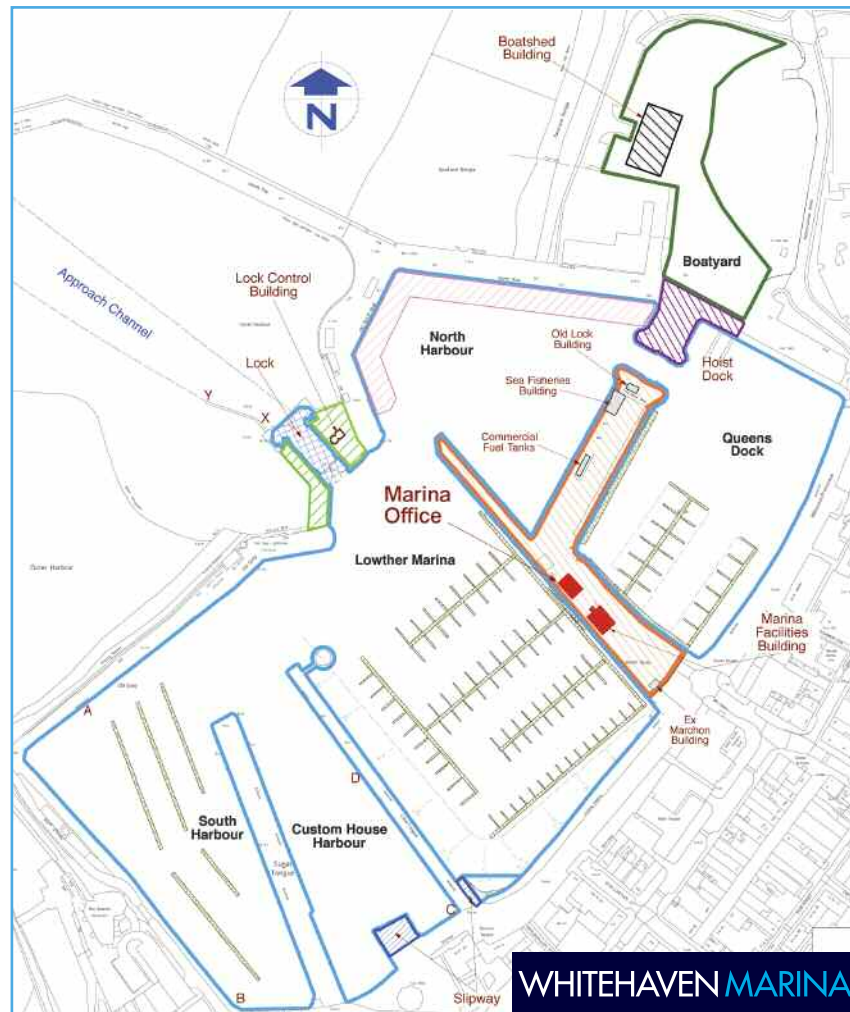


42. All personnel are to wear appropriate safety clothing whilst working in any or the areas operated by Whitehaven Marina Ltd
43. All personnel must stay well clear, at least 15 metres from any boat lifting and moving machinery that is in operation, at the direction of Whitehaven Marina personnel.
44. In the event the Fire Alarm sounds, all persons are to proceed to the Fire Assemble Point without delay.
45. First Aid points are to be found at the Sealock in the Marina Office and the Boat Shed
46. Procedure on leaving the Boat Shed, ensure that -
  - All overhead lights are switch off.
  - All electrical appliances are switched off and unplugged.
  - Waste bins have been emptied into the general waste bin outside
  - The area around and beneath your vessel is swept clean.
  - The last person out to lock the personal door.
  - **Call the Sea Lock to confirm that the building is now secure - 01946 694672**



# GENERAL CONDITIONS & RULES

## Health and Safety Information Booklet Boat Shed and Yard Storage Areas

### Welcome to Whitehaven Marina

For your own Health & Safety and that of others, you are required to **read and retain this Information Booklet and observe all the conditions and rules** whilst you are in or around the Whitehaven Marina Boat Shed or boat storage areas.

Should you have any questions concerning safety issues please contact the site operators on the number below:

**01946 692435**

Whitehaven Marina Limited, Marina Office, Bulwark Quay, Whitehaven, Cumbria, CA28 7HW  
Email: [enquiries@whitehavenmarina.co.uk](mailto:enquiries@whitehavenmarina.co.uk)  
[www.whitehavenmarina.co.uk](http://www.whitehavenmarina.co.uk)



## General Conditions and Rules that apply throughout the Boat Shed and outside boatyard storage areas.

1. All visitors, contractors and agents must report and "sign in and out" at the Whitehaven Marina Office located on the Bulwark Quay.
2. All users of Whitehaven Harbour are to comply with the published Bye Laws.
3. No unauthorised person is permitted to enter the Boat Shed or boatyard without permission.
4. All accidents or 'near miss' incidents are to be reported immediately to a member of the Whitehaven Marina staff
5. All subcontractors and those working on vessels must hold current 3rd party liability insurance for a minimum of £5million.
6. Extra care is to be taken in freezing and wet weather conditions as surfaces may be slippery. Suitable footwear must be worn at all times.
7. All personnel are to observe the safety signs displayed around the site.
8. This is a No Smoking site. No smoking or naked flames are allowed in the Boat Shed or boatyard.
9. All hazardous waste, including batteries, full or empty anti-foul and paint tins, oil filters etc, are to be removed from the marina, Boat Shed and boatyard areas and are not to be deposited in the general waste bins.
10. All general waste is to be disposed of in the bins provided.
11. Use of electrical sockets is subject to prior permission and conditions.
12. A set of boat keys must be deposited with Whitehaven Marina Office for use in an emergency.
13. No unaccompanied or unsupervised children are allowed into the Boat Shed or boatyard at any time.
14. All items, vehicles and equipment are stored on site strictly at the owner's risk.
15. No dogs are allowed within the boatyard area
16. All vehicles must display the appropriate pass at all times. The speed limit for all areas is 5mph.
17. All work must be carried out by competent and trained personnel. Copies of Certificates, Permits and Insurances etc. must be made available for inspection by Whitehaven Marina members of staff on request.
18. No persons or Company are permitted to bring into the Boat Shed, boatyard or marina areas any items of plant hired without prior written permission and terms agreed.
19. The use of ladders will not be permitted as a repeated means of access to the deck of any vessel which measures 3.5 metres or more above ground level. Other forms of access such as steps or scaffold towers must be used over this height, the location of which is to be determined by Whitehaven Marina staff. Requirements may be discussed with Whitehaven Marina staff if required
20. Ladders, staging and such like that are considered unsafe or inappropriate for purpose will be removed. Ladders should be securely fastened to the boat.
21. Areas around vessels must be kept safe and tidy at all times.
22. Prior to the vessel departing the boatyard, the area beneath the boat is to be thoroughly cleaned, swept and any waste appropriately disposed of.
23. The moving of shores, cradle arms and other supporting structures is strictly forbidden. Please ask a member of the Whitehaven staff.
24. Only Whitehaven Marina personnel are authorised to operate the plant and equipment.
25. Whitehaven Marina Limited strongly recommends that masts, sails and covers are removed on all vessels whilst stored ashore especially during the winter months- September to April inclusive.
26. Trailers and cradles should not be left without prior written permission. Terms and conditions apply.
27. Do not start any engine on the vessel whilst the vessel is ashore
28. Storage of gas or petrol aboard any boat whilst ashore is forbidden.
29. We do not encourage vessels ashore to be used for overnight accommodation. The following terms apply when vessels are used for this occasional purpose-
  - Vessels ashore must not be used as permanent place of accommodation.
  - It is a condition that sails etc are removed from vessels if persons are staying on the boat overnight
  - Do not discharge any form of waste or foul water from the vessel.
  - All seacocks are to be turned off whilst the vessel is ashore.
  - No machinery should be operated whilst ashore i.e. engine or generators.
  - Do not use cookers or any other form of naked flame on the vessel
  - Do not allow children on the side or foredeck whilst the boat is ashore.
  - Do not create any violent movements whilst the boat is ashore on its cradle or shores.
  - Ensure that there are two means of escape out of the boat – i.e. access out through the forward hatch and through the main hatch.
30. Maintain security at all times by securing access gates after passing through.
31. Attention is drawn to the Marina Projects Group Health & Safety Policy. A copy is available from the Marina Office.
32. If you see something that looks dangerous, please report it immediately to a member of the Whitehaven Marina staff.
33. Cars must be parked in the designated areas.
34. All persons who wish to work in the Boat Shed may not commence until they have received a copy of the current Safety Information Pack and attended a safety briefing given by a member of the Whitehaven Marina personnel.
35. No persons are to tamper, touch or use the overhead gantries, the compressed air systems or the dust extraction systems located in the Boat Shed
36. The following operations will not be permitted without first obtaining a work permit and submitting for approval a Risk Assessment and Method Statement. Permission may be refused without justification. A charge may be levied for these activities to be carried out-
  - Welding, cutting, grinding or sanding any material
  - Spraying of any type of paint or material
  - Sand, grit, or slurry blasting
37. All items of equipment used to build, maintain or repair vessels must be operated by competent and trained personnel and be in a safe acceptable working condition.
38. Grit blasting in the Boat Shed is forbidden
39. Grit blasting in the boatyard area is subject to Terms and Conditions and a charge per day.
40. All movement of vessels using the hoist or other equipment are chargeable at the current advertised rates.
41. It is not permitted to go "aloft" – ascend a mast whilst the vessel is ashore