

## HEALTH & SAFETY GUIDELINES FOR BERTH HOLDERS, VISITORS & CONTRACTORS

Boatyards can be a dangerous place. For your own safety and that of others, please read this information and observe all conditions and rules when you are at the Elephant Boatyard. If you have any doubts, please ask a member of our staff.

### 1. General:

- 1.1. Everything is dangerous if you are intoxicated by drink or drugs.
- 1.2. Children and pets must be kept under close control and supervised at all times. Please clear any mess they make and dispose of appropriately.
- 1.3. Do not leave anything blocking a pontoon, walkway, path or road that could be a trip hazard or cause an accident or obstruct any fire exits.
- 1.4. Pontoons and walkways can be slippery when wet or in cold weather.
- 1.5. Do not move or go around barriers or guards.
- 1.6. Be aware that the yard does flood at very high tides.
- 1.7. Obey requests from our staff and please adhere to our boat yard signage.
- 1.8. Fishing is not allowed anywhere within the yard premises without prior consent.
- 1.9. Vehicles must be parked safely and securely, please leave keys in the office should the vehicle need to be moved or park in Bursledon Station Carpark.
- 1.10. Please be careful when approaching the hill entrance to the yard, if you feel uncomfortable with the tight turn then please turn around at the end of Lands End Road and approach it from the opposite direction.
- 1.11. We have a traffic light system for the hill entrance, please do not jump the lights.

### 2. Incidents and Accidents:

- 2.1. You are required to report any of the following to a member of staff
  - 2.1.1. An accident or 'near miss' or any situation or equipment that looks potentially dangerous.
  - 2.1.2. Anyone performing a dangerous task
  - 2.1.3. Any form of smoke or heat that may lead to a fire
  - 2.1.4. First aid and emergency equipment is located in the yard office
  - 2.1.5. In an emergency call 999 then contact the yard office for assistance.

### 3. Fire:

- 3.1. Be aware of fire exits out of buildings, safe routes off the site, and fire assembly points.
- 3.2. Do not tackle a fire if it puts yourself or others at risk.
- 3.3. All fire exits and emergency routes are to be kept clear at all times.
- 3.4. A Boat Safety form should be completed for each boat and stored in the office.
- 3.5. A full set of boat keys should be stored in the yard office.
- 3.6. In case of fire, call 999, raise the alarm as widely as possible and contact the marina office for assistance.

### 4. Electricity and electrical equipment:

- 4.1 Use of marina and boat yard electricity is subject to prior permission.
- 4.2 Boat yard electricity must be used in accordance with our guidelines published on our website and yearbook.
- 4.3 Portable electrical equipment must be checked for damage before use and PAT tested.
- 4.4 It is forbidden to access, tamper with or otherwise affect the electricity supply.



## **5. Plant and Equipment:**

- 5.1. All equipment used to maintain or repair boats must be operated by a competent and trained person.
- 5.2. Hot working, including welding, cutting or grinding is not allowed without written approval by the yard office.
- 5.3. Any operation that causes dust and debris must use proper extraction and containment equipment to ensure that the dust and debris is not spread around.
- 5.4. Only The Elephant Boatyard staff are authorised to use the boatyard plant and equipment.

## **6. Boatyard:**

- 6.1. Check with the yard office before working on a boat ashore.
- 6.2. Only approach the boat hoist, crane, forklift or boat mover when accompanied by a member of staff.
- 6.3. Other than authorised yard staff everyone should be at least 5 metres away from the crane, boat hoist or forklift when lifting is underway.
- 6.4. It is forbidden to move any boat supports including props and cradles.
- 6.5. It is forbidden to go up the mast when the boat is ashore.
- 6.6. It is forbidden to start the engine when the boat is ashore. Arrangements can be made to make the boat secure should engine work ashore be required, please speak to the yard office.
- 6.7. To reduce windage, all sails and covers should be removed from boats before haul out.
- 6.8. No unfurling or hoisting of sails ashore.
- 6.9. We do not approve of boats ashore being used for overnight accommodation.
- 6.10. Children and animals should not be allowed onboard boats ashore.

## **7. Working at Height:**

- 7.1. Ladders and other towers that are considered unsafe will be removed.
- 7.2. Where ladders are used, they must be secured at the top to prevent sliding.
- 7.3. Ladders must not be used to access 3.5 metres or more above ground level.
- 7.4. Scaffolding must be erected by trained personnel and display a valid 'scaff tag'.
- 7.5. A harness or handrail system must be used as a 'fall arrest' for platforms 1.8 metres above ground level.
- 7.6. When working on the deck of a boat ashore please take care.

## **8. Waste Materials:**

- 8.1. Hazardous materials should be used and stored as recommended by the manufacturer and legislation. COSHH regulations must be followed.
- 8.2. All waste, including batteries, waste oil and electrical items should be disposed of in the specified yard facilities at a small charge or removed from the site and disposed of responsibly.
- 8.3. Remove all waste or debris before the boat leaves the marina or boat yard.

## **9. Contractors**

- 9.1. The term 'contractor' includes all persons carrying out work on any boat or premises other than their own.
- 9.2. All contractors must complete a Contractor Permit before commencing work for the first time.
- 9.3. All contractors must sign in and out of the marina office at each visit.
- 9.4. All contractors and sub-contractors working on the premises must hold valid public liability insurance of a minimum £5 million, and appropriate product liability insurance. Copies of insurance policies must be lodged with the yard office.
- 9.5. Copies of insurance policies, professional certificates and other paperwork must be made available to yard staff on demand.
- 9.6. Contractors must not start work without the permission of the boat owner.
- 9.7. The contractor must only conduct work within their ability and skill set.
- 9.8. Appropriate personal protective equipment (PPE) must be used.
- 9.9. Permission to work within the boat yard premises can be withdrawn at any time by The Elephant Boatyard Ltd.
- 9.10. Full contractor terms and conditions are available from the yard office.

## **10. Management:**

Nothing in these guidelines absolves an employee, contractors, berth holder or visitor from their duty to comply with the relevant legislation, such as the Health & Safety at Work Act 1974, Factories Act 1961, Fire Precaution Regulations 1997, Offices, Shops & Railway Premises Act 1963 and others.

