

BOATYARD CODE OF CONDUCT / SAFE WORKING PRACTICES – Policy Statement

This policy has been written for your safety, and that of our staff and members of the general public. It applies to all persons engaged in carrying out work on boats or using equipment stored ashore or berthed at Cowes Yacht Haven (CYH), and replaces any previous terms and conditions issued in previous **CYH Contractor Permits to Work**.

Cowes Yacht Haven Ltd requires all persons to carry out their work without exposing CYH staff or members of the general public to any health and safety risks. Everyone must ensure a high standard of safety is maintained in all areas of their control. These conditions form an integral part of the storage / berthing agreement.

1. ACCESS TO THE BOATYARD

- a. On arrival all contractors, owners or owner representatives must register with the Marina Office at the barrier intercom or in person at the Marina Office. Consistent failure to register at the Marina Office, or inadequate / incomplete / invalid documents filed with CYH, will result in suspension of access to the site.

2. GENERAL SAFE WORKING PRACTICES – Applicable to all

- a. Everyone must comply with the **CYH Environmental Policy** and the **CYH Health and Safety Policy** (available on our website: www.cowesyachthaven.com/about-us/useful-information) and all health and safety legislation whilst on site.
- b. Everyone must maintain a safe working environment, and when a change is needed to previously declared activities on a permit to work, which might affect any health and safety controls / measures, our Health and Safety representative (Boatyard Manager Simon Davies) must be consulted. This will cover hazards including, but not limited to: Lifting, sand blasting, asbestos materials, hot works, restricted access areas, fire precautions, welfare facilities and any other issues affecting health and safety.
- c. All accidents must be notified immediately to the **CYH Marina Office** and recorded in the **Accident Book**. The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) should be met by the boat owner where appropriate.
- d. Everyone must make themselves aware of their own fire escape routes. This includes in the marina and ashore. Fire doors must not be propped open and fire exits / routes must be kept clear. Fire extinguishers must not be obstructed or removed from their storage positions, except for when being used to fight a fire.
- e. If, in the opinion of our **Health and Safety representative, or a member of CYH staff**, anyone working in such a manner as to put CYH staff, visitors or any other member of the public, or property and equipment at risk, they will be requested to stop work immediately and make the area safe.
- f. Contractors must adhere to the safety control measures detailed in their own method statements / risk assessments that have been written in support of their Contractor Permit to Work which must be completed prior to the start of any work.

3. PROPERTY / EQUIPMENT STORED IN THE BOATYARD

It is everyone's responsibility:

- a. Never to move, adjust, tamper, or attach anything to boat stands, cradle arms or other supports. Always contact CYH staff for help.
- b. To use ladders, towers and scaffolding in a safe way.
Read the useful documents written by the Ladder Association (in partnership with RoSPA) online here: <https://ladderassociation.org.uk/infopack/>
Information regarding Scaffolding health and safety can be seen here: <https://scaffolding-association.org/information/health-safety/>
 - i. When **in use**, all ladders, towers and scaffolding must be tethered or secured in such a way that they cannot be blown or knocked over.
 - ii. When **not in use**, all ladders, towers and scaffolding must be lowered and not left leaning against a boat. They must be secured with a combination padlock and the code supplied to the office. Ladders must be secured in such a way that the cradle / boat can still be lifted and moved around the Boatyard if necessary. CYH does not supply ladders.
- c. To take all reasonable precautions when boarding and moving around the boat, especially when aft on a boat stored on a trailer.
- d. Not to use Sea toilets, sinks, showers, bilge pumps or other through hull exits.
- e. To engage the services of a competent person to remove engines and / or for all 'boatbuilding' activities.
- f. To engage the services of a suitably qualified contractor to carry out high risk work eg. hot work, demolition, excavation, asbestos removal / asbestos contact, sand blasting, work in confined spaces, electrical work or specified work. This type of work must not be started until a '**CYH CONTRACTOR PERMIT TO WORK**' has been issued by our **Health and Safety Representative**.
 - i. For hot work the work area must be checked an hour after completion of the works.
- g. To only **remove paint** or old antifouling with wet sanding (no dry sanding or scraping may take place) or to only **apply paints or antifouling** after sufficiently covering the floor area so as to capture and contain any drips or spillage.

Appropriate and sufficient Personal Protective Equipment (PPE) must be used and the welfare of persons in the locality must also be considered.

For all jobs, the floor area, cradle and locality must be covered and the prevention of pollution into the sea must be planned for and mitigated.

- h. To supply your own electrical equipment and hand tools which must be fit for purpose, in good condition and properly maintained.

IN ADDITION

- i. Whilst stored ashore, **it is forbidden to** live or sleep on board boats.
- j. Whilst stored ashore, **it is forbidden to** hoist any sails.
- k. Whilst stored ashore, **it is strictly forbidden** for anyone to go up the mast. The yard crane can be hired for high work. **Owners will be responsible for the lift** and need to seek a suitably qualified or experienced person to carry out this work. The Owner will need to pay for the crane and external services separately to any storage costs.
- l. The removal of engines, un/stepping masts and all 'boatbuilding' activities may only be carried out by competent persons.
- m. Whilst stored ashore, **it is forbidden to** start the boat engine (Other than by qualified persons who have completed a **CYH CONTRACTOR PERMIT TO WORK**).
- n. Contractors must supply their own access equipment, electrical equipment and hand tools which must be fit for purpose and properly maintained.

4. PRIOR TO LIFT OUT OR LAUNCH THE OWNER MUST:

- a. Mainsails must be secured and roller reefed headsails must be removed so as to reduce windage. For winter storage all sails must be removed.
- b. Ensure that the boat is safe to lift and that speed log or other through hull instrument blanks are in place.
- c. Tell the marina in advance if the boat is non-production or has been altered.
- d. Note that excessive hull fouling or wash-off of soft antifoul will incur additional charges.
- e. Arrange at their own cost a rigger for all mast / rigging work.
- f. Ensure the hull is watertight and ready to be lifted and launched.
- g. Have fenders and mooring lines ready.

5. CHILDREN AND PETS

- a. All dogs must be kept on a lead.
- b. Children must be under close control at all times
- c. Children and pets must never board boats stored ashore.
- d. Children may not ride bicycles, scooters, skateboards or roller skates / boots anywhere onsite.

6. WASTE AND RUBBISH

It is everyone's responsibility:

- a. To keep the area around your boat or storage container clean tidy and free of waste.
- b. To dispose of waste in a safe and appropriate way. This may include boat owners removing it from site to a suitable facility (i.e. Council recycling centre).
- c. To ask us for disposal of waste oil. We have a waste oil bund on site. Please request the key from the CYH Office.
- d. Not to contaminate the general waste or recycling bins. CCTV evidence may be used and extra charges will be applied.
- e. Not to pour or allow any hazardous or pollutant liquids to enter CYH drainage system or into the sea.

7. **PARKING**

- a. Where available, parking is in the main carpark. Parking space is not guaranteed. Access through the lifting road barrier is only for owners working on their own boats and contractors holding a **CYH CONTRACTOR PERMIT TO WORK** and remains at the discretion of Cowes Yacht Haven Ltd. It is subject to Boatyard and Event Centre activity. All vehicles must be removed to the main carpark when work is complete. No vehicle may be left onsite overnight.
- b. All vehicle registration numbers must be registered daily at Marina Reception or on a permanent basis via a **CYH CONTRACTOR PERMIT TO WORK**.
Failure to register will incur a fine from the parking management company which will be the registered owner's responsibility to pay.
- c. **Owners and Contractors working in the yard must:**
 - i. Park their vehicle close to the boat on which they are working.
 - ii. Not leave any vehicle unattended.
- d. **Dropping off equipment**
Drop offs may be allowed (subject to onsite activities) vehicles must be moved to the main car park after drop off is complete.
- e. **Working on boats in the Marina**
Contractors and Owners working on boats afloat in the marina must park in the main carpark.

Please ensure this information is communicated to all persons working at CYH.

This document does not relieve anyone of their statutory and common law duties.

Signed:



Dated: 9th January 2023

Name: Daniel Jehan

Position: Managing Director

Updated 9th January 2023 with the following changes:

- Minor amendment to 1a
- Minor amendment to 2b
- The insertion of clause 3j
- The insertion of clause 5c
- Minor amendment to 6e
- The insertion of clause 7b
- Minor amendment to 7d
- The removal of clause 8 (Covid Precautions)