

EXE WAKE

WATER SKI : WAKEBOARD : RINGO

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Safety Management System / Risk Assessment
&
Operating Procedures

Safety Management System

Normal Operating Procedures – Ringo Rides (Seafront)

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. Regulations relating to buoyancy aids and protective clothing are listed below.

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.

Protective Clothing

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 err 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.

Boat –

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.

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.

Briefing -

• Enthusiastic Welcome	Your Name, clients names, Clients previous experience, Medical and any questions? (Check disclaimers)
• 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 the boat Rules in the boat Hand signals – BWS code of practice and guidelines Exiting the boat The equipment being used and operating area.
• Activity technique	Helpful learning points

After activity – session evaluation – feedback from clients, how did it go and ways to improve.

Staff Responsibilities – Check List

Minimum qualification held by member of staff RYA Level 2 Powerboat, Ski Boat Drivers Award and Marine First Aid qualifications

Client equipment

- Buoyancy aid, wetsuit and helmet

Conducting sessions – the Staff Member Must

1. Be fully familiar with the emergency action plan as detailed in the SMS
2. 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.
3. Carry out comprehensive client briefing
 - Names and disclaimer forms
 - Toilet and changing facilities
 - Safety briefing (as above)
 - Hand Signals
 - Dangers and Hazards
 - Equipment check – buoyancy aids, wetsuits, helmets correctly fitting
4. Ensure all equipment (including boat) is stored correctly and any damage or problems with equipment are dealt with immediately.

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 / Powerboating

- A. Collision with powered craft and serious damage to boat
- B. Multiple physical injury
- 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

- E. 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.

Ringo Riding Operating Procedure

Greeting and Introduction:- Exe Wake Base

Explanation of what they will be doing, for how long, area they will ride in, safety signals and procedures.

During this process the client or client's guardian will fill out a disclaimer, informing the Beach Master of any medical conditions all the staff members need to be aware of.

Equipment and Safety Clothing:-

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 the Beach Master.

Boarding the 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 Ringo Riding area while driving to the area. The Spotter will also do a second check on all the buoyancy aids and helmets to make sure all are fitted correctly.

When in the designated Ringo Ride area the Spotter will assist the clients one by one into their Ringo. The Ringo Ride 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.

Exiting 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 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.

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 back up.

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

Potential Ringo Ride 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 kitesurfing 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 Northly 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 Jetski's 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.

Boarding and Exiting from a Pontoon

Notes: When meeting and greeting the clients the member of staff will provide the clients with the appropriate clothing and safety equipment. Before boarding the boat all clients will be informed of all safety procedures.

Hazard and Effects	Likelihood & Severity of Consequences	Existing Control measure and Operating Procedure
A client falls into the water while trying to board the boat.	Possible with Minor to Serious consequences.	1. All clients will be wearing Life Jackets on the pontoon. 2. The boat will be boarded one person at a time. 3. The boat will be made secure before boarding to provide a stable and safe platform. 4. All clients will be assisted by a member of staff when boarding.
A client traps their hand / finger in between the pontoon and boat.	Possible with intermediate consequences	All clients will be informed to keep their hands inside the boat at all times unless otherwise instructed by a member of staff. Clear briefing of the possible danger.
Other users on the pontoon	Possible with minor consequences	A member of staff will escort all clients down on to the pontoon and to the boarding area, while making them all aware of possible hazards.

Water Ski Area

Notes: All clients will be informed of hazards and risk relating the ski area, while identifying the area before activity.

Hazard and Effects	Likelihood & Severity of Consequences	Existing Control measure and Operating Procedure
Collision with other boats particularly other users of the Ski Area	Possible with major consequences	Identify possible hazards when present in the Ski Lane before towing. (Sandbanks, buoys, boats etc) Have a driver with extensive knowledge of the area, correct qualifications and of good sight and sound. Have a dedicated spotter, to watch the skier and to relay messages from skier to driver. Drive in an anti-clockwise direction around the Ski Area.
Collisions and impact with underwater obstructions / debris	Possible with intermediate consequences	Driver to have a good knowledge of the area. Inspect the area before use and collect any dangerous debris.
Grounding on sandbank next to the Ski Lane	Possible with minor consequences	Driver to have a good knowledge of the area be aware of the tide times and keep a good distance away from the sandbanks at all times.
Collision with a Ferry, Tudor Rose	Possible with major consequences	Stay in the dedicated Ski Lane when operating. When in channel, comply with local bylaws and IRPCS.

Water Skiing / Wakeboarding / Ringo Ride Sessions

Notes: All clients will be briefed fully on their activities and the British Water Ski code of practice and guidelines will be adhere to at all times.

Hazard and Effects	Likelihood & Severity of Consequences	Existing Control measure and Operating Procedure
Collision with other boats particularly other users of the Ski Area	Possible with major consequences	Identify possible hazards when present in the Ski Lane before towing. (Sandbanks, buoys, boats etc) Have a driver with extensive knowledge of the area, correct qualifications and of good sight and sound. Have a dedicated spotter, to watch the skier and to relay messages from skier to driver. Drive in an anti-clockwise direction around the Ski Area.
Collisions and impact with underwater obstructions / debris	Possible with intermediate consequences	Driver to have a good knowledge of the area. Inspect the area before use and collect any dangerous debris.
Grounding on sandbank next to the Ski Lane	Possible with minor consequences	Driver to have a good knowledge of the area be aware of the tide times and keep a good distance away from the sandbanks at all times.
Collision with a Ferry, Tudor Rose	Possible with major consequences	Stay in the dedicated Ski Lane when operating. When in channel, comply with local bylaws and IRPCS.
Death by Drowning	Remote but major consequences	<ul style="list-style-type: none"> • Mandatory use of buoyancy aids • Emergency equipment / First aid kit on board at all times • Qualified drivers • Staff members qualified First Aiders • Regular maintenance of sound boat. • Emergency Action Plan Established

Death by hypothermia including the recovery of unconscious casualties	Possible with major consequences	<ul style="list-style-type: none"> • All clients will wear suitable protective equipment such as wetsuits, buoyancy aids and helmets • Constant supervision by spotter • Staff members qualified First Aiders • Emergency equipment / First aid kit on board at all times • Training in recovery of large or unconscious casualties • Hot showers at base • Emergency Action Plan Established
Swept away by fast tidal flow	Possible with major consequences	<ul style="list-style-type: none"> • Spotter keeping a constant watch on skier, and informing driver immediately when skier has let go or fallen off so instant recovery can be made. • Knowledge of the tide times and flow.
Injuries caused by rotating propeller	Possible with major consequences	<ul style="list-style-type: none"> • Drivers to hold a minimum of RYA Level 2 Powerboat and SBDA and follow the procedures set out by British Water Ski. • Driver always wear kill cord. • Drivers should always be aware of propeller dangers and if any doubt of client safety – to switch off engine. • Engine to be switched off when recovering people from the water.
Loss of propulsion leading to boat being stranded	Possible with minor consequences	<ul style="list-style-type: none"> • Regular maintenance of engine • Driver contact with shore via VHF or mobile • Boat Trip Details logged • Boat equipped with anchor, paddles, flares and tools • Driver should attach to mooring or lower anchor and await for assistance. •

Injury to client in the water from boat	Possible with major consequences	<ul style="list-style-type: none"> • Spotter keeping a constant watch on skier, and informing driver immediately when skier has let go or fallen off so instant recovery can be made. • Driver always recovers client from water on the driver side. Approach client slowly and carefully. • Engine to be switched off when ever recovering, or assisting someone in the water.
Tow rope becoming tangled around the prop	Possible with minor consequences	<ul style="list-style-type: none"> • The spotter to feed out the rope and keep a constant watch of the tow rope • Engine switched off until rope is clear • Tool kit to contain a knife if necessary to cut rope clear • Only use floating tow ropes
Skier skiing into a boat or buoy	Possible with major consequences	<ul style="list-style-type: none"> • Driver to operate in a clear, safe environment to avoid such hazards. • Brief the clients to let go if unsure and hand signals. • Spotter to provide constant information from skier to driver. • Inform clients of the layout of the Ski Area and possible hazards
Caught in bad weather	Remote with minor consequences	<ul style="list-style-type: none"> • Weather forecasts taken for current and predicted. • All members on board the boat will be dress in appropriate safety clothing. • Extra clothing on board including a survival blanket • Boat does not operate in bad weather

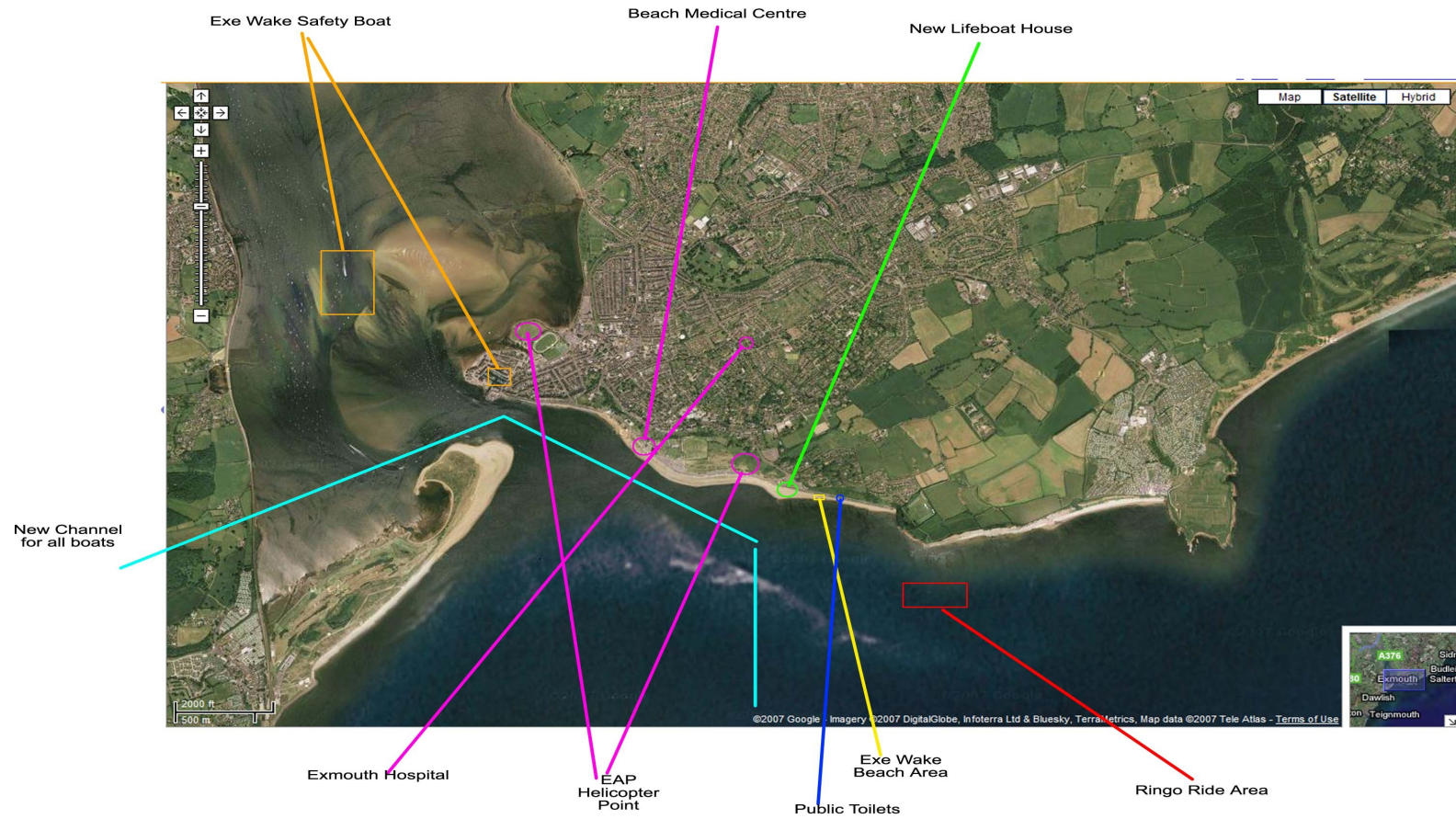
Engine Fire	Possible with major consequences	<ul style="list-style-type: none"> • Regular maintenance of engine and components. • Automatic fire extinguisher in the engine bay, with a second hand held in forward locker. • All members aboard wearing appropriate safety clothing in event of abandoning the boat. • EAP to be set in action
Skier / Wakeboarder / Ringo Rider falls off	Probable with intermediate consequences	<ul style="list-style-type: none"> • All clients to be briefed on risks of the sports and sign disclaimer • Clients wearing appropriate safety clothing i.e. wetsuit, buoyancy aids, helmets (at participant's discretion even though advised.) • Show correct hand signals to identify they are ok • Clients briefed at any time they are unsure to let go off the handle
Skier / Wakeboarder / Ringo Rider slips on boat	Possible with intermediate consequences	<ul style="list-style-type: none"> • Clients briefed on boarding and exiting procedures • Clients made aware of slippery areas • Staff member to provide assistance • Clients wearing appropriate safety clothing

Ringo Rides Area (Seafront – Area more clearly defined in the operating procedures.)

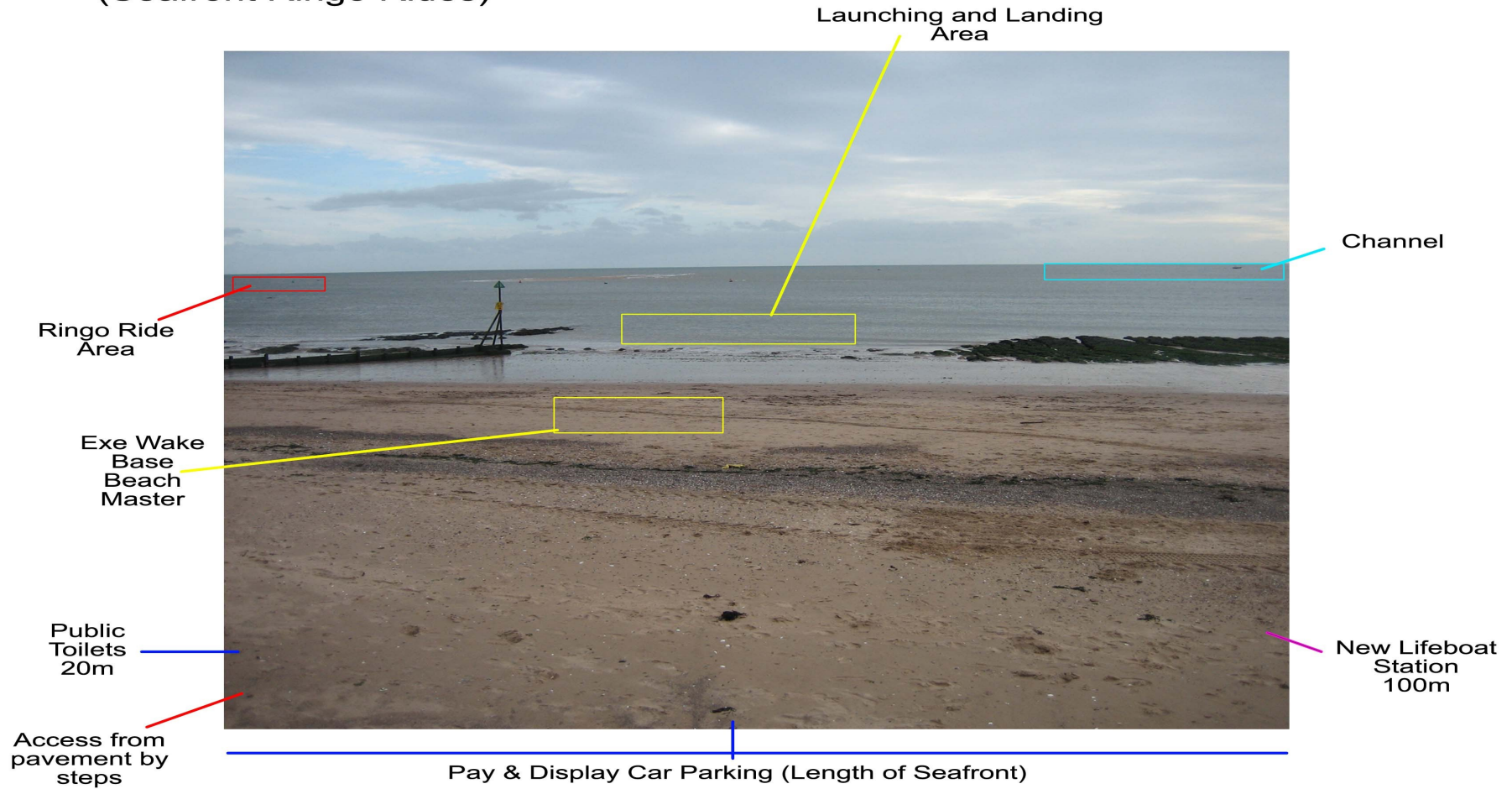
Notes: All clients will be informed of hazards and risk relating the Ringo Ride Area, while identifying the area before activity.

Hazard and Effects	Likelihood & Severity of Consequences	Existing Control measure and Operating Procedure
Collision with other boats particularly users of the Personal Watercraft Area. (PWC)	Possible with major consequences	Driver to take a route around the PWC Area, to avoid any users. Have a driver with extensive knowledge of the area, correct qualifications and of good sight and sound. Have a dedicated spotter, to watch the skier and to relay messages from skier to driver.
Collisions and impact with underwater obstructions / debris	Possible with intermediate consequences	Driver to have a good knowledge of the area. Inspect the area before use and collect any dangerous debris. Spotter to keep a constant eye out for debris.
Grounding on sandbank	Possible with minor consequences	Driver to have a good knowledge of the area be aware of the tide times and keep a good distance away from the sandbanks at all times.
Boarding the Boat from the beach	Possible with minor consequences	Driver to assist client from the boat. The spotter to hold the boat steady in the water or on the beach. The Beach Master to assist with boarding from the water. Rope ladder provided for easy access and various handles for support.
A client falls into the water while trying to board the boat.	Possible with minor consequences.	<ol style="list-style-type: none"> 1. All clients will be wearing Life Jackets. 2. The boat will be boarded one person at a time. 3. The boat will be made secure before boarding to provide a stable and safe platform. 4. All clients will be assisted by a member of staff when boarding.

Over View of the Areas and Emergency Points stated in the Safety Management System and Operating Procedures



Launching and Landing Area (Seafront Ringo Rides)



Safety Management System

Normal Operating Procedures

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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 jetties, pontoons and swimming or 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.

Protective Clothing

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Boat –

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 Kit
- Tool Kit
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• Activity technique	Helpful learning points

After activity – session evaluation – feedback from clients, how did it go and ways to improve.

Staff Responsibilities – Check List

Minimum qualification held by member of staff RYA Level 2 Powerboat, Ski Boat Drivers Award and Marine First Aid qualifications

Client equipment

- Buoyancy aid and wetsuit. Helmet advised (decision made by client)

Conducting sessions – the Staff Member Must

5. Be fully familiar with the emergency action plan as detailed in the SMS
6. 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
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 - Safety briefing (as above)
 - Hand Signals
 - Dangers and Hazards
 - Equipment check – buoyancy aids, wetsuits, helmets correctly fitting
8. Ensure all equipment (including boat) is stored correctly and any damage or problems with equipment are dealt with immediately.

Emergency Action Plan – EAP

1. Introduction

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- F. Multiple physical injury
- G. Client unconscious in water after impact with equipment
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- F. Member of staff to prepare list of names and addresses / phone numbers of group members and assist emergency services in anyway required
- G. 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.
- H. 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:

- D. Collect any equipment involved and store in separate bag for inspection
- E. Obtain and record details of incident, names, addresses or witnesses etc
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4. Summary of EAP

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