



WEXFORD MARINEWATCH

HEALTH & SAFETY POLICY

Revision 5.2

TABLE OF CONTENTS

SECTION 1

1.1	Safety Policy Statement	Page 3
1.2	Contact details	Page 4
1.3	Organisation & Responsibilities	Page 4
1.4	General provisions	Page 7
1.5	Safety Statement policy review	Page 9

SECTION 2

2.1	Risk Assessment	Page 9
-----	-----------------	--------

(Refer to Volunteer Handbook)

SECTION 3

3.1	Acknowledgement / Sign-off	Page 10
-----	----------------------------	---------

Section 1 – Policy

1.1 Safety Policy Statement

The Wexford MarineWatch Board of Management has a legal duty to comply with all Health & Safety requirements that applies to the voluntary work that you carry out as part of Wexford MarineWatch.

The purpose of Marinewatch is to prevent loss of lives by prevention & intervention. In fulfilling this purpose(s), volunteers will sometimes find themselves in dangerous or volatile circumstances. Recognising this, the organisation attaches a high importance to personal safety and wellbeing, considering this to be a management responsibility, ranking equally with other management functions within the organisation.

Aim of the Policy

This safety policy cannot create a totally risk free environment - but strives to ensure that risk is properly assessed, addressed, managed and reduced in order that volunteers and third-parties are not adversely affected by the organisations activities.

In order to achieve these objectives, the organisation will;

- 1.) Ensure compliance with all relevant safety legislation to which we are duty bound.
- 2.) Carry out suitable & sufficient assessments of potential safety hazards of our working practices & environments, implementing reasonably practicable controls.
- 3.) Implement systems to ensure that facilities, equipment and operational controls are in place to prevent injury and illness and ensure we drive through continuous improvements.
- 4.) Consult with volunteers on matters of their health, safety & wellbeing in order to improve and employ best practices.
- 5.) Define structures and governance relating to safety management within the organisation so that everyone understands their duties & responsibilities under the Health & Safety at Work Act(s).
- 6.) Provide adequate training to all volunteers to promote a thorough awareness of safety issues and appropriate levels of competence to enable them to perform their tasks safely.
- 7.) Carry out regular inspections and audits of our processes and activities to ensure continuous improvement.

Roles & responsibilities;

Wexford Marinewatch expects the involvement of ALL volunteers in Health & Safety matters. All Management, Supervisors and volunteers have a responsibility for their own and for others safety & wellbeing.

Signed :George Lawlor....(Chairman).....

Date : ...01/09/18.....

Safety Statement

1.2 Safety Statement Contact Details

Business Name: Wexford MarineWatch
Address: P.O Box 81, Whitemill Ind. Est., Wexford
Business Activity: Suicide Prevention & Safety Patrols
Business Telephone No.: 087-9523899

Emergency Contact Details

Contact	Name	Phone No/Ext
Chairman	George Lawlor	086 8164128
Secretary	Lorraine Fox	087 7694448
Treasurer	Gwendoline Gaddren	087 6833953
Medical Officer	Philip Creane	087 6139832
Emergency Services	Emergency Services	112 or 999
Doctor – Normal Hours	Dr. Stephen Bowe	053 9141280
Doctor – Out of hours	Care Doc	1850 332 999
Local Gardai	Wexford Gardai	053 9165200
Irish Coast Guard	MRCC	01 6620922

1.3 Safety Organisation and Responsibilities

Wexford MarineWatch have a Board of Management who are responsible for strategic development. The day to day operations are managed by that committee of 10 persons.

Organisational responsibilities in relation to safety are outlined below:

1.2.1 CEO Name: Frank Flanagan

Safety begins at Board of Management level and so the CEO must demonstrate his commitment by ensuring safety and health is an integral part of the operational strategy and he will drive compliance with health and safety requirements through allocation of resources as appropriate.

1.3.1. Chairman Name: George Lawlor

Safety compliance and culture is lead by the committee, specifically by the chairman and so he is responsible for leading by example. It is the responsibility of the chairman to:

- 1.3.1.1 Liaise with the management group to ensure that there are available, sufficient funds and facilities to enable the requirements of this **Safety Statement** to be fully implemented.
- 1.3.1.2 Ensure that all accidents or injuries involving lost time, and dangerous occurrences (near misses) brought to his attention are investigated and when required, reported to the Health and Safety Authority if required, by completion of Forms IR1 or IR3 on www.hsa.ie.
- 1.3.1.3 Ensure the Safety Statement is brought to the attention of all volunteers and kept up to date and reviewed on a regular basis.
- 1.3.1.4 Ensure consultation takes place in relation to all safety related matters

Safety Statement

- 1.3.1.5 Ensure adequate fire protection and prevention measures are provided and that Fire Drills are carried out at least every 6 months (if applicable).
- 1.3.1.6 Ensure volunteers only carry out tasks in which they are competent and trained and only safe systems of work are used.
- 1.3.1.7 Ensure the hazards are brought to the attention of all affected
- 1.3.1.8 Ensure all required controls are implemented to eliminate hazards where possible, or to reduce the risk to an acceptable level.

1.3.2 Equipment officer Name:...Bob Treacy.

It is the responsibility of the equipment officer to:

- 1.3.2.1 Ensure all equipment is in good repair and maintained in accordance with manufacturers instructions.
- 1.3.2.2 Ensure a system is in place for removing broken or damaged equipment from use until it is repaired or replaced.
- 1.3.2.3 Ensuring equipment access is controlled and restricted to authorised personnel only.

1.3.3 Training Officer Name:..Rob Denby.

It is the responsibility of the training officer to:

- 1.3.3.1 Ensure a suitable training programme is in place for all volunteers.
- 1.3.3.2 Ensure training is assessed and only those who are suitably trained are signed off as being trained.
- 1.3.3.3 Ensure all volunteers have passed Garda Vetting & any other requirements.

1.3.4 Medical Officer Name:...Philip Creane.

It is the responsibility of the medical officer to:

- 1.3.4.1 Ensure first aid is available and adequate first aid supplies are maintained.
- 1.3.4.2 Ensure first aid training is up to date for all qualified first aiders.
- 1.3.4.3 Ensure all new candidates receive basic training.

1.3.5 Coxwain (Currently not applicable – Boats not used)

During all active call outs, the Coxwain is responsible for:

- 1.3.5.1 Ensuring all safety rules and procedures are followed.
- 1.3.5.2 Volunteers and those involved are only requested to carry out tasks in which they are competent.

1.3.6 Volunteers

Wexford MarineWatch expects all volunteers to co-operate fully in all arrangements and procedures designed to ensure their safety, health and welfare.

Volunteers should be aware of their duties under Section 13 of Safety, Health and Welfare at Work Act 2005 which obliges them to:

- 1.3.6.1 Comply with relevant statutory provisions as appropriate, and take reasonable care to protect own safety, health and welfare and the safety, health and welfare of any other person who may be affected by their acts or omissions when on duty.
- 1.3.6.2 Ensure that he/she is not under the influence of any intoxicant to the extent that they endanger their own or others safety, health and welfare while on duty.

Safety Statement

- 1.3.6.3 If reasonably requested by a supervisor, submit to any appropriate, reasonable and proportionate tests by a competent person as may be prescribed .
- 1.3.6.4 Co-operate with Management to enable MarineWatch to comply with the law.
- 1.3.6.5 Not engage in any conduct or behaviour likely to endanger your own, or others safety, health or welfare when on duty, or that may bring the organisation into disrepute.
- 1.3.6.6 Attend such training as may be reasonably required by Wexford MarineWatch, or prescribed relating to safety, health and welfare at work, or relating to the work carried out by volunteers.
- 1.3.6.7 Having had instruction/training, make correct use of any article or substance provided for use by volunteers, or for the protection of his/her safety, health and welfare at work including protective clothing/equipment.
- 1.3.6.8 Report, as soon as practicable;
 - any task being carried on that potentially endangers themselves or other persons;
 - any defect in the place or systems of work, or article or substance which might endanger themselves or other persons;
 - any health and safety contraventions which might endanger themselves or other persons of which they are aware.
- 1.3.3.9 Shall not misrepresent themselves to Wexford MarineWatch with regard to their level of training.

1.4 General Provisions

Wexford MarineWatch are committed to providing:

- 1.4.1. A Safe Place for Work – No-one will be requested to Patrol in an unsafe environment or in a situation where they do not feel comfortable.
- 1.4.2 Safe Plant – regular maintenance programmes are in place so that when equipment is damaged or broken it is taken out of use until repaired or replaced.
- 1.4.3. Safe Systems – Wexford MarineWatch provide systems of work that are planned, organised, performed and maintained so as to be, so far as is reasonably practicable, safe and without risk to health. Work practices, equipment and training are all elements of our safe system of work and daily activities of those involved as part of Wexford MarineWatch.
- 1.4.4. Adequate Training - All volunteers receive an induction on commencement of involvement to ensure that they fully understand the hazards involved and the safety precautions and procedures required to conduct their work in a safe manner, this will include training on this Safety Statement.
- 1.4.5. Emergency Planning - Wexford MarineWatch recognise our responsibilities under the Safety, Health and Welfare at Work Regulations (General Applications) 2007 and the Fire Service Act 1981;

Fire Detection and Fire Prevention Equipment

Fire Prevention Equipment has been supplied by certified companies where relevant and these are maintained under contract.

The emergency facilities also include lighting and first aid supplies.

The emergency fire action, in the vehicle or in any Lock-up used by the Organisation is outlined below:

Discovery of fire

Anyone detecting smoke or the smell of burning should investigate immediately and raise the alarm if fire is expected.

Raising the alarm

Raise the alarm immediately by alerting all in the vicinity

Calling the Fire Brigade

On any outbreak of fire, call the fire brigade by dialling 999 or 112

Fighting the fire

Tackle the fire with appropriate fire fighting equipment if you consider it safe to do so.

Evacuation

Evacuate the vehicle/premises and assemble at a safe distance.

Await instructions of emergency service personnel, and do not re-enter until deemed safe to do so by emergency services.

Safety Statement

- 1.4.6 Personal Protective Equipment (PPE) – The following specific PPE requirements have been identified:

PPE	Used for
Life jacket (En1095) – PFD – 275n	All Harbour patrol activity
High Visibility Jacket/vest	All Activities & Training
Guardian Angel Strobe LED Light	All Harbour patrol activity

PPE should be replaced when damaged or worn. In addition when carrying out an unusual task, the need for further PPE will be identified by risk assessment and the appropriate PPE provided should be worn.

- 1.4.7 Provide an environment free from Bullying, Intimidation or Abuse - The HSA Code of Practice on Bullying at Work has been adopted by Wexford MarineWatch – a copy is contained in the appendix of the Volunteer Handbook for reference.
- 1.4.8 Occupational Health and Welfare Facilities – N/A. Wexford MarineWatch currently only has a storage facility, not an actual building or premises. Meetings etc. are held in a local hotel or similar where suitable welfare facilities are available.
- 1.4.9 Accident/Dangerous Occurrence Reporting - An accident is an unplanned event which causes, or has the potential to cause damage to people, equipment, products or the environment. It is our policy that all accidents, no matter how slight, should be reported so that an investigation of the root causes may take place with a view to preventing it happening again. All accidents are investigated and recorded.
- The Incident/Accident Record Log is stored by the Chairperson.
- 1.4.10 Visitors patrolling with MarineWatch will be informed of all existing hazards prior to their patrol, which may affect their health and safety - and will be made aware of the safety policy of Wexford MarineWatch. **All visitors who wish to patrol with MarineWatch (such as Media etc.) must be approved by the chairman (or designee) prior to commencement and undergo a full Safety briefing.**
- 1.4.11 Public - We recognise our duties to visitors and members of the public under the Safety, Health and Welfare at Work Act 2005 and the 1995 Occupier's Liability Act.
- Members of the public are not allowed access to, or to be carried in the Marinewatch vehicle.
- 1.4.12 As part of our continuous commitment to health and safety, we will carry out regular safety inspections. At the beginning of every inspection, the results of the previous inspection and any action taken will be reviewed.

1.5 Safety Statement Review

As an active document, this Safety Statement will be kept up to date to take account of any significant changes which may require inclusion, i.e.:

- Names of responsible persons
- Changes in risks
- New procedures or services
- New equipment, machinery, tools, premises or chemical substances
- New personal protective equipment
- New legislation, regulations or standards
- Annual Review

Section 2

2.1 – Safety Statement Risk Assessment

(See Volunteer Handbook)

Section 3
3.1 - Safety Statement Acknowledgement

I, the undersigned, have read and understand the complete content of this Health & Safety Policy and am aware of my responsibilities for both my own Safety and that of my fellow Team members; I further agree to uphold all regulations regarding Health & Safety and report any dangers immediately.

Name (PRINT): _____

Signature: _____

Position: **VOLUNTEER** _____

Date: _____