



ARUN YOUTH AQUA CENTRE GUIDELINE

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TITLE	TRACTOR OPERATION	
ISSUE DATE	5 th MAY 2007	Issue Number 4
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

1. PURPOSE

This guideline provides the information to enable safe and effective operation of the AYAC tractor.

1. SCOPE

The guideline covers the following activities: -

- i. The operation and maintenance of the tractor.
- ii. The safety of all personnel within the vicinity of the tractor operation.

3. DEFINITIONS

Tractor Operator Instructor / Adult Helper trained in the safe operation of the tractor.

4. RESPONSIBILITIES

The Management Committee will ensure that the Senior Instructor of any Centre activity requiring the tractor is familiar with this guideline.

The Senior Instructor who may delegate the operation of the tractor will ensure that only personnel whose names are included in the list of approved tractor operators (Appendix 1) may use the tractor.

The Management Committee will ensure that all operators of the tractor are familiar with this guideline.

2. GUIDELINE

1. The safety precautions identified below **MUST** be complied with at all times the tractor is in operation. It is a requirement of the continued use of the tractor by Arun District Council's Foreshores Officer: -
2. The Public must be excluded from using the access way immediately adjacent to the launching ramp by means of a warning notice and marshal (usually the beach duty person).
3. Only trained adults (≥ 25 years) recorded in Appendix 1 of this guideline may operate the tractor.
4. The tractor is located within the Centre compound and is locked to a fixed secure post at all times the tractor is not required. The keys are maintained in a secure key cabinet.



5. Prior to use confirm that all relevant insurances are in force during the proposed period of operation.
6. At all times the tractor is in operation, a marshal will accompany the tractor on the beach and across the promenade to warn any third parties of the operation
7. Prior to use of the tractor at the start and end of a session an examination of the foreshore and beach will be undertaken to ensure the ground conditions are suitable for the tractor operation.
8. It is essential to ensure that the tractor is well maintained and it is not permitted to be used if there is any leakage of fuel or oil from the tractor's components.
9. No passengers are permitted to ride on the tractor.
10. The tractor will be maintained in accordance with the manufacturer's guidelines
11. Prior to each operational session of the tractor, the following must be checked by the operator
 - i. the handbrake is effective
 - ii. wing mirrors checked and clean
 - iii. the roll bar is secure and not weakened in any way
 - iv. all indicators and lights are operating.
 - v. The amber beacon must be in operation whilst the tractor is in use
12. Tractor keys must be removed when the tractor is parked on the beach during a session
13. When safety boats are towed to the beach, all boats must be decoupled on the promenade and taken down the ramp manually, stern first. (Ref: G. 10)
14. When towing up the beach, if the ramp has a particularly steep section, the tractor should be positioned above this section and the tow undertaken using a longer temporary rope to ensure adequate traction.
15. Tractor movement within the compound requires particular care and should when possible take place before the start of a session and as late as possible after the end of a session.



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APPENDIX 1**Approved Register for Tractor Operators**

Name	Driving Licence includes category F unrestricted AND BE	Date of expiry	Year UK/EU driving test passed	Age > 25 years	I confirm I have read and understand the Guideline 08	Date
Roger Elliman	Yes	2028	65	Yes		
John Ludwig	Yes	2015	68	Yes		
Mike Davies	Yes	2037	76	Yes		
Nick Elliman	Yes	2047	95	Yes		
Tony Harrison	Yes	2037	77	Yes		
Nigel Kirby	Yes	2025	73	Yes		
Kevin Hammond				Yes		
Pat Simpkins				Yes		
Rob Elliot				Yes		
Steve Pilkington				Yes		
James Millett	No	2017	07	No		
Andy Morely				Yes		



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