



## **NCI PRAWLE POINT**

### **HEALTH AND SAFETY INSTRUCTIONS**

#### **Introduction**

These instructions are intended to ensure the health & safety of Watchkeepers at, and visitors to, the NCI Prawle Point Station.

They are designed to give effect to the National Coastwatch Institution (NCI) health & safety code of practice and its policy and requirements document. They are also based on a local risk assessment conducted by the Station's Health and Safety Officer (HSO) and meet the need for appropriate method statements to be produced.

Note: We are tenants of the National Trust who own the building and surrounding land, and therefore the fundamental requirement to consider the general public, is shared with them.

# **Health and Safety Policy**

## **1. Responsibilities**

- 1.1 NCI has a legal responsibility for the Health and Safety of, and has a duty of care towards, all its personnel, contractors and visitors to NCI stations.
- 1.2 The Station Manager is responsible for ensuring that the station is operated in accordance with Health and Safety Legislation. He is also responsible to the NCI Trustees for implementing the code of practice and the policy requirements of the charity. They are set out in Annexe A and Annexe B.
- 1.3 The Station Manager has delegated authority in this area to the Station's Health & Safety Officer (HSO); nonetheless the Station Manager remains accountable. Appointed officers referred to in this document are listed in paragraph 27 below.
- 1.4 Failure to consider safety at all times may not just result in retribution and recrimination, it may result in death or serious injury. All Watchkeepers must read, understand and comply with these instructions.
- 1.5 Common sense should be used at all times. Watchkeepers need to be aware of risk, whether specified or not, and take appropriate steps to protect themselves and others at all times. It is their legal and moral responsibility to do so.

## **2. Risk Assessment and Method Statements.**

- 2.1 The law requires organisations to conduct Risk Assessments of their activities and produce Method Statements so as to minimise risk. NCI Prawle Point's current Risk Assessment is in Annex C. It will be reviewed annually.

## **3. Responsibility to the Public**

- 3.1 These instructions are aimed at providing for the Health and Safety of Watchkeepers and visitors to the station. NCI cannot be responsible for the public at large. However, if assistance is required the watchkeeper should act in line with Station Operating procedures (by calling the Coastguard and/or ambulance service). If a member of the public requires first aid action should be taken in line with Section 7 below.
- 3.2 If a member of the public is seen to be putting himself (or herself) at risk or others in danger (e.g. by fooling around in the immediate area of the cliff edge) some friendly advice might help, but the watchkeeper should not become too involved. If necessary call the coastguard or police.
- 3.3 If anyone in the vicinity is at serious risk when the station is closing, the Coastguard should be informed in the closing report.

## **4. Visitors and others.**

- 4.1 The qualified watchkeeper(s) on watch have a responsibility for ensuring the health and safety of all other station personnel and for any member of the public present in the station during their watch. Other personnel and members of the public must follow their instructions.
- 4.2 Under no circumstances should watchkeepers permit unaccompanied children into the lookout. (see NCI Manual re Safeguarding of Children)

## Health and Safety Training

### 5. Watchkeepers under Training

- 5.1 Initial training will be provided by means of the completion of the safety component of the training Check List.

### 6. Continuation Training

- 6.1 Further training aimed at qualified watchkeepers will be provided on an as required basis. This will be recorded on the annual commitment letter.

## First Aid

### 7. First Aid Policy.

- 7.1 NCI is **not a FIRST AID organisation**, and the treatment of the general public, unless in a dire emergency, is discouraged.  
However, for safety reasons, a first aid kit, suitable for the purpose, is available, and is kept in the cupboard opposite the inner west door (labelled with a green cross)  
If there is an accident and any of the items are used, note should be made in the deficiencies book, so that the kit can be replenished. It will be fully mustered annually by the HSO, or earlier if required.
- 7.2 If a watchkeeper needs medical treatment when on solo watch, a relief watchkeeper should be found. If the watchkeeper cannot wait for a relief, the watch should be closed and someone informed that help is required, so that they can ensure that the watchkeeper gets to a treatment centre quickly and safely.
- 7.3 If urgent assistance is needed, call 999 for medical assistance.
- 7.4 If necessary, use the **Lone Worker Device** to summon help. (see section 12.2 below)
- 7.5 **An automatic emergency defibrillator is located in the lookout All watchkeepers must familiarise themselves with instructions for use**

### 8. Providing first aid to the Public.

- 8.1 A watchkeeper **may only** provide active first aid to members of the public if qualified to do so, and the need is medically urgent. This is at the watchkeepers own personal risk. The use of the first aid kit may be offered, if necessary.
- 8.2 Avoid treating a child unless an appropriate adult is present. (See Child Protection Policy in Section 16 of Station Document 10: NCI Stations Manual)
- 8.3 If assistance or first aid is provided, you should make an entry in the station Log Book, and advise ALL casualties to see their GP as soon as possible
- 8.4 As previously stated, an ambulance should be called if necessary.

## Reporting Accidents

## 9. The Station's Accident Book

- 9.1 An H & S Statutory Accident Book is kept in the Watch Keeping Box. It will be monitored by the HSO. Completed reports should be "Scanned to Accident" and removed from the book, placed in a sealed envelope, and placed in "C" post tray for H & S Officer to file. The H & S Accident Book is only to be used for accidents and near misses, occurring within the Station, its immediate environs, and between the Station and car park.

## 10. Verbal and Initial Written Reports.

- 10.1 If a watchkeeper has an accident, enter the details in the Accident Book, and make an entry, **in red**, in the Station Log Book.
- 10.2 The Station Manager or Deputy Station Manager should be informed, and the HSO as soon as convenient.
- 10.3 If someone other than a watchkeeper. eg member of public, visitor to the lookout, has an accident, the watchkeeper(s) on duty should make a report.
- 10.4 Remember that an accident is defined as an unforeseen and undesirable occurrence which may or may not cause harm to a person or persons. Part of the need for a report is to ensure that similar mistakes do not occur again, based upon incidents and near misses.

## 11. Further Written Reports.

- 11.1 The HSO will arrange for any further reports to be sent to either NCI or the Health & Safety Executive.

## Specific Instructions

### 12. Isolation

- 12.1 Given the stations isolation and the fact that often only one watchkeeper may be present, there is an on-going risk both during operational hours, and whilst proceeding to and from the station.
- 12.2 While on duty, solo watchkeepers must wear the **Lone Worker Device** provided. This is intended to alert either station officers or the Police to an emergency situation. An allocated committee member should make contact during the watch to ensure safety & well being (Buddy call)  
To ensure that access is possible if a solo watchkeeper is unable to move and requires medical assistance, it is advisory to leave the East door open, or, if adverse weather conditions necessitate its closure, to open the West door.
- 12.3 Watchkeepers with a medical condition which may necessitate support being readily at hand should avoid solo watches. Please note that the onus is on watchkeepers with a medical condition to determine whether it is appropriate for them to continue watchkeeping when either (a). their state of health is such that they may require easy and rapid access to medical facilities, or (b). the journey to and from the station is detrimental to their health.
- 12.4 As part of the opening and closing routine, watchkeepers are required to contact the Coastguard. This does not provide any active safeguard, but it may help trace and watchkeepers movements if necessary.
- 12.5 To reduce the possibility of accidents or incidents en route going unnoticed, watchkeepers should ensure that their partners or friends (a) know when they are attending the station, (b).

know the time they are planning to return home and (c). have the phone numbers of the Station Manager and Deputy Station Manager readily available. This is particularly important during the Winter months when, after sunset, the area will be dark and is likely to be deserted.

- 12.6 Should a watchkeeper fail to arrive on station to share a watch, any other watchkeeper present should phone the absent Watchkeepers home number and, if no response, advise the Station Manager or Deputy Station Manager.
- 12.7 Watchkeepers on solo watch, who do not have any family members or friends to make contact, should make contact with the Station Manager, or other Committee member, or pre-arranged watchkeeper “buddy” on leaving the station, and again when en route home once in mobile phone range. (Prawle Point is not within mobile signal range)
- 12.8 Watchkeepers should ensure that a record of their Next of Kin is kept in the Dutyman system. This will ensure that contact can be made by the station manager, or deputy, in the event of incident, or “no show” of watchkeeper.
- 12.8 Watchkeepers are advised to carry a torch if they are likely to leave the station after sunset, or in poor visibility.  
If more than one watchkeeper is present, they should leave together for mutual support.
- 12.9 In the event that the lookout cannot be manned, e.g during period of inclement weather, or other unforeseen circumstances, **Falmouth Coastguard must be informed. The Station Manager must also be informed.**
- 12.10 **In the event of adverse weather, particularly severe gales, watchkeepers should be mindful of conditions, and should not risk their own safety attempting to access the lookout. See 12.9 for actions to take**

### **13. Slips, Trips and Falls**

- 13.1 As in normal life, the risk of trips and falls is constant. It takes on greater significance at Prawle Point where the station is in an isolated location. Watchkeepers must take extra care, and exercise a duty of care towards their colleagues.
- 13.2 Walking up, and particularly down from the station can be hazardous when the fields are wet, muddy, or coated with animal droppings. Take great care in these circumstances. It is advisable to wear stout walking shoes/boots with good tread, and consider the use of stick or trekking pole/s. It is also advisable to use a day sack for personal items/change of shoes.
- 13.3 When mopping up the floor in the station, ensure that others present are aware of the risk of slips.
- 13.4 The steps leading up to the main entrance door must be kept clean. If icy and slippery, salt should be used. This is kept on the shelf in the porch broom cupboard.

### **14. Cliff Danger**

- 14.1 The cliffs near the Station are very dangerous and should be approached with extreme caution and, then, only if necessary and if weather conditions are favourable. Do not go near the cliff tops when strong offshore winds are blowing.

- 14.2 Watchkeepers should not put themselves in danger for any reason whatsoever. Their duties do not require them to do so.
- 14.3 A Watchkeeper should only leave the station to investigate an incident when another watchkeeper is present. Wear the safety jacket provided, and maintain communication by the hand held short wave radio.
- 14.4 The Watchkeeper should take with him/her the **Red Emergency Grab Bag**, located on the hooks at the back of the inner Lookout door. This contains
- 1 x High visibility vest
  - Waterproof notepad & pencil
  - 2 x Foil space blankets
  - Emergency whistle
  - 1 x disposable respirator mask (For use if competent only)
  - 2 x Large sterile dressing pads (to apply pressure to wound)
  - 2 x Pairs Disposable gloves

## 15. Electrical Safety

- 15.1 There is always a risk of electrical shock from the normal supply in the station
- 15.2 Watchkeepers must not tamper with or open any electrically powered equipment unless they are qualified and specifically authorised to do so by the Facilities manager. Defects should be logged on a deficiency form, scanned and sent to the Facilities Manager, and, if urgent, reported to the Station Manager or Deputy.
- 15.3 The Facilities Manager and the Radar Maintenance Officer are the only personnel authorised to deal with repair of electrical equipment.
- 15.4 Watchkeepers should be familiar with the location of switches, plugs and sockets for each item of electrical equipment, and of the main electrical isolators/switches in the porch.
- 15.5 In the event of any sign of malfunction, especially overheating, of any equipment, it should be switches off and, where applicable, the plug removed from the socket. If there is any indication of overheating in any installed wiring, turn off the mains supply and contact the Facilities Manager for instructions. The occurrence should be noted in the deficiencies book.

## 16. Radar and Roof

**Please see specific Risk Assessment and HSE guidelines in this folder**

- 16.1 In addition to electrical risk, the radar antenna emits electromagnetic radio frequency (RF) energy which can be harmful, especially to the eyes.
- 16.2 Watchkeepers **must not** go onto the roof unless specifically authorised to do so by the Facilities Manager. He and the Radar Maintenance Officer are approved to do so providing (i) The radar has been switched off at the wall switch and (ii) a warning notice has been placed on the radar screen of keyboard as a reminder not to switch on.
- 16.3 At least two persons must be present whenever work takes place on the roof. Ladders must be secured so they cannot slip.

- 16.4 Particular care should be taken when the pole supporting the radio antenna and anemometer is lowered. This operation should only be carried out with the Facilities Manager and at least one other person present. The radar must be switches off prior to lowering

## **17. Manual Handling of Equipment**

- 17.1 When moving any heavy equipment, containers, or materials, always have regard for ones own safety. Always use sensible lifting techniques. Do not lift anything alone if two persons would be advisable. If in doubt – don't lift.

## **18 Fire safety**

- 18.1 There is a low but constant risk of fire when the station is manned. The most likely cause is the malfunction of electrical equipment. The inappropriate disposal of smoking materials may also be a risk. Please see Fire Risk Assessment in this folder.
- 18.2 Other than the main East door entrance, the Fire Exit route from the main station building is via the West Door. A smoke detector is situated in the back room, and in the Visitor Centre. In the event of this activating, all personnel are to vacate the building immediately, closing all windows/doors behind them. The smoke detector should be tested monthly, as per Wipe Board. Batteries should be replaced if required – located in drawers in secure cupboard..
- 18.3 Action to be taken in the event of fire will be displayed in the main station building. The emergency exit is clearly indicated.
- 18.4 A CO2 Fire Extinguisher is provided in the watch room for use on live electrical equipment or burning liquid. A further extinguisher is located in the back room. One Dry Powder Extinguisher is located in the Visitor centre, opposite the door to the generator room, for us on electrical equipment, burning liquid and all other fires.
- 18.5 A fire blanket is located in the back room.
- 18.6 Watchkeepers must be aware of how to use this equipment, and their locations.
- 18.7 Extinguishers will be regularly inspected and maintained.
- 18.8 Naked lights are not permitted on station

## **19. Smoking:**

- 19.1 Smoking on the station premises is prohibited by law. Signs to this effect are displayed in the Station. This includes the area surrounding the lookout (i.e. within fenced area)

## **Drinking Water**

- 19.2 There is no mains supply to the station. Water brought to the station in containers is intended for making hot drinks, and for washing up cups and spoons. It must be boiled before use. After use, cups and spoons should be sterilised by washing in hot water from the counter top boiler, but take care to avoid scalding. The water containers will be regularly sterilised by the HSO.
- 19.3 Cold drinking water, including water used to dilute squash, etc, must be taken from bottled sealed by the manufacturer.

**19.4** Water, whether in sealed bottles, or containers, should be protected from direct sunlight.

## **21. Toilet and Tank**

- 21.1 The Facilities Manger will arrange for maintenance of the toilet and its supply tank. No one else should tamper with these items.
- 21.2 Watchkeepers should advise other watchkeepers on station when leaving the watch to use the toilet, in case of the unlikely event that they become locked in!
- 21.3 The water supply to the toilet is from the water tank at the rear of the station, which is filled e by rainwater from the roof . Every effort must be made to conserve water, as it is a limited resource. Water for cleaning purposes should be taken from the tank, but please be aware that in periods of low rainfall, water for flushing the toilet may be in short supply. Do not leave the tank tap running.
- 21.4 Flush the toilet and **return the valve to the off position**, as indicated after use. Please use the toilet as you would wish to find it, and have regard for personal hygiene, and that of others. The toilet is not available for members of the public.
- 21.5 The wash basin in the toilet has no water supply. Use the antibacterial gel from the dispenser provided to “wash” hands. Do not flush anything down the toilet other than toilet paper. It can easily become blocked, and is not a pleasant task to unblock! And can also cause damage to the flushing mechanism, and the wrath of the Facilities Manager!

## **22. Visitor Centre and Locked equipment storage room .**

- 22.1 The public must be excluded from the Visitor Centre when (b) the Storage Room and/or Visitor Centre is in use for maintenance purposes and/or (c) the Visitor Centre is in use for storage of equipment or materials. In these circumstances please ensure that the Visitor Centre door is locked when you leave the building. The Storage Room must be bolted and padlocked when not in use.
- 22.2 No Hazchem items are to be stored in the Generator Room (See HSE COSSH advice booklet in this file)
- 22.3 The Airwaves equipment in the Visitor Centre should not be interfered with by station personnel. If a problem arises with the equipment contact the Facilities Manager who will in turn contact Airwaves.
- 22.4 Asbestos is present in the ceiling of the Visitor Centre. It has been painted in to lock the fibres. Only the Facilities Manager or qualified maintenance personnel working under his/her direct supervision may repair or alter the ceiling, and then only after signing a declaration of their awareness and competence to do so
- 22.5 An asbestos risk assessment report is filed in the Health & Safety folder.

## **23. Flagpole**

- 23.1 Under no circumstances should a watchkeeper attempt to climb the flagpole to free up or repair snagged or damaged halyards, etc. Contact the Facilities Manager if a problem arises.



## **24. Lightning**

- 24.1 Remain in the building during lightning strikes. Do not touch the equipment or the building Frame.

## **25. Infectious Illnesses**

- 25.1 Because of the confined nature of the lookout, watchkeepers should avoid going on watch if they have an illness which is at the infectious stage. (e.g. heavy cold, or respiratory infection) They should find a substitute watchkeeper if possible, and give the Station Manager, and Rosta officer, as much notice as possible.  
A watchkeeper who has had diarrhoea and/or vomiting, such as Noro Virus, **must not** go on watch until they have been clear of symptoms for 48 hours.  
If a watchkeeper has any symptoms of Covid 19, or has recently been infected, they must not under any circumstances go on watch, and must observe the current guidance on isolation.

## **26. Station Occupancy**

- 26.1.1 The maximum occupancy within the main station building at any one time is set at 10 persons. This includes both watchkeepers and members of the public. This limit should reduce the crush hazard, and ensure that the building can be quickly and safely evacuated in the event of fire, or other emergency.
- 26.2 The maximum occupancy within the Visitor Centre is set at 20 persons at any one time.

## **27. Members Dogs**

- 27.1. The NCI is not covered under 3<sup>rd</sup> Party Liability Insurance should a member's dog cause any injury to either another member, or member of the public. It is therefore necessary that any member bringing their dog with them to keep watch has Pet Insurance, which has a 3<sup>rd</sup> party element to it. This information must be given to the station manager.
- 27.2 Visitors are frequently accompanied by their dogs. We do not allow visitors to enter the lookout with their dog/s.  
Watchkeepers should ensure that owners control their animals whilst in the vicinity of NCI premises.  
If an injury is caused by an owner's animal, then the liability falls to the dog owner.

## **28. Appointed Officers**

Station Manager:	Richard Cropper
Deputy Station Managers:	Alan Kerr; Jean Carlyle Lyon
Secretary:	Chris Bryson
Treasurer:	Alan Kerr
Health & Safety Officer:	Anne Cormack
Fire Safety Officer:	Mick McGing
Facilities Manager:	Don Bell
Radar Maintenance Officer:	Don Bell
Water Safety Officer:	Faith Constantine
Training Officer:	Nancy Sinclair

Publicity and Web Coordinator	Richard Povall
Fund Raising Officer:	Mike Treleaven

First Responders in case of emergency – contact numbers held by Emergency Response handlers

Chris Bryson  
Roger O'Dell  
Kevin Hares