



WicorMarine  
YACHT HAVEN

# GENERAL CONDITIONS & RULES

## Health and Safety Information Booklet

### Welcome to WicorMarine Yacht Haven

For your own Health & Safety and that of others, you are required to **read and retain this Information Booklet and observe all the conditions and rules** whilst you are in or around the WicorMarine Yacht Haven boat storage areas.

Should you have any questions concerning safety issues please contact the site operators on the following number

**01329 237112**

WicorMarine Yacht Haven, Cranleigh Road, Fareham, Hampshire, PO16 9DR  
Email - [inbox@wicormarine.co.uk](mailto:inbox@wicormarine.co.uk)  
[www.wicormarine.co.uk](http://www.wicormarine.co.uk)

1. All visitors, contractors and agents must report and “sign in and out” at the WicorMarine Yacht Haven Marina Office.
2. All users of Portsmouth Harbour are to comply with the published Bye Laws.
3. No unauthorised person is permitted to enter the boatyard without permission.
4. All accidents or ‘near miss’ incidents are to be reported immediately to a member of the WicorMarine Yacht Haven staff.
5. All subcontractors and those working on vessels must hold current 3rd party liability insurance for a minimum of £5million.
6. Extra care is to be taken in freezing and wet weather conditions as surfaces may be slippery. Suitable footwear must be worn at all times.
7. All personnel are to observe the safety signs displayed around the site.
8. This is a No Smoking site. No smoking or naked flames are allowed in the office, workshops or boat shed.
9. Batteries, full or empty fire extinguishers and out of date flares are to be removed from the boatyard storage areas and are not to be deposited in the general waste bins.
10. All general waste is to be disposed of in the bins provided. Waste oil can be deposited in the dedicated waste oil tank beside the general waste bins.
11. Use of electrical sockets is subject to prior permission and conditions.
12. Electrical sockets within the boatyard should not be used for charging electric cars.
13. Electrical leads, adapters, meters and extension leads must be fit for purpose and checked regularly. Any joins in cables and connections at the supply and on deck must be entirely waterproof. Plastic bags are not suitable as a means to protect sockets and joins from water ingress.
14. A set of boat keys must be deposited with WicorMarine Yacht Haven Marina Office for use in an emergency.
15. No unaccompanied or unsupervised children are allowed into the boatyard at any time.
16. All items, vehicles and equipment are stored on site strictly at the owner’s risk.
17. Dogs are allowed within the boatyard area but must be kept on a lead at all times.
18. All vehicles must display the appropriate pass at all times. The speed limit for all areas is 5mph.
19. All work must be carried out by competent and trained personnel. Copies of Certificates, Permits and Insurances etc. must be made available for inspection by WicorMarine Yacht Haven members of staff on request.

20. No persons or Company are permitted to bring into the boatyard or marina areas any items of plant hired without prior written permission and terms agreed.
21. The use of ladders will not be permitted as a repeated means of access to the deck of any vessel which measures 3.5 metres or more above ground level. Other forms of access such as steps or scaffold towers must be used over this height, the location of which is to be determined by WicorMarine Yacht Haven staff. Requirements may be discussed with WicorMarine Yacht Haven staff if required.
22. Ladders, staging and such like that are considered unsafe or inappropriate for purpose will be removed. Ladders should be securely fastened to the boat when in use and the top of the ladder must extend at least 1m above deck level. Ladders should be brought down when leaving vessel unattended
23. Areas around vessels must be kept safe and tidy at all times.
24. Prior to the vessel departing the boatyard, the area beneath the boat is to be thoroughly cleaned and any waste appropriately disposed of.
25. The moving of shores, boat stands and other supporting structures is strictly forbidden. Please ask a member of the boatyard staff.
26. Only WicorMarine Yacht Haven personnel are authorised to operate the plant and equipment.
27. WicorMarine Yacht Haven Limited requires that headsails are removed on all vessels whilst stored ashore especially during the winter months - September to April inclusive.
28. Trailers and cradles should not be left without prior written permission. Terms and conditions apply.
29. Do not start any engine on the vessel whilst the vessel is ashore without prior permission.
30. Storage of gas or petrol aboard any boat whilst ashore is forbidden.
31. We do not encourage vessels ashore to be used for overnight accommodation. The following terms apply when vessels are used for this occasional purpose -
  - Vessels ashore must not be used as permanent place of accommodation.
  - Do not discharge any form of waste or foul water from the vessel.
  - All seacocks are to be turned off whilst the vessel is ashore.
  - No machinery should be operated whilst ashore i.e. engine or generators.
  - Do not use cookers or any other form of naked flame on the vessel
  - Do not allow children on the side or foredeck whilst the boat is ashore.

- Do not create any violent movements whilst the boat is ashore on its cradle or shores.
  - Ensure that there are two means of escape out of the boat – i.e. access out through the forward hatch and through the main hatch.
32. Attention is drawn to the WicorMarine Yacht Haven Health & Safety Policy. A copy is available from the Marina Office.
  33. If you see something that looks dangerous, please report it immediately to a member of the WicorMarine Yacht Haven staff.
  34. If cars are being left unattended in the yard at any time, a parking slip must be displayed on the dashboard with a mobile number for the driver.
  35. Owners leaving cars unattended in the boatyard for more than a day must leave spare keys with the marina office in case the car needs to be moved. An out-of-hours key deposit box is available if required.
  36. The following operations will not be permitted without first obtaining a work permit and submitting for approval a Risk Assessment and Method Statement. Permission may be refused without justification. A charge may be levied for these activities to be carried out:
    - Welding, cutting, grinding or sanding any material
    - Spraying of any type of paint or material
    - Sand, grit, or slurry blasting
  37. All items of equipment used to build, maintain or repair vessels must be operated by competent and trained personnel and be in a safe acceptable working condition.
  38. Grit blasting in the boatyard area is subject to Terms and Conditions and a charge per day.
  39. All movement of vessels using the hoist or other equipment are chargeable at the current advertised rates.
  40. It is not permitted to go “aloft” – ascend a mast whilst the vessel is ashore.
  41. All personnel are to wear appropriate safety clothing whilst working in any of the areas operated by WicorMarine Yacht Haven Ltd
  42. All personnel must stay well clear, at least 15 metres from any boat lifting and moving machinery that is in operation, at the direction of WicorMarine Yacht Haven personnel.
  43. In the event the Fire Alarm sounds, all persons are to proceed to the Fire Assemble Point without delay.
  44. A First Aid point is to be found at the Marina Office
  45. Boatyard personnel have access to a portable First Aid kit when office is closed.