

HEALTH AND SAFETY POLICY:

STATEMENT OF INTENT

Boscastle and Crackington Gig Club (BCGC) is committed to a health and safety management based on a common understanding of risks and how to control them. BCGC recognises that health and safety is achieved through the management and co-operation at all levels of the club. BCGC recognises that health and safety is everybody's responsibility.

BCGC, its officers, and its members also recognise that there are inherent risks associated with Cornish Pilot Gig rowing which could lead to serious injury or loss of life and whilst BCGC and its officers have a duty to the members to mitigate and minimise these risks wherever possible using all practicable means, the risks will always exist due to the nature of the sport and the environment in which it is practised.

BCGC has a policy of taking all reasonable and practical steps to ensure the health, safety and welfare of its members. BCGC will comply with all statutory obligations including the provision of adequate supervision, information, instruction and training so that all members should recognise that health and safety responsibilities have equal rank with other work tasks.

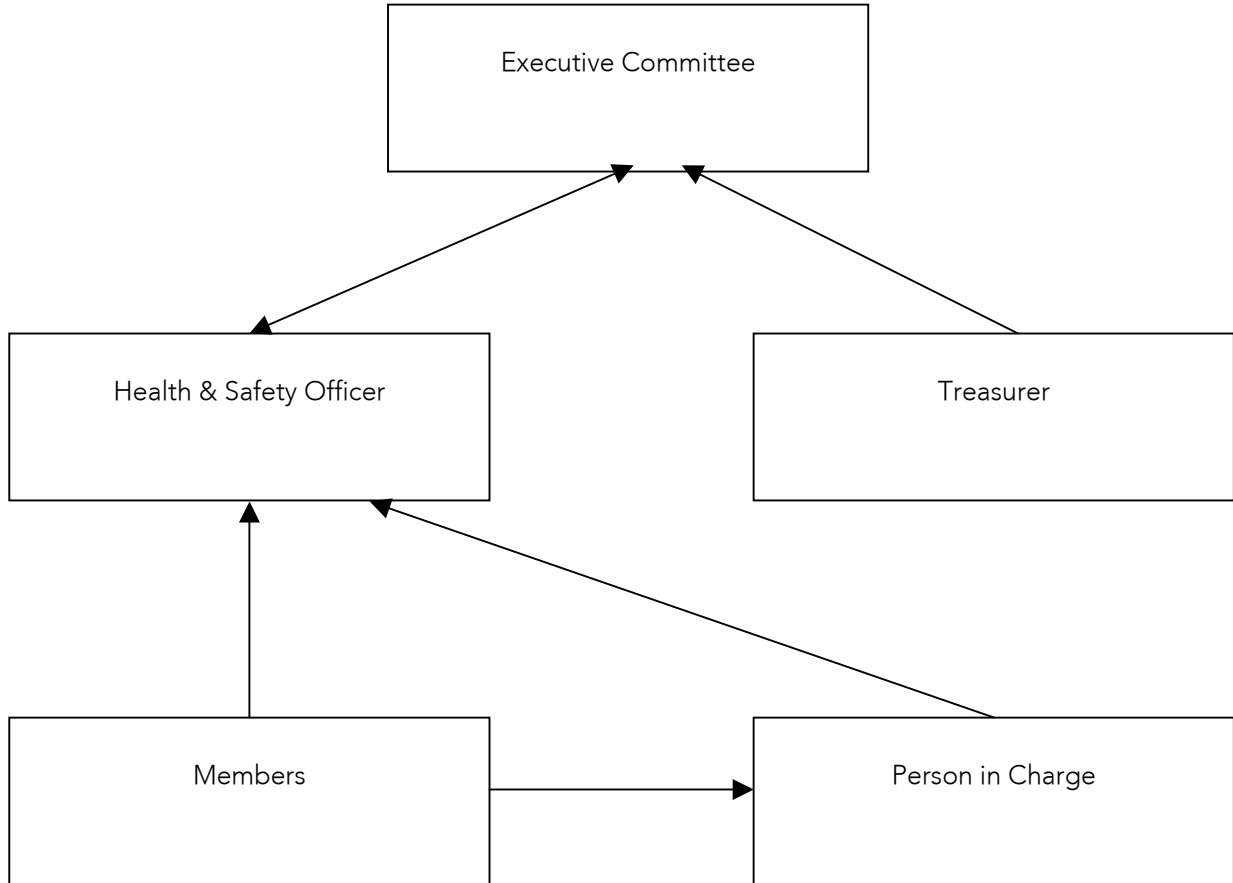
In complying with these requirements BCGC shall, amongst other things:

- o Maintain the premises under its control in a condition that is safe and without risks to health; this will include the provision and maintenance of adequate means of access and egress.
- o Provide and maintain a working environment for its members that is safe and without risk to health. Adequate facilities and arrangements for securing the welfare of members will be provided.
- o Provide information, instruction, supervision and training as is necessary to ensure the health and safety of its members.
- o Provide, operate and maintain buildings, equipment and systems of operation that are safe and without risk to health.
- o Make arrangements for ensuring the safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances for use during all club activities.
- o Provide protective clothing and safety equipment as reasonably necessary to enable members to undertake their club duties and rowing activities safely.
- o To ensure that any personnel on location at other Club's premises as part of their normal club activities are trained in the recognition of likely risks that they may encounter.
- o Monitor the organisation and arrangements for health and safety detailed in this statement.

BCGC will perform these duties, so far as is reasonably practicable, taking into account published guidance, including that from the Health and Safety Commission and Executive and the Cornish Pilot Gig Association. The assessment of risk is central to this policy. The representatives of BCGC as required by the relevant statutory provision will undertake formal written assessments. BCGC will review these assessments as appropriate.

This statement is a formal and unique declaration that BCGC will devote sufficient effort and resource to the organisation of the arrangements for the health and safety of its members and those who may be affected by the activities of BCGC

HEALTH AND SAFETY POLICY: ORGANISATION CHART



HEALTH AND SAFETY POLICY: RESPONSIBILITIES

EXECUTIVE COMMITTEE

The Executive Committee are the people who are elected or co-opted to serve as the governing body of the club as determined by the Constitution. Their individual and collective responsibilities are:

- o To ensure effective Health and Safety Policies and Procedures are followed within the club. This responsibility is discharged through the Health and Safety Officer, who shall ensure that the Committee is fully informed of Health and Safety Issues, developments and policy or procedural change.
- o To ensure that responsibilities are properly assigned and accepted at all levels.
- o To take a direct interest in the health and safety programme, and publicly support all persons carrying it out.
- o Through the Health and Safety Officer ensure that the appropriate and safe systems of work are promoted and used by everyone.
- o To ensure that the Health and Safety Officer implements procedures for the thorough and proper investigation of all reportable accidents, incidents or dangerous occurrences involving members.
- o To ensure that recommendations made as a result of accidents or incidents involving any members that the Health and Safety Officer makes are acted upon, and the appropriate steps are taken to minimise the recurrence of the incident.
- o To ensure that health, safety and welfare issues are fully considered when viewing future projects and club actions.
- o Familiarise themselves with the Club Policy on Health and Safety.
- o Make adequate provision in terms of time and cost to ensure that all members receive adequate health and safety training.
- o Ensure that thorough and proper investigations are carried out into all incidents and accidents involving the Club.
- o Ensure that adequate financial provision is made available for health and safety issues with regard to club members.

TREASURER

The Treasurer is a member of the Executive Committee. In addition to his or her responsibilities as a member of the Executive Committee they also have the following additional responsibilities:

- o To ensure that members, public and all other liabilities, where there is a statutory obligation to insure, are covered by insurance so as to satisfy all legal and moral requirements.
- o To review insurance and claims records periodically and advise when adverse trends arise.
- o To ensure that adequate financial provision is made to meet the requirements of the Health and Safety at Work Act.

H & S OFFICER

The Health and Safety Officer is a nominated person who is either a member of the club or a member of the Executive Committee. Where the Health and Safety Officer is not an elected or co-opted member of the Executive Committee they are entitled to attend meetings of the Executive Committee as and when they deem it necessary to fulfil their responsibilities. Their responsibilities are:

- o To obtain knowledge of all health and safety legislation, the requirements set out in legislation and to keep up-to-date with changes in legislation.
- o To agree with the Executive Committee the health and safety objectives, and ensure that these are achieved with appropriate resources and processes.
- o To advise the Executive Committee on health and safety issues and ways to improve performance.
- o To maintain accurate health and safety records and when appropriate report incidents as required under RIDDOR.

- o To be responsible for communicating with all members on health and safety issues.
- o To encourage health and safety at all levels with in the Club.
- o To 'champion' health and safety on behalf of the Club and ensure that all hazards, dangers and incidents/accidents are reported.
- o To review current health and safety developments relevant to the working practices of the club.
- o To enable open discussion with club members on any health and safety issues.
- o To provide information to members on health, safety and welfare issues that impact on the club and its members.
- o Shall act to implement any recommendations put forward by the Executive Committee with regard to any health, safety and welfare issues.

PERSON IN CHARGE

The Person In Charge (PIC) is the nominated responsible person for training and competitive events. Unless otherwise determined the PIC shall be the Coxswain of the crew. Their responsibilities are:

- o To assess the state of tide and weather prior to launching and satisfy themselves that the coxswain and the crew are capable of rowing in the prevailing or expected conditions.
- o To ensure that suitable safety equipment for the rowing location is carried in the gig at all times.
- o To check the state of repair of the safety equipment and to rectify or report to the Health and Safety Officer any damages or missing items.
- o To demonstrate (where practicable) the safety equipment carried in the gig to the crew prior to launching.
- o To familiarise themselves in the operation and usage of the safety equipment carried.
- o To ensure that all members of the crew are offered the use of lifejackets prior to launching and to demonstrate how to wear and use the lifejackets. The demonstration does not require the air inflation cylinder to be discharged.
- o To ensure that junior rowers wear lifejackets at all times when rowing and to ensure that the coxswain of any gig containing junior rowers also wears a lifejacket.
- o To ensure that any non-swimmers have ready access to a lifejacket at all times when rowing.

MEMBERS

- o All members are responsible for their own health and safety, together with that of their colleagues, and members of the public that they have dealings with.
- o All members must operate in the safest way possible, working within the club (or other club safety rules) and published practices.
- o Where equipment is provided or used, it should be checked for safe operation, and if found faulty reported to the Person In Charge or Health & Safety Officer.
- o Under no circumstances should unsafe equipment be used or equipment provided be wilfully misused.
- o All members have a duty to report to the Health and Safety Officer, any incident, operational practice or operational environment that they believe constitutes a health and safety risk.
- o All members have a duty to report accidents or incidents that could have resulted in an accident. Such reporting is not deemed to be an admission of guilt, but rather it allows the club to fulfil its legal obligations.
- o All rowing members have a duty to make the PIC of any rowing session aware of any doubts about their fitness or health or the weather or sea conditions prior to launching.
- o All rowing members have a duty to follow the instructions of the PIC in the event of an incident or accident.