

ARUN YOUTH AQUA CENTRE POLICY

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TITLE	HEALTH AND SAFETY POLICY	
ISSUE DATE	5 th MAY 2007	Issue Number 4
APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

POLICY FOR HEALTH AND SAFETY

(The Arun Youth Aqua Centre: hereinafter referred to as “The Centre”)(for other definitions see Appendix A)

The Centre’s Policy concerning Health and Safety in existence on the date above. The Centre recognises that water activities are hazardous and all participants, or their legal guardians, at Centre activities are required to acknowledge that they recognise the environment in which the Centre is operating. The Management Committee reserve the right to change this Policy if it is felt necessary.

1. General Policy

It is the policy of the Centre to provide and maintain safe and healthy conditions, equipment and systems of operations for all our members, to eliminate accidents connected with the Centre’s activities and to accept the responsibility for the health and safety of others who may be affected by the Centre’s activities.

To achieve these objectives the Centre will:-

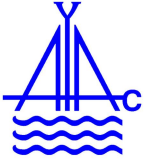
1. comply fully with the requirements of all relevant legislation, regulations, Approved Codes of Practice, the guidelines as issued from time to time by the West Sussex County Council’s Education Department and its Youth Service for the pursuance of the Centre’s activities and those of the appropriate governing bodies of the BCU and RYA.
2. ensure that the duties and responsibilities of all of the voluntary helpers are clearly defined, allocated and understood.
3. ensure that appropriately qualified and competent personnel are responsible for all the Centre’s activities and that these qualifications are maintained.
4. ensure that when employing a Contractor at the premises that the Contractor is competent to carry out the work, the workplace is safe as far as the Management Committee can reasonably ensure and that the work is undertaken in a manner which does not expose any user or visitor to the Centre to health and safety risks

2. Organisation and Responsibilities

The Management Committee has overall responsibility for the implementation of the Health and Safety Policy for the Centre, and for ensuring that there is full compliance with both statutory and Centre requirements.

The Senior Instructors of the Centre activities have the responsibility for the safe conduct of the activities and are responsible for the implementation of safe systems of operation.

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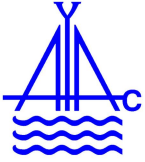
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The adult helpers have a responsibility to ensure that the health and safety arrangements are applied and to use their knowledge and experience to improve safety.

3. Review

The Centre's Policy will be regularly reviewed in the light of operational practice, new legislation and or new policy directives from the West Sussex County Council's Education Department and its Youth Service. The operational practices and procedures will be constantly monitored by the Senior Instructors Instructors will constantly monitor the operational practices and procedures



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Appendix A

DEFINITIONS

- i. Management Committee:- as defined by the current Arun Youth Aqua Centre Constitution.
- ii. Senior Instructor:-a person qualified to the appropriate standards by the relevant governing body who is on the current register maintained by the Governing body. For the purposes of this policy this will be a Senior Instructor qualification recognised by the Royal Yachting Association (RYA) and a Level 3 2 or above Coach with appropriate endorsements recognised by the British Canoe Union (BCU).
- iii. Adult Helper:- a fit and trustworthy person who has various levels of skill and competencies and maintains relevant qualifications in order to assist the Centre in the performance of its objectives as determined by the Centre's Constitution. Will generally operate with a Senior Instructor or member of the Management Committee present.
- iv. Member:- As defined by the Centre's Constitution.

Appendix B

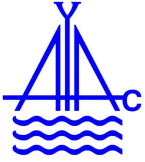
SPECIFIC RESPONSIBILITIES WITHIN THE CENTRE

The Management Committee

Responsible for:

1. Establishing all policies for health and safety within the Centre and seeing that the policies are complied with and reviewed on a regular basis.
2. The detailed establishment and development of the Centre's Health and Safety programme.
3. Ensuring that adequate safety organisation and First Aid provisions are available at all times that activities are in progress.
4. Reviewing all Safety and Health recommendations received from all sources at all levels.
5. Providing adequate information and publicity of all types for the Health and Safety programme.
6. Ensuring that all fire equipment is annually inspected and serviced.
7. Reviewing accident records and First Aid records and summarising and analysing and deducing from them future courses of action.
8. Recommending any necessary additions or modifications on safety rules.
9. Ensuring that all liabilities, known and predictable, are covered by insurance. Advising which risks are acceptable or not acceptable, whether insured or not.

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**The Senior Instructor (s)****Responsible for:-**

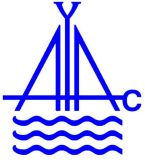
10. Ensuring that the Centre's Policies related to the activity afloat are adhered to in all respects.
11. Reporting all accidents and damage to personnel and property whether persons are injured or not to the Management Committee.
12. Making suggestions to improve Health and Safety of the Centre to the Management Committee or their representatives.
13. Ensuring that a risk assessment is completed for each session and that appropriate safety instructions are communicated to the Members and Adult Helpers for the Activity of the session activity.
14. Ensuring that the qualifications and competence of the Adult Helpers conform to the Centre's policy.

Adult Helpers and Members**Responsible for:-**

15. Reporting all accidents, however small to an Instructor, adult helper or responsible adult so that the details can be entered in the accident register.
16. To act in the course of their activities with due care for the health and safety of themselves, other members and the general public.
17. To observe the provisions of the rules of the Centre and wherever applicable instructions given to them regarding the safety of the specific activity or matters within their control.
18. To co-operate with an Instructor so far as it is necessary to enable that duty to be carried out.
19. No member shall interfere with or misuse any item provided in the interest of health, safety and welfare.

Visitors and Contractors**Responsible for:**

20. Observing the Centre's safety rules and the instructions given by persons enforcing the Centre's safety policy.
21. Not visiting or commencing work on the premises until the relevant safety rules are understood and accepted and the method of carrying out the work has been agreed by the member of the Management Committee responsible for its implementation.
22. Not visiting or working on the premises unless covered by insurance against third party risk and accidents or until the Centre is indemnified against it.



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Appendix C

HEALTH AND SAFETY POLICIES

23. WRITTEN SAFETY POLICY

- i. General. On Noticeboard in Meeting Room

24. PUBLIC LIABILITY CERTIFICATES

- i. Copies displayed on Noticeboard in Meeting Room.

25. FIRST AID

- ii. Full Kit:- On all safety boats and in the Meeting Room.
- iii. First Aid Officers:- All Senior Instructors and Instructors.

26. ACCIDENT/INCIDENT BOOKLETS

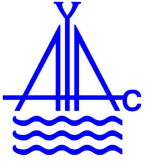
- iv. Meeting Room

27. FIRE SAFETY

- v. Fire Safety Officers:- All Instructors.
- vi. Fire Extinguishers:-Extinguishers are located in the meeting room and fuel store (the latter to be removed from store when carrying out fuel transfers).
- vii. Fire Emergency Procedures displayed inside and outside the Meeting Room.(Ref. PROC 02)

28. ELECTRICAL EQUIPMENT

- viii. The Management Committee maintains a register of all electrical appliances. All additions or faulty appliances should be advised to the Management Committee.
- ix. The electrical appliances are inspected regularly to ensure they do not present any safety hazards.



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