

Health and safety policy

This is the statement of general policy and arrangements for:		Orkney Historic Boat Society
James Clouston (Chairman)		has overall and final responsibility for health and safety
Trustees present on site drawn from the following pool:-James Clouston, Rod Daniel, Matthew Vaughton, Michael McLaughlin, Brian Pottinger & Smith Foubister		have day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name	Actions - What are you going to do? Copy is available on site in cabinet to port side of Cingalee at Ness Boatyard Copy to Matthew Vaughton 28/2/2019; Acknowledged YES by signature;
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	JC, RD, MV, MM, BP, SF	Trustees and volunteers are at all times responsible for ensuring their personal safety and the safety of others. This point is particularly important on a boat with military heritage as Cingalee or a boat which has been used as a dumping 'skip' where chemical pollutants, oil etc may have remained in the bilges. Integral to this no trustee or volunteer will be expected or should undertake any task for which they feel unable or are unwilling to perform. It is the responsibility for everyone to adhere to the OHBS Health and Safety Policy and exercise their own scrutiny of risk.
Provide clear instructions and information, and adequate training, to ensure volunteers are competent to do their work	JC, RD, MV, MM, BP, SF	Make sure adequate individual training is provided as required. Volunteers issued with operational instructions as required.
Engage and consult with volunteers on day-to-day health and safety conditions	JC, RD, MV, MM, BP, SF	Make volunteers aware of any special operations etc, on a daily basis.
Implement emergency procedures – evacuation in case of fire or other significant incident.	JC, RD, MV, MM, BP, SF	Have clear procedures in place to cope with any emergency.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	JC, RD, MV, MM, BP, SF	Make sure all equipment is well maintained and serviceable and all hazardous substances are safely stored when not in use.

Signed: (Chairman or an office holding Trustee)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change. If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	At prominent location beside boat being worked on.
First-aid box is located:	In safety (Fire Extinguisher) cupboard to Port side of boat being worked on.
Accident book is located:	In safety cupboard beside boat being worked on.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Exposure to wood dust	Volunteers risk lung diseases, such as asthma, from inhaling wood dust. Hardwood dust can cause cancer, particularly of the nose.	Portable dust extractors used to keep dust down if machine tools used. Portable dust extractors maintained in good condition and working effectively. Wood dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter. Suitable respiratory protective equipment (RPE) used whenever dust is created.	Remind volunteers of the risks of wood dust, and why these controls are necessary. To provide their own, and wear PPE	Trustee in charge	21/02/19	As Required
			Remind volunteers never to dry sweep wood dust, which just spreads the dust around, but use a vacuum cleaner.	Trustee in charge	21/02/19	As Required
Machinery	Volunteers risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades.	All machines guarded according to manufacturers' instructions. Guards inspected regularly and maintained as necessary to ensure their good condition. Volunteers have sufficient space at machines to work safely. Volunteers monitored by Trustee in charge to ensure guards always used. Only suitably trained individuals to use large machinery, e.g. Bandsaw, Circular Saw, Planer/Thicknesser. All machines braked and fitted with necessary safety features.	Trustee in charge to provide instruction on the safe use of machinery. Trustee in charge to monitor who uses large machinery.	Trustee in charge	21/02/19	As Required
Manual handling	Volunteers may suffer musculoskeletal disorders, such as back pain, from handling heavy/bulky objects, e.g. Boats, timber boards and machinery parts. Also risk cuts when handling tooling, or splinters when handling wood.	Volunteers trained in manual handling. Workbenches and machine tables set at a comfortable height. Strong, thick gloves should be used for handling tooling and wood. Systems of work in place for the safe and careful handling of heavy objects. E.g. props and supports to prevent boats falling over. Volunteers are made aware they are, always, responsible for deciding whether tasks are within their personal abilities.	Where possible, store heavy items next to boats to reduce carrying distance.	Trustee in charge	21/02/19	As required
			Volunteers should wear gloves when handling objects that may cause splinters and not to try to lift objects that appear too heavy.	Trustee in charge	21/02/19	As required
Eye protection	Flying objects, vapourised chemicals or contaminated dust can damage eyes permanently. Remember, you only have one pair of eyes.	Wear eye protection whenever scraping, sanding, painting, etc.		Trustee in charge	21/02/19	As required

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Noise	Volunteers and others may suffer temporary or permanent hearing damage from exposure to noise from woodworking machinery.	Volunteers to wear suitable hearing protectors and should know how to use them. Check and maintain them according to advice given by supplier.		Trustee in charge	21/02/19	As required
Slips, trips and falls	Volunteers could suffer injuries such as bruising or fractures if they trip over objects, or slip, e.g. on spillages, and fall.	Generally good housekeeping - off-cuts cleared away promptly, dust cleared regularly etc. Volunteers wear strong safety shoes that have a good grip. Good lighting in all areas.	Make sure extension leads are flat and tidied to minimize risk if tripping.	Trustee in charge	21/02/19	As required
Electrical	Volunteers could get electrical shocks or burns from using faulty electrical equipment, e.g. machinery, or a faulty installation. Electrical faults can also lead to fires.	Residual current device (RCD) should be used on any extension lead used. Volunteers should report any defective plugs, discoloured sockets or damaged cable/equipment to Trustee in charge. Endeavour to use cordless power tools where possible		Trustee in charge	21/02/19	As required
Work at height	Falls from any height can cause bruising and fractures.	Transfer in or out of a boat using properly secured ladders. Making sure scaffolding is secure and stable. Use steps to get on to scaffolding.	Condition of stepladder to be checked periodically.	Trustee in charge	21/02/19	As required
Fire	If trapped, volunteers could suffer fatal injuries from smoke inhalation/burns.	Have Fire Extinguishers near at hand ready to use when using a blowtorch or hot air gun to remove paint or heating water for wood steaming.	Ensure the actions identified as necessary by the fire risk assessment are completed.	Trustee in charge	21/02/19	As required
Chemical Handling Risks	Possible exposure to diesel, oil, paint dust, bitumen, sanded epoxy & anti-fouling vapours	Extra eye and respiratory protection as judged necessary, use of vapour masks, chemical handling gloves, suitable overalls and read all relevant Chemical Safety Sheets.	Ensure mitigating action taken and advise others if high risk identified	Trustee in charge	2/3/19	As required
Sharps e.g. nails, glass fragments, screws etc	On larger boats, when working aboard, pay particular attention to hazards behind and to knees, and elbows sideways in confined spaces.	Make sharp hazards safe as soon as possible. Enhanced use of gloves, knee protection, suitable footwear.	High level of awareness inside hull	Trustee in charge	2/3/19	As required

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