

INTRODUCTION

This document is designed to give a general overview of recommended methods for implementing Health and Safety procedures at Wheelton Boat Club Ltd. The Health and Safety Executive (H.S.E.) lists five key stages to implementation. These are as follows;

1. Setting a policy.
2. Organising members
3. Planning and setting standards
4. Measuring performance
5. Audit and review

HEALTH AND SAFETY POLICY

The health and safety policy is the main document relating to health and safety issues, it is a general description of a policy which should be implemented and maintained by the club. The areas covered by the policy include, identifying hazards and assessing risks (separate risk assessment documents should be created), deciding what precautions are needed, putting procedures in place and checking they are used.

Our health and safety policy should influence all our activities, including the selection of people, equipment and materials, the way work is done and how we plan and provide goods, services, and events to our members. A written statement of our policy and the organisation and arrangements for implementing and monitoring it shows our members, and anyone else, that hazards have been identified and risks assessed and controlled.

ORGANISATION

To make our health and safety policy effective we need to get all members involved and committed. This is often referred to as a 'positive health and safety culture'.

- The club should appoint a health and safety officer to act as a central contact point to which all health and safety related issues and concerns should be addressed.
- Assessments must be made of all interactions with the club against the Health and Safety policy to ensure that they can be carried out safely.
- All members of the club should be made aware of and have access to the policy and other health and safety related documents.
- Organisers and committee members should have read and understood the policy document and be aware of all health and safety procedures.
- Anyone carrying out works on behalf of the club should have the necessary training, experience and other qualities to carry out the work safely.
- Everyone in the organisation should know what their responsibilities are towards implementing the health and safety requirements of the club.
- All of the health and safety documents are live documents that should be constantly updated and redundant information removed.
- The planning, reviewing performance, writing procedures and solving of problems should be brought forward through open discussion raised at committee meetings.

PLANNING

Planning for health and safety involves setting objectives, identifying hazards, assessing risks, implementing standards of performance and developing a positive culture. At this initial stage the following objectives might be identified;

- Election of a health and safety officer.
- Construct a health and safety policy.
- Identification of hazards and creation of risks assessments.
- Examination of risks, how they can be eliminated or controlled?
- Compliance with the health and safety laws and legislation that apply to our activities.
- Agree health and safety targets with the committee.
- Assessment of tasks, processes, equipment, products and services.
- Create procedures to deal with serious and imminent danger.
- Set an agenda and system for monitoring and review.

Standards help to build a positive culture and control risks. They set out what people in our organisation will do to deliver our policy and control risk. They should identify who does what, when and with what result. Three key points about standards

Standards must be:

1. Measurable
2. Achievable
3. Realistic

MEASURING PERFORMANCE

Performance measuring is extremely important to knowing that the processes and policies implemented are actually working. We should constantly be looking at our current health and safety situation and monitoring that against both our documented and intended situation to see if there are any significant differences. There are two key monitoring systems to be put in place.

“Active monitoring” (before things go wrong). Are we achieving the objectives and standards set out in our documents and are they still effective?

“Reactive monitoring” (after things go wrong). Investigating injuries, accidents, property damage and near misses - identifying in each case why performance was substandard.

AUDITING AND REVIEW

The documents related to health and safety should be reviewed at regular intervals, to be decided in the planning stage, with an annual review of the entire system. Any new legislation should also be checked and integrated at reviews.

Monitoring provides the information to let us review activities and decide how to improve performance. An annual audit will complement monitoring activities by looking to see if our policy, organisation and systems are actually achieving the right results. It will tell us about the reliability and effectiveness of our systems, and help to identify any areas where standards are absent or inadequate.

RECOMMENDATIONS FOR MOVING FORWARDS (01/09/09)

After being shown around the club's facilities by Michael and Nigel I have put together the following recommendations for moving forward with the club's Health and Safety issues. This has been appended to the "Implementing Health & Safety" document.

1. Setting a policy.

A draft policy has been created and should be made available to the committee for comment and review. The current version is 0.02 which includes a short section on scope.

2. Organising members

It was agreed that a small sub-committee should be charged with the development and implementation of Health and Safety at the club, this comprised Michael Booth, Nigel Dawson, and Phil Robinson. All members should be informed of these points of contact for all issues regarding health and safety;

Name: Phil Robinson
Phone: 07816 963316
Email: phil@britishcanalnetwork.com

Name: Michael Booth
Phone: 01257 412091

Name: Nigel Dawson
Phone: 01257 249582

3. Planning and setting standards

Risk Assessment

A draft risk assessment has been created and should be made available to the committee for comment and review. The specific areas requiring Risk Assessment still need to be identified.

Recommendations for the caravan:

A check of the follow items should be made:

- Smoke alarm(s) fitted and tested.
- Fire Extinguisher(s) fitted and in date.
- Fire Blanket fitted.
- Ventilation check (air inlets are clear and adequate).
- Appliance safety, devices are working correctly.
- A check for gas leaks and condition of pipework and hoses.
- Electrical devices are functional.
- Basic first aid kit is provided.

Recommendations for the tool shed:

A notice should be erected and added to the booking out book which states that the tools are used at the members own risk and that the provided safety equipment should be used. Provision should be made of the following equipment;

- Safety Goggles
- Ear Protectors
- Respirator or/and Dust Masks
- Safety signs inside; No Smoking, Flammable Liquids, etc

A check of the follow items should be made:

- Equipment safety, devices are in good condition and working correctly.
- Fuel safety, check for fuel and condition of pipework and hoses.
- Fuel storage, any fuel or flammable liquids in the tool shed are correctly labelled and stored away from sources of ignition.
- Storage units are securely fixed.
- Basic first aid kit is provided.
- Safety equipment is in usable condition.
- Safety signs are adequate and not obscured.

4.Measuring performance

Active monitoring

The appraisal of the items mentioned above issues should be made at least bi-annually in respect of the caravan and the tool shed. The results of this appraisal should be logged with any issues and plans for their resolution.

Reactive monitoring

A log book of any issues raised in respect of health and safety should be kept.

5.Audit and review

We should set a date for annual review, which initially should be an overview of the systems put in place and their relevance / efficiency. The initial review should be within the first six months.