Rockley Watersports Statement of Safety Policy

(Complying with the Health & Safety at Work Act 1974)

Introduction

Rockley Watersports Ltd will, as far as is reasonably possible, provide and maintain safe and healthy working conditions, equipment and procedures of work at all of its centres for all of its employees and customers and to further provide such information, training and supervision as is needed for this purpose.

Rockley Watersports fully accepts that, in offering residential and non-residential courses and holidays to youngsters as well as adults accept, they must take full responsibility to safeguard the welfare of all those involved (Rockley Watersports customers, seasonal employees, visitors, passers-by, contractors and full-time employees). This includes protecting them from physical, sexual, psychological neglect and emotional harm and for minimising the impact upon the environment in which Rockley Watersports operates.

Whilst it is not possible to entirely remove the risk of an accident, Rockley Watersports aims to both minimise the chance and seriousness of accidents occurring. Rockley Watersports has a legal obligation to do this "as far as is reasonably practical".

Responsible and Nominated Persons

The responsible persons for this policy and its application in Rockley Watersports activities and operations are the H&S Board comprising:

Pip Woods (Managing Director) Peter Gordon (Owner & Finical Director), Elisabeth Gordon (Owner & Director), Jack Clark Commercial Director, Greg Haylock (Head of Operations & Principal), Fiona Allen (Centre Manager, Poole), Andy Lacey (Buddens Manager).

Staff and customers may contact the above responsible and nominated persons regarding health and safety matters on:

Pip Woods	pipwoods@rockley.org	+ 44 (0)1202 677 272 / +44 (0)7855 399 301
Peter Gordon	petergordon@rockley.org	+ 44 (0)1202 677 272 / + 44 (0)7967 563 234
Jack Clark	jackc@rockley.org	+ 44 (0)1202 677 272 / + 44 (0)7967 743 761
Greg Haylock	gregh@rockley.org	+ 44 (0)1202 677 272 / + 44 (0)7540 248 646
Fiona Allen	neilf@rockley.org	+ 44 (0)1202 677 272
Andy Lacey	andyl@rockley.org	+ 44 (0)1202 677 272

All members of staff, at every level, have some responsibility for carrying out the Health & Safety Policy as its successful implementation is dependent on dialogue and co-operation.

Safety Representatives are responsible for holding two annual Health and Safety Committees (France and UK). Representatives have responsibility in the following areas:

Afloat and Boat Park/Beach	Workshops – boat repair & maintenance
Accommodation and Residential	Gas, electrical appliances and power tools
Catering	Office/Exhibitions/Other
Workshops – engines	First Aid

Safety committee meetings are convened when required and are made up of the following:

Safety committee	PW, NF, AL, Rockley Lodge & GH

Wilful neglect of this Health & Safety Policy will be considered Gross Misconduct and result in the immediate dismissal of staff responsible.

Statement of Safety Policy

Rockley Watersports is committed to:

- Ensuring that all their premises, fittings, fixtures, vehicles, boats and equipment are maintained in good repair and in safe working order
- Providing and maintaining a working environment that is, as far as is reasonably practical, safe, without risk to health and with adequate facilities and arrangements for welfare at work
- Issuing disclaimers and notices and to obtain the necessary insurance policies, certificates and licences
- Offering, where appropriate, training for their employees
- Implementing a health and safety management system

All employees have a duty to:

- Take reasonable care of their own safety and health and that of other persons who may be affected by their acts or omissions at work
- Comply with all operating procedures
- Report any hazard or potential hazard to a Safety Representative

Furthermore, employees are asked to assist in fulfilling the spirit of the Act. They are encouraged to make suggestions for the improved safety of existing facilities and procedures.

Contractors, Visitors and Customers are responsible for:

- Their own health and safety and for that of all other persons who may be affected by their acts or omissions on the premises of the company or on boats/equipment owned or held by the company

Fire and First Aid

The location of fire alarms and fire exits are recorded in the fire log. Fire notices are displayed near the fire alarm and near all fire extinguishers. All employees should read the Fire Notices and familiarise themselves with the action required in the event of a fire.

Fire Officers are nominated at each of the Company's Watersports centres.

The location of first aid boxes and eye wash stations is also recorded.

Emergency Procedures

Procedures in the event of a serious accident or other serious incident are detailed in section 9 of this file. Senior staff are trained in the roles and responsibilities required to manage an emergency situation. But all staff are made aware of the emergency procedures.

Reporting and Recording Accidents/Major Incidents

All accidents and injuries, including those to customers and visitors, should be entered into the Accident book and a brief report noted in the Centre/Accommodation Log. All accidents and incidents (except very minor injuries) should be reported to the Centre Manager. If the Accident/Incident is serious then an Incident form should also be completed together with full statements, where possible from witnesses and emailed to all Centre Managers and Head office UK.

All accidents and incidents are analysed in order to try to prevent a recurrence.

Adopted by the Directors of Rockley Watersports Ltd Date: 21 January 2026

Covid-19 / other Virus's Secure Policy Statement

Rockley Watersports is committed to:

- Scheduled cleaning will occur throughout the facility safely and correctly according to the Governments guidelines. Ensuring that all premises, fittings, fixtures, vehicles, boats and equipment are maintained in safe working order to aid this.
- One-way systems within the building are set up to minimize people crossing path. If this is not possible then priority will be given using signs. Timings are set to reduce everyone moving around at the same time.
- Face covers must be worn within, around the facility and in free time. The exception to this would be anyone exempt due to medical reasons and if people are heading out on wet water activities.
- Rooms are to be well ventilated when occupied.
- Hand wash stations are located around the centre and sanitisers are positioned by every doorway leading into the building and teaching classrooms.
- Sanitiser spay and blue roll is available for anyone to use, if they wish to take extra provision in cleaning anything before it is used.
- All non-essential equipment will be removed from each class room and reception area to prevent spread of viruses.
- Classrooms will have a maximum capacity which will be clearly shown on the doors.
- All staff will follow the company guidelines for themselves and the pupils to ensure everyone's safety.
- The government guidelines do change over time and at Rockley we will investigate how best to follow them and act according with extra staff training as required.