

**Title: Boat Ride for Maren's Birthday.**

**Date of Issue: September 1, 2023**

**Approved By: Ken Rayner, Maren Gamble**

**Review/Revise Date: -**

**Location: Cottage**

**PURPOSE:**

This standard has been prepared to ensure the successful travel to a favoured restaurant, Cottage Fish Fry at 123 Island Access lane. This plan includes the travel to and from the restaurant as well as the restaurant experience itself. Considerations are included to ensure all legal and preferential requirements are met.

**SCOPE:**

This PLAN applies at the time of travel to Cottage Fish Fry on the date of Maren Gamble's birthday. This PLAN will apply for Ken Rayner, Maren Gamble and their respective guests. External parties with specific responsibilities are outlined within as well.

Definitions:

"The restaurant" will refer to 'Cottage Fish Fry' at 123 Island Access Lane.

**ROLES AND RESPONSIBILITIES:**

Event Planners

- Confirm boat rental pick up and drop off location(s)
- Confirm time for restaurant reservation and complete the reservation
- Confirm any facilities as outlined by boat rental facility that may be needed for emergency response (if any)
- Reserve boat for an appropriate time
- Complete training and licensing requirements for boat rental or ensure a suitable individual is available to operate the watercraft.
- Ensure hazard assessment is completed including weather, specific hazards of the waterway
- Confirm fueling requirements
- Communicate the plan to guests including emergency response requirements.
- Prepare documents such as checklists to verify the completion of all required steps.
- Evaluate risk and determine controls for any identified deviation from the PLAN.
- Confirm docking facility
- Confirm payment methods for rental, docking and restaurant and ensure these are available.
- Verify any dietary restrictions can be accommodated

### Guests

- Review the plan
- Follow the plan
- Have a good time

### Boat Rental facility

- Provide emergency response details for the boat and boat travel
- Provide boat, training and process according to the booking time.
- Provide and inspect equipment including emergency response equipment in good condition.
- Verify all training, knowledge and experience requirements.
- Record the results of all required verifications including inspections, repairs, training and verification.
- Provide adequate fuel or communicate the fueling requirement

### Restaurant

- Take reservation and ensure reserved table is available at the indicated time
- Provide delicious, delicious food and wonderful service
- Adhere to any indicated dietary restrictions
- Meet health and safety regulations for food, staff and guests

### Other boaters

- Adhere to the regulations and expectations of boating on this lake.

### Emergency/first aid responders

- Be equipped to carry out established emergency response plans
- Be trained to complete the duties required of them

### Possibly authorities

- Carry out monitoring and enforcement per their mandate

<b>STANDARDS/PROCEDURES:</b>
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### **Pre-Trip**

1. Event planners will create the event-planning checklist
2. Event planner will confirm restaurant hours of operation, docking facility, methods of payment, time of sunset and ability to meet dietary restrictions.
3. Event planner will confirm a reservation for the desired time and ensuring the desired view.

4. Event planner will identify a boat rental facility with availability for the date in question.
5. Event planner will confirm the boat rental facility can accommodate necessary timing for the trip and the details of the process. The boat rental facility will communicate the requirements and all pre-trip expectations and timelines to facilitate planning.
6. Event planner will confirm pickup and drop-off locations for the boat rental.
7. Event planner will schedule the boat rental pickup and drop off according to the reservation, travel time and any identified rental requirements. If training can be completed prior to the date of the rental, the event planner may opt to schedule this for the boat operator. Any licencing requirements should be verified and provided to the rental facility as indicated.
8. All restaurant and rental facility details will be recorded by the event planners on the event-planning checklist.
9. Details of the plan including any emergency response plans must be communicated to the guests and this should be recorded on the event-planning checklist.
10. Copies of the completed plan documents must be sent to all event planners in digital format. Other may receive a copy on request.

#### **Day-of**

1. Event planners in collaboration with guests, boat rental facility and any other relevant parties shall complete a hazard assessment to capture any weather, traffic, etc. conditions which may influence the event.
2. Controls for any previously uncontrolled hazards must be developed by the event planners prior to departure. These must be communicated to effected individuals.
3. Completion of hazard assessment and control processes shall be documented by event planners on the event-planning checklist.
4. Ensure departure for the rental facility at an appropriate time to complete any remaining training, paperwork, etc. required by the boat rental facility.
5. Complete the requirements at the facility and verify the rental facility has prepared the necessary equipment and recorded inspections/maintenance.
6. Document the rental process and verified items on the event-planning checklist.
7. All event planners and guest shall ensure they are adhering to the requirements of the plan documents.
8. A qualified operator shall operate the boat and complete the commute by lake to the docking location.
9. Guest should enjoy the lake breeze and watch for wildlife.
10. All individuals present should keep a keen eye for any emerging hazards. These may include other boaters, environmental factors, wildlife, weather, etc.
11. Should any new hazards arise, control should be developed.
12. Required details of the trip should be recorded on the event-planning checklist
13. Dock boat at the previously identified facility and all guest and planners shall disembark with caution.
14. Attend the restaurant.
15. Conduct a pre-trip circle check of the boat and update the hazard assessment prior to the return boat trip. Record these details on the event-planning checklist.
16. Repeat all steps associated with the initial trip for the return.

17. Complete the return of the boat with the rental facility.

#### **Post-Trip**

1. Event planner will record the completion of all aspects of the trip on the event-planning checklist
2. Complete the evaluation with all guest and event planners and record results.

#### **COMMUNICATION:**

A copy of this plan will be provided to all event planners in digital format and available for guest to review on request.

#### **TRAINING:**

Pleasure Craft operators' license – at least one individual must have a valid license to operate the boat

First Aid/ emergency response – all event planners, guests, and emergency responders must be informed of their responsibilities within the emergency response plans. Any responders/first aids must be trained according to the requirements of those procedures.

Knowledge of waterway – the boat operator must have knowledge of the specific hazards of the waterway from training, experience or a combination of the two.

Rental facility training program – boat operator/renter must have completed all required training programs as outlined by the facility.

#### **EVALUATION:**

Fireside chat back at the cottage to determine the level of success of the excursion. Anything that could be improved upon can be recorded on the event-planning checklist for use in planning future trips.

#### **FORMS:**

- Plan Check list
- Pre- trip Hazard Assessment
- Boat circle check form (if needed)

<b>REFERENCE MATERIALS:</b>
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<b>REVISION HISTORY:</b>			
<b>Version</b>	<b>Date</b>	<b>Revision Description/Summary of Changes</b>	<b>Author</b>