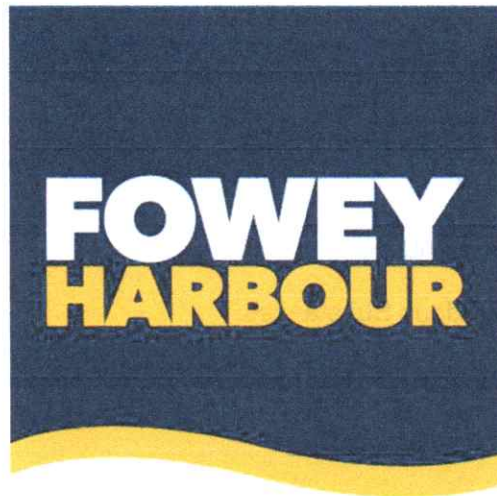


Fowey Harbour

Health & Safety Policy 2023



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1 General Statement of Policy

It is the policy of FOWEY HARBOUR COMMISSIONERS (FHC) to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

The Health and Safety Objective is to protect the health and safety of employees, harbour users and contractors and to minimise the number of instances of occupational accidents and illnesses and ultimately achieve and maintain an accident-free workplace by ensuring the safe operation of the port's activities.

All employees will be provided with such equipment, information, training, and supervision as is necessary to implement the policy and achieve the stated objective.

FHC recognise and accept their duty to protect the health and safety of all visitors to the Authority, including contractors and temporary workers, as well as any members of the public who might be affected by port operations.

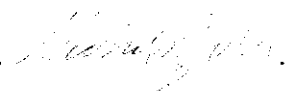
Whilst the management of FHC will endeavour to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the harbour. It is the duty of each employee to take reasonable care of themselves and other people's welfare and to report any situation which may pose a threat to the well-being of any other person.

The management of FHC will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their direct supervisor or the Harbour Master. It should also be raised at the management meetings which are held regularly. An effective health and safety programme requires continuous communication between workers at all levels. All injuries, however small, sustained by a person at work must be reported to the Harbour Master for Health and Safety matters. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

FHC's Health and Safety Policy will be monitored and updated on a regular basis and when changes in the scale and nature of the operations occur. The system is audited annually.

The policy will be reviewed and adopted by the Board at least every 12 months.

It is distributed to all staff members and contractors

Signed .. 

Name: N Gill

POSITION – CHAIRMAN

Date: 10th May 2023

Signed 

Name: P G Thomas

POSITION - CHIEF EXECUTIVE

Date: 10.5.2023

2 Safety Personnel

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

The person with overall and final responsibility for health and safety in FHC is: -

CHIEF EXECUTIVE AND HARBOUR MASTER, Capt. P.G Thomas.

The Board is responsible for overseeing, implementing, and monitoring the policy

The following personnel will be responsible for the supervision of health and safety in particular areas:

Position	Area	Responsibilities
Harbour Master	All port operations	To ensure that all requirements of the regulations and company policies are complied with
Masters of Craft	Vessels they are in command of	
Marine superintendent	Brazen Island	
Mooring supervisor	Leisure mooring maintenance operations	
Office Manager	Administration	
Environmental Officer	Environmental management	
Site Manager	Mixtow Marine/ Penmarlam	

Where appropriate, responsibility for particular safety requirements will be written into individual job descriptions.

3 Consultation

The management see communication and consultation between workers at all levels as an essential aid to Health and Safety Management. Consultation will be facilitated by means of a standing Health and Safety agenda item at the weekly management meeting. Any safety concerns of employees should be raised immediately and also raised at this forum.

4 Communication

The management of FHC will communicate to employees their commitment to safety and ensure that employees are familiar with the contents of the company Health and Safety Policy.

If we are to build and maintain a healthy and safe working environment co-operation between workers at all levels is essential.

All employees are expected to co-operate with management and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

5 Risk Assessments

Risk Assessments will be carried out for all operations and activities. Assessments will be primarily carried out by the masters of vessels or supervisors in charge of sites with, if necessary, the assistance of the health and safety officer. Staff will carry out assessments to a written format approved by the Harbour Master.

Records of assessments will be kept at the respective workplace and a copy in the central records in the Harbour Office. These records are available to all staff and are reviewed at appropriate intervals by the Harbour Master and the risk assessment personnel. Revisions will be made if the conditions of the original assessment alter.

6 Outside Contractor Arrangements

Before any contractor commences work on a Fowey Harbour Commissioners' site a formal induction briefing will take place to ensure that the contractor is aware of the port's requirements with respect to safety. Contractors will be issued with a copy of the safety documents and safety booklets. They will be required to provide the Harbour Master or his deputy with information regarding hazards that may arise as a result of their specific activities together with their risk assessments and statements of planned operations. Overall control of the contractor's activities remains with the Harbour Master.

7 Safety Training

Safety training is regarded as an indispensable ingredient of an effective Health and Safety Programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of FHC that if a job is not done safely then it is not done effectively.

All staff will be trained in safe working practices and procedures prior to being allocated any new role.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to express any fears or concerns they might have about their jobs.

Records of all staff training will be kept and maintained in the Harbour Office.

8 Workplace Inspections

Regular inspections of the workplace will be conducted by the nominated safety representatives and senior management. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

9 Tools and Equipment

FHC will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well-being of persons in or around the workplace will be restricted. Supervisors and masters will supervise use of special equipment. FHC's machinery and tools are only to be used by competent and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition and operated in accordance with the manufacturer's health and safety recommendations. Any tools or equipment which are in any way defective must be repaired or replaced.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

All tools must be properly and safely stored when not in use.

10 Personal Protective Equipment

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting, and effective personal protective equipment (PPE).

All PPE provided by FHC will be properly assessed prior to its provision.

All staff that work on or close to the water are issued with personal lifejackets and are required to wear these at all times while afloat or working close to the water i.e., within a meter of a quay edge or on pontoons etc.

All PPE provided will be maintained in good working order.

All workers provided with PPE will receive training and information on the use, maintenance, and purpose of the equipment.

FHC will endeavour to ensure that all PPE provided is used and maintained properly by its employees.

Employees who have been provided with PPE must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Harbour Master. A record of all PPE and safety equipment issued to staff will be kept in the Harbour Office.

Failure to wear PPE when required, or to wear/use it improperly will result in disciplinary action being taken as stipulated in your contract of employment.

11 Manual Handling Operations

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, dynamic risk assessment of the operation will be made, taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

12 Display Screen Equipment

FHC will arrange that Health and Safety Assessments of all workstations staffed by employees who use VDU screens as part of their usual work are conducted.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request. These will be paid for by Fowey Harbour Commissioners.

Where necessary, VDU screen users will be provided with the basic necessary corrective equipment.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

13 Control of Hazardous Substances

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. COSHH Records will be kept at Brazen Island and in the harbour office.

FHC will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All staff who come into contact with hazardous substances will receive training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

14 Lifting Operations

All lifting operations will be supervised by suitably trained and competent staff using only certificated lifting equipment.

All lifting equipment will be inspected as per LOLER by an external inspector or the FHC inspector.

An inventory of all certified lifting equipment will be kept in the lifting equipment register.

Equipment listed within the register will be suitably marked to indicate its most recent date of inspection.

Any lifting equipment that cannot be verified as valid gear within the lifting equipment register will not be used and will be immediately brought to the attention of the FHC inspector and Harbour Master.

15 New or Expectant Mothers

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

FHC must review this risk assessment:

- As pregnancy progresses or
- If there are any changes to your work or your workplace

16 Fire Safety

It is the responsibility of each master/manager/supervisor to maintain and test all fire alarms and firefighting equipment **at least once a month** and to undertake and maintain a fire risk assessment.

All employees within the organisation have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Harbour Master is responsible for the provision and maintenance of fire prevention and detection equipment.

Masters, Managers and Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

17 Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points within the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and carry out the evacuation procedures.

18 Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves **only** if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the vessel or building immediately and telephone 999.

19 Fire Exits

Fire exits are located at strategic points on board vessels and throughout the workplace. Exit doors and corridors must never be locked, blocked, or used as storage space.

20 Smoking (in compliance with UK smoking regulations)

Smoking is prohibited in all enclosed areas of the workplace. Designated smoking areas are listed below.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

List of designated smoking areas:

- Albert Quay car park
- In the yard at Brazen Island.
- On weather deck aboard vessels
- Mixtow Marine - outside

It is recognised that smoking is a hazard to health.

Smoking immediately outside the office front door is not permitted.

21 Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly points.

The designated assembly points for each department are:

Department	Assembly Point
Brazen Island	By the Winch Shed
Harbour Office	Albert Quay Car Park
Vessels	On deck
Mixtow Marine	Concrete pad outside of the workshop

Practice fire drill evacuations and procedures will be conducted **every six months** to ensure employee familiarity with emergency evacuation procedures.

22 Accident Investigation and Reporting

All accidents involving diseases and dangerous occurrences will be reported and investigated.

FHC see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury, a report will be drawn up by the Harbour Master or a designated person.

The completed report will be submitted to and analysed by the appropriate senior management who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

A recorded review will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

23 Accident Procedure

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during working hours.

A person holding a current first aid certificate will be responsible for the proper use and maintenance of each first aid station.

First aid stations will be assessed annually by qualified assessors.

It is policy that all members of staff should be in possession of at least a one day first aid certificate.

Departmental heads and/or first aiders are responsible for reporting all cases of accident and disease to the Harbour Master.

Accident records are compiled and stored by the Harbour Master who is responsible for reporting cases of accident and disease to the relevant enforcing authority.

24 General

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- All employees shall immediately report any unsafe practices or conditions to management/Harbour Master.
- Any person under the influence of alcohol or any other intoxicating drug, prescribed or otherwise, which might impair motor skills or judgement, shall not be allowed to attend, or remain at their workplace.
- Horseplay, practical joking, or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to remain at their workplace if this might jeopardise the health and safety of that person or any other person, including port users.
- Employees shall not adjust, move, or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner outside the scope of their duties, unless instructed by a senior member of staff that it is safe to do so.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other persons or the environment.
- No member of staff should undertake a job which appears to be unsafe.
- No member of staff should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Harbour Master or a delegated representative.

- Employees must ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Harbour Master.
- Work shall be in accordance with the requirements of the risk assessment to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- All employees are entitled to attend safety meetings.

25 Working Environment

The working environment will be kept clean and tidy, free from spills, waste and any other materials or hazards that could result in an accident.