

ARUN YOUTH AQUA CENTRE GUIDELINE

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TITLE	MAINTAINANCE OF CENTRE FACILITIES	
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APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

1. PURPOSE

This guideline responds to the AYAC Risk Assessment co-ordinating document regarding the hazard posed by compound maintenance.

2. SCOPE

The guideline covers the following activities:-

- i. Cutting grass using petrol driven rotary lawnmowers and strimmers.
- ii. Any maintenance activity using powered tools within the compound area.
- iii. Any maintenance activity which has the potential for injury.

3. DEFINITIONS

Adult Helper All personnel who assist or are involved in any of the maintenance activities of the Centre.

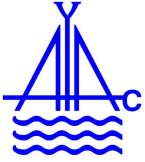
4. RESPONSIBILITIES

The Management Committee will ensure that adult helpers who assist or are involved in any maintenance are aware of this guideline.

Adult Helper's will ensure that any operation that they carry out on the Centre's behalf is within their own existing skills and competencies so to do. The Centre does not ask or request any Adult helper to carry out an activity which they are not ALREADY competent to do or use any equipment for which by experience or training they are not able to carry out in a safe and controlled manner. The Adult helper is expected to be able to recognise any deficiencies in any equipment owned by the Centre and to bring those to the attention of the Management Committee.

5. GUIDELINE

1. At all times whilst carrying out maintenance activities within the compound Adult Helpers must be particularly conscious that there may be young children present and as such must take particular care to avoid accidents. They should also ensure that their method of operation could not be copied by a youngster in a different environment and itself potentially lead to an injury.
2. The Centre has available for the use by Adult helpers a petrol driven lawnmower and a petrol driven strimmer. Operating manuals are available for both items of equipment and must be referred to when using the equipment for the first time



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3. Particular note must be taken of any specific safety recommendations supplied by the manufacturer's handbook. Any safety equipment supplied by the Centre e.g. goggles for use when using the strimmer MUST be worn
4. The Centre's compound comprises of built up ground on to which a layer of hard-core was originally covered. The dinghy ranks have a chain running East-West secured at intervals with steel hoops sunk in the ground with concrete bases. It is common for there to be rope remnants attached to the chain that is used for securing the dinghies in severe weather. As such particular care must be taken to protect personnel from injury whilst grass cutting and strimming, the height of the blade of the lawnmower must not be set too low, the grass box should be used
5. It is recommended that whenever possible both strimming and grass cutting are confined to periods when young children are not within the compound, i.e. out sailing or canoeing.
6. It should be noted that the compound is surrounded by a chain link fence and particular care is required at the Western and Eastern perimeters where the general public have access.
7. The use of powered tools requires particular care and it is the Adult helper's responsibility to ensure appropriate safety precautions are taken. The Centre's electrical supply is protected with an earth leakage trip, however electrical safety is the responsibility of the user of the equipment.
8. With the potential for young children to be present care must be taken to protect/remove all sharp tools e.g. saws, chisels etc. on completion of the task and not to leave tools (in general) unattended.
9. It is on occasions necessary to use glass fibre mat and polyester or epoxy resins to repair the Centre's dinghy fleet. The manufacturer's safety information must be adhered to, with particular care being exercised in ensuring that no other personnel will be affected by the operations, powered grinding and sanding in particular. Cleaning up operations must be carried out particularly conscientiously.