

# Burntisland Sailing Club

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## SAFETY HEALTH AND ENVIRONMENT (SHE) POLICY - BSC

### OVERALL POLICY STATEMENT

#### Introduction and Scope

This policy applies to all Burntisland Sailing Club (BSC) functions and activities taking place at the leased site at Forth Place, Burntisland, KY3 9DQ.

The philosophy and ethos applied by this policy ensures that an integrated approach to safety and environmental management is applied throughout all functions and activities, with the aim of providing a safe environment for participants.

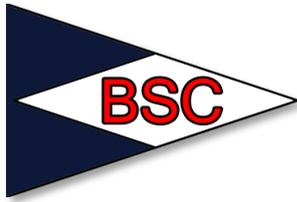
#### Policy

BSC shall:

- ensure, so as far as reasonably practicable, the health, safety and welfare and to prevent injury and ill health of all club members, visitors and agencies supporting the activities of BSC.
- ensure, so as far as reasonably practicable, the health, safety and welfare and to prevent injury and ill health of the general public where the area is open to access.
- communicate to all club members to ensure that they are aware of their individual health and safety obligations and how their actions can influence others.
- actively encourage participation with SHE engagement to promote a safe culture to reduce risks to all.
- undertake a regular safety walkround of the leased areas, recording any non-conformances and activating a managed plan to correct any issues.

BSC recognises that continual improvement in SHE standards has positive benefits to all involved with the club. To assist with achieving SHE improvement, a process shall be implemented to set and review SHE objectives.

BSC will maintain a positive and progressive approach to SHE issues. All members of the Board of Directors and Membership of BSC have undertaken a commitment to improving SHE standards by having a considered approach to how their actions influence others and understanding the impact of failures to do so.



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Safety Brief

## ***The Use of Lifejackets at B.S.C.***

### **Lifejacket/vests Safety Check and Use**

Lifejackets/vests are the responsibility of boat owners/members and are to be used whilst taking part in waterborne activities.

It is recommended that lifejackets / vests are fully automatic; this means that the lifejacket buoyancy bellow will be deployed if personnel enter the water.

Lifejackets / vests consist of an inflating bellows with a manual inflating tube, a gas cylinder, a firing device with manual override, all enclosed in a protective cover, and an adjustable harness.

### **Safety**

Periodically the lifejacket / vest has to be checked to ensure there are no leaks or cuts in the inflating bellows, that the gas cylinder is in date, that the gas cylinder is properly engaged, that the firing device has not already been activated and that the harness is in good order e.g. free from cuts. Defective jackets should not be used until they have been serviced.

The ratings on the lifejacket / vest indicate the buoyancy available. 50N will only support a child up to 40kg therefore, for an adult, we suggest that a minimum of 150N be used.

### **Use**

The lifejacket / vest is the PPE (personal protective equipment) that helps you stay afloat if you accidentally fall or enter the water. It is important that it is worn and adjusted correctly as this may save your life in the event of an incident.

Firstly the lifejacket / vest must **not** be worn under your top layer of clothing. This is to allow the full inflation of the bellows if you enter the water. The lifejacket **has** to be worn on your outer layer.

The lifejacket / vest should be worn like a waistcoat and fastened at the front, usually with a buckle or clip connection on an adjustable belt.

The chest belt should be adjusted such that it is tight across your chest. There should be just enough space to get your hand through between the belt and your chest. Loose belts can cause you to slip out of the jacket upon entering the water.

Crutch straps, if fitted, prevent the lifejacket riding up if you enter the water. These are attached to the waist belt passing through your legs. These straps should be adjusted.



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## ***The Use of Ladders at B.S.C.***

### **Ladders – Inspection and Safe Use**

If used correctly, ladders are an excellent means for allowing access to an elevated position.

Basic terminology; rungs (the parts to stand on), stiles (the sides), head (the top) and foot (the bottom).

#### **Inspection**

Most ladders at Burntisland are in the compound throughout the year, exposed to all weather. The material will degrade through time.

If ladders, wooden or alloy, have any broken or loose sections then they should be discarded as they are they are not safe to be used.

Most ladders can only be used one way up.

Ensure your rungs are clean and not slippery.

#### **Safe Use**

Make sure the ladder is long enough for the intended purpose, always ensure you can hold onto the ladder when mounting or dismounting. Ladders should not be used for long term operations, ideally for no more than 30 minutes at a time.

Ladders should be positioned ensuring that the mounting surface is adequate to support the ladder and users during operation, both towards the head and the foot.

The head of the ladder should be secured to prevent slippage.

Some boat owners prefer to cushion the head of the ladder to prevent the head from marking their boats. The foot of the ladder should be held until the head is secure.

Make sure the angle of the ladder is not too low or too high.

A good way to check is you should be able to stand vertically with your hands outstretched in front and hold the rungs. Too low an angle and you will not stand upright. Too high an angle and you feel like you will fall backwards. Recommend approximately 75 degrees to the ground.

Always face the ladder when ascending or descending. This is common sense but you'll never believe the number of people that make the wrong choice.

When climbing a ladder, ensure that 3 points of contact is maintained. Take your time and practice.

Do not carry tools or other items when climbing ladders. Use a spare line to either lift or lower from your boat. Use a bag for loose bits and bobs; the supermarket bags for life have good handles and last reasonably well.

For the security of your boat, and others in the compound, always ensure your ladder is locked when stored.



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## ***The Use of Paints and Confined Space Working***

### **Paint**

All members at some point will be applying paint to their vessels. We need to be aware of our actions and how they potentially could impact on others.

Every paint tin will give basic instructions for safe application. This will include instructions about Personal Protective Equipment (PPE), surface preparation, ventilation, drying or curing times, environmental impact.

Every manufacturer of products by law has to produce a datasheet. These sheets will explain how the product should be used and, if required, what type of PPE has to be used during the application.

Datasheets can be downloaded online or supplied from your paint supplier.

The common paint application of antifouling would recommend using a particle respirator which covers organic vapours, eye protection, and skin protection.

Environmental responsibility must also be taken into account.

Disposable plastic sheeting should be placed on the ground and empty tins disposed of properly.

### **Confined Space Working**

The definition of a Confined Space is anywhere there is restricted access in an enclosed space.

Working inside your vessel would fall under this description.

How easy would it be to get rescued by a third party if you are unable to get yourself out? Think about your actions.

Ensure there is adequate ventilation during the time you are working in this environment. If required, ventilate some time before entry.

Ensure that others know you are working below decks.

When using paints and solvents, please be aware of the limitations of ventilation, PPE and flammable vapours. Restrict smoking and naked flames.