



Master Contractor Safety, Access & Working Policy

1. Purpose and Scope

This policy defines the health, safety, environmental and operational requirements for all contractors working at the Royal Southern Yacht Club (the Club).

It applies to all contractors engaged **directly by the Club** or **commissioned by Members** and covers all work taking place within premises and land operated by Royal Southern Yacht Club Ltd.

Contractors must comply with:

- This Master Policy
- All UK health & safety legislation
- Relevant Approved Codes of Practice (ACOPs)
- Permit-to-Work requirements
- Any additional instructions issued by authorised Club staff

The Club reserves the right to refuse, suspend, or terminate access at any time for safety or operational reasons.

2. Contractors' Approval and Reporting

2.1 Reporting Instructions

- All contractors must be pre-approved via the Club website prior to arrival and must be signed-in by a staff member* who will check that the contractor is on the 'approved' list.

* Marine contractors will report to the Sailing Office and all others to Reception

2.2 Permission to Work

- No work may begin until explicit authorisation is granted by an authorised Club staff member.
- Permission may be withdrawn immediately if safety conditions are not met.

2.3 Vehicles and Parking

- Vehicles must be parked only in designated areas and must not obstruct walkways, emergency routes, marina access, slipways or operational zones, or as instructed by Club staff. All contractors must display valid visitor parking permits.

2.4 Keys and Vessel Access (if applicable)

- Keys to vessels or Club assets are only released with owner authorisation.
- Keys must be returned daily unless otherwise agreed.

3. Insurance Requirements

Contractors must provide evidence of:

- **Public Liability Insurance:** Minimum £5,000,000.
- Any contractor undertaking work on marine installations, including boats, vessels, or other floating craft, must hold insurance expressly endorsed for marine-environment activities.
- **Employers' Liability Insurance:** Mandatory where legally required.

Insurance evidence forms part of the contractors' pre-approval.

Work must cease immediately if insurance lapses or becomes invalid.

4. Safety, Behaviour and Legal Compliance

4.1 General Duty of Care

Contractors must:

- Work safely at all times and comply with all relevant legislation.
- Provide suitable **Risk Assessments (RAs)** and **Method Statements (RAMS)** for their activities.
- Use appropriate PPE and maintain it in good condition.
- Ensure their activities do not expose staff, members, guests or other contractors to risk.

4.2 Unsafe Acts

Any unsafe behaviour or breach of this policy may result in:

- Immediate cessation of work
- Removal from the site
- Future access restrictions

The Club may intervene to stop unsafe working without liability.

5. Working Hours

- Standard authorised working hours: **08:00–17:30**.
- Out-of-hours work requires **prior written approval** from the Club.

6. Tools, Plant, Machinery and Electrical Safety

6.1 General Tools and Equipment

- All tools and equipment must be safe, compliant, and suitable for purpose.
- Portable electrical equipment must be maintained, PAT-tested where applicable, and visually checked before use.

6.2 Lifting Equipment & Moving Plant

- No lifting equipment (cranes, telehandlers, hoists) may be brought to site without prior approval.
- Movement of trailers or plant must occur only where visibility is adequate; banksmen are required during busy periods.

6.3 Electrical Safety

- Avoid overloading sockets or using excessive cable lengths.
- Only compliant cables, connectors and distribution systems may be used.
- Electricity will be supplied via prepaid meters where available; water usage requires permission and may incur charges.

7. High-Risk Work and Permit-to-Work Requirements

The following activities require a **Permit to Work** issued by the Facilities Manager or authorised person:

- **Hot Work** (welding, grinding, cutting, open flame, heat-producing tasks)
- **Working at Height**

- **Confined Space Entry**
- Any activity designated high-risk by the Club

Work may not commence until all control measures, RAMS and fire precautions have been reviewed and approved.

8. Working at Height

- All work at height must comply with the **Work at Height Regulations 2005**
- No unplanned work at height is permitted.
- Ladders must be industrial grade, inspected, secured, and supervised.
- Access platforms must be erected by competent persons.
- Areas below must be kept clear; where unavoidable, safety helmets must be worn.
- No materials may be thrown or dropped from height.
- Work above **20m** requires a permit to work.

9. Hot Work Controls

Contractors undertaking hot work must:

- Comply with the Club Hot / Heat Work Policy
- Provide a task-specific risk assessment specifying ignition risks and fire-control measures.
- Obtain a **Hot Work Permit** before starting.
- Bring their own fire-fighting equipment appropriate to the task.
- Ensure extinguishers are in-service (within 12 months).

Club staff will inspect the setup and may stop work at any time if risks are unacceptable.

10. Temporary Structures, Event Installations and Specialist Set-ups

Includes truss systems, AV rigs, staging, demountable structures and similar installations.

Contractors must:

- Provide detailed method statements describing construction, stability and dismantling methods.
- Ensure public and member exclusion zones are established around hazardous activities.
- Avoid unprotected cable runs across gangways.
- Obtain written authorisation for specialist or hazardous construction techniques.

Unsafe practices will be halted immediately until compliant solutions are agreed.

11. Access, Egress and Housekeeping

- Walkways, gangways, stairs and emergency routes must remain unobstructed at all times.
- Materials must be stored only in locations designated by the Club.
- Contractors must keep work areas tidy and remove waste daily.

12. Waste Management & Environmental Protection

- Contractors must remove all non-Club waste from the site.
- Hazardous waste (oils, solvents, paints, contaminated rags, fuels) must **not** be placed in general bins.
- No discharge of pollutants, contaminated water, chemicals or debris is permitted into the ground, drains or marina.
- All spills must be reported immediately; contractors must not undertake clean-up unless authorised.

Failure to remove waste may result in charges.

13. Food and Drink Vendors (Event-Related)

Third-party food vendors must:

- Comply with all relevant food safety legislation.
- Provide hygiene certification and allergen management information on request.
- Operate only within approved locations.

14. Emergency Procedures

14.1 Fire or Evacuation

- In an emergency, all personnel must assemble at the designated assembly point at the far end of the car park (next to the green assembly sign).
- Naked flames (e.g., beacons) must be used only in accordance with manufacturers' instructions and with fire extinguishers nearby.

14.2 Medical Emergencies

- First aid kits are available for minor injuries.
- Emergency services must be called for serious injuries or life-threatening situations.

15. Club Rights and Responsibilities

15.1 Club Rights

The Club may:

- Refuse access at its discretion
- Suspend or terminate any contractor's work for non-compliance
- Inspect, audit or challenge unsafe working practices

15.2 Club Responsibilities

The Club will:

- Provide contractors with this policy prior to work commencing
- Review insurance and permit documentation
- Monitor compliance with safety requirements

16. Contractor Declaration (to be signed)

All contractors must sign to confirm that they:

- Have received, read and understood this policy
- Agree to comply with all requirements, legislation and permits
- Will provide valid insurance and RAMS prior to work
- Acknowledge the Club's right to suspend or revoke permission to work