

## HEALTH & SAFETY GUIDELINES – BERTH HOLDERS, VISITORS AND CONTRACTORS

For your own safety and that of others, please read this information and observe all conditions and rules when you are in our boat yards. If you have any doubts, please ask a member of our boat yard staff.

### General:

- Everything is dangerous if you are intoxicated by drink or drugs.
- Children and pets must be kept under close control and supervised at all times.
- Do not leave anything blocking a pontoon, walkway, path or road that could be a trip hazard or cause an accident.
- All marina trolleys must be returned to the storage area at the top of the walkway and locked immediately after use.
- Pontoons and walkways can be slippery when wet or in cold weather.
- Do not move or go around barriers or guards.
- Obey requests from our boat yard staff and boat yard signage.
- Swimming and diving is not allowed within the premises.
- It is recommended that non swimmers should wear a life jacket or buoyancy aid before accessing the pontoons.
- Fishing is not allowed within the premises.
- Vehicles must be parked in marked bays in the designated car parks.
- All vehicles should be driven on the premises at no more than 5 mph.

### Incidents and Accidents:

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

### Fire:

- Be aware of fire exits out of buildings, safe routes off the site and fire assembly points.
- All fire exits and emergency routes are to be kept clear at all times.

- A full set of boat keys should be provided for boats berthed on the pontoons and these will be stored securely in the office.
- In the case of a fire raise the alarm by shouting Fire repeatedly and contact the office for assistance. If the office is unmanned call the fire service on 999.
- Do not tackle a fire or put yourself or others at risk.
- Evacuate and muster by the signs near the gate of the car park adjacent to the main road.
- In the event of fire on the pontoons, all people should move to the furthest pontoon away from the fire and await rescue and contact the River Hamble Harbour Master on 01489 576387.

### Working at Height:

- Ladders and other towers that are considered unsafe will be removed.
- Where ladders are used, they must be secured at the top to prevent sliding.
- Ladders must not be used to access 3.5 metres or more above ground level.
- Scaffolding must be erected by trained personnel and prior authorisation must be gained.
- A harness or handrail system must be used as a 'fall arrest' for platforms 1.8 metres above ground level.
- When working on the deck of a boat ashore, a suitable handrail or fall arrest system must be in place.

### Waste Materials:

- Hazardous materials should be used and stored as recommended by the manufacturer and legislation. COSHH regulations must be followed.
- Keep the area around your boat free of waste and debris.
- Remove all waste or debris before the boat leaves the marina or boat yard.
- It is your responsibility to dispose of waste in a safe and appropriate way. This may include removal of certain types of waste to the nearest waste facility at Segensworth.
- Old flares or other pyrotechnics must be disposed of at the nearest HM Coastguard Station at Lee on Solent.
- Do not contaminate the general waste bins or recycling bin with oil, grease, paint, resin, sealant, lightbulbs, electrical items, batteries or metals.
- Do not pour any waste liquids down the drains.
- Do not disposal of refuse, liquid or food waste into the river as this is an offence.

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### **Electricity:**

- Use of marina and boat yard electricity requires RK Marine meter cards available from the office.
- Portable electrical equipment must have a valid PAT test certificate before it can be plugged into our electricity supply equipment.
- It is forbidden to tamper with the electricity supply equipment.
- In the event of electrical supply failure please contact the office.

### **Machinery and Equipment:**

- All equipment used to maintain or repair boats must be operated by a competent and trained person.
- Hot works, including welding, cutting or grinding, is not allowed without a hot works permit issued by the office.
- Any operation that causes dust and debris must use proper extraction and containment equipment to ensure that debris does not spread.
- Only R K Marine staff are authorised to use R K Marine boat yard machines and equipment.

### **Boat Yard:**

- Only approach our hoist dock, boat hoist, crane, forklifts or boat movers when accompanied by a member of staff.
- Other than authorised staff, everyone should be at least 5 metres away from the boat hoist or forklift when in operation.
- It is forbidden to move any boat supports including props and cradles.
- It is forbidden to start the engine when the boat is ashore.
- To reduce windage, all sails and covers should be removed from boats ashore.
- We do not approve of boats ashore being used for overnight accommodation.
- Children and animals should not be allowed onboard boats ashore.

### **Contractors:**

- The term 'contractor' includes all persons carrying out work on any boat or premises other than their own.
- All contractors must register before commencing work for the first time.
- All contractors must sign in at the office at each visit.
- 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 given on registration and when asked for.

- Contractors must not start work without the permission of the boat owner.
- The contractor must only conduct work within their ability and skill set.
- Appropriate personal protective equipment (PPE) must be used.
- Permission to work within the marina of boat yard premises can be withdrawn at anytime by R. K. Marine.
- Full contractor terms and conditions are available on our website and at the office.

### **Compliance:**

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.

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