



Safety Management Systems

24/11/2017

WATERLAND ACTIVITIES

Full Time Staff Qualifications & Responsibilities

J. D Pendlebury MA MCIPD PGCE Head Instructor

Qualifications

Instructor Kayak
R.Y.A. Power boat 4
Single Pitch Supervisor Trained
Community Sports Leader Award Archery G.N.A.S
First Aid At Work Certificate Defibrillator Qualified + Med Gas
First Aid Instructor
Mountain & Moor land Level 3
Mountain Leader Trained
Approved to Work With Young People
Graduate Member, Institute of Personnel Development
Training Skills 1 (HCITB)
B. A Hotel Catering & Administration
RYA Powerboat Instructor
Senior Instructor Sailing & Windsurfing
MA Training & Development
Member Of The Chartered Institute Of Personnel Development
Post Graduate Certificate In Education
Windsurfing Instructor
Standup Paddle Board Instructor
Director, Responsibilities Administration of all records, Employment Of
Staff Finance Activity Organisation

Yin Roberts Baker Executive Assistant

Qualifications

BA (Hons) Marketing Management

WATERLAND GEAR LTD

SAFETY MANUAL 2009

SAFETY PHILOSOPHY

The Accident Equation:

Human Hazard + Environmental Hazard = Accident Potential

Human Hazards: -
Participant
Class Instructor
Supervisor
Public

Parent/Helpers
Media

Environmental Hazards: -
Places
Philosophies
Activities
Equipment

-

The goal of safety management is to reduce the accident potential by increasing everyone's awareness of possible human and environmental hazards. By anticipating these, positive steps can be made to reduce their significance in the equation and thus reduce the accident potential.

Weils Disease

Weils disease is a waterborne infection that is carried in rat's urine. The infection enters open wounds, etc. and develop flu like symptoms with the addition of aching calf muscles. This disease is potentially fatal if not treated in the early stages. If there is any doubt a request to the doctor for a blood test and treatment by antibiotics must be **INSISTED UPON**. Weils disease is notifiable zoonoses and therefore must be reported.

Within this statement it is not implied that the bacteria affect any area of work, it is a general statement as a warning.

GENERAL GUIDE LINES FOR WATERLAND FULL & CASUAL STAFF ON SITE ACTIVITIES

INFORMATION FOR STAFF

1. All schools, companies and individual bookings must provide the centre with a completed medical form . The medical form, duly completed, showing all the names of the participants must be submitted before the activity takes place.
2. The maximum-working ratio's specified for each activity must be adhered to. Such ratios may need to be altered according to the age and ability of the group or weather conditions.
3. All staff must be familiar with the emergency contact procedures for the centre and also when activities are based away from the site.
4. Details of group. numbers, working areas and estimated times of return must be left with an authorised person who is in the employ of the company.
5. Staffs who work away from the centre must carry a first aid kit / emergency contact numbers, medication information and have briefed their students regarding the planned activity.

FIRST AID REQUIREMENTS

All Waterland and Casual Staff must hold a first aid certificate. The following are acceptable:

1. First Aid At Work (All Full Time Instructor Staff)
2. EFAW

Weather conditions must always be checked and the programme adjusted if necessary.

BRIEFING THE CLIENT

The clients must be briefed as follows:

1. Group conduct and working group organisation (see activity briefing sheet)
2. Conditions and weather
3. Personal equipment needed and clothing worn with extra for example sun cream, sun hat, emergency food and writing implements
4. The aim of the activity
5. Equipment with particular regard to safety and responsibility.
6. Codes of conduct.
7. Policy for natural breaks if applicable.

DEBRIEFING THE CLIENT

The clients will be debriefed as follows:

1. Check client numbers.
2. Check condition of clients.
3. Check the equipment.
4. Obtain feedback from the client concerning the activity
5. Obtain feedback from the other if applicable about the activity / safety.

RECORDING OF ACCIDENTS, INJURIES & NEAR MISSES

1. Staff must record accidents, injuries in the accident book or accident sheet depending on severity.
2. Staff must record close call (Near Miss) incidents in the report sheets that are kept on the Team leaders Desk in The Office. and request that the risk assessment is updated to cover the incident if required.

EQUIPMENT

1. It is the staff's responsibility to check all equipment prior to an activity commencing and after the activity has finished, reporting any problems to a manager, make a defect sheet out and put the equipment on the out of order rack adjacent to the workshop. Staff should not use equipment they are not happy with.
2. The named manager will inspect equipment and maintenance carried out as required. That named manager is Mr C Patterson

STAFF EQUIPMENT

1. Staff will obtain from the Team Leader the following information:
List of names of clients with any medical conditions or medications.

Staff will be expected to provide their own safety equipment such as towline or throw line etc.

GENERAL

1. Staff must be aware of wind-chill and sun factors, Hypothermia, Hyperthermia and take all measures to protect themselves and the clients.
2. Staffs are advised of the need for a course of anti-tetanus immunisation and must insure that all cuts etc. are covered and treated with inclusion into the accident book.
3. Staff must be reasonably fit and well and be aware of the added risk if working whilst tired.
4. Advice for unsupervised time, as far as the clients are concerned. There is **No** unsupervised time, games etc. should always be supervised.
5. Advice for group control: Careful group control essential to make sure no one wanders away.

Powerboat Driving

For Instructional purposes, no person may drive the power craft that has not been qualified to a minimum of Powerboat Level Two with a Company Rescue Endorsement and indented for Lake 32, Powerboat drivers must be a minimum age of sixteen unless accompanied by a competent adult.

For non instructional purposes a minimum of Powerboat Level 2 is acceptable.

Definition of competent

A level 2 powerboat driver or higher.

Speed

Speed must only be applied on the lake when the driver considers it to be necessary and relevant in the rescue of persons in need or other situations that speed has to be applied to resolve a situation. When entering into the bay area speed **will be kept down to a minimum** unless circumstances dictate otherwise.

GUIDE LINES FOR SPECIFIC ACTIVITIES

WATER ACTIVITIES

The following guidelines specific to marine activities are in addition to the general guidelines.

Swimming ability.

Clients, normally, should be able to swim a minimum of twenty-five metres. Discretion may be exercised by the qualified instructor leading the activity to take non / weak swimmers afloat given the appropriate staffing levels and providing the clients are water confident (comfortable in deep water wearing buoyancy aids or lifejackets).

Personal equipment

Groups going afloat must wear buoyancy aids to E.E.C standards (on equipment after 1995) or BCU BCMA standards pre this date.

All floatation aids must be tested once a year with the current recommended methods.

All clients whilst near the water must wear a floatation aid and appropriate footwear. **No person may go on activity unless footwear is worn.**

If any of the above cannot be fulfilled the group must not go afloat

Instructor Safety

Instructors must have:

1. Tow line.
2. Whistle.
3. Radio

CONTACT POLICY

Standard Contact Policy

On local lake or local venue near control base P.M.R Radio to be carried by instructor if the group is to go out of sight of the centre.

GUIDE LINES FOR CASUAL USE

Casual use of equipment or users of their own equipment is permitted if the following guidelines are followed.

1. Own equipment The owner must have third party public liability insurance for their craft and show a general competency in its use. (Canoe's Kayak's excepted)
2. Waterland equipment. People may hire Waterland equipment but must show general competency in its use if they wish to hire anything besides basic kit.

GENERAL COMPETENCY

Kayaking / Canoeing One star kayak or paddle power passport or answer questions. If not competent the use of sit-on kayaks will be offered

Open boat Minimal experience required

Dingy sailing R.Y.A level one minimum or equivalent minimum or equivalent experience.

Windsurfing R.Y.A level one minimum or equivalent minimum or equivalent experience.

Standup Paddle Boards Minimal Experience Required

A member of centre staff will check the site daily to make sure site is clear of users before closure.

Working Area

