



**Laburnum**  
BOAT CLUB

Hackney's Community Boating Project

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# **Health and Safety Policy – A Guide to Avoiding Danger in the Workplace**

January 2019

## **1. Introduction**

The Health and Safety Policy is produced in this booklet to ensure that every Laburnum Boat Club person 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 residentials.

This policy should be used in conjunction with all other Laburnum Boat Club policies including Safeguarding Children and Young People, Safeguarding Adults, Equity 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 your senior staff.

There is a statement of understanding at the end of this document, which you need to sign. 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

Laburnum Boat Club is a Registered Charity No. 801255  
and a Company Limited by Guarantee No. 2360592  
Registered in England



## 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:

- take reasonable care of yourself and other people who may be affected by what you do or don't do
- perform any necessary duty which is required by law
- not misuse anything which is required by law
- not misuse anything which is provided as a health or safety service
- 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 delegate certain responsibilities on to employed staff. The Club Co-ordinator is ultimately responsible for all that the Laburnum Boat Club does but in the case of Health and Safety, certain tasks are then delegated on to named staff to make sure we comply with relevant legislation. From here, the day to day monitoring and management is delegated onto trained staff at our premises. The following is a summary of responsibility for safety:

<b>Management Committee</b>	<b>'The Employer'</b> Reviewing H & S general policies, operations manuals, procedures & this document
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<b>Club Co-Ordinator</b>	<b>Overall for The Laburnum Boat Club</b> All day to day safety matters 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 & S issues. Identifying when new assessments needed, monitoring first aid and fire safety needs, organising training.
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In practical terms, this is what we expect from our senior staff;

- 4.1. The Laburnum Boat Club health and safety policy is issued to all employees, volunteers and consultants and that details of the arrangements made to implement the policies are made available to all
- 4.2. all employees, consultants 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, deputy coordinator, 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.
  - 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.