



# Health and Safety Policy

Revision V5.0

Last revised: April 2025

Manvers Waterfront Boat Club (MWBC) will adhere to the Health and Safety Policy of the relevant National Governing Body for that activity and will operate under Manvers Lake & Dearne Valley Trust policies and procedures.

To support Manvers Lake & Dearne Valley Trust health and safety policies and procedures we are committed to the following duties:

- Creating a safe environment by putting health and safety measures in place as identified by MWBC risk assessments.
- Providing and maintaining premises, grounds and equipment that are safe and without risks to safety.
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of equipment;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of members and visitors.
- Providing such protective equipment as is necessary for the health and safety of members and visitors.
- Ensuring that all members are aware of, understand and follow the NGB's Health and Safety policy.
- Ensuring that Normal Operating Procedures (NOP's) and Emergency Operating Procedures (EOP's) are in place and known by all members.
- Providing access to adequate first aid facilities, telephone and qualified first aiders.
- Reporting any injuries or accidents sustained during any activity or whilst on the organisations' premises.
- Keeping the Health and Safety Policy under regular review and publishing any amendments.
- Appointing a competent health and safety representative to assist with health and safety responsibilities.
- Ensuring that the implementation of the policy is reviewed regularly and monitored for effectiveness.

## **Responsibility**

Responsibility for Health and Safety is shared between the Directors, Committee, Section Coordinators, Coaches, Volunteers, Members and guests. They have a duty to report incidents of injury, ill health or 'near misses' which are then reported to the Committee. The minutes of the Committee meetings will record any incidents and any patterns or reoccurrences which will be investigated.

It is equally a duty for everyone engaged in all Club activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by their acts and omissions.

No person shall intentionally interfere with, or misuse anything provided by the Club in the interests of health, safety or welfare.

## **Members of the Club must:**

- Visually check any equipment before using it and report any problems to the Coach/Instructor, or a member of the Committee.
- Report any incident or accident or injury to the Coach/Instructor or any of the Committee.
- Report any concerns relating to the safety of equipment or the premises to the Coach/Instructor or any of the Committee.
- Not attempt to service or repair any equipment unless they are qualified to do so.

- Not permit access to premises or use of any equipment by the public if they have any doubts regarding its safety.
- Seek advice if they have any doubts as to how to operate equipment safely.

### **Online Forms used to report Health & Safety**

- Accident Report Form - <https://form.thesafeguardingcompany.com/f8843103-9f2c-41ed-bc0b-b68580d9a419>
- Near Miss/Incident Form - <https://form.thesafeguardingcompany.com/c1e3e6e1-aa1b-4caf-8944-ec9360857593>

### **The Committee must:**

- Carry out a Safety Audit of Club equipment and ensure records are kept of this inspection and ensure corrective action is taken when problems are highlighted.
- No access is to be given to the premises or use of equipment by the public if they have any doubts regarding its safety.
- Publish guidelines, rules and advice relating to the safe use of equipment and premises and draw member's attention to such guidelines, rules and advice.
- Conduct a Health and Safety audit of all premises at least once per year.

### **First Aid**

First aid boxes are located in the Boathouse, the Office and the kitchen / cafe.

Members are strongly advised to carry their own first aid kit should the above first aid boxes not be available outside of organised club activities.

Coaches and members are encouraged to carry or maintain easy access to their own personal mobile phones.

### **Qualified First Aiders**

Coaches are qualified emergency first aiders.

Members are encouraged to complete emergency first aid courses.

### **Automated External Defibrillators (AED)**

These can be located inside the Boat Store and in the Changing Room corridor.