

# Rockley Watersports Statement of Safety Policy

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

### Introduction

Rockley Watersports Ltd will, as far as is reasonably possible, provide and maintain safe and healthy working conditions, equipment and procedures of work at all of its centres for all of its employees and customers and to further provide such information, training and supervision as is needed for this purpose.

Rockley Watersports fully accepts that, in offering residential and non-residential courses and holidays youngsters as well as adults to participate in watersports activities we must take full responsibility to safeguard the welfare of all those involved (Rockley 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 Rockley Watersports operates.

Whilst it is not possible to entirely remove the risk of an accident, Rockley Watersports aims to both minimise the chance and seriousness of accidents occurring. Rockley Watersports has a legal obligation to do this "as far as is reasonably practical".

### Responsible and Nominated Persons

The responsible persons for this policy and its application in Rockley Watersports activities and operations are Peter Gordon (Managing Director & Uk Principal), Elisabeth Gordon (Operations Director), Rob Clark (Overseas Director & French Principal) and Andy Smith (Chief Instructor).

Staff and customers may contact the above responsible and nominated persons regarding health and safety matters on:

Peter Gordon	<a href="mailto:peterg@rockleywatersports.com">peterg@rockleywatersports.com</a>	+ 44 (0)1202 677 272 / + 44 (0)7967 563 234
Lis Gordon	<a href="mailto:lisg@rockleywatersports.com">lisg@rockleywatersports.com</a>	+ 44 (0)1202 677 272 / + 44 (0)7967 563 239
Rob Clark	<a href="mailto:robcl@rockleywatersports.com">robcl@rockleywatersports.com</a>	+ 44 (0)1202 677 272 / + 44 (0)7846 668 142
Andy Smith	<a href="mailto:andys@rockleywatersports.com">andys@rockleywatersports.com</a>	+ 44 (0)1202 660 794 / + 44 (0)1202 677 272

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.

Safety Representatives are nominated to attend the six annual Health and Safety Committee meetings (two held in France and four held in the UK). Representatives have responsibility in the following areas:

- Afloat and Boat Park/Beach
- Accommodation and Residential
- Catering
- Workshops – engines
- Workshops – boat repair & maintenance
- Gas, electrical appliances and power tools
- Office/Exhibitions/Other
- First Aid

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

## **Statement of Safety Policy**

### **Rockley Watersports is committed to:**

- ◆ Ensuring that all their premises, fittings, fixtures, vehicles, boats 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
- ◆ Issuing disclaimers and notices and to obtain the necessary insurance policies, certificates and licences
- ◆ Offering, where appropriate, training for their employees
- ◆ Implementing a health and safety management system

### **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.

### **Contractors, Visitors and Customers 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

### **Fire and First Aid**

The location of fire alarms and fire exits are recorded on the attached diagrams. Fire notices are displayed near the fire alarm and near all fire extinguishers. All employees should read the Fire Notices and familiarise themselves with the action required in the event of a fire.

Fire Officers are nominated at each of the Company's Watersports centres.

The location of first aid boxes and eye wash stations is also recorded on the attached diagrams.

### **Emergency Procedures**

Procedures in the event of a serious accident or other serious incident are detailed in a separate file held at each of our centres. Senior staff are trained in the roles and responsibilities required to manage an emergency situation. But all staff are made aware of the emergency procedures.

### **Reporting and Recording Accidents/Major Incidents**

All accidents and injuries, including those to customers and visitors, should be entered into the Accident book and a brief report noted in the Centre/Accommodation Log. All accidents and incidents (except very minor injuries) should be reported to the Centre Manager. If the Accident/Incident is serious then a Major Accident/Incident form should also be completed together with full statements, where possible from witnesses.

All accidents and incidents are analysed in order to try to prevent a recurrence.

Adopted by the Directors of Rockley Watersports Ltd

Date: