

**Boughton Lodge Watersports Club
Health and Safety Policy**

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1 INTRODUCTION

This document defines the policies and guidelines that will be followed by Boughton Lodge Watersports Club Ltd in the operation of all activities at the club facilities at Paxton Pits, Little Paxton, St Neots, Cambridgeshire.

2 APPLICABLE DOCUMENTS

The following list of documents contains documents made applicable for establishing this policy.

- AD.1 British Waterski Federation Club Health and Safety Guidelines 2003
- AD.2 British Waterski Federation Safety Recommendations and Codes of Practice 2003
- AD.3 Boughton Lodge Watersports Club Ltd Constitution and Rules January 2011
- AD.4 British Waterski Federation Child Protection Policy and Procedures 2006

Table 1 – Applicable Documents

3 HEALTH AND SAFETY POLICY

In addition to the requirements defined in this Policy, Boughton Lodge Watersports Club (BLWSC) shall abide by the codes of practice (AD.2) and Club Health and Safety guidelines (AD.1) that are generated and updated by the British Waterski Federation (BWSF)

The Health and Safety Executive have no **specific** rules for voluntary sports clubs to follow. Their involvement comes only when a club has employees in which case they fall under the remit of the Health and Safety etc. Act 1974.

BLWSC committee shall carry out regular Risk assessments of their site and activities as part of their duty of care to their members and visitors.

Any recommendations arising from the Risk assessments as a method to minimise the identified Risk shall be discussed and if appropriate a rule created and added to the next issue of the club Rule book, AD3.

4 CLUB REQUIREMENTS

4.1 Club Welfare Officer

BLWSC shall nominate a club individual as the Club Welfare Officer who will ensure that the procedures and legislation identified in the BWSF child protection policy (AD.4) are followed and adhered to.

4.2 Club Skiing Events

BLWSC will ensure that during a club organised activity that the necessary first aid provision are available

BLWSC will ensure that all non club coaches booked for a club organised activity have the necessary Public Liability Insurance.

4.3 Safety Officer

BLWSC will operate a duty safety officer during weekends in the Months of May – September who will be responsible for ensuring club rules are followed and be the initial point of contact on behalf of the committee in the event of an incident.

4.4 Yearly Inspection Records

Yearly Inspections will be performed by BLWSC or an approved contractor and records kept for the following:

- Water Ski Jump
- All Jetties (Club provided and Individuals)
- Site Electrics
- Club LPG Storage
- Club Gas Boilers
- Fire Extinguishers and Site Fire assessment

5 REPORTING OF INCIDENTS

5.1 Reasons

- BLWSC are governed under HSE regulations and must therefore report any injury or dangerous occurrence that occurs at the club and requires a hospital visit.
- Under the terms of the Civil Liability insurance BLWSC are bound to report to our insurance company immediately an accident occurs that may give rise to a claim against the club

5.2 Legislation

BLWSC will report to either the insurance company and or the HSE, any incident that involves :-

- A fatal accident
- An injury involving either referral to or actual hospital treatment
- Any allegations of libel/slander
- Any allegations of professional negligence i.e arising out of tuition, coaching or advice given
- Any investigation under the child protection policy legislation
- Any circumstances involving damage to third party property

An injury is defined as :-

- Any head injury that requires medical treatment [Doctor or Hospital]
- Any fracture other than to fingers, thumbs or toes
- Any amputation, dislocation of the shoulder, hip, knee or spine
- Loss of sight [whether temporary or permanent]
- Any injury resulting from electric shock or burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hrs
- Any other injury leading to hypothermia heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hrs
- Loss of consciousness caused by asphyxia or by exposure to harmful substances or biological agent

5.3 Procedure

5.3.1 Incident

1. Deal with the incident, ensuring that you do not put yourself at risk.
2. In the event of a fatal accident the Police and the club nominated person must be informed immediately, try to maintain the scene as much as possible,
3. Collect as many details of the incident as possible using the form in Appendix A, including details of any witnesses.
4. The incident and all the relevant information must be reported to the club nominated person as soon as possible, who will pass on to the HSE and Insurance Company as necessary.

5.3.2 Nominated Person or Deputy

1. Ensure Club Incident form is completed following the incident
2. Complete RIDOR form and submit to HSE
3. Complete BWSW paperwork and submit to Perkins Slade and BWSW
4. Raise issue at next Committee meeting or call emergency committee meeting to address accident and if anything can be done to prevent a repeat occurrence.
5. Review Risk Assessments in light of the incident and update as necessary
6. Liaise with necessary agencies to resolve any issues arising from the incident
7. All records to be held for a minimum period of 3 years by nominated person.

The Club Nominated Person is :-

Andy Dyne, Email Andy@boughtonlodge.co.uk, Mobile 07980 915705

Deputy :-

Pat Darsley, Email Pat@boughtonlodge.co.uk, Mobile 07860 155306

Controlling agency :-

Huntingdonshire District Council, Environmental Health Officer
Pathfinder House, St Marys Street, Huntingdon, PE29 3TN, 01480 388289

Insurance Company:-

Perkins Slade Limited
3 Broadway, Broad Street, Birmingham, B15 1BQ, 0121 698 8040

Affiliated Body:-

British Water Ski and Wakeboard
The Forum, Hanworth Lane, Chertsey, Surrey, KT16 9JX

6 RISK ASSESSMENTS

The 5 Steps to Risk Assessment

Reproduced from the Health and Safety Executive Leaflet

This Leaflet aims to help Employers and self-employed people to assess risks in the workplace. It is aimed at firms in the Commercial, Service and Light industrial Sectors.

6.1 What is risk assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and affect your business too if output is lost, machinery is damaged, insurance costs increase, or you have to go to court. You are legally required to assess the risks in your workplace.

The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is small. You need to check this when you assess the risks. For instance, electricity can kill but the risk of it doing so in an office environment is remote, provided that 'live' components are insulated and metal casings properly earthed.

How to assess the risks in your workplace

6.2 Follow the five steps in this leaflet:

STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Record your findings

STEP 5: Review your assessment and revise it if necessary

The Risk Assessments for BLWSC Ltd are contained in Appendix B

6.3 Quantifying Risk

In order to quantify the probability of the risk, the following methodology table has been used:

Probability/Likelihood	Description
Likely / Frequent	Occurs repeatedly – event only to be expected
Probable	Not surprised – will occur several times
Possible	Could occur sometimes
Remote	Unlikely though conceivable
Improbable	So unlikely that probability is zero

7 ANNEX A – ACCIDENT FORM

INJURED PARTY	
Name of Injured Party	
Address	
Daytime Telephone Number	
Age	
Occupation	

ACCIDENT DETAILS	
Location	
Time and Date	
Circumstance, giving as much detail as possible, please use additional sheets if necessary	
Description of Injury, was the person unconscious.	
In Your view who was responsible for the accident.	

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WITNESSES if available	
Name	
Address	
Daytime Telephone Number	
Any additional Information / comment / Opinion (in confidence)	
Signature	
WITNESSES if available	
Name	
Address	
Daytime Telephone Number	
Any additional Information / comment / Opinion (in confidence)	
Signature	
WITNESSES if available	
Name	
Address	
Daytime Telephone Number	
Any additional Information / comment / Opinion (in confidence)	
Signature	

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8 ANNEX B – RISK ASSESSMENTS

SLALOM SKIING ON SLALOM COURSES

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls	The skier	Probable	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. ▪ Ensure skier is aware of protective equipment 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ All Skiers will wear an approved Buoyancy jacket iaw rule 14.7
Concussion	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury.
Broken bones	The skier	Remote	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ Ensure Location and post code of site is available for emergency services ▪ Ensure details and location of Local Hospital is displayed.
Hitting stationary objects (e.g. jump or the bank)	The skier	Remote	<ul style="list-style-type: none"> ▪ Ensure skier is, through, training able to control skis and is aware of dangers ▪ Ensure skier is trained to avoid stationary objects ▪ Ensure boat driver is diligent to dangers and through good driving helps the skier to avoid these objects 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm skiers awareness of the dangers of stationary objects. ▪ Allow only drivers with SBDA and Slalom Lake Familiarisation Certificate to drive the courses, iaw rule 14.8

DISABLED WATER SKIING

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls	The skier	Likely / Frequent	<ul style="list-style-type: none">▪ Ensure skier is trained up to the level at which s/he is skiing.▪ Ensure skier is trained how to fall in a way that lessens injury.▪ Ensure skier wears protective equipment▪ Ensure boat driver has the SBDA▪ Ensure observer is competent and has the ability to aid in recovery of the skier	<ul style="list-style-type: none">▪ Ensure each level of competency is attained before advancing▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury.▪ Skier is not permitted to ski without protective equipment▪ Allow only drivers with SBDA and Slalom Lake Familiarisation Certificate to drive the courses, iaw rule 14.8

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JUMPING

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls/winding	The skier	Likely / Frequent	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. ▪ Ensure skier wears protective equipment 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ Skier is not permitted to jump without protective equipment iaw rule 14.7
Concussion	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. ▪ Ensure skier wears protective equipment 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ Skier is not permitted to jump without protective equipment iaw rule 14.7
Broken bones	The skier	Remote	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury.
Hitting stationary objects (e.g. jump side curtain or the bank)	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure skier is, through, training able to control skis and is aware of dangers ▪ Ensure skier is trained to avoid stationary objects ▪ Ensure boat driver is diligent to dangers and through good driving helps the skier to avoid these objects 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm skiers awareness of the dangers of stationary objects. ▪ Allow only drivers with SBDA and Slalom Lake Familiarisation Certificate to drive the courses, iaw rule 14.8
Being hit by skis	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure skier is made aware of possible risks ▪ Ensure skier is trained how to take avoiding action ▪ Ensure skier wears protective equipment 	<ul style="list-style-type: none"> ▪ Reconfirm skiers awareness of the risks ▪ Reconfirm skiers training on how to take avoiding action ▪ Skier is not permitted to jump without protective equipment. law rule 14.7

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TRICK SKIING

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls	The skier	Remote	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. ▪ Ensure skier is aware of protective equipment 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ Protective equipment is at the discretion of the skier.
Broken bones (through failure to use line release)	The skier	Remote	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is aware of dangers and is trained to initiate quick escape from toe tricks ▪ Ensure boat driver and/or observer is competent on quick release 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of risks and how to escape ▪ Allow only drivers with SBDA to drive trick runs iaw rule 14.8

FIRST TIME SKIERS AND NOVICES ON BEGINNERS LAKE

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure skier is trained at the level at which s/he is skiing. ▪ Ensure skier is trained how to fall in a way that lessens injury. ▪ Ensure skier is aware of protective equipment 	<ul style="list-style-type: none"> ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. ▪ All Skiers will wear an approved Buoyancy jacket iaw rule 14.7
Hitting stationary objects (e.g. jump or the bank)	The skier	Possible	<ul style="list-style-type: none"> ▪ Ensure boat driver is diligent to dangers and through good driving helps the skier to avoid these objects. ▪ Ensure driver does not allow skier to get "on the whip" outside the boat wake and stops or slows down if this starts to occur. ▪ Ensure skier is, through, training able to control skis and is aware of dangers ▪ Ensure skier is trained to avoid stationary objects 	<ul style="list-style-type: none"> ▪ Allow only drivers with SBDA to drive for skiers iaw rule 14.8. ▪ Make sure drivers aware of necessary actions to assist skiers who get outside the boat wake. ▪ Ensure each level of competency is attained before advancing ▪ Reconfirm skiers awareness of the dangers of stationary objects.

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Exhaustion or hypothermia	The skier	Improbable	<ul style="list-style-type: none"> Boat driver would recognise early signs of hypothermia and initiate rescue Warm dry environment is always available in the clubhouse. 	<ul style="list-style-type: none"> Allow only drivers with SBDA to drive for skiers iaw rule 14.8. Ensure facilities are available during training sessions. Recommend that all members have their own first Aid kit available
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WAKEBOARDING/KNEEBOARDING/SKIING MAIN LAKE

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Bad falls	The skier	Possible	<ul style="list-style-type: none"> Ensure skier is trained at the level at which s/he is skiing. Ensure skier is trained how to fall in a way that lessens injury. Ensure skier is aware of protective equipment 	<ul style="list-style-type: none"> Ensure each level of competency is attained before advancing Reconfirm on a regular basis the skiers awareness of how to fall to lessen injury. All Skiers will wear an approved Buoyancy jacket iaw rule 14.7
Hitting stationary objects (e.g. jetty or the bank)	The skier	Remote	<ul style="list-style-type: none"> Ensure skier is, through, training able to control skis and is aware of dangers Ensure skier is trained to avoid stationary objects Ensure boat driver is diligent to dangers and through good driving helps the skier to avoid these objects 	<ul style="list-style-type: none"> Ensure each level of competency is attained before advancing Reconfirm skiers awareness of the dangers of stationary objects. Allow only drivers with SBDA to drive for skiers iaw rule 14.8.

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BOAT REFUELLING

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
LPG Gas burns	All persons authorised to refuel their boat	Remote	<ul style="list-style-type: none">▪ Ensure members keep their hands away from the fuel line and that the connection from tank line to boat is good before filling.	<ul style="list-style-type: none">▪ Reconfirm to all members that they are aware of the dangers.
Fire / explosion	All	Improbable	<ul style="list-style-type: none">▪ Ensure all persons keep away from gas tanks with naked flames.▪ Ensure warning signs are clearly visible on the tanks▪ Ensure members do not smoke whilst fuelling their boats	<ul style="list-style-type: none">▪ Reconfirm with members the need to advise visitors to keep away from the tank.▪ Check signage regularly, Replace signs if necessary.▪ Ensure all members know location of Fire extinguishers and Fire Alarms on both campsite and club house.

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BOAT DRIVING

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Falling from boat	The driver The observer	Improbable Remote	<ul style="list-style-type: none"> ▪ Driver must remain seated in the boat at all times ▪ Observer must remain seated at all times 	<ul style="list-style-type: none"> ▪ Reconfirm the need for the driver to remain seated. ▪ Driver is responsible for the observer and must move off until s/he is seated. ▪ All children under the age of 12 must wear an approved buoyancy jacket iaw supplementary rule 2.6
Being hit by ski handle due to rope recoil.	The driver/the observer	Possible	<ul style="list-style-type: none"> ▪ Driver must remain aware of possible recoil and take avoiding action ▪ Fit recoil tubes to the rope 	<ul style="list-style-type: none"> ▪ Reconfirm awareness of driver ▪ Advice the benefit of recoil tubes to members.
Injuring Skier in the Water	Skier	Improbable	<ul style="list-style-type: none"> ▪ Driver must remain vigilant at all times and be looking at direction boat is travelling and not at the skier 	<ul style="list-style-type: none"> ▪ Allow only drivers with SBDA to drive for skiers iaw rule 14.8. ▪ Ensure all members operate Red warning flag policy for when skiers are in water iaw supplementary rule 2.5 ▪ Ensure drivers do not directly follow another boat iaw supplementary rule 2.8
Unsafe Boat	Skier / Other Boat / property	Possible	<ul style="list-style-type: none"> ▪ Annual Scrutineering check of boat prior to it being allowed to Launch onto the water 	<ul style="list-style-type: none"> ▪ Ensure annual scrutinisers meeting and update check list

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MISCELLANEOUS

The hazard	Who might be harmed	Possibility of risk	Measures to control risk	Review procedures
Drowning	The skier	Improbable	<ul style="list-style-type: none"> Boat driver and observer would be able to initiate rescue from the boat. 	<ul style="list-style-type: none"> Allow only drivers with SBDA to drive for skiers iaw rule 14.8. Ensure boat carries a competent observer iaw supplementary rule 2.6
Hypothermia	The skier	Improbable	<ul style="list-style-type: none"> Boat driver would recognise early signs of hypothermia and initiate rescue Warm dry environment is always available in the clubhouse. 	<ul style="list-style-type: none"> Allow only drivers with SBDA to drive for skiers iaw rule 14.8. Ensure facilities are available during training sessions.
Pedestrian hit by vehicle	Pedestrian	Remote	<ul style="list-style-type: none"> Ensure signs are in place on track and within compound reminding everybody of speed limit 	<ul style="list-style-type: none"> Remind members and guests of speed limits and reasons Maintain and replace damaged signs
Fire	Member	Remote	<ul style="list-style-type: none"> No smoking allowed in the club house 	<ul style="list-style-type: none"> Ensure signage is in place Ensure Fire extinguishers are present and serviced annually Ensure Smoke alarms are functioning and checked annually
Electric Shock	Member / Guest	Possible	<ul style="list-style-type: none"> Ensure all electrical supplies on Site are protected by RCB's 	<ul style="list-style-type: none"> All Electrical installations to be inspected and certified by an accredited body annually
Asphyxiation	Member / Guest	Improbable	<ul style="list-style-type: none"> Ensure all boilers are inspected and serviced 	<ul style="list-style-type: none"> All Gas boilers to be inspected and serviced by an accredited body annually
Members Boat Jetties	Member / Guest	Possible	<ul style="list-style-type: none"> Perform inspection of Jetties for state of repair 	<ul style="list-style-type: none"> Ensure annual inspection of jetties takes place and members make prompt repairs
Members Boat Lifts	Member	Remote	<ul style="list-style-type: none"> Ensure if lifts are 'Home made' that they are safe 	<ul style="list-style-type: none"> Ensure all lifts are load tested by a competent body and certificate supplied
Club Jetties	Member / Guest	Posib;e	<ul style="list-style-type: none"> Perform inspection of Jetties for state of repair 	<ul style="list-style-type: none"> Ensure annual inspection of jetties takes place and club make prompt repairs

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DOCUMENT CHANGE DETAILS

ISSUE	RELEVANT INFORMATION/INSTRUCTIONS
1	Initial Issue
2	Correction of name and address of Affiliated Body
3	Update of Applicable Documents and addition of yearly Inspection of Jump and Jetties

DISTRIBUTION LIST

Internal

External