



WATER SKI : WAKEBOARD : RINGO

01395 267391

WWW.EXEWAKE.COM

Health and Safety Policy
and
Procedures

Issue	Author	Date
Revision 1	Charlotte Coleman	24/02/11

Index

1. Policy Statement

2. Organisation

2.1 Roles and Responsibilities

3. Arrangements

General Arrangements

3.1 First Aid

3.2 Emergency Action Plan

3.3 Fire Plan

3.4 Equipment

3.5 Protective Clothing

3.6 Normal operating procedures

3.7 Potential Ringo ride operational areas

3.8 Land based operations

3.9 Information, instruction, supervision and training

3.10 Young Persons

3.11 Manual handling

3.12 Control of Substances Hazardous to Health

3.13 Assessment, Monitoring and review.

Appendices

1. Policy Statement

Exe Wake, in accordance with the Health & Safety at Work Act 1974 and Management Regulations 1999, are committed to providing so far as reasonably practicable, a safe and healthy working environment for their employees and others who may be affected by their undertakings.

We will achieve this by:

- Appointing only competent people to carry out the work
- Appoint competent H&S assistance
- Provide information, instruction and training and supervision where required
- Encourage employees consultation, communication and co-operation
- Where possible, eliminating, reducing or managing any risks to employees and others affected by our undertakings.
- Monitoring and reviewing our procedures and H&S performance at regular intervals

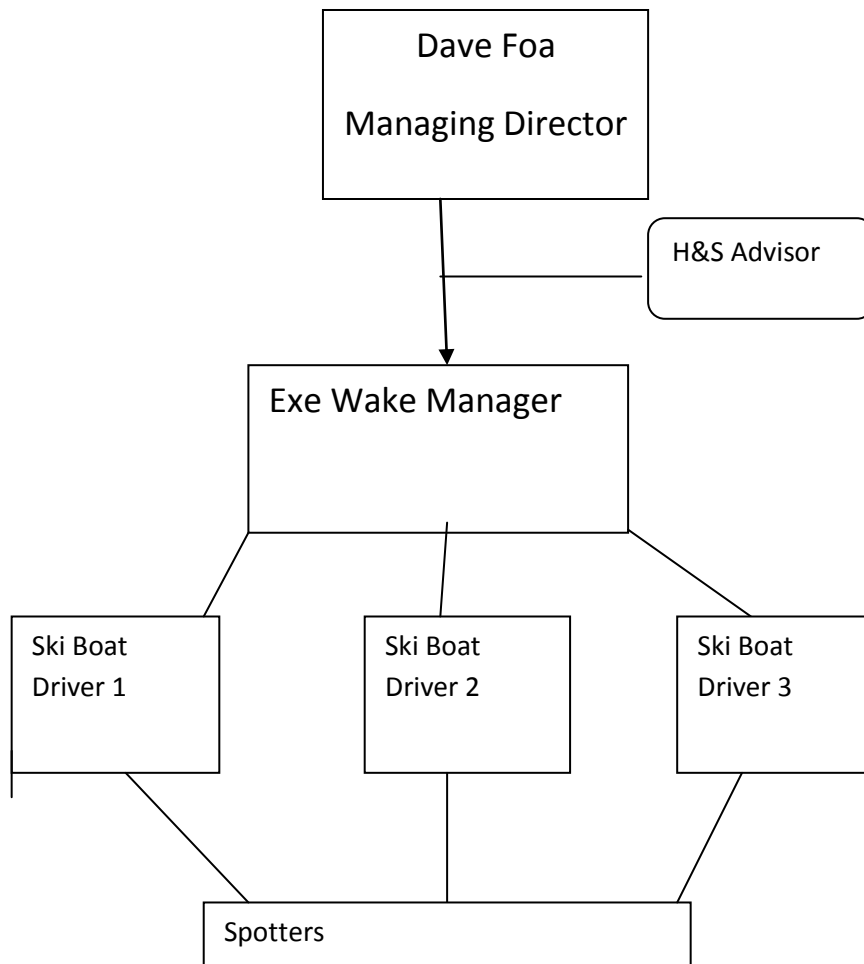
Any changes to legislation, our undertakings, size of the business or staff feedback will be taken account of and the documentation reviewed accordingly at that change, or at least on an annual basis.

Managing Director

Dave Foa

Date:

2. Organisation –



2.1 Roles and Responsibilities

Managing Director

The managing director will be responsible for:

- ensuring the health, safety and welfare of staff and others affected by Exe Wakes operations;
- ensuring adequate resources are made available to implement, manage, maintain and develop the Health and Safety Policy;
- making the necessary arrangements to ensure all staff are appropriately trained to allow them to fulfil their responsibilities;
- Ensuring good communication and cooperation is kept between all staff at all times.

Ski Boat Drivers and Instructors

Ski Boat drivers and Instructors are responsible for ensuring the safety of others by:

- driving sensibly, at speeds suitable for the activity to be undertaken and in accordance with the speed limits set out on the River.
- At all times when the boat is moving a kill cord must be worn.
- Qualifications; The minimum qualifications held by members of staff in this role are:
 - RYA Level 2 Powerboat
 - Ski Boat Drivers Award
 - First Aid qualifications

Conducting sessions – the Staff Member Must:

- Be fully familiar with the emergency action plan as detailed in the SMS
- Must carry out the following pre activity checks
- Medical conditions – check medical conditions of clients from disclaimer form and personally. Weather, Tide and sea conditions – current and predicted weather conditions and their likely affect on the session and what precautions are needed.
- Fuel – boat oil and fuel checked
- VHF radio – Battery state and waterproof bag check
- Preparation of boat – First Aid kit, tool kit, paddles, bucket, survival blanket, anchor, knife, water, clothing, torch and all other craft checks such as condition.

Carrying out comprehensive client briefing -

Briefing	
Enthusiastic Welcome	Your Name, clients names, Clients previous experience, Medical and any questions? (Check disclaimers) Toilet locations and changing facilities
Intro and objectives About the activities	What they want to achieve Structure of session
Safety Information	Clients kit – Wetsuits, buoyancy aids, helmets, suntan cream etc Boarding and exiting the boat Rules in the boat Hand signals – BWS code of practice and guidelines Dangers and Hazards The equipment being used and operating area Equipment check – buoyancy aids, wetsuits, helmets correctly fitted
Activity technique	Helpful learning points
After activity session evaluation	feedback from clients, how did it go and ways to improve

Ensure all equipment (including boat) is stored correctly and any damage or problems with equipment are dealt with immediately.

All Staff

All staff are responsible for:

- Working in accordance with company procedures, in a safe and healthy manner and in accordance with information, instruction and training so as not to put others or yourself at risk.
- Co-operate with Exe wake to enable them to comply with their legal duties
- Raise any concerns regarding health and safety you may have
- Report any broken or defective equipment in the work environment
- Be aware of emergency procedures
- Report any acts of misconduct

3.0 Procedures

General Arrangements

3.1 First Aid

First Aid –

First Aid kits are found on board the boat, in both a grab bag in the bow of the boat and second in the locker in front of the passenger seat.

The First Aid kits are checked weekly and staff have the responsibility of restocking any items used during the normal course of duty.

Drinks for the use of re-hydration will be carried by staff where necessary.

All staff members have current first aid certificates.

Medical Conditions –

All clients are required to fill in a disclaimer form and declare any medical conditions. Medication – for example asthma inhalers are to be carried by the client at all times apart from when in the water, where it will remain with a member of staff ready encase needed. Staff are to review these and ensure they are aware of any conditions of the clients they are instructing or carrying in their boat, ensuring medication is taken on the boat where required such as inhalers.

All incidents, no matter how minor they may seem, must be recorded within the accident book which will be held on the boat. Any completed forms must be forwarded to both the directors and the health and safety advisor, to enable them to decide if any investigations should be carried out.

3.1.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Under RIDDOR the ‘responsible person’ has a legal duty to report certain accidents, diseases and dangerous occurrences. These include death, major injury, over three day injury or case of disease.

You must report any accidents ‘arising from or in connection with work’ if the customer/member of the public is taken to hospital. However, you are not required to check that hospital treatment is given. Any reportable incident must be notified to HSE using the appropriate form F2508.

3.2 Emergency Action Plan – EAP

1. Introduction

Risk Assessment has been used to determine the most effective control measures in order to reduce the degree of risk imposed by the activities as far as practicable. The controls already in place – identified within risk assessments and training received by all the staff both in house and through National Governing Body Awards will ensure the safety of clients under the foreseeable conditions; this section will describe how Exe Wake will deal with situations of an extreme nature that could lead to actual or potential injury to one or more clients.

2. Emergency Action

Emergency Action will be required if there is a threat of major casualties, the following is a non-exhaustive list of incident examples that could lead to a major situation.

3. Water Skiing / Wakeboarding / Ringo riding / Power boating

- A. Collision with powered craft and serious damage to boat
- B. Multiple physical injuries
- C. Client unconscious in water after impact with equipment

D. Emergency incidents occur to members of the public and Exe Wake offers assistance
Action plan for incidents

The senior staff member must assess all potential incidents and react in initial stages to prevent a worsening of the situation. The following actions should take place on incident occurring – senior staff member will:

- A. Assess the nature of the emergency
- B. Account for all group members and ensure all non affected members are safe and supervised - removed from situation and return to shore if possible
- C. Conduct appropriate first aid
- D. Raise alarm by contact emergency services through:
 - Launch distress flares
 - Contacting coastguard on VHF Channel 16
 - Contacting Exe Wake on phone 01395 267391
 - Ring the emergency services by dialling 999 on mobile or nearest public
- E. Provide Information to emergency services
 - Contact number for communication with emergency services
 - The location and time of emergency
 - Nature of emergency
 - Number of actual and potential casualties
 - Action taken so far
- F. Staff member will take part in the rescue insofar as the lives of those on board are not put in danger
 - Priority given to those in greatest danger
 - Children must not be left unattended
 - Do not discuss legal liability

On arrival of emergency services – The Senior member of staff will:

- A. Identify themselves and explain current situation, extent and deposition of any casualties and offer assistance
- B. Member of staff to prepare list of names and addresses / phone numbers of group members and assist emergency services in anyway required
- C. A senior staff member will co-ordinate all requests for information from family and media. Next of Kin are to be provided with details in respect to their own family only and informed of their location NB caution should be exercised in the release of any personal information. No information other than general information about the incidents are to be given to the media: all requests of information should be passed to the emergency services.
- D. Exe Wake will contact all families of those involved in the incident and advise of location of their family member. The clients will be accounted for before released to the custody of their families.

Post incident – The Senior member of staff will:

- A. Collect any equipment involved and store in separate bag for inspection
- B. Obtain and record details of incident, names, addresses or witnesses etc
- C. Record details in accident book

4. Summary of EAP

The aim of this plan is to implement procedures that will be used in the event of the most extreme situations. Exe Wake will ensure its effectiveness by implementing a regime of using the most competent staff members and maintain their competence in all areas of emergency control. This

document is dynamic and will be modified as circumstances dictate or when advice is received from National Governing Bodies or Emergency Services.

3.3 Fire Emergency

All boats are kitted out with fire extinguishers; which are only to be used by staff who have been trained and in the event of a small fire such as an engine fire. If fire breaks out:

Raise the alarm using the VHF radios supplied, move clients away from the fire if there is another boat in immediate vicinity decant on to it.

Arrangements for Equipment and boats

3.4 Equipment

Boat engines are regularly serviced at the beginning of each season. At the start and end of each day staff check over the boats and equipment for any signs of damage; should they find any then this is repaired immediately or if unrepairable it is taken out of action. The vessel is fully insured and licensed and compliant with regulations enforced by the Maritime and Coastguard Agency.

3.5 Protective Clothing

All clothing and equipment is stored in a dry area on land and inspected for The two major hazards associated with water sports are drowning and hypothermia – clients must always wear buoyancy aids / life jackets and suitable clothing for the conditions. The correct size wetsuit, properly fitting buoyancy aid and helmet will be given to the client to change into before boarding the boat. Clear instruction on how to wear the appropriate safety equipment will be given before a thorough check by Exe Wake staff. Procedures relating to buoyancy aids and protective clothing are listed below.

Wetsuits are available to all water users. It is the responsibility of the supervising members of staff to ensure all clients are wearing the appropriate clothing for the prevailing conditions. Staff should note that sometimes wetsuits are too cold or too hot and that they should act on the side of caution if they suspect a client is suffering from effects of heat and act on their own judgement.

Helmets –

All clients participating in the Ringo Rides will be instructed to wear a good fitting, CE Certified Helmet. The helmets are specially designed for water sports and have fitted ear defenders to protect the client's ears from impact with the water.

Buoyancy Aids –

All individuals – both staff and clients must wear correctly fitting and done up Buoyancy Aids whilst on or in the water. "Water" includes the boat and waiting on the beach and assisting in the water. It is the responsibility of all staff to ensure Buoyancy Aids are worn correctly and that they set an example.

All Buoyancy Aids will be checked for wear and tear and will be replaced if they do not meet the necessary safety standards.

3.6 Normal Ski Boat Operations

The area of operation for the boats will be in the areas shown on the map below:



Boat Safety –

Staff members driving the boat will hold the minimum of RYA Level 2, Ski Boat Drivers Award and preferably the RYA Safety Boat Drivers Certificate.

The boat will be equipped with:

- 2 x First Aid Kits
- Tool Kit
- Survival Blankets
- Flares
- Anchor and Paddles
- A bucket suitable for bailing
- VHF Radio & Mobile Phone
- Drinking Water
- Fire Extinguisher
- Compass
- Torch

The driver must wear a “Kill Cord” at all times the boat is operating; the engine must be turned off when near individuals in the water.

Boarding the ski boat:-

The boat will be held in shallow water by the Spotter while the Driver remains in the boat to assist boarding and exiting clients. The Beach Master will escort the new group of clients down to the boat

and will highlight how they will approach the boat and control a safe and orderly fashion of boarding and exiting.

The Beach Master once all clients are boarded will escort the group who have just exited the boat back up the designated beach area, where they can change out of their safety equipment.

While on the Boat:-

The Spotter will be refreshing the clients of the safety signals and the area of operation while driving to the area. The Spotter will also do a second check on all the buoyancy aids and helmets (if Ringo or banana riding) to make sure all are fitted correctly.

When in the designated area of operation the Spotter will assist the clients one by one into their Ringo/banana or help them to put their board/skis on. (Ringo Rides will then last 10 minutes for a pair of clients due to being able to run 2 Ringo's at the same time. After they have finished their 10 minutes the Ringo's will be brought along side and the clients assisted out of the Ringo before assisting the second couple of clients into the Ringo's). After all the clients have had their turns, the boat will return to the launching and landing area where the process will start again with a new group.

Dismounting the Boat:-

The boat will be held in shallow water by the Spotter while the Driver remains in the boat to assist exiting clients. The Beach Master will escort the new group of clients down to the boat and will highlight how they will approach the boat and control a safe and orderly fashion of boarding and exiting. While the Spotter holds the boat it also allows the Beach Master to assist clients in and out of the boat from in the water.

The Beach Master once all clients have exited the boat, they will guide them back up the designated beach area, where they can change out of their safety equipment.

3.7 Potential Ringo Ride Operational Areas:



Pole Sands

This area is sited out of the new channel and around to the W – NW of Pole Sands. This would be safe area with plenty of room and a good distance away from the channel. This would also allow us to operate very close to our secondary back up boat, which is Edge Water sports safety boat when they are teaching kite surfing off the sand bank. This is the furthest distance for us and so not an ideal situation but would be ideal in providing shelter from Northerly direction winds.

Personal Watercraft Area (When Empty)

The PWC area is already designated down near Maer Rocks and has buoys marking the start and end of the area. This area is able to be used by Jet skis and other personal watercraft, so would only be used when there are no other craft in the area.

Existing Channel Markers 1&2 – 3&4

This area is designated where the old channel use to run. This area is highlighted in the diagram attached, between existing channel markers 1&2 to 3&4. This area would provide plenty of room, clear of the new channel and not need to cross it, while also being close by so family and friends can watch.

All the areas have positives and negatives, which is why we provide three potential areas to allow for flexibility in different weather conditions and if any of the areas get too busy due to other water craft.

3.8 Land Operations

Exe Wake Base :-

Controlled by the Beach Master, who's responsible for the safety and correct fitting of the safety equipment to the clients.

The Exe Wake Base will be manned continually and will be the first point of call for medical treatment and assessment to whether further medical treatment is needed. The Beach Master will have constant contact to the boat via VHF Radio and mobile phone as a backup.

The Exe Wake Base will have:-

- First Aid Kit
- Fresh Water
- Suntan Cream
- VHF Radio
- Mobile Phone

The Beach Master will also make clear judgements and ask questions regarding health and fitness of the client to make an accurate decision on whether the rider is unsuitable for the Ringo Rides, due to:

- Every rider must be able to swim 50m unassisted
- Specific medical conditions which restrict the client from taking part
- Disabilities in which could prove to make the ride unsafe or the retrieval of the client back into the boat from the water.
- Weight and Size – Due to retrieval of the client back into the boat from the water

Personnel Health and Safety Risks

3.9 Information, Instruction, Supervision and Training

All employees will be given an induction on their first day of work during which all risks will be identified and emergency procedures run through. All staff are encouraged to communicate any

health and safety concerns and issues with the health and safety advisor, the directors or their line managers.

Instructors will be given the necessary Royal Yacht Association (RYA) and British Water-ski Federation (BWSF) training to enable them to fulfil their role along with First Aid training.

3.10 Young Persons

A specified 'young persons risk assessment' will be undertaken if the person is under 18 years of age. The assessment takes into account their inexperience, lack of awareness of risks and immaturity; information is provided to parents or guardians of school-age children about risks and control issues before they start work; and an assessment is undertaken to decide whether to prohibit young people altogether from certain work activities. Hours of work will not exceed those outlined by local authorities. Parental consent will be obtained before any person under 18 starts work.

3.11 Manual Handling

Avoid lifting items that are too heavy (e.g. fuel cans, helping clients from the water). Two people can lift the item if necessary. Avoid pushing, pulling or dragging excessive loads, prolonged periods in one position, leading to postural strain. Use proper lifting techniques and avoid lifting tasks which involve reaching too high or too low. Lifting aids, e.g. trolleys or sack trucks are to be used where possible. All workers, expected to undertake manual handling, will be provided with information, instruction and training in accordance with the Manual Handling Regulations 1992.

3.12 Control of Substances Hazardous to Health

A COSHH assessment is undertaken under the COSHH Regulations to ensure substances that can be damaging or hazardous are controlled in the correct manner. In this instance the fuel used for the boats and the continuous exposure to wet conditions are both substances that can be harmful. Refer to COSHH assessment in the Appendices.

3.13 Risk Assessment, monitoring and control.

The Management of Health and Safety at Work Regulations 1999, requires employers to assess the risks posed to workers and any others who may be affected by their business. Risk assessments undertaken for specific undertakings of this business can be found in Appendix 1. These are reviewed on an annual basis or as and when required due to a change in procedure, legislation or proven inadequacy of the existing.

Safety inspections and reviews of existing procedures will be undertaken on a regular basis. Staff will undertake daily and weekly checks and the health and safety advisor will review at least annually or when the need arises, due to changes in legislation, or an event which shows the existing controls to be inadequate.

Appendices