



NEWLYN HARBOUR AUTHORITY

Health and Safety Policy

Harbour Master R M J Parsons

Chairman R Clifford-Wing



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1. Introduction

This Health and Safety Policy by the Newlyn Pier and Harbour Commissioners, known hereafter as NPHC ensures we are compliant as required by the Health and Safety at Work Act 1974 This Policy defines the way we manage the health and safety, hazards and risks associated with our business.

NPHC are committed to managing health and safety effectively to protect its employees, customers and all other stakeholders with whom we interact as we recognise that we have not only a moral and legal duty but also that our employees and harbour users are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. Due to the maritime sphere of which we conduct the majority of our business must incorporate but not duplicate all methods of safety management. As a Harbour Authority we commit to Port Marine Safety Code Compliance and the inclusion of a Marine Safety Management system, (MSMS). Due to the varied nature of our business all Marine operations will be captured by the MSMS but by no way supersedes the overall H&S policy but is included within. All other operations will be covered by the general H&S policy. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled to as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate or reduce risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board

Policy Review

This Health and Safety Policy will be reviewed annually.

As each review is completed it will be signed off.

Review Date	Signed off	Confirmed
12 Feb 2016	R M J Parsons	Yes



Document Control

The hardcopies of the Health and Safety Policy provided will remain the controlled copies and we will retain a register of these. Any amendments made to the policy will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

Should further copies of the policy be printed either in whole or part, then these will be marked as 'UNCONTROLLED COPY'. Where further controlled copies are required then these should be issued accordingly and added to the register of controlled copies. In order for all stakeholders to be aware of our policy, PDF formats will be published and re issued as required by NPHC.

Forms from the policy manual are available to be printed or copied, and it will remain the responsibility of the harbour master to ensure the correct form is in use.

Register

Copy Number or Reference	Location kept
1	Harbour office
2	PDF published NPHC Website: www.newlynharbour.com

Amendment Record

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Date	Section	Ref /Title	Details of amendment made	Change made by



2. Health and Safety Policy Statement

Newlyn Pier and Harbour Commissioners (NPHC) will implement health and safety management systems which will ensure the assessment of risk and the effective planning, organisation, control, monitoring and review of the preventative and practicable measures necessary to eliminate or control risks. NPHC are committed to ensuring the safety of its employees and anyone else affected by its activities.

The ultimate responsibility for Health and Safety remains with the Board of Commissioners. The Harbour manager will advise the Board on all matters related to the discharge of this responsibility and will oversee the implementation of its policies and decisions. The Harbour Master is responsible for the day to day management of the harbour and for the compliance with all Health and Safety legislation and shall operate a Health and Safety policy that sits alongside that required by the Port Marine Safety Code and Maritime Port Legislation. The Designated person shall discharge due diligence and support the Harbour Manager/ Safety Officer in preparation of an annual report evaluating the health and safety process of the harbour authority's activities.

In order to discharge its responsibilities the NPHC will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain harbour premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort through safe systems of work
- comply with the Port Marine Safety Code and all requirements to be fulfilled by the Marine Safety Management System



- keep appropriate records in the Harbour Master's daily log.

All employees are expected to co-operate in the implementation of this health and safety policy by:-

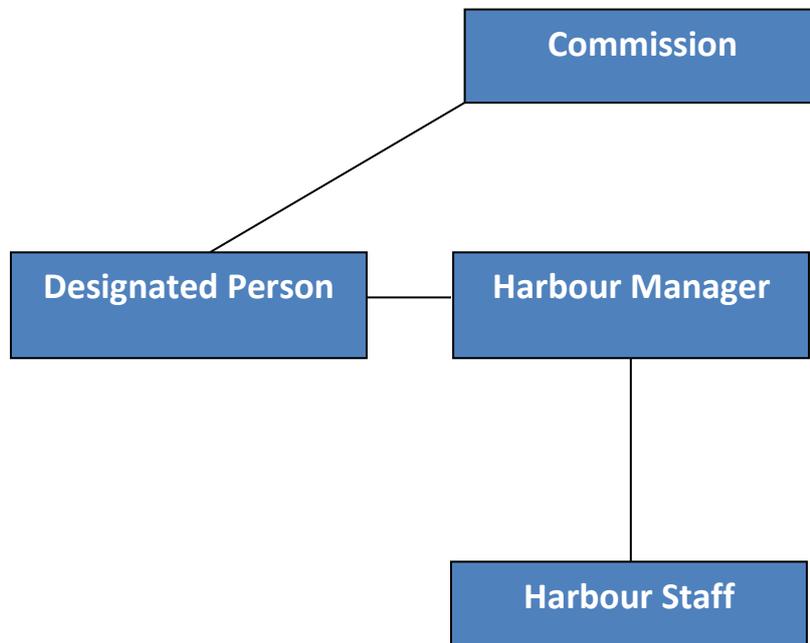
- Acting in the course of their employment with due care for their own safety and that of others who may be affected by their acts or omissions in the work place.
- Co-operating as far as is necessary to enable NPHC to perform any duty or to comply with any requirements as a result of any health and safety legislation which may be in force; and
- Using correctly all work equipment and maintain PPE provided by NPHC in accordance with the training and instructions they have received enable them to work safely

Signed: *Signed on Original*

Chairman Newlyn Pier and Harbour Commissioners



Organisation Chart for the Management of Health and Safety



3. Organisation for Health and Safety

The overall responsibility for health and safety rests with the Board of Commissioners as the Duty Holder. It is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to the harbour master and his staff to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. The Harbour Master is required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions assisted by the Designated person required by the Port Marine Safety Code have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Board of Commissioners:

- Robert Clifford-Wing (Chairman)**
- Robert Parsons (Harbour Master)**
- Kevin Bennetts**
- Mike Collier MBE**
- Paul Corin**
- Lucy Parsons**
- Sam Winters**
- Anthony Hosking**
- Mr Peter Haddock CMIOSH (Designated Person)**

4. Health and Safety Responsibilities

Board of Commissioners

The Board of Commissioners has the ultimate responsibility for the health and safety of Newlyn Harbour Authority but discharges this responsibility through the Harbour Master and his/her staff.

The Board of Commissioners has nominated the Harbour Master to have special responsibility for health and safety. The Board will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- they will review the health and safety performance of Newlyn Harbour Authority on an annual basis
- they will comply with the Port Marine Safety Code

The Directors have overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the Harbour Master.

The Harbour Master

The Harbour Master will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- proper and effective management of the Marine Safety Management System avoiding duplication with the Health and Safety
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- a positive health and safety culture is promoted and that all staff develop a pro- active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with all staff is established
- an annual report on the safety performance of Newlyn Harbour Authority is presented to the Board of Commissioners
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented

- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- management are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- adequate arrangements for fire and first aid are established
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- personal protective equipment is provided, staff instructed in its use and that records are kept
- welfare facilities provided are maintained in a satisfactory state
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- contact with external organisations such as the emergency services is co-ordinated
- the schedule of statutory examinations of plant and equipment is maintained and staff are made aware of impending examinations
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all
- relevant information in support of performance and the achievement of the health and safety objectives is collated and provided for the annual report
- ensure appropriate records are entered in the Harbour Master's daily log.

All Members of Staff

All members of staff will ensure that:

- they actively assist in the implementation of our Health and Safety Policy
- they supervise other staff when appropriate to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are reported to the Harbour Master
- they communicate with the Harbour Master on health and safety issues

- they encourage their colleagues to report hazards and raise health and safety concerns
- premises, plant and work equipment are maintained in a safe condition
- any safety issues that cannot be dealt with are referred to the Harbour Master
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping
- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to the Harbour Master
- report any safety hazard or malfunction of any item of plant or equipment to the Harbour Master
- report all accidents to the Harbour Master whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes
- make appropriate entries and records in the Harbour Master's daily log.

5. Health and Safety Rules

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that all staff are expected to act in a sensible manner and adhere to verbal instructions given by the Directors or the Harbour Master.

General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.

- Employees must clear up any spillage or liquids within the working area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to the Harbour Master.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to the harbour Master.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify the Harbour Master of any incident in which damage is caused to property.

Health

- Employees must report to any Harbour Master medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the Harbour Master on the implementation of the medical and occupational health provisions.

Site Safety Rules (in the case a Site is within the harbour).

- All employees visiting or working in the site must ensure they are aware of, and comply with, the site Safety Regulations including the emergency evacuation procedures as laid down by the Principal Contractor for the site.
- All employees must attend the site induction programme before entering the site.
- All employees must ensure they are aware of the fire prevention measures for the site including the procedure for reporting fires, as designated by the Principal Contractor.
- Employees must ensure they are aware of the first aid facilities available on site and the location of the Accident Book which must be used to report an accident in addition to our own Accident Book.
- Employees must inform the Harbour Master when going off the site, for what purpose, and when expected back.

- If required by works rules, employees must sign in at the contractors' site office or obtain a 'permit to work' or a 'clearance to work'.
- Employees must use the personal protective equipment provided.
- Proper routes and gangways must be used at all times. Avoid short cuts.
- Employees must wear safety footwear, high visibility clothing and hard hat as directed or as required by the Principal Contractor.
- Employees must observe and obey all safety signs.

Rules Covering Gross Misconduct

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

6. Arrangements

Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by Newlyn Harbour Authority.

The Accident Book

All accidents resulting in personal injury must be recorded in the company's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by the Harbour Master to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Harbour Master as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book. The accident book is located at the reception, Harbour Master's Office

Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). A copy of RIDDOR regulations will be filed in the Accident book.

The following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

The completed report form should be kept with other accident records and documents on the accident investigation.

They will be kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Asbestos

NPHC will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
 - **Assessment** - The premises or work place will whenever there is reasonable suspicion that asbestos may be present be surveyed to determine whether asbestos containing materials are present. It will be presumed that suspected materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Written Plan** - A written plan or register that sets out the location of the asbestos containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register

will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

- **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises or workplace will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
- **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

Communication and Consultation

It is a legal requirement for Newlyn Harbour authority to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings
- display the 'Health and Safety Law – What You Should Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Confined Spaces

Newlyn Harbour Authority will take all reasonable steps to secure the health and safety of employees who may be required to enter into confined spaces.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Newlyn Harbour Authority will:

- ensure provision of, a nominated competent person(s) to carry out risk assessments (or to check the completion and availability of a risk assessment) when entry into confined spaces is planned
- either maintain a documented permit-to-work system, or observe any such system in place, which must be used whenever entry into confined spaces is required

- when entry into confined spaces is required by employees of Newlyn Harbour Authority
 - I. ensure availability of sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment and other safety equipment for safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen
 - II. provide, or arrange, training in the use of breathing apparatus or other safety equipment for those employees who may be required to use such equipment when working in confined spaces

Supervisors of the site authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system. The employees of Newlyn Harbour Authority will follow all reasonable requests and instructions given by management

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

Information and Training

Newlyn Harbour Authority will provide, or ensure provision of, sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces.

The Harbour Master who is responsible for workers required to enter confined spaces are required to ensure that all relevant information, appropriate training, etc., is arranged and provided.

Contractors

When working on harbour land / premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor’s own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be bought onto site or within the harbour, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site or within the harbour, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)

- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Harbour Master immediately.

Construction work and the Construction (Design and Management) Regulations 2007

Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2007, we will appoint a Designer, CDM Coordinator and Principal Contractor for each project. We will ensure that those appointed are competent and have adequate resources available to carry out their duties competently.

We will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. We will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection.

Disabled Persons

Newlyn Harbour Authority Ltd will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the authority will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task Authority to the Harbour Master
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

Display Screen Equipment

All reasonable steps will be taken by Newlyn Harbour Authority to secure the health and safety of employees who work with display screen equipment.

To achieve this objective we will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment

- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform the Harbour Master of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with it (this information will be treated confidentially)
- report to the Harbour Master any discomfort or health concern believed to be associated with the use of display screen equipment (this information will be treated confidentially)

Driving

Driving is sometimes required on company business using personal vehicles. Driving has inherent risks associated with it which drivers should be made aware of.

Newlyn Harbour Authority is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving

Implementation

Newlyn Harbour Authority asks its staff to play their part, whether they use a company vehicle, where such a vehicle is provided; their own or a hire vehicle.

Drivers

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform the Harbour Master of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of Newlyn Harbour Authority

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a company vehicle, where such a vehicle is provided
- never operate any hand held electronic device e.g. mobile phone, satellite navigation, mp 3 player
- never receive or make calls

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the premises of Newlyn Harbour Authority or anywhere in the harbour or on the premises of its customers or clients during working hours.

Any employee who is found consuming alcohol on the company's premises or anywhere in the harbour or the premises of its customers and clients or is found to be intoxicated at work will

normally face disciplinary action on the ground of gross misconduct under the disciplinary procedures of Newlyn Harbour Authority.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on Newlyn Harbour Authority premises or any anywhere in the harbour is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with the Harbour Master.

If Newlyn Harbour Authority suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, Newlyn Harbour Authority reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of its disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

Reasonable Grounds

Newlyn Harbour Authority reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

Newlyn Harbour Authority reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective Newlyn Harbour Authority will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety

- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records
- provide battery operated power tools whenever practicable when working near water.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to the Harbour Master
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring in and use any electrical item on company premises until it has been tested and a record of such a test has been included in the daily log book
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire Newlyn Harbour Authority will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for the building
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect, or arrange testing and inspection of, fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities, i.e., Fire wardens/Marshals
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

Newlyn Harbour Authority does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of any building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

First Aid

Newlyn Harbour Authority is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective we will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

First Aiders

First aiders are qualified personnel who have received appropriate training and passed an examination in accordance with HSE requirements.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

First Aid Boxes

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

Gas Installations and Appliances including BBQs

Newlyn Harbour Authority will ensure that all work carried out on gas fittings and appliances, directly under our control, are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The company is committed to achieving high standards of health and safety for all staff, visitors, customers and others.

Newlyn Harbour Authority supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of Newlyn Harbour Authority will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so. The BBQ will only be made available to visitors once they have been instructed by a member of staff of its correct operation and warned of the dangers of use. The BBQ is not to be used on pontoons or vessels and will be accompanied by appropriate portable fire fighting equipment including a fire blanket and an extinguisher.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Newlyn Harbour Authority will implement the following:

- maintain an inventory, or ensure maintenance of an inventory, of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of any engineering controls

- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- employee health records, where created, of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

Information and Training

Newlyn Harbour Authority will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented Newlyn Harbour Authority will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided
- discuss with the relevant people any health concern brought to their attention by an employee

Format of Health Surveillance

If a reliable test can be carried out, the format of health surveillance may include the use of questionnaires to determine symptoms and may also involve clinical examination or measurements, such as lung function testing, hearing tests or biological sampling.

Frequency of Health Surveillance

The level of risk will determine the frequency of health surveillance programmes. Where the risk is thought to be low, only baseline data will be required and staff should report to the Harbour Master if any problems are experienced.

If the risk is thought to be more significant, periodic health surveillance for all exposed staff will take place. If health problems are identified following health surveillance, control measures will be reviewed and where necessary enhanced.

A doctor may advise on any specific actions to take with regard to the affected employee, e.g.:

- reducing the length of exposure
- restricting work activities which cause exposure
- re-deploying the affected employee
- advising on additional personal protective equipment (PPE)

Record Keeping

The Harbour Master will ensure employees requiring health surveillance are identified and recalled at appropriate intervals.

Health records, where created, will be kept for a minimum of 40 years.

Employees will be allowed reasonable access to their health records and a copy offered to individuals when they leave Newlyn Harbour Authority.

Lone Working

Newlyn Harbour Authority will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Newlyn Harbour Authority will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, the type of vessel used, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario
- the weather and visibility if working afloat

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working afloat always wear a lifejacket and keep the harbour office regularly informed of your whereabouts and intentions
- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone or radio to call into the office every hour indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with the Harbour Master

Manual Handling

To prevent injuries and long term ill-health from manual handling Newlyn Harbour Authority will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load

- Authority in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

New and Expectant Mothers

Newlyn Harbour Authority recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the company will ensure that:

- employees are instructed at induction to inform the Harbour Master of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

Outdoor and Working Afloat

Newlyn Harbour Authority will ensure, so far as is reasonably practicable, that employees who work afloat outdoors or away from their normal base are not put at any additional risk to their health and safety. All maritime risks will be captured within the Marine Safety Management System:

The company will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure all activities are planned and risk assessed prior to undertaking the work.
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these

- ensure suitable personal protective clothing and lifejackets are made available to staff either from Newlyn Harbour Authority or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid

Implementation

Staff working outdoors or afloat, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to the Harbour Master as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment and lifejacket provided is worn correctly and when required to do so. **Lifejackets must be worn at all times when near water, on a pier or pontoon and when afloat.** Any defects must be reported to the Harbour Master.
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to the Harbour Master and in line with any local arrangements for the site

Permits to Work

Non-routine work, such as inspection, maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved. Permit to work system can be found within the safety management system.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Newlyn Harbour Authority employees working away from base, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should employees experience any problems with the operation of permit-to-work systems, they should immediately inform the Harbour Master so the organisation can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They should therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed. Hayle Harbour Authority employees must return the permit to the site personnel in charge and inform them of the completion of the work being undertaken. All records of Permits to work will be held in the MSMS Vol 3 records.

Information and Training

Newlyn Harbour Authority will provide, or ensure the provision of, the necessary information and appropriate training to ensure that relevant employees are fully aware of procedures for applying permits to work. Additionally, we will ensure that where work on our premises on in the harbour may require the control of a permit to work scheme that all personnel are informed.

Personal Protective Equipment

Newlyn Harbour Authority provides personal protective equipment (PPE), including lifejackets, when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE we will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

Risk Assessment

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways including compliance with the Port Marine Safety Code. Determining the effectiveness of those controls is part of our risk assessment process.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of Newlyn Harbour Authority that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, customers and visitors.

Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

Newlyn Harbour Authority will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments

- consult with all staff on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide adequate resources to enable the Harbour Master to implement the company's agreed stress management strategy

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with the Harbour Master or through the company's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within Newlyn Harbour Authority to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals. All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

The Harbour Master's training needs may include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs may include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment, lifejackets and their use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work including recovery of a man overboard and landing a casualty ashore etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

Violence

Newlyn Harbour Authority recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

Visitors

In the interest of safety and security, Newlyn Harbour Authority will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting the harbour and premises.

Employees aware of people on the premises or in the harbour who may be unauthorised should report these to the Harbour Master for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Work Equipment

Newlyn Harbour Authority will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective we will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before first using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

Working Time Regulations

Newlyn Harbour Authority will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. Newlyn Harbour Authority will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum rest period of 11 hours between shifts with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

A young person's maximum hours are limited to 40 hours per week with no reference period. Young persons are generally excluded from shift working.

Young People

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

7. Marine Risk Assessment

Marine Risk Assessment

All Marine risk assessments will be captured by the MSMS by virtue of compliance with the Port Marine Safety Code.

Risk Assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

Hazards and controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training

Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

The Harbour Master will carry out any of the preventive and protective measures needed to comply with the legislation.

The fire risk assessment should demonstrate that as far as is reasonable, the needs of all relevant persons, including disabled people has been considered.

Five Steps to Fire Risk Assessment

1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

6. Review

- Keep assessment under review
- Revise where necessary

8. Monitoring of Health and Safety

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

Active monitoring

Monitoring is the Harbour Master's responsibility and in this section there are monitoring checklists to be used to determine achievement against relevant health and safety standards. In completing the checklist employees are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

The Harbour Master must monitor the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to the Board.

Employees can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial.

Director

To be completed: Annually

Date:

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy statement current and up to date?			
Does the management structure within the Policy reflect the current organisation?			
Has a report on the last 12 months health and safety performance been prepared?			
Have those persons delegated with health and safety responsibility been trained?			
Are arrangements in place to ensure health and safety training is provided throughout the company?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Is the Safety Action Plan being completed in line with agreed timescales?			
Health and Safety Performance			
What is the health and safety employee claim history for the last 12 months?			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
How many accidents/incidents have occurred across the company within the last 12 months?			
Have near miss statistics been compiled and analysed for the last 12 months?			
Have any enforcement notices been served on the company within the last 12 months?			
Are there any outstanding enforcement issues from the last 12 months?			
Communication and Consultation			
Has Health and Safety been discussed at meetings at least twice within the last 12 months?			
Are there any issues outstanding?			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
Risk assessments			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Have staff had the risk assessments brought to their attention?			

Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?			
Training			
Is all induction training up to date?			
Have the Health and Safety training needs across the organisation been determined?			
Are training needs being met?			
Fire and Emergencies			
Has the fire risk assessment been reviewed within the last 12 months?			
Is there a means of raising the alarm, and does it work?			
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?			
Is adequate means of escape and means for fighting fire provided?			
Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?			
Are workers aware of the procedures?			
Accident / First Aid			
Are there adequate numbers of First Aiders or Appointed Persons?			
Are there sufficient first aid facilities?			
Electricity			
Is the fixed wiring due for its periodic examination and test?			
Are all electrical test records kept up to date?			
General Workplace			
Are suitable rest areas available for staff?			
Is a supply of drinking water available?			
Is an adequate supply of hot water available?			
Are working conditions comfortable for staff: adequate heating, lighting and ventilation?			
Are there any outstanding items of building maintenance that may cause a significant health and safety issue?			
Work Equipment			
Are service arrangements in place for all items of plant and equipment?			
Are service logs kept up to date?			
Are statutory inspections complete and are certificates kept on file?			
Are operators competent?			

Asbestos			
Has an asbestos survey been conducted for the site?			
Is the asbestos survey report made available to all relevant contractors?			
Are areas of the workplace where asbestos is present, marked to identify its presence?			
Have the regular checks been completed?			
Do the employees know who to report asbestos damage to?			
Display Screen Equipment			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Are records kept up to date of eye tests taken and persons issued with glasses?			
Hazardous Substances			
Are risk assessments available on the use of all hazardous substances?			
Have precautions been identified and put in place?			
Have employees been given information on how to protect themselves from health risks arising from hazardous			
Lone Working			
Have risk assessments been undertaken and all control measures implemented?			
Have there been any incidents recorded involving lone workers?			
Manual Handling			
Are there any tasks that require a manual handling assessment?			
Are steps taken to minimise the risk of injury from manual handling?			
Are adequate manual handling aids provided?			
Personal protective equipment			
Has adequate personal protective equipment, e.g. hard hats, safety boots, gloves, goggles and dust masks been provided?			
Where personal protective equipment has been issued is it used?			
Is the use of personal protective equipment regularly monitored and enforced?			
Smoking			
Are no smoking prohibitions being complied with?			

Harbour Master

To be completed: Annually

Date:

Subject	Yes	No	Comment
Health and Safety Management			
Is the Health and Safety Policy statement current and up to date?			
Is the Health and Safety Policy statement displayed?			
Is the 'Health and Safety Law" poster and Employers Liability insurance certificate displayed?			
Are arrangements in place to ensure health and safety training is provided throughout the company?			
All employees provided with health and safety information?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there any remedial actions outstanding from the Health and Safety Plan?			
Is the Safety Action Plan being completed in line with agreed timescales?			
Have all Policies and Procedures been reviewed within the 12 months?			
Are Policies and Procedures being adhered to?			
Health and Safety Performance			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
How many accidents/incidents have occurred across the company within the last 12 months?			
Have near miss statistics been compiled and analysed for the last 12 months?			
Have any enforcement notices been served on the company within the last 12 months?			
Are there any outstanding health and safety enforcement issues?			
Communication and Consultation			
Has Health and Safety been discussed at meetings at least twice within the last 12 months?			
Have the minutes of the safety meetings been circulated?			
Have all issues raised been addressed or programmed for action?			
Are there any issues outstanding?			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			

Risk assessments			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Are all risk assessments up to date and control measures listed in an Action Plan?			
Are control measures being maintained?			
Have any changes taken place which affect the validity of the assessments?			
Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?			
Contractors and Maintenance			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from			
Training			
Have all staff received induction training?			
Have staff received specific health and safety training?			
Are training records up to date?			
Fire and Emergencies			
Has the fire risk assessment been reviewed within the last 12 months?			
Have all the actions from the fire risk assessment been completed?			
Are all emergency exits clearly marked?			
Are all escape routes and exits free from obstruction?			
Are there adequate escape routes and are these maintained?			
Have fire doors been checked to ensure they open fully and close on to the rebate?			
Are all automatic door closers working correctly?			
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?			
Is the emergency lighting checked monthly and records kept?			
Are the weekly fire checks being carried out?			
Are records of weekly test up to date?			
Is the fire logbook up to date?			
Is the fire alarm tested for audibility on a weekly basis?			

Are the locations of all fire extinguishers clearly visible?			
Have all extinguishers been serviced within the last 12 months?			
Are notices displayed informing all persons what to do in the event of fire and the location of the assembly point?			
Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?			
Are the visitor/contractor logbooks at reception being completed correctly?			
Are adequate bins or skips provided for storing waste?			
Is the quantity of flammable material on site kept to a minimum?			
Is flammable waste removed regularly?			
Accident / First Aid			
Are details of the Appointed Persons / First Aiders displayed?			
Are there sufficient first aid boxes provided?			
Is the first aid box fully stocked?			
Do all staff know the location of the First Aid box?			
Is an Accident Book available and are details entered correctly?			
Have all accidents been put in the Accident Book and where relevant investigated with records kept?			
Electricity			
Is the fixed electrical testing up to date for each site?			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage?			
Are all sockets free from any obvious signs of overloading?			
Are all electrical installations that are vulnerable to damage adequately guarded?			
Have all exposed electrical sockets in areas used by children been fitted with child proof covers?			
Are isolation switches marked to identify which equipment or machine they isolate?			
Is there safe access to isolation switches?			
Does the power supply operate without regular power cuts being experienced?			

Is the portable appliance inspection and testing schedule up to date?			
Do employees carry out basic visual checks prior to using portable electrical appliances?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
Are residual current devices fitted where appropriate?			
Are all connections to the system properly made and are suitable plugs used?			
Are cables and leads protected from damage by sheathing, protective enclosures or by positioning away from causes of damage?			
Are all electrical test records kept up to date?			
Gas Safety			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			
Are the gas supply isolators readily identifiable and accessible?			
Is a copy of the emergency procedure displayed at or near the gas meter?			
General Workplace			
Are facilities available for heating food?			
Are facilities available for sitting down to eat etc.?			
Are adequate WC's and washing facilities available for staff?			
Are adequate hand drying facilities available?			
Are all facilities kept clean and in good condition?			
Are welfare facilities easily and safely accessible to all who need to use them?			
Are all work areas sufficiently lit and free from obstructions?			
Are fixtures, furnishings and fittings in a good state of repair?			
Are floors and traffic routes kept free of tripping and slipping hazards?			
Are all transparent surfaces, e.g. glass doors, large windows etc. clearly marked?			
Can all windows be cleaned safely?			

Are there any outstanding items of building maintenance that may cause a significant health and safety issue?			
Are all items of furniture in a safe condition?			
Are thermometers available so that employees can monitor the workplace temperature?			
Are good housekeeping practices observed so as to prevent working space being cluttered?			
Is there sufficient space to allow safe operation of machinery and safe movement around workstations?			
Are spillage procedures adequate?			
Waste			
Are there sufficient receptacles for the collection of normal waste?			
Is waste cleared regularly and not allowed to accumulate?			
Where arson is likely, are bins/skips located away from buildings to prevent arson?			
Is there a separate facility for the collection of hazardous or contaminated waste?			
Do any general waste skips or bins contain evidence of hazardous or contaminated waste?			
Work Equipment			
Has all equipment been serviced in accordance with service agreements?			
Are service logs kept up to date?			
Are statutory inspections complete and are certificates kept on file?			
Is the machinery maintained in good repair and are all safety devices operating correctly?			
Are guards secured and in good repair?			
Are all dangerous parts, e.g. exposed gears, chain drives, projecting engine shafts etc. guarded?			
Are operators competent?			
Has all training been recorded?			
Is training in the use of the equipment outstanding?			
Asbestos			
Has an asbestos survey been conducted for the site?			

Is the asbestos survey report made available to all relevant contractors?			
Are areas of the workplace where asbestos is present, marked to identify its presence?			
If asbestos is present are asbestos warning labels still in place?			
Have the regular checks been completed?			
Do employees know of the risks to health from exposure to asbestos fibres?			
Display Screen Equipment			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Is there sufficient space for users to arrange equipment so they can adopt a comfortable position?			
Are all chairs adjustable, stable, comfortable and do they allow freedom of movement?			
Are workstations arranged so staff can easily get to and from them?			
Are all screens free from glare and reflections?			
Has instruction in the use of DSE been given to all 'users'?			
Have all DSE 'users' been advised on the availability of eye tests?			
Hazardous Substances			
Have all harmful materials e.g. asbestos, lead, solvents, paints etc. been identified?			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
Do staff who use hazardous substances know where to find information on them?			
Have employees been given information on how to protect themselves from health risks arising from hazardous substances?			
Have those who may be exposed been informed of the potential risks to health?			
Are all substances in their original, properly labelled containers?			
Lone Working			
Have risk assessments been undertaken and all control measures implemented?			

Are adequate communication and emergency procedures in place for lone workers?			
Have staff been trained on the arrangements?			
Have there been any incidents recorded involving lone workers?			
Manual Handling			
Are manual handling assessments completed?			
Are there any tasks that require a manual handling assessment?			
Are manual handling aids such as trolleys being used wherever possible?			
Personal protective equipment			
Are all items of personal protective equipment, including life jackets, required, made available and used appropriately?			
Is the personal protective equipment that is provided adequate?			
Are details of PPE issue recorded and kept up to date?			
Is any of the personal protective equipment in need of replacing?			
Are suitable storage facilities provided for personal protective equipment?			
Is the use of personal protective equipment regularly monitored and enforced?			
Smoking			
Are suitable no smoking signs displayed at all entrances?			
Are no smoking prohibitions being complied with?			
Storage Areas			
Are storage areas kept tidy and floors free from obstruction?			
Are storage areas adequate?			
Is all shelving/racking secured to prevent toppling?			
Are goods and items stacked neatly?			
Are all stored items easily retrievable?			
Is there a safe means of access to high areas?			
Traffic Routes			
Are all external lights working?			
Are paths in good condition, free from disrepair, moss, lichen or other slipping or tripping hazards?			
Are there any areas in need of repair?			

Are entrances and gates sufficiently wide?			
Are traffic routes kept clear of obstruction?			
Vehicles			
Are vehicles serviced in accordance with the manufacturer's recommendations?			
Are all servicing and MOT records up to date?			
Are vehicle insurances in date?			
Are vehicle service logs up to date?			
Are regular vehicle checks being completed?			
Have driver licences been checked within the last 12 months?			

9. Newlyn Harbour Training Policy

1. Legal requirements

- 1.1 Many specific pieces of health and safety legislation contain requirements to provide training for employees engaged in certain tasks. However the applicable regulations fall under the Health and safety at work act 1974 which states that there is a general duty for all employees to be trained (and provided with information, instruction and supervision in addition) as necessary to ensure their health and safety so far as is reasonably practicable is contained in section 2(2) (c) of the Act. More specific requirements are contained in the management of health and safety at work regulations 1992

2. Introduction

- 2.1 Training may be a part of other training in work or organisational procedures for reasons of time or cost, and where there is merit in combined training as it serves to emphasise the need to regard health and safety generally as an integral part of good business management.
 - 2.1.1 Training in any subject requires the presence of three necessary conditions before it commences: the active commitment, support and interest of management, necessary finance and organisation to provide the Opportunity for learning to take place, and the availability of suitable expertise in the subject. The support of management demonstrates the presence of an environment into which the trained person can return and exercise new skills and knowledge. The management team also demonstrates support by setting good examples; it is pointless to train employees to obey safety rules if supervisors are known to ignore them.
- 2.2 Trainers must not only be knowledgeable in their subject but also qualified to answer questions on the practical application of the knowledge in the working environment, which will include a familiarity with organisational work practices, procedures and rules.

3. Training needs

- 3.1 New employees are known to be more likely to have accidents than those who have had time to recognise the hazards of the workplace. Formal health and safety training is now required by law to form part of the induction programme. Training must also take place when job conditions change and result in exposure to new or increased risks. It must be repeated periodically where appropriate, and be adapted to any new circumstances. By law no health and safety training can take place outside working hours.

- 3.2 There are also opportunities for self-instruction, perhaps using modern technology to assist, e.g. computer based interactive learning programmes. The key points which should be covered during induction training are :
- 3.2.1 Review and discussion of the organisation's overall safety programme or policy, and the policy relating to the work activities of the newcomers.
 - 3.2.2 Safety philosophy; safety is as important as production or any other organisational activity, accidents have causes and can be prevented, prevention is the primary responsibility of management, each employee has a personal responsibility for his/her own safety and that of others
 - 3.2.3 Local national and organisational health and safety rules or regulations will be enforced, and those violating them may be subject to some form of discipline.
 - 3.2.4 The health and safety role of supervisors and other members of the management team includes taking action on giving advice about potential problems, and they are to be consulted if there are any questions about the health and safety aspects of work.
 - 3.2.5 Where required the wearing or use of personal protective equipment is not a matter for individual choice or decision – its use is a condition of employment.
 - 3.2.6 In the event of any injury, no matter how trivial it may appear, employees must seek first aid or medical treatment and notify their supervisor immediately. For any work involving repetitive, awkward, heavy physical or timed movements, employees should be specifically instructed to report any adverse physical symptoms immediately. (These will need to be recorded, and investigated without delay)
 - 3.2.7 Fire and emergency procedures
 - 3.2.8 Welfare and amenity provision
 - 3.2.9 Arrangements for joint consultation with workers and their representatives should be made known to all newcomers.
A joint approach to health and safety problems, and the regular reviewing of work practices, procedures, systems and written documentation is an essential part of a good health and safety programme (but joint or balanced participation should not be used as a prime responsibility of management at all levels to manage health and safety at least as efficiently as other aspects of the organisation.

4.0 Job –specific training

- 4.1 Training should include skills training, explanations of applicable safety regulations and organisation rules and procedures, a demonstration of any personal protective equipment which may be required and provided for the work,(including demonstration of correct fit, method and circumstances of use and cleaning procedures). And the handing over of any documentation required such as a permit to work documents, safety booklets and chemical information sheets. There should also be a review of applicable aspects of emergency and evacuation procedures. Use of risk assessment findings has proved to be popular and worthwhile as a training aid, and by this management can also fulfil the requirements to bring risk assessment findings to the notice of those affected by them. This training may be carried out by a supervisor, but it should be properly planned and organised by the use of checklists.

5.0 Supervisory and general management Training

- 5.1 Training at all levels is necessary to ensure that the responsibilities are known and the organisations policies are carried out. Management failures which have come to light following investigations into disasters, plant accidents and other health and safety incidents have been concentrated in the following areas:
- 5.1.1 Lack of awareness of the safety systems, including their own job requirements for health and safety
 - 5.1.2 failure to enforce health and safety rules adequately or at all
 - 5.1.3 failure to inspect or correct unhealthy or unsafe conditions.
 - 5.1.4 Failure to inform or train employees adequately
 - 5.1.5 Failure to promote health and safety awareness by participation in discussions, motivating employees and setting an example
- 5.2 It is not sufficient simply to tell supervisors they are responsible and accountable for health and safety; they must be told the extent of the responsibilities and how they discharge them.
- 5.3 Points to cover in the training of supervisors and managers are:
- 5.3.1 The organisations safety programme and policy
 - 5.3.2 Legal framework and duties of the organisation its management and workforce
 - 5.3.3 Specific laws and rules applicable to the work area.
 - 5.3.4 Safety inspection techniques and requirements.
 - 5.3.5 Causation of consequences of accidents.
 - 5.3.6 Basic accident prevention techniques.
 - 5.3.7 Disciplinary procedures and there application.
 - 5.3.8 Control of hazards likely to be present in the work area, including machinery safety, fire, materials and handling hazards of special equipment.

- 5.3.9 Techniques for motivating employees to recognise and respond to organisational goals in health and safety.

6.0 Managers

- 6.1 Senior managers should be given essentially the same information, as this gives them a full appreciation of the tasks of subordinates, makes them more aware of standards of success and failure, and equips them to make cost beneficial decisions on health and safety budgeting.
- 6.2 External assessment of the training given to management at all levels is desirable. This can be completed by training to the appropriate syllabi of national or international professional organisations, and encouraging those trained to take the relevant examination.

7.0 Additional Training

- 7.1 Additional training will be required if:
 - 7.1.1 There is a change in work equipment or procedures.
 - 7.1.2 There is reason to doubt the effectiveness of the original training.
 - 7.1.3 There is a change in the law or official guidelines.
 - 7.1.4 It becomes necessary as a result of the findings from an accident investigation
 - 7.1.5 The requirement for specialised training e.g. First aid, driver, forklift, health and safety etc.

8.0 Record keeping

- 8.1 There is a requirement to maintain training records on all members of staff. Details should include:
 - 8.1.1 Name of trainee
 - 8.1.2 Name of instructor or provider
 - 8.1.3 Dates of training
 - 8.1.4 Course subject
 - 8.1.5 Review date or refresher training

	<i>Accident/ near miss reporting</i>	Display Screen Equipment	Action in the event of an emergency	First Aid
Legislation	Health and safety at Work act 1974 RIDDOR 1995 Management of Health and Safety at Work Regulations 1992	Health and safety at work act 1974 Health and Safety (Display Screen Equipment) Regulations 1992 Management of Health and Safety at Work Regulations 1992	Health and safety at work act 1974 Fire precautions act 1971 Management of Health and safety at work Regulations 1992	Health and safety (First Aid) Regulations 1981
Applicability	All staff	All staff using display screen equipment in the normal course of their duties	All staff	All Staff
Occasion	Induction training	As soon as possible after induction training	Induction Training	Induction Training
Content	Definitions of an accident and near miss incident and what should be reported How and whom to report The location of the accident book and how to make an entry	How and why an employee should adopt a comfortable position. The range of adjustments possible with the furniture and equipment provided The importance of breaking up periods of intensive screen work Recognising and reporting problems The organisational arrangements for eye and eyesight testing	How to raise the Alarm Evacuation routes and assembly point The operation of fire extinguishers and other safety equipment The procedure for dealing with trapped or injured persons in the course of evacuation.	Names of first aiders Obtaining Treatment Location of first aid boxes
Trainer	A manager / supervisor	A manager / supervisor	A manager / supervisor	First aider

HEALTH AND SAFETY TRAINING POLICY

TRAINING REQUIREMENTS

	Electricity At Work	Hazardous Substances	Risk Assessments	Manual handling
Legislation	Health and safety At Work Act 1974 Electricity at work Regulations 1989	Health and safety at Work Act 1974 The control of Substances Hazardous to Health 2002	Health and safety at work act 1974 The management of Health and safety at work regulations 1992	Health and safety at work Act 1974 The manual handling operations regulations 1992
Applicability	All Staff	All Staff	All Staff	All staff
Occasion	Induction Training	Induction Training	Induction Training	Induction Training
Content	How to recognise and report equipment defects The importance of not continuing to use defective equipment Dealing With Electric Shock The use of Employee's electrical equipment in the workplace	Routes of entry In to the body. The effects of substances hazardous to health Assessments The issue, use, and maintenance of PPE How to report problems and incidents What to do in an emergency relating to chemical spillage	Reason for assessments Hazard details Evaluation of the Risks Preventive measures Review / feed back details of assessments	The fact that manual handling injuries are the largest cause of absence from work through accidents. The consequences of injury. How to recognise potentially hazardous handling operations Environmental features which contribute towards safe manual handling Handling techniques and the use of mechanical aids.

Trainer	Manager / supervisor or competent person			
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	Personnel Protective Equipment	<i>Personnel Hygiene</i>
Legislation	Health and safety at work act 1974 The Control of Substances hazardous to health 2002 The management of Health and Safety at work regulations1999 Personnel Protective Equipment at work Regulations 1992	Health and Safety at work act 1974 The Control of Substances hazardous to Health Regulations 2002
Applicability	All Staff	All Staff
Occasion	Induction training	Induction Training

<p>Content</p>	<p>Controlling risks and the need for PPE.</p> <p>Protection Factors</p> <p>Maintenance and Storage</p> <p>Limitations and effectiveness.</p> <p>Reporting problem defects.</p>	<p>How health conditions can be aggravated as a result of poor personal hygiene.</p> <p>Recognition of common signs and symptoms of health conditions associated with the work undertaken.</p> <p>Aspects of the use of hazardous substances with relation to personnel hygiene.</p> <p>Reporting alleged adverse health conditions.</p>
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Any additional training requirements or supervisor training will be carried out by the harbour safety officer as required.

NEWLYN HARBOUR

TRAINING HISTORY RECORD

Employee's Name:

Training Programme:.....
To:.....

From:.....

Course/Training
title:.....

Trained by:..... (*Name of
Instructor/Organisation*)

qualification awarded:.....

Refresher training required.....

Training Programme:.....
To:.....

From:.....

Course/Training
title:.....

Trained by:..... (*Name of
Instructor/Organisation*)

qualification awarded:.....

Refresher training required.....

Training Programme:.....
To:.....

From:.....

Course/Training
title:.....

Trained by:..... (*Name of
Instructor/Organisation*)

qualification awarded:.....

Refresher training required.....

Training Programme:..... **From:**.....
To:.....

Course/Training
title:.....

Trained by:..... (*Name of*
Instructor/Organisation)

qualification awarded:.....

Refresher training required.....

NEWLYN HARBOUR INDUCTION CHECK LIST

This form is to be raised by the Harbour Master and is to be issued to the new employee at the start of his/her first day of employment. The form is to be taken to all relevant departments for completion; the new employee should be accompanied throughout if possible; once an item on the list has been actioned Yes, No or N/A is to be entered on the corresponding line. The form is to be signed by the employee to whom it relates and is to be returned to the Office Manager for retention on their personal file. Induction training is to be completed on the first day of appointment.

Employee's Name:..... Start date:.....

Full Time/Part Time/Temporary/Casual/Trainee/Work Experience

General Information:

Explanation of induction _____

Introduction to other staff _____

Location of work area _____

Personnel Details:

Employees records _____

STCE _____

Staff handbook _____

Hours of Work:

Hours of work, lunch breaks etc _____

Overtime arrangements _____

Timekeeping & recording procedure _____

Pay:

Amount _____

When and how paid _____

Obtain P45, NI number etc _____

Bank details _____

Health & Safety:

Health & Safety Policy _____

Fire procedure & drill _____

First Aid/Accident procedure _____

Manual handling training _____

Risk Assessments _____

COSHH Assessments _____

Smoking policy _____

PPE _____

H & S Training arranged _____

Fire Extinguisher training _____

Job & Company Organisation:

Company structure _____

Job description _____

Refreshment facilities _____

Parking arrangements _____

Use of company facilities _____

Rules and Discipline:

Practice and procedures _____

Benefits:		Disciplinary, grievance and	
Bonuses and allowances	___	appeal procedures	___
Pension Scheme			Periods of
notice	___		
Health Insurance	___	-----	

Tour of Premises:

Show the location of cloakroom, lockers

Sickness:

Company sick pay arrangements	___	exits and entrances, emergency and fire
Sick absence notification	___	exits, fire alarm points and extinguishers,
SSP Entitlement	___	first aid points, restroom, significant
-----		hazards in any area which the employee

will need to go in the course of their job.

Holidays:

Holiday entitlement/qualification	___	Introduce to all staff with whom the new
Application for holidays/time off	___	employee will have contact.

Employee: I have received the above training.

Signature:..... Date:.....

10.0 COSHH GUIDE

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 provide a framework to help protect individuals in the workplace against health risks from hazardous substances. Substances may be used directly in the workplace like paints, cleaning materials and chemical reagents, or they may arise from the work like dusts, fumes and waste products. Others may occur naturally such as fungal spores.

Hazard

The hazard presented by a substance is its potential to cause harm. It may make someone cough, cause liver damage or even kill. Some substances can harm in several ways, one may breathe them in, swallow them or get them on the skin.

Risk

The risk from a substance is the likelihood that it will cause harm in use. This will depend on:

- * the hazard presented by the substance
- * how it is used
- * how exposure is controlled
- * how much of the substance one is exposed to and for how long
- * whether individuals are particularly vulnerable to it
- * the work one is doing, and so on

Complying with COSHH

Complying with COSHH involves:

- * assessing the risks to health arising from the work
- * deciding what precautions are needed
- * preventing or controlling the risks
- * ensuring that control measures are used and maintained properly and that any safety procedures introduced have been followed
- * monitoring the exposure of workers to hazardous substances and carrying out appropriate health surveillance where necessary
- * informing, instructing and training employees about the risks and the precautions needed