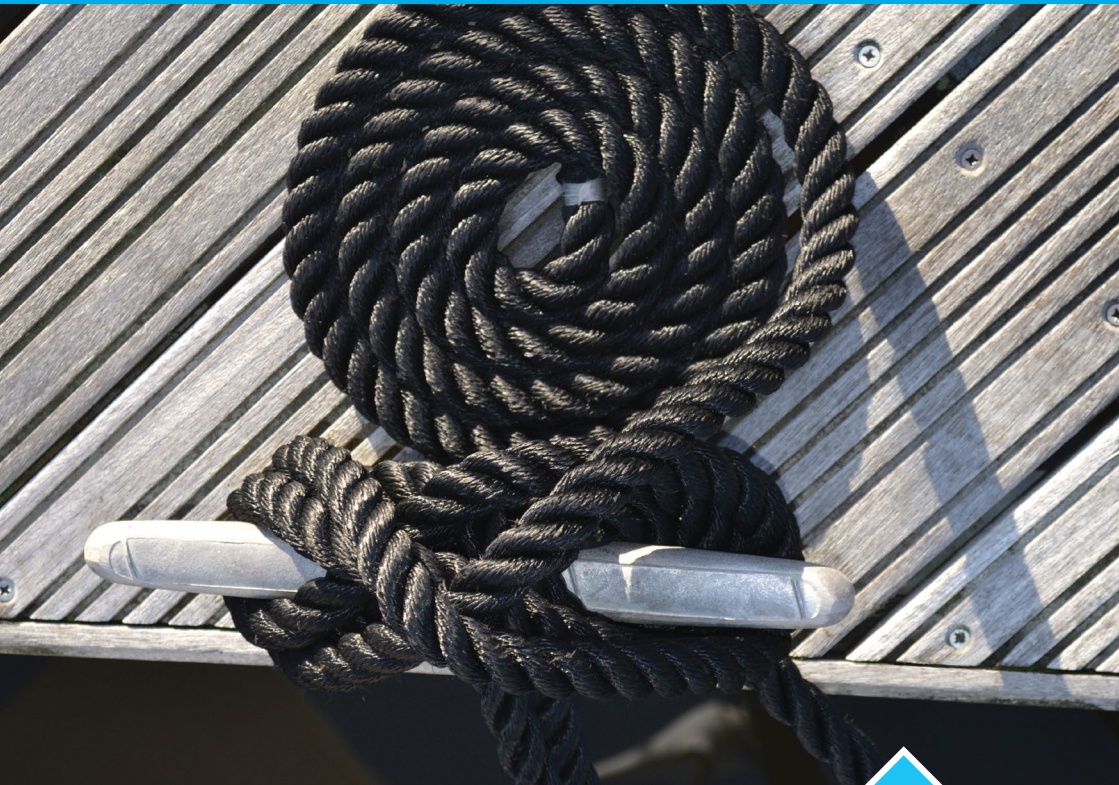


# HEALTH & SAFETY & INFORMATION

For your own health & safety and that of others, you are required to read and retain this booklet and observe all conditions and rules whilst on-site.

**Marina Office: 01946 692435**



WHITEHAVEN MARINA



[www.whitehavenmarina.co.uk](http://www.whitehavenmarina.co.uk)

## HEALTH & SAFETY

1. All equipment used to build, maintain or repair vessels must be operated by competent and trained personnel.
2. All persons, other than authorised, must be at least 5 metres away from the boat hoist during boat lifting operations.
3. The drinking of alcohol or the taking of illegal drugs is strictly forbidden on the premises.
4. Personal Protective Equipment (PPE) is to be worn as appropriate or as set out in a Risk Assessment.
5. No persons or company are permitted to bring into the yard any items of hired plant without prior written permission for which terms will apply.
6. If any of the following are observed within the premises, you are required to report them immediately to the Whitehaven Marina staff:
  - an accident or 'near miss'
  - any situation that looks potentially dangerous and might cause an accident
  - a third party performing a dangerous task
  - any form of heat or smoke emission.
7. The following operations are NOT permitted without first submitting a **Risk Assessment**. If approved a **"Work Permit"** will be issued:
  - hot work, including welding, cutting or grinding
  - spraying of any type of paint or material
  - sand, grit or slurry blasting
  - any form of gas fired heating system.
8. It is forbidden to undertake any of the following activities:
  - climb or be hoisted up the mast whilst the vessel is ashore
  - attempt to start the engine or other machinery whilst the vessel is ashore.

## BOATYARD RULES

1. There is a strict **No Smoking** policy within the buildings or within 5 meters of the same or on board vessels.
2. Any operation that causes dust and debris from grinders and/or sanders must use proper extraction equipment at the source of the emission, and containment measures to avoid the spread of fragments and debris around the yard.
3. Working after hours and over weekends inside the building will require written permission and terms are to be adhered to.
4. All personnel are to observe and obey the safety signs displayed around the premises.
5. The moving of vessel cradle arms, motorboat supports and other supporting structures is strictly forbidden.
6. No unaccompanied or unsupervised children are allowed on the premises.
7. All craft on trailers left in the yard must be immobilized and any attached outboard engine must be fitted with an anti-theft device.
8. Sails, dodgers and covers are to be removed from masts and booms before the vessel comes ashore.
9. Only Whitehaven Marina personnel are authorised to operate the plant and equipment.
10. All vehicles driven on the premises are done so at the owner's risk.
11. No pets are allowed onto the premises.
12. We do not encourage vessels ashore to be used for overnight accommodation. The following terms apply when vessels are used for this purpose:
  - Vessels ashore must not be used as permanent place of accommodation.
  - 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.
  - 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.
  - Boat owners will maintain security at all times by closing access gates after passing through.



## FIRE & SAFETY

1. All personnel must make themselves familiar with the fire exit routes out of the premises to the Fire Assembly Points.
2. In the event of the Fire Alarm sounding all persons are to proceed to the Fire Assembly Point which is adjacent to the hoist dock.
3. All fire exit routes are to be left clear and unobstructed at all times.
4. No petrol or diesel engines are to be operated whilst the vessel is stored ashore.
5. All petrol tanks and gas cylinders are to be drained or removed prior to the vessel being stored inside the buildings.
6. First Aid points are located throughout the premises and in the Whitehaven Marina Office.
7. Parking is only permitted in the designated bays.

## MANAGEMENT

1. All contractors, prior to their first visit to the premises, must complete the **Contractors Registration Form** and have completed and passed over all relevant paperwork to the Yard Supervisor.
2. All contractors, before they start any work, are required to attend a formal Yard Induction Procedure.
3. Before any work is undertaken by any contractor inside the buildings a **Control of Risks Form** is to be completed by the contracting party and approved by the Yard Supervisor.

## WORKING AT HEIGHT

1. Scaffold towers must be erected by a qualified and trained personnel and display a valid "scaff tag".
2. No persons should attempt to climb or use any scaffold tower that does not display a valid "scaff tag".
3. When using any form of tower or staging where the platform height is over 1.80 metres off the ground, persons using the tower must have a 'fall arrest' system in place - i.e. a harness or handrail system.
4. When work is undertaken to the deck, cockpit or superstructure of any vessel, a suitable handrail or fall arrest system must be in place.
5. The use of ladders is not permitted as a repeated means of access to the deck of any vessel which measures 3.5 meters or more above ground level. Other forms of access such as steps or scaffold towers must be used over this height.
6. Ladders, towers and staging that are considered unsafe or inappropriate will be removed.
7. Where ladders are used, they must be securely fixed at the top to prevent sliding away.

## USE OF UTILITIES

1. All portable electrical equipment must be PAT tested and visibly checked for damage before use.
2. Use of electrical sockets is subject to prior permission and a daily connection charge.
3. All electrical supplies are to be disconnected at the end of the working day.
4. Written permission must be secured from the Yard Supervisor if any electrical equipment is required to be left switched on overnight as part of a process.

## WASTE & HAZARDOUS MATERIALS

1. Hazardous materials are to be stored in approved cabinets as recommended by the manufacturer or as required by legislation. COSHH regulations must be adhered to.
2. All hazardous waste, including batteries, antifoul paint tins, oil filters etc., are to be removed from the premises and are not to be deposited in the general waste bins.
3. Whitehaven Marina operates a hazardous waste disposal service for which a charge will be levied
4. All general waste is to be disposed of in the bins provided.
5. Prior to the vessel departing the yard the area beneath the boat is to be thoroughly cleaned and arisings appropriately disposed of.

## INSURANCE REQUIREMENTS

1. All contractors on their first visit to the premises must complete the **Contractors Registration Form** and have been given the yard induction procedure.
2. All visitors, contractors and sub-contractors must each report and "sign in" on arrival and "sign out" on departure at the Whitehaven Marina Office.
3. All contractors, sub-contractors and private owners working on the premises must hold valid public liability insurance of a minimum of £5 million.
4. Copies of insurance policies and other permits must be made available for inspection by Whitehaven Marina staff on demand.
5. Attention is drawn to the **Marina Projects Health & Safety Policy**, a copy of which is available from the Whitehaven Marina Office.



**KEY**

**A** Pontoons   **FUEL** Fuel Berth

**EMERGENCY NUMBERS**

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Marina Office +44 (0) 1946 692 435