



# Laburnum BOAT CLUB

Hackney's Community Boating Project

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## Health and Safety Policy

### A Guide to Avoiding Danger in the Workplace

#### Key Personnel

Designated Health & Safety Lead: Dominic Hinshelwood, Senior Youth Worker.

Management Committee Safeguarding officer: Sam Farrow.

#### **1. Introduction**

The Health and Safety Policy is produced in this booklet to ensure that every member of Laburnum Boat Club, including staff, trustees, volunteers and consultants is aware of their legal responsibilities and those of the Laburnum Boat Club.

To assist you, this booklet is a guide to the policy. It contains essential information, compiled to help our staff work safely and without risk to others. This document often refers to 'employees' and this is aimed at covering all Laburnum Boat Club staff, trustees, volunteers and consultants based at the club, off site trips and residential.

This policy should be used in conjunction with all other Laburnum Boat Club policies including Safeguarding Children and Young People, Safeguarding Vulnerable Adults, Equality and Diversity, E Safety etc.

The guide does not replace formal instructions from managers but comprises general safety information which is relevant to everyone regardless of their job/role.

Almost all that you do at work will have a safety instruction or procedure for you to follow. You must make sure that you are aware of these. And, if in any doubt – ask a member of the senior staff team.

During your employment, it is also important that you do read and take note of any other relevant Health and Safety booklets, risk assessments, operating procedures and safety information that you are given and relate to your area of work.

This policy will be revised and updated as and when necessary – employees will be kept informed of any such changes. The policy summary statement on the following page has been adopted by Laburnum Boat Club.

**Patrick Hammill, Chair of Management Committee, Laburnum Boat Club. Feb 2016.**

## 2. Health and Safety Policy Statement

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of **LABURNUM BOAT CLUB**

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to make sure our trustees are given regular H & S updates and approve this policy annually;
- to check, review and revise this policy as necessary.

## 3. The Law

Legislation like 'The Health and Safety at Work Act (1974)' are the primary laws which determine everyone's health and safety responsibility at work. The Act covers all our possible places of work (including office, home, travelling, and events) and aims to minimise every hazard so that employees and the public are protected from dangers arising from work. If you or the Laburnum Boat Club neglects their duties, you or they could be committing a criminal offence and subject to fines or imprisonment via the Health & Safety (Offences) Act 2008.

### 3.1. Your Responsibilities

You have a responsibility for your own safety at work and therefore must:

- 3.1.1.** take reasonable care of yourself and other people who may be affected by what you do or don't do
- 3.1.2.** perform any necessary duty which is required by law
- 3.1.3.** not misuse anything which is required by law
- 3.1.4.** not misuse anything which is provided as a health or safety service
- 3.1.5.** report to your immediate superior or Manager any hazardous condition which becomes apparent.

### 3.2. The Laburnum Boat Club's Responsibilities

As per the Management of Health and Safety (at work) Regulations 1999.

All employers have many responsibilities under the laws. In particular they must:

- make sure that the working environment is safe
- provide and maintain equipment, premises and systems of work which are safe and do not endanger health
- make sure that the handling, storing and transporting of objects and substances are carried out safely
- provide safety information, instruction, training and supervision as necessary
- provide and maintain a safe access and exit to any place of work.

## 4. Responsibilities

The Management Committee of Laburnum Boat Club is ultimately responsible for all that Laburnum Boat Club does, but delegates the day to running of the Club and certain responsibilities to employed staff. In the case of Health and Safety, the Club Co-ordinator and Health & Safety Officer are the named staff who make sure we comply with relevant legislation. The day to day monitoring and management of Health and Safety is further delegated to trained staff who carry out the activities at our premises.

The following is a summary of responsibility for safety:

|                             |  |
|-----------------------------|--|
| <b>Management Committee</b> | <p><b>‘The Employer’</b><br/>To reviewing H &amp; S general policies &amp; this document</p>   |
|                             | <p><b>Named H &amp; S Trustee on the Management Committee</b><br/>To work with the H&amp;S Officer and Co-ordinator in more detail to formulate and review operations manuals, procedures</p>  |
| <b>Staff Team</b>           | <p><b>Club Co-Ordinator and H&amp;S Officer</b><br/>To work together to ensure all day to day safety matters are reviewed, including; overall practical policy implementation and accountability for the Laburnum Boat Club, organising safety checks, assessments, checking accident records, providing information, setting procedures, identifying training needs, regular reviews of H &amp; S issues. Identifying when new assessments needed, monitoring first aid and fire safety needs, organising training.</p> |
|                             | <p><b>Whole Staff Team (including volunteers)</b><br/>To inform the Co-ordinator or H&amp;S Officer of any risks, accidents or near misses; to be aware of and work within this Policy and all other relevant policies; to make dynamic risk assessments relevant to their training and experience.</p>  |

- 4.1. The Laburnum Boat Club health and safety policy is issued to all employees, volunteers, management committee and consultants and that details of the arrangements made to implement the policies are made available to all
- 4.2. All employees, management committee and volunteers are made aware of their personal responsibilities.
- 4.3. Appropriate training, resources and support are to be made available to all.
- 4.4. Health and Safety issues are to be given appropriate consideration.
- 4.5. Risks to Laburnum Boat Club relating to potential incidents at work, loss or damage to Laburnum Boat Club property, and risks to the public through the Laburnum Boat Club’s activities are properly evaluated.
- 4.6. Liability is covered by appropriate insurance and that advice is given to the extent to which risks are acceptable, whether insured or not
- 4.7. Health and Safety performance is recorded and reviewed periodically so as to advise when action is necessary to correct adverse trends.

It is the responsibility of the Club Co-ordinator to ensure the allocation of adequate finance and other resources for the effective implementation of the health and safety management system. Key topics requiring specific resource allocation are: management representation; training; emergency response equipment; monitoring and measuring equipment, and record-keeping systems.

Senior staff (Club co-ordinator, senior youth worker, inclusion manager) are at all times responsible for implementation of the Laburnum Boat Club’s health and safety policy. All members of the senior team shall:

- 4.8. Understand the company’s health and safety policy
- 4.9. Set a positive personal example
- 4.10. Identify and organise appropriate training for their staff.
- 4.11. Actively promote a positive environmental culture throughout their areas of responsibility
- 4.12. Ensure the policy is implemented properly and that any delegated duties are correctly performed.
- 4.13. Ensure that all agreed actions are implemented as soon as practicable

- 4.14. Suspend any work or other activity which is considered to constitute an immediate danger.
- 4.14.1. The circumstances should then be fully investigated, and no work shall be allowed to continue until the appropriate remedial actions have been implemented
- 4.15. Ensure that regular health and safety inspections are carried out and that environmental issues are actively managed and controlled.
- 4.16. Ensure that the overall performance and issues of Laburnum Boat Club and its premises is discussed at regular intervals with all contractors, including sub-contractors operating on-site
- 4.17. Report any problems or improvements to this policy to the appropriate Club Coordinator
- 4.18. Actively promote, at all levels, the Laburnum Boat Club commitment to effective environmental management.

**All employees** have the responsibility to co-operate to achieve as healthy and as safe an environment as possible for all and to take all reasonable care of themselves and others. **All staff must communicate the risks, and hazards to those under their responsibility, with a safety briefing before the activity begins.** A safety representative may be appointed by employees who will be able to consult the appropriate Manager on all matters relating to the health, safety and welfare of employees. We have public and employer's liability insurance for our activities, but this relies on us adhering to our legal requirements.

The rest of this booklet is a guide to the arrangements of how we carry out the policy and includes reference to other pieces of relevant legislation. Actual risk assessments, operating procedures and recorded checks are kept in separate files located in the office.

## 5. Risk Assessments

Activities that occur at Laburnum Boat Club, including residentials, need to have a risk assessment. This will be completed before the activity takes place. Risk assessments will follow the HSE 5 step process – identify the hazards, who is at risk, what controls are in place, where is it recorded, when will it be reviewed. All Risk Assessments will be kept in the H&S file.

Risk assessments have four levels of likelihood: very unlikely, unlikely, likely, and very likely, and three levels of severity: slight harm, moderate harm and extreme harm which will generate a risk factor of: very low risk, low risk, medium risk, high risk and very high risk.

Risk assessments are based around specific working locations, with 7 general areas that accommodate all possible risks:

1. Noise, Vibration, Radiation, Mental ill health, Violence at Work, Substance misuse at Work.
2. Work related disorders, Manual handling.
3. Hazardous substances.
4. Health, Welfare and Work Environment, working at height, lone working, Slips and Trips, Movement of people and Vehicles.
5. Equipment.
6. Fire, Electricity.
7. Other.

## 6. First Aid

Prompt first aid may save a life or lessen the consequences of injury. Staff can become a first-aider and training is available during work time either for basic first aid or a full 4 day intensive course. **All Laburnum Paddlesport Coaches are First Aiders.**

If an injury occurs you should make immediate use of any first aid services available. All Canoe/kayak coaches (Coach Award or higher) should hold a valid first aid qualification. An ambulance must be called if the injury is serious or if you have any doubts about the person's condition. It may be quicker to use the nearest vehicle to get them to hospital if they can walk (NB – guests must not be taken in our private staff vehicles, only our staff – guests can obviously use their own group transport, or we can call them in a taxi). The ambulance service must be informed if heart failure or gas poisoning is suspected, or severe bleeding is present so that they can arrive appropriately prepared.

Swift action may prevent more serious injuries, so everyone should know who and where their nearest first-aider and kit is.

If first aid is administered, then an Accident/Incident/Near miss form needs completing and then put on the H&S leads desk.

## 7. Fire Extinguishers



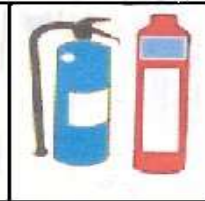

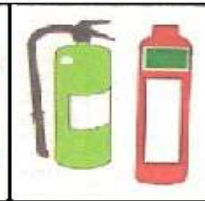

**7.1.** The priority is to ensure the buildings are completely evacuated of people. No one is to return until informed it is safe to do so.

**7.2.** Senior staff will coordinate between fire services and Laburnum Boat Club staff, management committee, volunteers and service users.

**7.3.** Call the fire brigade.

**7.4.** Inform everyone there is a fire on site and evacuate.

The label on the extinguisher will state any limitation of use, for example, water extinguishers must not be used on live electrical equipment. The chart below shows what colour-coded extinguisher should be used on which type of fire. You should be familiar with the various types, their operation and where they are located. Old BS one colour extinguishers are being phased out and under 2002 EC guidelines, most extinguishers are now all red in colour apart from a large colour mark on it and details explaining its specific use (both old BS and EC kinds are shown below). Any post 2002 extinguishers without a CE mark should not be used and taken out of action.

| Water   | Foam/Spray  | Powder  | CO2 gas  | Halon   | Fire Blanket  |
|---|---|---|--|---|---|
|  |  |  |  |  |  |
| Paper, wood, textiles, fabric   | Flammable liquids   | Paper, wood, textiles, fabric, flammable liquids                                    | Electrical, flammable liquids  | Electrical, flammable liquids   | Pan-fires, clothing   |

Water extinguishers must always be sited away from electrical hazards. Always site extinguishers for electrical hazards (e.g. CO2) near electrical equipment. Spray fire extinguishers are now available. These are very efficient, but care must be taken not to confuse them with similarly colour coded foam extinguishers, which are unsafe to use on live electrical equipment. Foam and CO2 extinguishers are the most common at Laburnum Boat Club.

## 8. Fire Precautions

**8.1.** You should make sure that your work areas observe good fire precautions such as: Clear escape routes, free from boxes or rubbish and fire doors closed and not obstructed.

**8.2.** Do not accumulate waste or rubbish. Clear them promptly. Safely store potential hazardous materials or flammable liquids.

- 8.3. All electrical equipment is safely connected to the appropriate mains supply and mains or higher voltage equipment switched off when not in use.
- 8.4. Remember that faulty equipment and any fire hazard or condition that could be a potential fire hazard should be brought to the attention of senior staff.
- 8.5. Please note there is a no smoking in buildings policy for everyone and it is the duty of employees to ensure everyone adheres to such regulations.

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