

Health and safety policy – YACHT SAIL TRAINING

This is the statement of general policy and arrangements for:

Yacht Sail Training Vessels & Onshore Education Name of organisation

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

Jonathan Colwell Name of employer

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

Skipper of Boat OR Onshore Trainer

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Jonathan Colwell Principal	Relevant RYA Risk Assessment completed 23 May 2016 and actions arising out of the assessment Risk assessment to be reviewed annually
To provide adequate training to ensure employees are competent to do their work	Jonathan Colwell	Employees are to be made sure they have relevant qualifications and are performing to the standards required by Yach Sai Training
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Jonathan Colwell Skipper of boat	Customers and visitors met outside pontoons and escorted to boat. Safety briefing commences as soon as they come aboard and the boat does not move off its berth until this has been completed. Lifejackets to be worn at all times.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Jonathan Colwell Skipper of boat	Escape routes and fire controlling equipment identified. Liferaft provided on deck. Dinghy stowed in cockpit locker. Emergency equipment stowed below saloon bunk, starboard side

To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Jonathan Colwell	Toilet, washing facilities and drinking water provided. Galley surface disinfectant spray. Tools located beneath companionway and under port side bunk in aft cabin. Systems in place for routine inspections and testing
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Health and safety law poster is displayed:	Not applicable
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	Saloon end locker, port side.

Signed: (Employer)		Date:	23 November 2018	
Subject to review, monitoring and revision by:	Jonathan Colwell	Every:	12	months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Organisation name:

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?	Done
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<i>We carry out general good housekeeping. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately, offices cleaned each evening</i>	<i>Better housekeeping is needed in staff kitchen, e.g. on spills</i>	<i>All staff, supervisor to monitor</i>	<i>01/10/2010</i>	<i>01/10/2010</i>

Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

Combined risk assessment and policy template published by the Health and Safety Executive 11/11