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## Beaches

### Safe Working Practices

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The Senior Officer and Beach Managers will be responsible for:-

1. Day-to-day activities and to ensure that the staff are fully aware of any precautions to be taken prior to and during all duties.
2. The reporting of accidents, to ascertain the cause and to suggest corrective steps to avoid reoccurrence.
3. Carrying out risk assessments and developing safe systems of work.

**The Beach Inspectors will be responsible for:-**

- 3.1 Checking all machinery and equipment is properly maintained.
  - 3.2 Ensuring that, where appropriate, only authorised persons operate machinery and vehicles.
  - 3.3 Cleanliness and tidiness of the Unit.
  - 3.4 Adequate, effective and clean protective clothing.
  - 3.5 Reporting and recording any hazards in connection with their area. Whether affecting their staff or the public.
  - 3.6 Regular inspections of safety equipment, lifebuoys, ropes etc. and maintaining a register of these inspections.
4. **BEACH CLEANING**
    - 4.1 When beach cleaning or litter collecting, gloves should be worn whenever practicable.
    - 4.2 When lifting beach flotsam and jetsam etc. remember it doesn't need a great weight to strain your back. It is the way you lift that does the damage. Always bend your legs and lift with the back straight. If in doubt ask for assistance.
    - 4.3 After all cleansing duties, wash hands thoroughly especially before eating and all toilet purposes.

5. **CHAIR OPERATIONS**

- 5.1 When lifting chairs to and from chair stacks take care to lift correctly, and at all times ensure that the chairs are located securely on the stack.
- 5.2 Ensure at all times that other members of staff or public are a safe distance from the work area.
- 5.3 When issuing deck chairs always ensure that the chair issued is in good condition. Any damaged chairs should be removed from the stack immediately.
- 5.4 Make sure at the end of the day or when closing up that chair stacks are secured by suitably covering and tying down.

6. **HUTS AND CABINS**

- 6.1 When moving or re-siting huts ensure at all times that you have enough assistance to enable the hut to be re-located safely and without injury to yourself or others.
- 6.2 When transporting huts on beach trucks a passenger must accompany the driver to act as observer and safety look out.

7. **(SMALL) BOAT MAINTENANCE**

- 7.1 Only authorised and trained employees may undertake boat maintenance.
- 7.2 When carrying out any repair, maintenance or refuelling operation - open the hatch, stop engine, then leave hatch open for a period suitable for any vapour to clear. At the end of this venting period work may commence taking care to apply any safety precautions necessary according to the work in progress.
- 7.3 When refuelling or preparing petroleum mixtures DO NOT SMOKE, or carry out these operations near a naked flame. At all times a fire extinguisher must be within close proximity.
- 7.4 Always ensure that you are using the correct tool for the job, and that the tool or equipment is not defective in any way.
- 7.5 When listing boat hulls or engines remember it doesn't need a great weight to strain your back, it's the way you lift that does the damage. Always bend your legs and lift with your back straight. If in doubt ask for assistance.

8. **PPE**

- 8.1 All staff are to ensure they wear suitable protection against the harmful effects of ultra-violet radiation (sunburn).
- 8.2 Senior officers are to ensure that PPE is provided as and when necessary for all staff with suitable information and training given to all users.