

HEALTH & SAFETY GUIDELINES FOR CONTRACTORS WORKING ON-SITE AT HAVEN QUAY

Please report to the Yard Office on arrival each day you are working on-site.

To work on-site, you are required to supply the yard with a valid Public Liability insurance certificate and if requested, a suitable and sufficient risk assessment and method statement for the works to be undertaken.

1 Insurance

- 1.1 We require all contractors to carry a minimum of £5 million public liability insurance. Copies of insurance policies must be lodged with the marina office. Boat keys will not be issued to any contractor who has not lodged their insurance policy document with the marina.

2 Fire Precautions and Hot Work

- 2.1 We require all contractors carry a minimum of a 2Kg powder or foam fire extinguisher with them in each vehicle. In case of fire, there are marked fire extinguisher points around the boatyard. Please do not try to tackle a fire on your own unless it is safe to do so, but always immediately notify a member of staff and anyone in the vicinity. The fire assembly point is located by the pressure washer on the main building. *Please familiarise yourself with the nearest green Fire Assembly Point signs.*
- 2.2 **No hot work is to be carried out without the completion of a Hot Work Permit obtainable from the yard office which must be signed by the site manager.** This is including (but not limited to grinding, burning and welding. Hot works are not compatible with paint, varnish, dust, flammables etc.
- 2.3 Keep your working area tidy at all times, minimise potential trip hazards and clear up potential fire hazards e.g. sawdust, waste, batteries, resins.
- 2.4 If working with flammable solvents, keep lids on containers whilst not in use, take care not to smoke or produce sparks in the immediate vicinity. After use remove the solvents from site or store in a suitable, secure and well ventilated store.
- 2.5 Do not smoke when working in the mast storage and fuel storage area produce sparks as fuels are stored and vented here.
- 2.6 Please take empty containers, brushes, rags and other such items which may be tainted with solvents away and dispose of in a responsible manner.

3 First Aid

If you need first aid, come to the yard office. All Haven Quay employees are trained in first aid. The first aid station including eyewash and defibrillator can be found at the marina reception or call the yard office on 01752 677072 for help.

4 General Safety

- Please familiarize yourself with the location of lifesaving and firefighting equipment around the boatyard.
- Please take extra care in snow and icy conditions as the pontoons can be slippery and ensure appropriate footwear is always worn.
- If your activities are likely to generate dust or fumes, ensure that an area is isolated from any surrounding boats or buildings and substantial extraction ventilation is operating.
- If whilst using an electrical appliance the circuit breaker activates, please ask one of our staff to reset it.
- Ensure your vehicle is parked in a way so as not to cause an obstruction to the Emergency Services and other marina users.
- Always isolate gas and electricity before leaving a boat.
- Do not leave hosepipes running or hanging in the water and turn them off at the main tap not the end of hose valve.
- Do not remove or move supports from or adjust cradles under vessels in the yard.
- Do not run engines of vessels stored ashore.
- Do not raise any sails whilst a vessel is ashore.
- All ladders must be secured to the boat, reaching a minimum of 1.1m above the access level, be in good working condition and conform to BSEN131.
- Ladders should not be used to work from. Suitable staging should be erected. If left unattended, staging should be secured to the vessel by 2 top points or dismantled.

- Suitable personal protective equipment must be appropriate and always worn when required.
- No mechanised sanding or blasting can be undertaken on any vessel.

5 Waste Disposal – Hazardous Waste Regulations 2005

5.1 Only a licensed waste carrier may remove waste from site, they must provide a controlled waste description and transfer note, also known as a consignment note.

5.2 There is a recycling bin located next to the general waste bin in the centre of the yard. Please recycle where possible. The waste facilities on-site are only for waste that is generated on-site. Any contractor found using the waste facilities for waste originating from off-site will be required to remove the waste and will be banned from site. You will find:

- A waste oil bund (please place used filters on top and replace the lid after use)
- A skip for dry recycling (paper, cardboard etc (normal household recycling items))
- A skip for mixed general waste
- A skip for glass waste (only bottles and jars)
- Out of date flares should be brought to the marina office for disposal (a small charge applies)

5.3 Hazardous waste, including but not limited to, old tyres, fire extinguishers, fridges, dehumidifiers, paint / antifoul tins, oil containers, antifoul scrapings and other hazardous waste must be taken off-site and disposed of by a licenced waste contractor at the contractor's cost. If requested, contractors must provide a copy of all waste transfer notes.

6 Environment

Yacht Havens Group is committed to promoting environmental awareness and good practice in all its on-site operations. We provide extensive recycling facilities; please ensure you use them and avoid outside generated waste.

- Please avoid water pollution and use the facilities ashore
- Please ensure all chemicals used are environmentally friendly
- Never throw rubbish overboard or leave it to blow around the yard
- Do not flush out or clean out bilges into the marina
- If there is a leak of fuel or oil, please notify staff immediately. Spillage kits & procedures are in place to help
- Always tidy up your work area after finishing your job.

7 Electricity

7.1 All contractors using electricity must do so through a registered meter for which there is a charge. Meter readings must be supplied to the yard office prior to commencement of work. Any contractor found to be using an unmetered supply will be charged the daily rate irrespective of the duration of their usage.

7.2 Haven Quay is host to many varied works/activities and as such kindly request that all works carried out on-site are done so in a responsible, considerate and environmentally sensitive manner that will not intrude or have a negative impact on those around you.

7.3 **Haven Quay** reserves the right to terminate any work being carried out in an unsafe or inappropriate manner.

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