

Sheffield Ski Village
Health & Safety File
Policy & Risk Assessments

Last updated September 2010

Due for update March 2012

Section 1 – General Statement

General Statement Of Policy

Sheffield Ski Village has produced this Health & Safety Policy Statement to comply with the requirements of the Health & Safety at Work Regulations 1999 (The Management Regulations). This Policy, which is issued with the approval of the Company's Directors, detail the company's continued commitment to maintaining a high standard of health and safety for its employees and visitors, and describes the organisation and arrangements which have been established by the company to achieve these standards.

However, it is a duty under the Health & Safety at Work Act for everyone engaged in company activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others which may be affected by acts and omissions at work. Persons who hold a position of supervision of work, e.g. Duty Managers, Operations Staff, Instructors, Party Rangers, have special obligations to ensure that they do not endanger the health and safety of visitors and fellow colleagues.

No person shall intentionally interfere with or misuse anything that is provided by the company, in the interests of health, safety and welfare.

Individuals are required to comply with any rules or requirements made under the authority of this Policy.

The Management Regulations require a suitable and sufficient Risk Assessment to be carried out to assess the risks to employees and visitors and to determine the control measures to reduce them to an acceptable level including planning organisation, control monitoring and review of the risk assessments and controls. Compliance with Health & Safety in ski slope operations HSE leaflet first published 01/03 to be read in conjunction Sheffield Ski Village policies.

Section 2 – Responsibilities

a) Kevin Pullan

Retains overall responsibility for establishing and monitoring health and safety arrangements and has the responsibility to implement the Policy at Ski Village, Sheffield.

A general site inspection of health and safety matters will occur on a twice weekly basis by Kevin Pullan (or as designated otherwise). Weekly site management meeting will include general consideration on health and safety matters, giving an opportunity for all staff to contribute.

b) Ski Village – General Manager

Overseeing Duty Managers and all staff. Site point of contact with open door policy for all staff. Responsible for health and safety induction, refresher instruction to long term employees. Responsible for retention of health and safety inspection records, accident reports and employee records.

The Ski Village is a small business and by its nature is such that the General Manager takes the role of Duty manager as and when necessary.

c) Designated Duty managers

Responsibility for site activities and Customer Safety, Health and Safety of all Employees and ensuring all site equipment is maintained in line with manufacturers guidelines.

Ensuring all safety parameters on alpine skiing lessons/activities are fully adhered to.

Ensuring all Bar and Catering hygiene and licensing guidelines are fully adhered to.

Daily site inspection, including walkover ski pistes, external and internal circulation areas. Ensuring ski patrol and maintenance staff are carrying out inspection.

d) Employees

1. All employees must cooperate to achieve a safe and healthy workplace and take responsibility care for themselves and others.

2. Any employee discovering a health and safety problem which they cannot correct must inform their immediate superior and where necessary contact the responsible person named above.

Section 3 – General Arrangements

First Aid

First Aid boxes are located at the following points:

Bar/Reception

Adventure Mountain

1st Aid Hut

Duty Manager responsible for restocking.

Accidents

The Accident Book is held in the Site Manager's office. All accidents, public or staff, must be entered in the book. In the event of an ambulance being called the matter will be reported to the Health & Safety Executive, as required under RIDDOR regulations.

The Duty Manager/First Aider will immediately complete an Accident report for any injury or incident reported by a customer or involving a member of staff.

Accident reports shall be reviewed by Kevin Pullan or the designated Duty Managers.

At the earliest opportunity the Duty Manager will inspect the location of accident, photo as necessary; ski equipment should be inspected and isolated for further inspection.

Every accident will be subject of a review by the General Manager and Kevin Pullan, such reviews to be on a weekly basis, or as necessary.

Fire Safety

- a) The Fire Alarm will be tested at least every 3 months by the designated Site Fire Officer (currently Paul McDonald). This will be recorded in the Fire Safety Register.
- b) Fire evacuation Drills will be held at least every 6 months.
- c) Fire extinguishers will be located at marked fire points. The Site Fire Officer will undertake monthly inspections to ensure equipment is properly located and maintained.
- d) A Fire Procedure information sheet has been prepared to set out the necessary actions for staff and members of the public if they discover a fire, or hear the fire alarm. This procedure is part of the staff induction.
- e) Emergency lighting will be inspected every month by the Site Fire Officer to ensure that they are in full working order.

Training

All new employees will receive a formal Induction session, where specific duties and details of safety policy will be explained. This will be carried out by the General manager or a Duty manager who will also ensure that the new employee understands the responsibilities of being an employee at the Ski Village dealing directly with members of the public. The Duty manager will ensure the training provided is adequate.

Specific training to be given to:

Patrol Staff

Condition of slope, sprays, drag lifts, top box duties in event of an accident.

Boot room duties

Bar and Catering

Food hygiene, customer care
Duties in event of an accident

Contractors and Visitors

Visitors to site on business with staff members will be asked to report to the main Reception on arrival where they will wait until collected by the staff member. The staff member will be responsible for the safety and actions of their visiting guest until they leave site, and will give due regard for the safety of their actions in accordance with normal staff safety procedures and policy.

Contractors will also be asked to report to the main Reception on arrival where they will wait until collected by the member of staff who has ordered the work to be carried out, or their delegated staff representative. The Contractor will be escorted by the staff member to the place of work to be carried out, and the Contractors work procedures then discussed in detail. The staff member must ensure that all site safety procedures and policies are adhered to.

Statement of Intent

It is the policy of Sheffield Ski Village so far as is reasonably practicable:

- ❖ To provide a safe environment for customers, visitors, staff and contractors.
- ❖ To treat health and safety as a core management function and to integrate health and safety into other management tasks, including planning;
- ❖ To provide appropriate resources;
- ❖ To attain a high standard in health and safety throughout the facilities;
- ❖ To ensure that legal requirements are the minimum acceptable level of performance;

- ❖ To take steps designed to progressively improve health and safety performance;
- ❖ To maintain any place of work, under the company's control, in a condition that is safe and without risks to health, and to provide and maintain means of access and egress from it, that are safe and without such risks;
- ❖ To provide and maintain a working environment for employees and visitors that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work or leisure;
- ❖ To provide and maintain plant and equipment and systems of work that are safe and without risks to health;
- ❖ To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ❖ To provide such protective equipment as is necessary for the health and safety at work of employees;
- ❖ To ensure the competence of employees and visitors by providing information, instruction, training and supervision as is necessary;
- ❖ To encourage all staff to set high standards of health and safety by personal example;
- ❖ To accept good health and safety practices as normal;
- ❖ To assure that constructive comment will be welcome on matters regarding health and safety;
- ❖ To provide adequate consultative procedures for health and safety within the organisation;
- ❖ To monitor the effectiveness of health and safety provisions within the company;
- ❖ To review regularly the company Health and Safety Policy

Health & Safety Risk Assessment

Updated : September 2010

The following risks have been identified and assessed by the Directors and Management of the Ski Village. Consultation with Operational Staff has also been carried out. Operational systems and improvements to facilities are implemented as necessary on an on-going basis.

For simplicity the term “Skiers” describes any slope user and includes for example snowboarders, “Slopes” shall be used to describe the actual ski slopes as well as lift tracks, lift mounting areas and dismount areas, including mid way get off points and queuing areas.

Car Park

Tripping could cause injury. The surface of the car park is generally tarmac and stone, similar to the majority of public open car parks found throughout the City and the rest of the UK.

Handrails are featured on the steps leading to the Main Entrance and the Car Park.

The car park areas are free draining, and from experience do not have areas that are unduly slippery. Regular checks however should be made to ensure that significant potholes do not develop, and that in icy conditions there are not unduly slippery areas.

Pedestrians access exit routes to be lit at night. Car Park areas to invalid parking/unloading area to be lit to designated timer periods. |Limited lighting to main Car Park areas.

Vehicle/Pedestrian Conflict

The design of the car park incorporates generous areas for pedestrian traffic, linking with a central pathway running to the front entrance of the lodge. This is similar to car parks built and operated by professional company’s such as NCP and the Council.

Hand rails are featured on the steps to the main entrance. The pedestrian route from Vale road to the Ski Village is illuminated at night. The car parks are not fully illuminated.

Invalids

Sufficient, well marked, invalid parking is provided, with level access to the Ski Lodge building.

Lodge

Tripping – raised carpet, cables or other obstacles create a hazard and cause tripping.

Adequate signage to highlight trip hazards.

The Duty manager should be aware that at all times of such risks and bring to the attention of all staff members of the need to react immediately to any such hazard, taking action to isolate or make good the defect.

Staff to advise parents to control children, specifically running around public areas.

Fire

In the event of fire all staff and members of the public must be evacuated immediately. The fire drill procedure is documented and all staff trained to follow procedures. Members of the public will be advised by staff, with managers taking overall responsibility, on how best to vacate the premises. A staff roll call will be performed at the car park. Basic fire fighting equipment is available at designated points throughout the building but would only be used to contain a small fire.

Evacuation is the primary objective. A site officer is named, currently Paul McDonald, who is responsible for practice fire drills and maintaining the Fire Book.

Wet/Slippery floors

Can cause customers and staff to slip. This can occur when there is a frost or snow on the slope which is carried into the ski boot room and melts. Alternatively, a spillage could occur in the Bar or Café. Surface water is to be mopped up as it builds up. Signs should be erected when these problems develop.

Electrical- lights and sockets

The Duty manager is responsible for monitoring the safety of the equipment within their shift and ensuring that the public and members of staff are adequately

protected. Should a fault or damage occur, the device will be turned off and action taken to prevent access by public/staff contact.
Repairs to be carried out by the in-house maintenance technician or an electrical contractor sourced via Pullan Development(Selby)Ltd.

External Circulation Areas

Tripping/Slipping

The external circulation areas have a number of surfacing material including timber decking, stone loggin, concrete, matting. Access ways in parts are sloping, with steps and handrails. The access areas are lighted at night. The area is used by skiers carrying alpine equipment and wearing ski boots.

These circulation areas have been identified as hazardous and warning notices are prominently displayed.

The Ski Village is build on a sloping site, and has various surfacing material, ground stone, tarmac, concrete, timber decking. Signage provided to warn visitors of need for care.

The Ski Village has been operating for two decades and the safety record of these circulation areas is excellent. (It was not identified as hazardous unto 2007 after the acquisition of the site by Pullan Development (Selby)Ltd).

Access to Slopes

Assessment of customer's ability

A skier must have the ability to turn and stop on the slopes and safely use the ski lifts. If they cannot, they are a danger to themselves and other slope users. It is important that visitors below the necessary standard are identified and cared for through professional instruction. This will ensure their enjoyment and their return in the future. An injured skier is far less likely to return. Reception staff are required to ask customers to identify their skiing standard in categories from Novice through to Expert. Reception staff will view the information given by the customer and advise accordingly. Boot room staff handing out alpine equipment will similarly ask customers to advise on skiing/boarding standard. Novices will be directed to the nursery slope. Other customers on their first visit to the Ski Village if in doubt will also be directed to the nursery slope. Novices are required to take lessons. All recreational skiers are required to sign the attendance sheet. These sheets contain a clear disclaimer. We discourage under 16's novice skiers unless they are in a supervised group, on a ski school lesson, or we have a Parent signing to verify the child's ability.

We encourage recreational skiers who have not used our facility previously, or not for a number of years, to have a refresher lesson.

With regard to the ability of newcomers

It is possible that some people may overstate their ability, or they may state that they can ski to avoid the additional cost of lessons, thinking that they will be able to master the techniques on their own. Due to the nature of the sport, i.e. many consider it a high risk or dangerous, it is felt that responsible customers will not purposefully misrepresent their ability.

Those who overestimate their ability cannot be identified before they reach the slopes. Ski patrol perform this task as an integral part of their standing orders. Skiers who appear to be below the required standard for any particularly graded run will be asked to move onto an easier slope or removed from the slopes altogether depending upon their co-operation and ability. If it is felt that they cannot turn or stop, they are advised to leave the slope.

We will endeavour to offer informal instruction, or suggest Ski School lessons.

Clear signage indicating required ability standard is provided at the bottom of the drag lifts to the main slope and on the walkway between the nursery slope and the main slope.

Group Bookings

Group bookings such as School or university grounds can qualify for either instructional or recreational slope use. Upon arrival at reception the group organised (or nominated representative) will be asked if any members of the party meet the minimum standard required for recreational slope use. Any members of the group identified to meet the minimum standard will then be asked to individually complete either a registration card or an under 16 consent form (to be signed off by the group organiser) dependant on their age.

Slope Users

Alpine Sports

Alpine skiing and snowboarding are sports, and the nature of the sports have recognised risk of injury through falling, whether through individual ability or condition of the slope. Snow pistes vary in condition and difficulty, whether steep or flat, powder snow, prepared piste or icy. Similarly, our slope matting has different slopes, and two different mat textures (Dendex and Snowflex); the speed of the slope increases in wet or icy conditions.

Users of the slopes are of all abilities from novice beginner through to Olympic standard freestyle skiers/boarders.

We provide an established facility with ski patrol attendance in order that customers of all abilities, and in varying conditions, on a number of slopes and mats, can practice and enjoy their sport.

We do consider the slopes to facilitate a sport with recognised risks, rather than a risk free recreational activity centre.

Slope Usage

It may be necessary to set a maximum number of users for each slope, depending on the mix of users.

Nursery Slope

Maximum number of customers to be determined by on slope Ski Instructors.

Main Slope

During race training the slope use should be for this use only.

Fun Park

Mixed use including free-style jumps etc. Patrol Staff to monitor mix usage, especially when university groups or Ski Clubs are active.

Our risk assessment is on the basis of a sporting facility with users aware of the possibility of sporting injury. The aim is to minimize accidents and injuries for slope users.

Personal Protective Equipment (PPE)

We require all users of the dry slopes top have adequate protective gloves and clothing. The matting, both Dendex and Snowflex is abrasive and unforgiving and may cause soft tissue injury and cuts if a fall occurs and inadequate protection has not been worn.

Helmets

Not mandatory, but advisable, available free of charge from the boot room reception.

Gloves

Mandatory on all slopes. Gloves should be heavy duty able to resist the mechanical abrasion of a fall on the matting. Flex/thinsulate gloves without palm protection are not suitable.

Clothing

Customers are required to wear suitable clothing and gloves which not only give thermal protection, but limit abrasion injury.

Again Heavy duty salupettes and jackets (or layered appropriate clothing) required on all slopes. Jeans are to be advised to customers as not suitable, worn on the slope with a disclaimer by the Ski Village.

Suitable gloves and clothing are available for purchase at Snow & Rock shop on the facility.

Falling over (or similar skiing incident)

The slopes are monitored throughout the sessions by ski patrollers and ski instructors. If a “faller” is observed, staff are trained to monitor the fallers actions. If the faller appears injured in any way, or does not stand up, Patrol and First Aider assistance is summoned.

Depending on the severity of the injury, the injured person will be escorted to the First Aid Room or in the event of serious injury, kept comfortable awaiting ambulance attendance. Records shall be kept of all accidents reported on site. In the event of an ambulance being called the matter will be reported to the HSE as required under RIDDOR regulations.

All “fallers” receiving first aid attention are asked regarding the details of their accident. If the accident occurred on the matting, ski patrol and Duty manager will carry out a detailed inspection of the matting on the incident area.

Falling or similar whilst using the slopes as a skier or snowboarder is considered a sporting incident. It is however common for the faller to claim that the cause of the accident was tripping on the matting.

Any accident involving a RIDDOR report should be the subject of a prompt investigation by Ski Village Management, with particular care to inspect the matting and any alpine ski equipment. Ski/boards, boots should be isolated for inspection.

Condition of Matting

The matting is inspected before opening of the session, and intermittently by patrol and instructors. Any defects identified are isolated and repaired. Both types of matting (Dendex and Snowflex) have been used throughout the world for considerable periods, both attempting to recreate the real snow conditions experienced on alpine pistes. Our slopes are stable, mature and well maintained. Both types of mat can move slightly over time creating small ridges, no different to that experienced on natural snow pistes.

Regular maintenance removes/reduces ridging.

Dendex is an open brush, with metal clamped base. Damaged mat is rare, however repairs can easily and quickly be carried out. Any identified defective area should be isolated (with cones) and promptly repaired. Patrol staff should carefully inspect matting location where racing poles have been fixed and removed.

Snowflex is similar to carpet and from time to time joints may separate. The area should be isolated and the matt joint re fixed.

Identified matting defects can be classed as Urgent- Immediate attention necessary, Prompt – Identify and isolate with cones, Maintenance – Wear and tear issues requiring planned repair and upgrading.

Any areas of matting where there has been an accident, in which the faller claims that they have been tripped, should be inspected by Management as part of the accident investigation.

Collisions with person

Skiers must abide by the Ski Way code, giving way to skiers ahead. This is covered in the lesson syllabus for novices. Other slope users will have experience and knowledge of this through their use of slopes and resorts. Copies of the Ski Way code are displayed in prominent positions across the site.

Ski patrol training covers “reckless skiing” which will ensure that likely offenders will be removed from the slopes, generally directed to easier runs of ability of the cause of their lack of control, or removed from slopes altogether if considered to be wilful neglect.

Collisions with obstacles

All obstacles such as lamp posts, lift pylons, signage etc should be located a minimum of 2 metres from the edge of the slope. Any obstacles which are considered to be at risk of collision by a skier should be padded.

Slope run out is calculated and provided to give sufficient stopping distance for a competent skier whose ability matches the grade of run that they are using.

Whilst all skiers may have sufficient ability to stop, errors in technique can be made at any time, momentarily losing control. This could lead to collision, hence all obstacles at the bottom of slopes must be protected against direct collision.

All our slopes have safety nets at the bottom of the slope, and crash barriers at the bottom sides. Along the length of the slopes, the side of the matting leads onto soft grass verges. Skiers unable to turn or stop end up falling in these verge areas.

Crash Nets

Should be fixed with the ground at the ends, and raised a maximum of 8 inches above ground throughout its length. Whilst it is accepted that a passing skier can mistakenly hook one ski around the end ground fixing of the net, a flush ground fixing at the end would equally bring them to an abrupt stop. Our investigation, there is no other safer way of fixing the ends of the net to the ground.

Lubrication system

The speed of the slope user depends upon the amount of water used to lubricate it. Under normal operation the slopes are saturated with a fine mist of water which slowly evaporates or is splashed onto clothing and absorbed, or is flicked from the surface of the mat onto the base of the bristles where it has no effect. This occurs at different rates depending upon the temperature, wind conditions, rain, amount of slope users. The spray interval can be varied, or put on continuously.

Whilst a dry slope does not pose a safety hazard, it does reduce the enjoyment of the skier, taking away the thrill, and making turning technique slower and untidy. A dry slope will not cause a fall.

Patrol staff inspect spray nozzles and water piping. Any blocked nozzles or leaking pipework should be repaired promptly.

Lifts

There are three different lifts in operation at the Ski Village, Rope drag (nursery slope), Button lift (to half way station), T-bar lift (from bottom to top, with half way dismount).

All lifts use drag lifts, i.e. the skier remains stood on the ground which is ski matting and is pulled up the hill. Sheffield Ski Village has no elevated chair or cable lifts.

Use of the drag lifts requires balance and technique, customers quickly acquire such skills. Patrol staff who identify visitors unable to use the drag lifts should direct the visitors to the nursery slopes for basic refresher, or ask that they seek ski school instruction.

The drag lifts have soft take-up recoil springs and customers having difficulty with the drag lifts will probably not have the necessary skiing ability to use the main slope.

Rope Drag

This is a simple short lift where the user grabs hold of the rope at waist height and is dragged up the slope. All skiers taking lessons are instructed on how to use and dismount the lift.

Recreational skiers unable to use the rope drag on the nursery slope should be asked to leave the slope and seek a formal lesson instruction (or simply not use the rope drag and walk up).

The drag lift has STOP buttons at both bottom and top, and a barrier arm cut out at the top. Attendance on the nursery slope is by way of instructors and Party Rangers all of whom should be made conversant in the use and emergency stop operation of the lift.

Operation Hazards

Skiers incorrectly holding rope

Moving up the slope is by simply holding onto the rope and balancing while being dragged up the slope. Novice skiers can often be seen not to hold the rope tightly which can lead to 'rope burns' if the gloves are not of sufficient quality.

Staff should be aware of this issue and promptly instruct the novice skier.

Skiers falling

If a skier falls, or just lets go of the rope, he is likely, if he does not move promptly away from the drag lift, to cause an obstruction for other users. As users of the nursery slope are novices, one faller may cause a sequence of other fallers. Ski Village operatives observing such an incident should stop the lift, allow the skiers to move away from the lift, and assist where necessary.

If a skier falls while using the drag lift, they will sometimes try to hold on, being dragged up the piste on their side, rather than let go and walk up the slope. After a short period they will release their hold. Ski Village operatives should advise such skiers that in the future if they become unbalanced whilst using the lift, they should release their grip promptly.

Skiers not stopping at the top

If a skier does not release at the top of the nursery slope, the barrier cut off will stop the lift. Ski Village operatives should be aware that if the lift stops, then the barrier should be re-set and the lift be re-started.

T-Bar and Button Lifts

Both are similar in operation and hazards. All customers on lessons are advised of the correct procedures for using the lifts, and signage is provided from recreational slope users. During busy periods a member of patrol staff is present at the bottom of the station to assist customers.

Patrol staff are permitted to advise customers of the correct procedures for using the lifts, however any recreational skiers incapable of using either lift should be directed to the nursery slope. Similarly any recreational skiers being informally instructed by other skiers should be monitored carefully.

The T Bar has a full time operator in the top station (top box). This is unusual as the vast majority of drag lifts (both on real snow and dry slopes) rely on emergency stop buttons operated by skiers and patrol staff, on barrier cut off devices, and remote **TV** monitoring.

The T bar operator is in addition to emergency stop buttons and cut off barriers; this monitoring is primarily from the bridge below the mid way station, the half way stage, the top track section and the dismount area at the top. The T Bar operator can operate an emergency stop from within the top box, but must control the start of the lift. The button lift has no full time monitoring, and emergency stops are located, and clearly marked at the top and bottom of the lift.

Skiers and patrol staff can operate an emergency stop independently of the T Bar operator.

Operation Hazards

Struck by hangar unit in loading area

It is possible for a slope user to be struck by a returning hangar unit in the loading area if they step in front of a hangar without first checking it is safe to do so. The drive wheel areas are separated by a fence to stop users entering immediately behind the drive wheel as per the manufacturer's guidelines. All staff should promptly advise any skier of correct procedures.

Skiers falling and being dragged

If a skier falls on the lift track they will normally release the hangar unit/button, stand up, leave the track and walk to the side of the slope. If they do not move off the track the lift attendant (T-bar) should stop the lift before following skiers collide with them.

If a skier falls on the lift track they will sometimes try to hold on, being dragged up the hill on their side, rather than let go. After a short time they will come to realise that this is not practical, at which point they release the hangar unit.

If a skier does not release the hangar unit within a short time period (after say being dragged 3-4 metres) the emergency stop should be activated.

Note the lift system will continue to travel for a short distance whilst under braking.

Experience of operation indicates that being dragged when fallen is a result of the skier trying to hold on, but it may be possible that they have caught their jacket on the hangar unit, or similar.

T Bar operatives should be mindful of not only the fallen skier, but all the other users on the T bar drag; use of the emergency stop can initiate falls by other users.

The majority of the time the fallen skier moves to the side of the lift track, often within a second or two of falling, in sufficient time to allow any following skier to track past. At Sheffield Ski Village we have increased the spacing between hangar units above the minimum manufacturers advice.

However, if for some reason (e.g. injury) the fallen skier does not move away immediately then the T Bar operator, or any other staff member present should operate the emergency stop.

Instructors and ski patrol staff should be aware that the T bar operator has limited field of vision which does not include the lower part of the T Bar track, and the button lift in its entirety. If in doubt all staff should react to a faller by operating the emergency stop button.

It is possible, but highly unlikely that a cord or seat can break during use. Damaged or defective items if identified can be isolated individually during slope opening periods by removal of the cord/saddle.

Cable

The condition of the cable (T Bar and button) is checked daily for signs of wear or damage, by the maintenance team. The fixing location of the hangars are regularly moved to minimize fatigue on the wire.

The wire is multi cord and warning of a damaged cable will be seen by way of broken cords. The cable is replaced when such an occurrence occurs. The safety factor on the rope is such that 2 cords can break without overloading the remaining cords (this is equivalent to the connection at a spliced joint).

The cable can derail, which occurs if a substantial lateral force is put on the cable, either by wedged hangar or by extremely high winds. The cable position is monitored by trip fork, which break if the cable is derailed. Breaking a trip fork will automatically cut off the electricity supply to the main lift motor. Replacement of trip fork is by maintenance team. In such occurrence the lift is de commissioned until the repair is completed and skiers will have to use the other adjacent drag lift.

Failure to dismount

T Bar. The T Bar lift has two dismount locations. At the half way station failure to dismount should result in the skier aborting the dismount and carrying on up to the top station, dismounting and skiing back down. Such an operation may result in the skier falling over slightly up from the half way station.

If a skier fails to dismount under a controlled fashion at the top station the emergency stop button must be pressed immediately by the lift operator in the top box. As a safety back up there are safety circuits set across the Return Station ramp which will trip off the lift if broken by a skier.

Struck by a hangar in dismount area

If a skier does not move away from the dismount area immediately, they risk being injured by a discarded hangar unit from the lift users dismounting behind them. All skiers taking lessons are instructed on how to use and dismount the lift, vacating the dismount area immediately. Other slope users are warned by signage at the bottom of the lift, and prior to them approaching the dismount area. If a skier does not seem to be making due haste in leaving the dismount area, the following skiers can make a divisionary manoeuvre, discarding their hangar unit once they have passed the “offending” skier. Ski patrol will give guidance and instruction to those they consider to be at risk.

Damaged hangar, cord, saddle

Each hangar unit has a spring loaded tow cord and saddle (T Bar and button) which is fully retracted when unused and is extended as the skier's full weight extends the cord. The spring unit cord and saddle is inspected daily by the maintenance staff, including a visual inspection of the cord to identify fraying. Cord is replaced from spare stock as required.

Lift will not stop

This would only occur if there was a total electric failure of the safety circuits, which would have to be bridged for this to occur. Routine maintenance ensures that these are checked daily. In such eventuality, the electricity must be switched off at the mains, which is found in the Power House, and known to all ski patrol shift leaders.

Climbing the pylons

All members of staff authorised to access the lift pylons are trained on the company policy on Working at Heights.

Collision with lift pylon

It is not possible to place lift pylons a distance of over 2 metres from the edge of the lift track, as the design of the lifts do not permit. There is a possibility that a skier could fall off the T Bar as they pass the pylon and a possibility that they could fall onto the pylon. To avoid injury in this eventuality all lift pylons are clad with heavy duty padding.

Lighting

Total failure or trip out of slope lights – this cannot be anticipated or avoided. Electrical safety checks are carried out to minimise risk. Should this occur, all ski lifts

will be stopped immediately. Ski patrol will shout instructions to skiers asking them to stop skiing and remain where they are “please do not move until the lights return on “. If the lights cannot be switched back on immediately, then ski patrol will walk up the slopes instructing all skiers to remove their equipment and walk to the bottom of the slope. Full credits or refunds are to be given to all slope users.

Individual failure of lighting columns such as blown bulbs do not pose any real risk to slope users. Whilst a slight dimming of light will be experienced, there is sufficient light to ensure that other skiers and obstacles such as crash barriers and crash nets can be seen. Bulbs are to be replaced as necessary.

Section 4 – Specific Hazards

Housekeeping and premises

Operations staff are responsible for performing an inspection to their specific work areas at the start of their shifts. This will identify any hazards such as uplifted carpets, dangerous obstacles, slippery surfaces, and condition of all public areas. Immediate action should be taken to remedy any hazard observed.

Machinery

Only trained staff are allowed to use machinery. Adequate training will be given to new staff.

All machinery is to be maintained and cleaned in accordance with the manufacturers recommendations. Any faulty or damaged machinery must not be used and must be reported by the Duty Manager who will ensure repair.

An annual maintenance and safety inspection of all plant equipment – lift systems etc is carried out.

Only authorised staff are permitted in the area to the rear of the bowling alley. See separate sheet for bowling ally maintenance.

Electrical Systems

Only trained staff will be allowed to use electrical equipment.

All equipment is to be maintained and cleaned in accordance with the manufacturers recommendations. All faulty or damaged equipment must not be used and must be reported by the department head to the operations manager who will ensure repair. An annual maintenance and safety inspection of all equipment is to be carried out.

Pressure Plant

Gas cylinders or tanks must not be tampered with by members of staff. These must be serviced by nominated contractors. Appropriate safety warning signage is also displayed around the location of the tanks.

Transport

The company vehicle may only be driven by approved drivers who have submitted their Driving Licence and been approved to drive by the managing director.

Before setting off on any trip, the driver is responsible for checking the roadworthiness of the vehicle. Any faults or damage observed must be reported to the managing director, and the vehicle not used in such condition.

The managing director must ensure that the vehicle passes an annual MOT and is fully comprehensively insured.

Portable Access Equipment

The use of ladders and scaffold is limited to authorised staff members who have reviewed training.

Other

Any new procedures or tasks must have a Procedure Plan prepared, submitted to and approved.

Hazardous Materials

Hazardous materials must be used in accordance with the supplier/manufacturer's instructions, and by authorised staff who have received training.

Personal Protective Equipment

Personal protective equipment must be worn by staff in accordance with established procedures. All necessary equipment is available from the Ski Village.

Miscellaneous health Risks

It is the responsibility of all staff to identify any new risks to staff and other site visitors. This may include infections or diseases or injuries.

These risks must be reported immediately to the Management where further guidance may be required. Immediate action must be taken to remove the identified risk.

NOTE

**FAILURE TO FOLLOW ANY OF THE ABOVE PROCEDURES AND GUIDELINES
MAY RESULT IN DISCIPLINARY ACTION.**