

12 MONTHLY HEALTH AND SAFETY / RISK ASSESSMENT.
(To be undertaken during December of each year)

New Year's Day Swim 2017

Date of inspection: 8th November 2016

Chairman: NEW YEAR'S DAY SWIM LIMITED

Inspecting Officer: Stephen Williams & Richard Preece

On completion of this form:

1. One copy to be kept on file with the Saundersfoot New Year's Day Swim Ltd.
2. One copy to be retained by the appointed NYDS H & S advisor.
3. One copy to be available for Public Viewing, if requested.
4. One copy to be attached to the NYDS Insurance provider.

	AREA	STATUS (If no, please identify remedial action)	REMARKS	DATE OF LAST REVIEW WHERE APPLICABLE	ACTION H/M/L	DEFECT REPORT SUBMITTED	IF YES INSERT DATE
1.	ROAD WAY / HIGHWAY.	Delete as appropriate				Delete as appropriate	
1.1	<u>THE STRAND</u> The street known locally as the Strand, Saundersfoot, is renowned as being an area where large numbers of pedestrians pass in conjunction with motor vehicles. The road will be closed to motor vehicles for the duration of the event (9am – 3pm). A barrier/s will be utilised to prevent entry to any unauthorised vehicles. The area of the closure (junction of High Street with The Strand) will be marshalled by representatives from Tenby Fire Station. The road closure has been granted and officially authorised by Saundersfoot Community Council & Pembrokeshire Highways Authority.	Yes	Residents & authorised vehicle access will be granted by means of removing the approved Highway barrier/s. The movement of pedestrians & vehicles will be monitored throughout the duration of the event. If required appointed Fire Fighters will engage in Traffic Control to ensure the safety of the road users within the closure area.	<i>(There have been no incidents reported with the implementation of the closure)</i>	LOW	Yes/No	

Guidance Note

- a) *The inspecting officer should physically check the Roadways & Highways that will be used during the period of The NYDS Event for any defects, paying particular attention to any potential Hazards that could cause injury.*

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	AREA	STATUS (If no, please identify remedial action)	REMARKS	DATE OF LAST REVIEW WHERE APPLICABLE	ACTION H/M/L	DEFECT REPORT SUBMITTED	IF YES INSERT DATE
2.	PUBLIC SLIPWAY.	Delete as appropriate				Delete as appropriate	
2.1	<p>PUBLIC RESCUE EQUIPMENT Perry Buoys with lines are recommended at regular intervals along the Beach front. These are not applicable for all rescue situations but are considered adequate under the circumstances. They are checked regularly and well maintained.</p>	Yes	Tenby Surf Life Saving Club (TSLSC) and HM Coastguard will provide the cover in this area.		LOW	Yes/No	
2.2	<p><u>Emergency Procedure.</u> The emergency services will be positioned at the top of the slipway Fire, police, coastguard and ambulance. They will be deployed in the event of an emergency with the help of the official stewards. An air horn will be sounded at the top of the slipway if an incident occurs. 3 (Three) long bursts will indicate 2 (two) things. 1. The slipway must be cleared immediately 2. The emergency services will be deployed to the beach to take control of any incident. A member of the Saundersfoot NYDS committee will be responsible for the sounding of the alarm and will remain at the top of the slipway for the duration of proceedings. An additional member of the committee will be responsible for clearing the slipway in the event of an emergency to allow the emergency services to gain access to the beach.</p>	Yes			LOW	Yes/No	

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2.3	<p><u>SLIPWAY</u> The Slipway is the main means of access onto & off Saundersfoot Beach. Swimmers and non-swimmers wishing to view the event use the slipway simultaneously and this results in the congregation of large numbers of pedestrians. Swimmers require easy access from the beach especially having entered the cold sea.</p>	Yes	<p>Appointed NYDS representatives and the Fire Service will be present on the slipway throughout the duration of the event. They will ensure there will be a constant flow of persons. A barrier system will be placed on the slipway in order to segregate swimmers and non-swimmers, thus allowing swimmers to exit the beach area quicker.</p>	<i>(There have been no incidents reported with the implementation of the closure)</i>	LOW	Yes/No	
2.4	<p><u>SLIPWAY WITH ARCHWAY ENTRANCE</u></p>	Yes	<p>An archway structure will be erected at the top of the slipway. This has been designed and built by Pembrokeshire Engineering. It will support its own weight and will be secured to the floor by bolts into a concrete block. They will ensure the structure's safety. The purpose of the structure is to provide necessary advice for swimmers & spectators entering the beach to ensure they filter into the correct zones. The entrance will be sufficiently high enough to ensure all appropriate emergency vehicles access should it be required. To ensure the safety of the structure, the archway will be put in place and taken down by Pembrokeshire Engineering.</p>		LOW	N/A	

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3	HIGH WATER / LOW WATER BEACH AREA.	Delete as appropriate				Delete as appropriate	
3.1	<p><u>GENERAL BEACH FEATURES</u> The degree of effect of any safety measure will very much depend on the characteristics of the beach. Saundersfoot beach is of a gently sloping nature, and the configuration very rarely changes from season to season. There can be a steeper incline at the high tide mark near to the slipway. It is advised to check the beach at low tide for any changes, especially after storm conditions.</p>	Yes	Members of the organization will be on the beach from 7am, over 5 hours before the start of the swim. They will periodically check the tide and look for potential hazards that may have arisen since the previous tide. Approximately 30 minutes before the swim the designated swim area will be checked by the HM Coastguard, RNLI lifeguards and surf rescue teams to ensure the area is safe.		LOW	Yes/No	
3.2	<p><u>BEACH GRADIENT</u> The beach gradient can be important. A steep gradient allows access to deep water for weak or non-swimmers and it may also provide an unstable surface. Saundersfoot beach has a shallow gradient throughout most of its tidal range so may be considered 'low risk'. However, after certain storm conditions there can be a steeper incline at the high tide line.</p>	Yes	Measures to minimise the risk in this area are identified in point 3.1. In addition to this the weather conditions days before the swim will be monitored and before the swim the area will be checked. Should a change in the gradient be identified, then an announcement will be made via the PA system in order to inform swimmers. All emergency services will be made aware should there be a change.		LOW	Yes/No	

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3.3	<p>SAND BARS At low tide, sand bars and their accompanying troughs are exposed. Incoming tides could trap weak or non-swimmers especially of small stature, as water fills the troughs surrounding the sand bars near to the entrance of the harbour. However, Saundersfoot beach tends to have relatively shallow troughs and a steady rather than fast tidal flow, thus the sand bars are considered of low risk. If sand bars are covered by shallow water they can provide a hazard to the competent water user. The deeper water surrounding the sand bar may cause a misjudgement in the depth resulting in a collision with the bottom and possible head, neck or spinal injuries</p>	Yes	See measures set out in points 3.1 and 3.2		LOW	Yes/No	
3.4	<p>BEACH COMPOSITION The composition of the high water mark can be considerably different to that of the rest of the beach. Most of the beach is made up of sand, the safest beach composition, where as the shelving section of the high water mark can be made predominantly of pebbles. Wave action on this can make the surface unstable. A combination of this shelving pebbly beach and large waves can remove the ground from beneath paddlers.</p>	Yes	The area in which swimmers will enter the water is made up of sand.		LOW	Yes/No	
3.5	<p>BOULDERS Sometimes enough sand can be moved to uncover a boulder. Generally they are found higher up the beach. As well as the collision hazard to swimmers, ankles can be twisted and feet can be cut on sharp shelled sea creatures such as barnacles, which attach to underwater surfaces. Lifeguards should make themselves aware of these hazards and signs posted locally to the hazards. The situation should be monitored on an ongoing basis.</p>	Yes	See measures set out in points 3.1 and 3.2 The estimated area of the tide will be half way down the beach. There is no knowledge of rocks or boulders in that area.		LOW	Yes/No	

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3.6	<p>GROYNES At high tide groyne provide a drowning hazard to non-swimmers who may fall into deep water, at low tide there is the potential to fall from a height. Groyne are part of the coastal protection that protrude seawards and provide an alluring but hazardous attraction. They may from time to time be submerged, providing a hidden danger. They may be undermined by wave action, have netting or other material caught on them or covered in sharp barnacles Walking out, diving, and swimming near these structures should be prohibited and warning signs posted.</p>		See point 4.1		LOW	Yes/No	
3.7	<p>BEACH USER HAZARDS AND ALCOHOL Some groups of people are of particular risk when at the beach. These include alcohol and drug abusers; groups of youths, especially male; the very young; the old and infirm; the disabled; the physically or mentally ill. Obviously supervision is a way of decreasing the risk to these people. Of particular concern is the increase in swimmers acting under the influence of alcohol. This is considered to be an extremely high risk factor, and is of major concern.</p>		<p>In order to reduce the risk to swimmers, Saundersfoot NYDS have sought advice from the RNLI. This advice has been specifically requested in order to educate the individual swimmer on how to prepare for entry into cold water on a winter's day. Within that advice, it clearly states that no person should enter having consumed alcohol or under the influence of alcohol. This information will then be advertised via the website (saundersfootnyds.co.uk), local newspapers (Tenby Observer & Western-Telegraph), Pembrokeshire Radio, sponsor forms and via the PA system on the morning of the swim. It is impractical for Saundersfoot Festivities to check all swimmers.</p>		LOW	Yes/No	

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3.8	<p>LITTER Debris such as broken glass, cans, sharp plastic, needles, spent fireworks etc. all present a physical hazard. Advice should be given to the public in the disposal of their litter and who to contact if they see a particular problem. While the council does not clean the beach or promenade every day it should be inspected for the need and resources reallocated as necessary.</p>		Members of Saundersfoot Festivities will be on the beach from 7am in order to clear the slipway and areas used by the swimmers.		LOW	Yes/No	
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4	WATER SIDE.	Delete as appropriate				Delete as appropriate	
4.1	<p>WATER DEPTH Water depth is the most important consideration for the weak or non-swimmer. As the configuration of Saundersfoot beach is generally low risk, i.e. gently sloping, low risk sand bars etc., it does not lend itself to access or entrapment in deep water. When a weak or non-swimmer does gain access to deep water, factors other than the usual beach configuration are likely to be the cause.</p>	Yes	Historically, although swimmers enter the water, they very rarely go into deep water. In order to minimize the risk to swimmers in terms of water depth, lifeguards on the water as well on the shoreline will actively encourage swimmers to stay within their depth. The lifeguards on the water will be positioned and patrolling in a way, which will achieve this.		LOW	Yes/No	
4.2	Lifeguards should take appropriate action by monitoring the conditions closely, advising the public and placing a red flag if necessary. It is also advised that signs should also be placed locally to these hazard areas. Advice on these signs may include information such as 'at high tide there is a danger of under tow during	Yes	In preparing this risk assessment Saundersfoot NYDS have sought advice from Tenby SLSC in order to ensure that the necessary measures are put in place to minimize the risk to swimmers and		LOW	Yes/No	

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	wavy conditions'.		spectators. In addition to these organisations, the Ambulance Service, St. John's and HM Coastguard will also be on the beach. A member of Saundersfoot NYDS will be designated as a liaising officer between the organizers and the emergency services.				
4.3	<p><u>UNDERWATER OBSTACLES</u> Saundersfoot beach is mostly made up of sand but at time to time, as this moves, underwater obstructions can appear. The random nature of this hazard makes it a particular problem. Due to the transient and random nature of some of these obstacles, it is necessary to carry out low tide inspections of the beach at regular intervals before the swim commences.</p>	Yes	See measures set out in points 3.1 and 3.2		LOW	Yes/No	
4.4	<p><u>COLD WATER</u> The water around Saundersfoot beach at this time of year very rarely gets above a temperature that would not cause hypothermia. The sudden immersion into cold water can cause breathing difficulties and collapse. Particular groups at risk are the already vulnerable, the old, weak, infirm, ill and young. The cold water temperature probably prevents many incidents by discouraging the unprepared from entering the water but when in difficulty it increases the need for rapid rescue. Lifeguards should be aware of the problems of cold water.</p>	Yes	<p>In order to prevent swimmers from suffering from the cold and other elements, appropriate advice will be sought from the RNLI for entry into cold water. <i>(Of note, Saundersfoot NYDS have requested advice from the Tenby and Saundersfoot medical centers, but each practice declined to offer the necessary advice in fear of litigation).</i> This information will then be advertised via the website (saundersfootnyds.co.uk), local newspapers (Tenby Observer & Western-Telegraph), sponsor forms, Pembrokeshire Radio, and via the PA system on the</p>		LOW	Yes/No	

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			morning of the swim.				
4.5	<p><u>TIDES</u> The tide motion and regular exit points from the beach make this a low hazard. Though it can be a factor in other incidents e.g. uncovering underwater obstacles.</p>		<p>See measures set out in points 3.1 and 3.2</p> <p>The tide is predicted to be low (in close proximity to the harbour entrance). The movement of the tide will be slow. The position of the tide will allow emergency access/exit for the public. The traditional entry / exit point to and from the beach is the slipway. However, if needed there is a second point, which is positioned at the far end of the beach towards Coppet Hall. In addition to this, there is ample space available should the air ambulance be required. Saundersfoot NYDS will work with the emergency services to designate an area.</p>		LOW	Yes/No	
4.6	<p><u>WAVES</u> Saundersfoot beach experiences all types of waves and when the conditions are good attracts many surfers. Because of the nature of the prevailing conditions, it is rare for there to be considerable wave action and fine weather. Consequently, it is only the dedicated that venture down the beach on poor days to enter the water. This type of user tends to be more experienced. However, when large wave action and good weather does occur, it brings together inexperienced water users and hazardous conditions.</p>		<p>The level of waves will be monitored throughout the morning. Advice will be sought from the RNLI lifeguards and Tenby Surf Rescue. Should the waves be excessive then the advice received from the lifeguards will be adopted. This may include the restriction of how deep the swimmers will be allowed into the water. Tenby SLSC will be on the water and shoreline. In addition to this, members of the Tenby</p>		LOW	Yes/No	

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			SLSC will also be present to offer further assistance. Saundersfoot NYDS are liaising with both groups to determine the appropriate level of resources required.				
4.7	<p><u>SPILLING WAVES</u></p> <p>Where the crest of the wave tumble down the face of the wave, are the safest for board riders, body surfers and swimmers.</p>		See point 4.6		LOW	Yes/No	
4.8	<p><u>OFF SHORE WIND</u></p> <p>An offshore wind can provide a particular hazard to inflatables and novice windsurfers. The inflatable may be blown out to sea faster than it can be paddled back. Likewise the novice windsurfer may not have the ability to tack against the wind and return to shore. Some beaches put a windsock up with a 'no inflatables' notice on it. However, it is hard to see how this would be practical on a large beach. Without a life guard service to monitor and advise the public, a proactive education and information system may be the better alternative, through leaflets, public notices advertisements and general information signs.</p>		A large number of swimmers will be in fancy dress, some of whom may have inflatables. Should there be a wind that is likely to increase the risk to those individuals, then the Tenby SLSC will prevent/discourage that object from entering the water.		LOW	Yes/No	
4.9	<p><u>CHANGING WEATHER CONDITIONS</u></p> <p>During a hot spell there can be many people who have an unrealistic idea of their ability to swim in the cold water; they will judge their abilities on warm swimming pool conditions. The water temperature does not rise above that which can cause hypothermia, thus extra vigilance is required at such periods.</p>		See point 2.3.2.		LOW	Yes/No	

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4.10	<p>HARR A sea fog, known locally as a harr, can set in suddenly with the combination of warm moist air and a cold sea. The speed and density of this fog makes it a hazard for navigation for any craft user, inshore craft often do not contain compasses. Warning signs and advice on where to find weather information as well as the encouragement of compass use should be posted. A lifeguard's role is primarily to prevent incidents and without vision this role can not be carried out, thus a red flag should be flown, indicating that it is not safe for bathers.</p>		<p>The weather conditions will be monitored during the days leading up to the swim. Saundersfoot NYDS will liaise closely with the RNLI lifeguards, Tenby Surf Rescue and emergency services should the above arise.</p> <p>There will be no unauthorized crafts within the designated swimming area.</p>		LOW	Yes/No	
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Guidance Note

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6	CATERING	Delete as appropriate				Delete as appropriate	
6.1	<p>The sale of Hot & Cold Beverages. Dragon Catering Services will place a catering unit within the main Harbour Car Park. Trained Certificated Catering Staff will have responsibility to serve customers with a choice of hot & cold beverages. Any discarded litter will be cleaned up prior to the closure of the catering unit.</p>	N/A			LOW	Yes/No	

Guidance note

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7	FIRST AID	Delete as appropriate				Delete as appropriate	
7.1	Is there a dedicated First-Aid point?	Yes	St.John Ambulance personnel and a marked Ambulance motor vehicle will be in attendance for the duration of the event. They will be located in the vicinity of the slipway & main Harbour Car Park.		LOW	Yes/No	
7.2	Is the First Aid kit up-to-date?	Yes	By St.John's Ambulance personnel.		LOW	Yes/No	
7.3	Are first aid notices displayed?	No	Although highly visible staff and vehicles will be on site.		MEDIUM	Yes/No	
7.4	Are Accident/Incident reporting procedures in place and known?	No			MEDIUM	Yes/No	
7.5	FIRST AID PROVISION First aid provision on Saundersfoot Beach. Volunteer lifeguards and qualified and willing first-aiders. Fresh running water is very important in many of the minor first aid incidents at the beach. Foot injuries are probably the most common minor injury and infection prevention the most important measure but gaining access to the foot showers in the toilets is often impossible at short notice. Better co-ordination for effective use of the first aid provision already provided may be all that is needed.	Yes	Tenby SLSC, ambulance service, St. John's and HM Coastguard will be on the beach throughout the event and will provide the necessary treatment. Saundersfoot NYDS will provide extra assistance, should it be required.		LOW	Yes/No	

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8	HEALTH AND SAFETY NOTICES AND MANUALS	Delete as appropriate				Delete as appropriate	
8.1.	Is the HSE Law Poster displayed?	No				Yes/No	
8.2	Is written Health and Safety information readily available and is it up to date?	Yes	Is accessible on swim website: www.saundersfootnyds.co.uk			Yes/No	
8.3	Is there a Safety Notice Board?	Yes	Will be placed near entrance near the slipway in full view of swimmers & spectators.			Yes/No	
8.4	Is the H & S Policy and Action Plan readily available?	Yes	Is accessible on swim website: www.saundersfootnyds.co.uk			Yes/No	
8.5	Are the last Health and Safety meeting minutes displayed on the Safety Notice Board?	No	N/A			Yes/No	
8.6	PUBLIC INFORMATION The need for public information has been referred to on many occasions throughout this report. This section summarises the type of information that should be easily accessible to the public. As well as signs local hand-outs may also be useful. These can also go further into things such as the use of litter bins and skin protection. Information alone may not be enough for the public to make a safe decision, but it helps. "The provision of information is of great importance in the context of meeting the required duty of care" (Safety on British		Information will be provided over the PA system: The location of lifeguards. Location of first aid. The fact that the water is cold. Entry points. First Aid provision on the day will be provided by a qualified and recognized organization-namely Ambulance and St				

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	<p>Beaches, ROSPA). This should be given a high priority. Standardisation of safety measures makes their implementation more effective, so, whenever possible, measures should be taken in accordance with national standards and in communication with other authorities, coast guard, police, ambulance etc. Beach users need to be confronted with consistent systems for maximum effectiveness. This will eventually lead to a better informed and more responsive community.</p>		<p>John. Adequate lifeguards supplied by Tenby SLSC. Ambulance and emergency services to hand. Surf savers in the water and on the shoreline at the time of the swim. Additional support given by Pembroke Paddlers. This group also give assistance at the Long Course Weekend. Safety Officer will brief emergency services & stewards before commencement ensuring that all emergency procedures are communicated with all organizers and other emergency services.</p>				
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9	HEALTH AND SAFETY GENERAL	Delete as appropriate				Delete as appropriate	
9.1	<p>TELEPHONES There is adequate provision for the calling of emergency services. These are supplied by public telephones or nearby establishments.</p>	Yes	Emergency Services will be on site with radios as well as NYDS staff who will also be in possession of mobile phones.		LOW	Yes/No	

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10	ELECTRICAL EQUIPMENT						
10.1	Are plugs, sockets, switches in a visually satisfactory condition?	Yes	The electrical mains source for Magnum Sound Systems has been checked and approved for use. The socket is located at the Harbour gift shop located on the slipway. The socket and cable will be secured above head height so as to avoid any tangles etc. Any other electrical source ie. the beach display caravan will be obtained via petrol generator. The generator will be in a cordoned off area.		LOW	Yes/No	
11.4	Are there any trailing cables?	No			LOW	Yes/No	
11.3	Are all plugs in individual sockets with no multi plugs?	Yes			LOW	Yes/No	
12	ACTIVITIES / ENTERTAINMENT						
12.2	Nil				LOW	NO	
13	OVERCROWDING, CROWD DISTRESS OR CRUSHING						
13.1	OVERCROWDING The event attracts over 1500 swimmers and a crowd of 5000 spectators is expected.		Stewards will be deployed around the event layout and one of their main priorities will be to monitor crowd density. They should report any signs of overcrowding or crowd distress		MEDIUM	NO	

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			<p>to the steward supervisor. If overcrowding does exist the Safety Officer will utilise the public address system and stewards to redistribute the crowd. If signs of crowd distress, crushing or surging, which could lead to injury are observed, the Safety Officer will deploy additional stewards to the area concerned.</p> <p>Consideration will be given to evacuate spectators to relieve the pressure, into the swimmers enclosure if necessary.</p> <p>If the problem is not quickly resolved, a decision will need to be taken whether or not to delay the start of the swim</p> <p>In the event of any injuries, the ambulance service and St Johns will be present to assess the casualty. Should it be necessary to provide a dedicated area to provide an assessment, then the Steward Supervisor will liaise with the emergency services.</p> <p><i>See Job Description of Steward.</i></p>				
14	EVACUATION						
14.1	<p>EVACUATION Due to the numbers involved, there may be a requirement to evacuate.</p>		<p>There is already a system employed should it be required to clear the slipway – see point 2.2 Emergency Procedure.</p> <p>If consideration is being given to evacuate any other part of the surrounding area, then first</p>		LOW	NO	

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		<p>the Chief Steward and Safety Officer will liaise with the Emergency Services and, if necessary, a message will be passed over the PA system:</p> <p>Actions taken will be outlined giving specific instructions to each section, i.e.:</p> <p>“Persons situated on the promenade, please disperse into the harbour car park” “Persons situated on the slipway, please make your way off the slipway and head into the village / make your way off the slipway and onto the beach (Stewards and Fire Officers will be present to assist this instruction)”.</p> <p>The crowd will be managed in a controlled manner towards the exits without panic. Stewards will ensure that there is a flow of spectators and will also ensure that The Strand is kept as clear as possible. This is to ensure that there will be a clear access for emergency vehicles. Should it be decided that an evacuation is not necessary then a message will be passed:</p> <p>“All Safety Stewards, stand down”</p> <p><i>See Evacuation Plan for further information.</i></p> <p><i>Lead Lifeguard has prepared Water Evacuation procedure.</i></p>			
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14	HEALTH & SAFETY MEETINGS.	Delete as appropriate				Delete as appropriate	
14.1	Are health and safety issues raised at The Saundersfoot Festivities Committee meetings and minuted?	Yes	Quarterly basis			Yes/No	
14.2	What is the date of the next sectional meeting?	Yes				Yes/No	

OTHER OBSERVATIONS NOT LISTED ON PROFORMA

AREA INSPECTED	REMARKS	ACTION H/M/L	DEFECT REPORT SUBMITTED?	If YES INSERT DATE
			Yes/No	
			Yes/No	
			Yes/No	

ADDITIONAL REPORT

AREA INSPECTED	ANOMALY	REMEDIAL ACTION

Saundersfoot New Years Day Swim

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INSPECTING OFFICERS SIGNATURE: _____

ROLE/TITLE _____

DATE _____