



Exmouth Watersports Ltd Health and Safety Policy

(Complying with the Health & Safety at Work Act 1974)

Exmouth Watersports

Exmouth Watersports Ltd, The Boathouse, Royal Avenue, Exmouth, Devon, EX8 1DG
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1. INTRODUCTION

The Health and Safety at Work Act 1974 places a duty of care on EVERY ORGANISATION to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at Work of all their employees. It also places a duty on EVERY EMPLOYEE to support the employer without objection.

The scope of the Act extends to the Health and Safety of persons other than employees who may be affected by work activities, for example, customers and visitors who are on the premises.

Exmouth Watersports Ltd fully accepts that, in offering residential and non-residential courses and holidays to youngsters as well as adults accept. They must take full responsibility to safeguard the welfare of all those involved (Exmouth Watersports customers, seasonal employees, visitors, passers-by, contractors, and full-time employees). This includes protecting them from physical, sexual, psychological, and emotional harm and for minimising the impact upon the environment in which Exmouth Watersports operates.

Whilst it is not possible to entirely remove the risk of an accident, Exmouth Watersports aims to both minimise the chance and seriousness of accidents occurring.

Exmouth Watersports Ltd has a legal obligation to do this “as far as is reasonably practical”.

2. HEALTH AND SAFETY POLICY STATEMENT

Exmouth Watersports Ltd is committed to:

- Ensuring that all their premises, fittings, fixtures, vehicles, watercraft and equipment are maintained in good repair and in safe working order.
- Providing and maintaining a working environment that is, as far as is reasonably practical, safe, without risk to health and with adequate facilities and arrangements for welfare at work “
- Offering, where appropriate, training for their employees. Taking account of any who do not have English as a first language.
- Consult with our employees on matters affecting their health and safety.
- Implementing a health and safety management system

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Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others.

All employees have a duty to:

- Take reasonable care of their own safety and health and that of other persons who may be affected by their acts or omissions at work "
- Comply with all operating procedures "
- Report any hazard or potential hazard to a Safety Representative

Furthermore, employees are asked to assist in fulfilling the spirit of the Act. They are encouraged to make suggestions for the improved safety of existing facilities and procedures.

Customers should always be reminded by the instructors before a lesson that windsurfing and all activities on water are always potentially hazardous and they must complete a booking form and read the terms and conditions. They (the students) have an obligation to act at all times in a manner that will not endanger themselves, the general public or the instructors. Close attention should be paid to all safety warnings and instructions given by instructors at EWS. It is important to remind customers that they must take primary responsibility for their own safety and the safety of those around them. Students should be advised that if they are in any doubt at all about the safety of any training activity in which they are taking part they should immediately seek guidance from their instructor.

Contractors and Visitors are responsible for: "

- Their own health and safety and for that of all other persons who may be affected by their acts or omissions on the premises of the company or on boats/equipment owned or held by the company.

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3. RESPONSIBLE AND NOMINATED PERSONS

The responsible persons for this policy and its application in Exmouth Watersports activities and operations are the H&S Board comprising:

Edward John Morgan and Carl Burnett

All members of staff, at every level, have some responsibility for carrying out the Health & Safety Policy as its successful implementation is dependent on dialogue and co-operation.

Wilful neglect of this Health & Safety Policy will be considered Gross Misconduct and result in the immediate dismissal of staff responsible.

4. RECORD OF PERIODIC REVIEW OF OUR HEALTH AND SAFETY POLICY

Our Health and Safety General Policy Statement and Safety Arrangements are reviewed periodically. This is a record of these periodic reviews we have undertaken.

DATE	NAME OF REVIEWER	OUTCOME	WHAT CHANGES WERE MADE

5. HEALTH AND SAFETY MANAGEMENT RESPONSIBILITIES

The Managing Director has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on the centre managers and senior instructors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

a. General

- I. Provide and resource an effective health and safety management system.
- II. Employees and any volunteers are trained for the activity they are delivering.
- III. Maintain a list of volunteers / employees / customers on the water or receiving training.
- IV. Make arrangements to consult with employees on health and safety matters.
- V. Arrange and maintain appropriate Employers' Liability Insurance cover.
- VI. Ensure that health and safety implications are considered when acquiring new equipment.
- VII. Ensure that contractors (when used) are competent and monitored during work.
- VIII. Ensure that a process is in place to identify and report hazards.
- IX. Ensure that all employees receive appropriate health and safety training.
- X. Provide measures to protect the health and safety of employees working alone.
- XI. Monitor the health and safety performance of the organisation.

b. OCCUPATIONAL HEALTH

- I. Ensure that adequate procedures are in place to identify and address occupational health risks.
- II. Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- III. Implement measures to reduce stress within the workplace.

c. FIRE AND EMERGENCY ARRANGEMENTS

Ensure that:

- I. Adequate arrangements are in place to deal with fire safety at our premises.
- II. Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- III. Emergency equipment is provided, tested, and maintained appropriately.
- IV. Adequate Fire Risk Assessments are completed.

Fire Precautions-

- In the case of any fire at the first safe opportunity call the emergency services on 999.
- At Orcombe move away from the fire and calmly meet at the store on top of the slipway under the stairs.
- Count the number of people and ensure that all students and customers are present.
- The fire services will deal with and advise further; our role is to make sure that everyone is safe.
- The Boathouse Estuary Centre has two exits.
- Ensure that the group meet in the car park towards the bus station.
- Count the number of clients and staff and make sure that they are all present.
- The fire extinguishers may have been used but then leave it to the professional fire services to advise us further.
- Please remember to brief your group on the fire precautions at the beginning of their first session.

d. RISK ASSESSMENT.

Ensure that:

- I. Risk assessments are completed for all activities.
- II. Risk assessments are documented and updated.
- III. The outcomes of risk assessments are carefully explained to the workforce.

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e. PREMISES

- I. Provide a suitable and safe working environment for employees with adequate welfare facilities.
- II. Ensure that the fixed electrical installation is adequately installed and maintained.
- III. Introduce and maintain measures to control and manage the risks from asbestos.
- IV. Ensure good housekeeping standards are instigated and maintained.
- V. Provide suitable and sufficient maintenance of the facilities provided within the workplace.

f. EQUIPMENT

Ensure that:

- I. All equipment provided by the organisation is suitable and properly used.
- II. Power boats and sports equipment regularly checked and defects recorded / resolved.
- III. Weather / sea conditions are appropriate for skill or activity.
- IV. Safe tools, office equipment.
- V. Radio or Phone communication with Beach Boss or Coastguard.
- VI. Customer briefings on buoyancy, equipment and operating area.
- VII. All work equipment is adequately maintained and safe.
- VIII. Portable electrical appliances are adequately maintained, inspected, and tested.
- IX. Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

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g. ACCIDENTS, INCIDENTS AND FIRST AID

- I. **All first aiders** must have the necessary training and qualifications, as evidenced by a current first aid certificate issued under a training course approved by the HSE.
- II. Act in accordance with their training at all times.
- III. Summon further medical help where necessary.
- IV. Look after the casualty until recovery has taken place or further medical assistance has arrived.
- V. Ensure their own safety at all times.
- VI. Record all treatments for which they are responsible, with specific details of the injury or other reason for treatment.
- VII. Ensure that the first aid box for which they are responsible, at the first aid point at which their name is affixed, is appropriately stocked and maintained in a clean, tidy condition, obtaining replacement items as necessary.
- VIII. All accidents and injuries, including those to customers and visitors, should be entered into the Accident book
- IX. All accidents and incidents should be reported to the Centre Manager.
 - X. Ensure that applicable injuries, diseases, and dangerous occurrences are reported to the Enforcing Authority.
 - XI. Ensure that adequate first aid arrangements are in place.
- XII. If the Accident/Incident is serious then an Incident form should also be completed together with full statements, where possible from witnesses and emailed to the Centre Manager and Company Director.
- XIII. All accidents and incidents are analysed in order to try to prevent a recurrence.

h. RELEVANT LEGISLATION

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work

- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Corporate Manslaughter and Homicide Act 2007
- Employers Liability (Compulsory Insurance) Regulations 1998 (as amended)
- Employment of Women, Young Persons and Children Act 1920
- Equality Act 2010
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Manual Handling Operations Regulations 1992 (as amended)
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)
- The Adventure Activities Licensing Regulations 2004

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6. Adopted by the Director of Exmouth Watersports Ltd

Date

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