



HORNET SERVICES SAILING CLUB

HEALTH AND SAFETY INFORMATION

FOR YOUR OWN HEALTH AND SAFETY AND THAT OF OTHERS.
PLEASE READ AND RETAIN THIS LEAFLET AND OBSERVE ALL
ADVICE AND RULES WHILST ON-SITE
A FULL COPY OF HEALTH AND SAFETY INSTRUCTIONS IS HELD
IN THE ADMIN OFFICE

HORNET SERVICES SAILING CLUB - OFFICE; 02392 580403

1. All equipment used to build, maintain or repair vessels must be operated by a competent person.
2. All persons, other than those authorised, must be at least 5 metres away from the boat hoist and movement equipment during boat lifting operations.
3. Personal Protective Equipment (PPE) is to be worn as appropriate or as set out in a Risk Assessment.
4. No persons or contractor are permitted to bring on to site any items of plant without prior written permission from the Club Secretary.
5. If any of the following are observed whilst on site you are required to report them immediately to the Club Secretary / Marina Staff:
 - An incident 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
6. 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
7. It is forbidden to undertake any of the following activities:
 - Staying on the boat over-night whilst the vessel is ashore
 - 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 without permission from the Marina Manager who will check the security of the cradle arrangements prior to starting; this should only be done to check the engine prior to relaunch.
1. There is a strict No Smoking policy within buildings or within 5 metres of buildings.
2. Any operation that causes dust or debris from grinders and /or sanders must use proper extraction equipment at the source of the emission, and take containment measures to avoid the spread of fragments and debris around the yard (temporary sheeting).
3. Working after hours and at weekends inside the members workshop and in Bldg 98 will require permission from the Club Secretary or Marina Manager.
4. All personnel are to observe the safety signs displayed around the premises.
5. The moving of vessel cradle arms, stands or supports should only be carried out by Marina staff.
6. No unaccompanied or unsupervised children are allowed on the premises.
7. All craft on trailers must be immobilised and any attached outboard engines should be fitted with an anti theft device.
8. For Winter lifts/lay-up, sails, dodgers and covers to be removed from masts and booms before the vessel comes ashore.
9. Only HSSC trained staff are authorised to operate Club plant and equipment.
10. All vehicles driving on to the premises are done so at the owner's risk – please do not obstruct access for other vehicles. Note: Max speed limit 10mph.
11. Do not empty bilges ashore/or in the Marina. Please dispose of your waste in the correct bins – any hazardous waste is to be removed from site by the owner.
12. All pet owners must have pre authorisation from JSASTC. No animals are allowed in the bar/restaurant areas. Please keep pets under control at all times.
13. Please leave pontoons in a safe state with no loose equipment, ropes and electric leads should be left neat and all gash disposed of.