</b>	<b><i>Capabilities And Training</i></b>		
	Persons being entrusted with a task for which they have not got the capability to carry out safely.	Medium	Before undertaking or instructing people to carry out particular tasks make sure you are confident that the necessary competencies to carry it out safely to be considered.
	Unsafe actions and attitudes caused by inadequate experience, or the lack of training.	Medium	Cause induction training based on the hazards and precautions associated with the works to be undertaken. <ul style="list-style-type: none"> <li>▪ Cause additional training to be provided, as necessary, to ensure that persons have sufficient knowledge to enable them to carry out their work in a safe manner.</li> </ul>
<b>3.3.2</b>	<b><i>Protecting Heads</i></b>		
	Head Injuries ashore and on the water	Medium	<ul style="list-style-type: none"> <li>▪ Cause suitable safety notice to be given to everyone working on or visiting a sail boat , unless there is <b>no foreseeable</b> risk of head injuries.</li> </ul>
<b>3.3.3</b>	<b><i>Protecting Feet</i></b>		
	Foot Injuries	low	<ul style="list-style-type: none"> <li>▪ Cause protective footwear to be worn by everyone working on the water and avoid wetting if possible.</li> <li>▪ Always wear good quality foot wear to prevent slip trip and fall on decks.</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.3.4</b>	<b><i>Protecting Eyes</i></b>		
	Eye damage	Medium	Glare on the water can be avoided using good quality sun glasses.
<b>3.3.5</b>	<b><i>Protecting Skin And Hands</i></b>		
	Sun burn, Wind burn, Hand injuries & dermatitis	Medium	Cause the provision and use of suitable sun block, wind protection face shield or balaclava & gloves. Cause any introduction or safety induction to include the dangers of dermatitis. Sun skin defects and
<b>3.3.6</b>	<b><i>Protecting Hearing</i></b>		
	Hearing loss due to exposure to high noise levels.	Low	<ul style="list-style-type: none"> <li>▪ Cause noisy areas and operations, where persons have to raise their voices to speak to someone 1m away, to be designated as possible “hearing damage” areas.</li> <li>▪ Cause noise control measures to be practised. These include; closing equipment engine covers erecting plywood or some other dense material screen in the path of the noise.</li> <li>▪ If high levels of noise cannot be engineered away as a “last resort” solution, cause persons exposed to the noise to be provided with and wear suitable ear protectors in the form of plugs or muffs. i.e. where noise levels <b>exceed 85d(b) a.</b></li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
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<b>3.3.7</b>	<b><i>Protection Against Vibration and falling on a deck</i></b>		
	<p>Hand, arm and whole body vibration syndrome Knocked and rolled around in a sea way</p>	<p>Low</p>	<ul style="list-style-type: none"> <li>▪ Identify and assess those operations that are prone to producing significant vibration levels and that may cause hand arm vibration or whole body vibration symptoms. Implement necessary control measures such as:- altering the design or construction process; avoid using hand held tools for long periods; selecting low vibration tools and equipment; job rotation; informing Sailors of the risk; measuring vibration levels.</li> <li>▪ In rough seas sailors can be tossed and knocked about and must secure themselves to the boat and deck as directed by training and experience.</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.3.8</b>	<b><i>Manual Handling</i></b>		
	Injury caused by the affects of manual handling on the body. Such as lifting boats. Launching and retrieving boats off the slip way. Lifting masts and unusual shaped items such as sails and other equipment.	Medium	<ul style="list-style-type: none"> <li>▪ Cause activities, which involve the manual handling of heavy materials to be assessed, for example the <b>laying up of heavy boats</b> .</li> <li>▪ Where practicable, avoid exposing persons to manual handling injuries by using <b>mechanical means</b> to do the handling or substituting heavy materials for lighter ones, or using a number of persons to lift the load.</li> <li>▪ Where persons are subjected to considerable amounts of manual handling cause those persons to be instructed in safe handling techniques.</li> <li>▪ Never launch or retrieve a boat unless accompanied and you are confident that the design and maintenance of the trolley and boat is such as to permit launching in a smooth manner.</li> <li>▪ Always push rather than pull</li> <li>▪ Always pull rather than lift</li> <li>▪ Use mechanical devices if at all possible.</li> <li>▪ Get help if over 20-30kg or less if repetitive, a ground lift or lift from a height or if the lift involves twisting or bending.</li> <li>▪ Consider the lift, weight, shape, awkwardness, where is it going where is it now are there any impediments to be dealt with first.</li> <li>▪ Use communication properly if a number of persons are lifting.</li> <li>▪ Have a plan</li> <li>▪ Test the load</li> <li>▪ Bend knees, take a palmer grip, keep back straight, arms by your body and turn with your legs.</li> <li>▪ Use handles or design lifting equipment provided.</li> </ul>

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.3.9</b>	<b><i>Children &amp; Young People near water</i></b>		
	Physical and mental immaturity	High	<ul style="list-style-type: none"> <li>Do not allow children to play near the water or slipway with out a buoyancy aid on.</li> </ul> Where young persons (under 18) enter for purposes of work or education ensure that they are carefully inducted and placed under immediate and constant supervision.
<b>3.3.10</b>	<b><i>Non English Speaking Personnel</i></b>		
	Failure to understand and communicate leading to accidents	Medium	Provide safety and health information in a manner, form and language that is likely to be understood. Cause site rules and tool box talks to be translated into the appropriate language. Cause non-English speakers to work in manageable gangs with a working supervisor who can act as an interpreter.
<b>3.3.11</b>	<b><i>Work Related Stress</i></b>		
	Excessive pressure and work demands leading to ill-health	Medium	Maintain a proper balance between what you are asking yourself to do and what recourses you have to do it with. Talk to the JO about the resource you need to undertake the tasks assigned to you

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.3.12</b>	<b><i>Drugs and Alcohol</i></b>		
	Persons incapacitated to work due to influence of drugs and alcohol	High	Cause persons at work or supervising club events under the suspicion of drugs and alcohol to be disciplined and removed from Club house or off the water.
<b>3.4</b>	<b><u>First Aid and Welfare Facilities</u></b>		
<b>3.4.1</b>	<b><i>First Aid</i></b>		
	Inadequate facilities leading to unsatisfactory treatment of wounds or even serious injury because of incorrect treatment.	Medium	Cause suitable and adequate first aid facilities to be provided. In general this will mean at least one trained first aider and a fully stocked first aid box. All Instructors will have suitable first aid training. The main 1st Aid Kit is in the Club house in the Course Office and there are spares provided there also. Additionally A first aid kit for on the water is provided on each rescue tender. Each kit will be signed in and out each day and the Course Manager will maintain a monitoring brief on the use of stocks on the water.

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
<b>3.4.2</b>	<b><i>Welfare Facilities</i></b>		
	Inadequate welfare facilities which prevent persons from taking meals, heating food or using toilet and washing facilities in a civilised manner.		<ul style="list-style-type: none"> <li>– Cause suitable, clean facilities to be provided and maintained in accordance with the regulations.</li> <li>▪ Cause the access to the facilities to be well maintained.</li> </ul>
<b>3.5</b>	<b><u>Administrative Matters</u></b>		
<b>3.5.1</b>	<b><i>Statutory Documentation see ISA Operation Manual 2008</i></b>		
<b>3.5.2</b>	<b><i>Workshop rules n/a</i></b>		
<b>3.5.3</b>	<b><i>Registers And Records See ISA Operation Manual 2008</i></b>		

	<u>HAZARD</u>	<u>RISK</u>	<u>PRECAUTION</u>
3.5.4	<i>Accidents, Incidents and Near Misses see Accident book</i>		
	<p>Failure to investigate accidents, dangerous occurrences and near misses properly leading to a lack of good information and remedial action to avoid a recurrence.</p> <p>A lack of information to defend legal actions.</p>		<p>Cause all accidents, dangerous occurrences and near misses, which occur on the site or are associated with the works to be <b>investigated and recorded</b>.</p>

**BOAT WORKSHOP / MACHINERY MAINTENANCE RISK ASSESSMENT**

<b>HAZARD / ACTIVITY</b>	<b>PRECAUTION</b>
<b>1. Equipment Maintenance</b>	<ul style="list-style-type: none"> <li>▪ Only authorised personnel to perform maintenance work on Club equipment.</li> <li>▪ Equipment to be electrically isolated and locked out for maintenance.</li> <li>▪ Remove keys / disable start button from start up during maintenance work</li> <li>▪ Guards of machines to be securely propped when working on them.</li> </ul>
<b>2. Oil / Lubricant Storage</b>	<ul style="list-style-type: none"> <li>▪ Store in designated area using bunded trays / areas</li> <li>▪ Regularly remove empty containers</li> <li>▪ Keep flammable materials / waste clear of storage area</li> <li>▪ Clean up any spillage immediately</li> <li>▪ Provide Fire Extinguishers</li> </ul>
<b>3. Electricity &amp; Electrical Tools</b>	<ul style="list-style-type: none"> <li>▪ Electrical installation to be tested and inspected</li> <li>▪ Portable electrical tools to be operated at 110v</li> <li>▪ Check electrical tools are in good order including leads and extension cables.</li> <li>▪ Avoid trailing cables</li> <li>▪ Repairs to be performed by competent person</li> </ul>

## BOAT WORKSHOP / MACHINERY MAINTENANCE RISK ASSESSMENT

HAZARD / ACTIVITY	PRECAUTION
<b>4. Fire</b>	<ul style="list-style-type: none"> <li>▪ Fire procedure to be posted</li> <li>▪ Provide fire extinguishers</li> <li>▪ Control and limit the storage of fuels and lubricants</li> <li>▪ Regularly remove waste, off-cuts and litter</li> </ul>
<b>5. General Access &amp; Egress</b>	<ul style="list-style-type: none"> <li>▪ Keep access ways to stores and work areas clear to prevent slips and falls</li> <li>▪ Clean up spillages</li> </ul>
<b>6. Lighting Levels</b>	<ul style="list-style-type: none"> <li>▪ Ensure adequate lighting is provided in particular to access routes and individual workplaces</li> </ul>
<b>7. Stores</b>	<ul style="list-style-type: none"> <li>▪ To be maintained in clean and tidy condition with good access</li> <li>▪ Brace shelving if necessary</li> </ul>
<b>8. Machine Guarding</b>	<ul style="list-style-type: none"> <li>▪ Guards to be fitted to machine parts that could cause injury when in motion eg. PTO's devices</li> </ul>
<b>9. Compressed Air &amp; Tools</b>	<ul style="list-style-type: none"> <li>▪ Regularly check pressure gauges and hoses to ensure in good working order</li> <li>▪ Only purpose made connections to be used</li> </ul>

**BOAT WORKSHOP / MACHINERY MAINTENANCE RISK ASSESSMENT**

<b>HAZARD / ACTIVITY</b>	<b>PRECAUTION</b>
<b>10. Hazardous Substances (Oils / Lubricants)</b>	<ul style="list-style-type: none"> <li>▪ Avoid excessive skin contact</li> <li>▪ Wear overalls</li> <li>▪ Practice good personal hygiene</li> <li>▪ Regularly check skin</li> </ul>
<b>11. Drilling Machines</b>	<ul style="list-style-type: none"> <li>▪ Bench mounted drills to be secured to a stable bench</li> <li>▪ Use correct chuck key</li> <li>▪ Use vice or clamp to hold small work pieces</li> <li>▪ Where provided use guards</li> </ul>

**PART 4**

**SYSTEMS FOR MANAGING SAFETY, HEALTH AND WELFARE**

**PART 4**

**SYSTEMS FOR MANAGING SAFETY, HEALTH AND THE ENVIRONMENT**

**CONTENTS**

- 4.1 Method Statements and Risk Assessments**
- 4.2 Team Talks / Induction Talks**
- 4.3 Health and Safety Notice Boards**
- 4.4 Safety, Health and Environmental Records**
- 4.5 Personal Protective Equipment**
- 4.6 Accident Reporting and Statistics**

#### **4.1 METHOD STATEMENTS AND RISK ASSESSMENTS**

There are several statutory requirements that require detailed planning for health and safety.

The broad range of risks posed by such operations is for the most part addressed in Part 3 of this Statement and Policy document.

Manufactures instructions by way of Equipment Manuals and training are presented and available for each employee at each woodworking machine:-

#### **4.2 TEAM TALKS / Induction talks**

Mayo Sailing Club will use 'team talks' and '**Induction talks**' to communicate safe systems of work to the Instruction teams to encourage dialogue. These talks can address method statements / risk assessments or specific related topics.

#### **4.3 HEALTH AND SAFETY NOTICE BOARD**

Health and Safety Notice Boards must be displayed in the site office and or site canteen. The purpose of such notice boards is to provide health and safety information to the entire workforce and the information posted on the notice board should include:

- Shore and On-the-water Rules
- Emergency Contacts
- Safety Reports
- Posters

#### **4.4 SAFETY, HEALTH AND ENVIRONMENTAL RECORDS**

Safety, Health and Environmental records must be maintained and filed in an easily accessible filing system. This will allow easy retrieval and access for auditing purposes.

Records to be held on file include:

- Completed Induction forms
- Inspection Forms
- Equipment Certification
- Method Statements /Risk Assessments
- Records of Safety Meetings

#### **4.5 PERSONAL PROTECTIVE EQUIPMENT**

The site rules and specific work operations require site personnel to wear personal protective clothing and equipment. In addition items such as safety harnesses and other items of fall arrest equipment must be regularly inspected and records of inspection maintained. To assist with this record keeping pro-forma's are available and can be accessed on the general network drive.

#### **4.6 ACCIDENT REPORTING AND STATISTICS**

All accidents and dangerous occurrences reported to management are to be investigated and appropriate entries made in the Accident Report Book.

All Reportable Accidents and Dangerous Occurrences must be reported to the Safety Adviser and General Manger after the event or as soon as possible. Following a reportable accident and at the discretion of the General Manager, members of the project team will be summoned to a meeting to explain the circumstances of the accident or incident.



**APPENDIX 1**

**SCHEDULE OF TESTS, EXAMINATIONS & INSPECTIONS**

<b>ITEM</b>	<b>FREQUENCY</b>	<b>CATEGORY</b>	<b>REG</b>
Outboard engines Compressor test	12 month	<b>n/a</b>	21 (1)
Fire extinguisher testing	36 month	<b>GAR</b>	21 (1)
			21 (3)