



Health and Safety, Equality and Staffing Policies

Shoresports Health and Safety Policy
Uses guidance from HSE
Created November 2020
By Nick May

Health and Safety Statement of Intent

Our priority is the health and safety of all those involved in any activity with Shoresports and any member of the public who could be affected by our activities.

This policy is to minimise risk to volunteers, employees, customers and others affected by our activities. Knowing that everyone has a duty to take care of their own Health and Safety and that of others affected by their actions.

In order to achieve this Shoresports will provide, as far as possible:

- Risk assessments for all its activities, including Covid 19 (refer to policy).
- Power boats and sports equipment regularly checked and defects recorded / resolved.
- Weather / sea conditions are appropriate for skill or activity.
- Safe methods for handling, use and storage of materials and substances.
- Safe tools, office equipment.
- Radio or Phone communication with Shoresports base (trailer) or Coastguard.
- Customer briefings on buoyancy, equipment and operating area.
- Employees and any Volunteers are trained for the activity they are delivering.
- Maintain a list of volunteers / employees / customers on the water or receiving training.
- Information, instructions, training and supervision to enable employees volunteers to work safely.
- Consultation with employees volunteers to promote Health and Safety.
- Reviews and revision of The Health and Safety policy as appropriate.
- Accidents and incidents recorded.

Responsibilities for health and safety

This is a list of the names, positions and roles of the people at Shoresports who have specific responsibility for health and safety.

Nick May - has ultimate responsibility for making sure that Shoresports complies with the Health and Safety Act of 1974. This is done through providing all those involved with the appropriate equipment, risk assessments, operating procedures, policies and systems.

Staff - All staff responsibilities are in the Operating Procedures and include the following:

- Make the Centre Principle aware of any potential hazards that are known of and, if possible, remove them.
- Make themselves aware of any medical problems in your group, and communicate this to other staff.

- Make sure that customers are adhering to the Shoresports guidelines

Arrangements for health and safety

Our health and safety policy is achieved by doing the following:

- Making sure that all staff and volunteers have appropriate training.
- Providing all appropriate risk assessments, operating procedures, policies and systems.
- Ensuring that those involved adhere to the Shoresports guidelines.

Equality Policy

No Instructor, prospective instructor, helper or customer shall receive discriminatory treatment on the grounds of their sex, marital status, disability, race, nationality or ethnic origin, or be disadvantaged on any grounds by conditions or requirements that cannot be shown to be justifiable.

Recruitment policy

As a general rule we don't look for instructors. Mostly our instructors are young people who approach us for work or work experience roles. Over a period of time, we train them up and or put them through courses to become qualified instructors. We find this is a really great way of trying people out to see if they fit our values.

All our staff have a job description which includes:

- Post title
- Hours and pay
- Duties and responsibilities

Every season we get a number of qualified instructors who approach us for work. If we don't have enough staff from in house, then we may look at using someone who hasn't worked for us before.

Before taking on a new member staff we do the following:

- We require that they come for a brief interview.
- Check their experience and suitability for the role.
- Check their qualifications.

- Acquire recommendations for them, preferably by people we know. (often they come from, or have worked for, Rockley Watersports, the staff of which Nick May has close connections with).

Freelance Instructor Policy

All freelance instructors by Shoresports liability insurance as long as the lessons in which they are taking are within the normal program of lessons that Shoresports offers.

The recruitment of freelance instructors is done in line with the Shoresports recruitment policy.

Training policy

Shoresports actively encourages training and Continual Professional Development (CPD).

For those wanting to gain qualifications we offer financial support, however there is an expectation that staff will remain loyal to the company to repay that investment. All requests for training are made to Nick May.

We strongly encourage our staff to be proactive in their own CPD. During quiet times, or when conditions permit, staff and volunteers should practice some of the skills they teach or would like to improve upon using the expertise and guidance of other instructors.

Shoresports keeps a record of all training in the staff folder with other training documents.