

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

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

To work on-site, you are required to supply the Marina 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 pontoons. 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 Lower Basin fire assembly point is located by the main building South Car Park and the Upper Basin fire assembly point is located by the refuse compound. *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 marina office which must be signed by the marina manager.** This includes (but not limited to) grinding, burning and welding. Hot works are not compatible with paint, varnish, dust and other flammable materials.
- 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 Please take away your empty containers, brushes, rags and other such items which may be tainted with solvents and dispose of these in a suitable and responsible manner.

- 3 **First Aid:** All Yacht Havens employees are trained in first aid. The first aid station including eyewash can be found at the marina reception or Upper Basin Workshop if in use. The defibrillator is located in an unlocked cabinet at the top of the Lower Basin Bridgehead. If you need first aid, please report to the marina reception or call the marina office on 01646 601601 for help.

4 General Safety

- Please familiarise yourself with the location of lifesaving and firefighting equipment around the marina.
- Please take extra care in snow and icy conditions as the pontoons can be slippery and ensure appropriate footwear is worn at all times.
- 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.
- Dispose of all used oil in the containers provided.
- If whilst using an electrical appliance the circuit breaker activates, please ask one of our staff to reset it. If the problem persists arrange to have your electrical appliance checked by a competent electrician; do not jam the circuit breaker switch.
- 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.
- Suitable personal protective equipment must be appropriate and worn at all times when required.

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 are recycling areas located opposite both bridgeheads. 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 bin for dry recycling (paper, cardboard etc (normal household recycling items))
 - A bin for mixed general waste
 - A bin for glass waste (only bottles and jars)
 - A “useful to others” bin (for items that may still be useful to others or too good for waste.
 - The disposal of time expired flares is handled by a local company for which there is a charge. Please ask for details at Marina Reception
 - Battery disposal facilities are available – please ask one of our staff about this.
- 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, contractor 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 marina 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 **Neyland Yacht Haven** is host to many varied works/activities and as such kindly requests 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 **Neyland Yacht Haven** reserves the right to terminate any work being carried out in an unsafe or inappropriate manner.

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