

14th Richmond Scout Boating Centre



Safety, Policy and Operating Procedures

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1. INTRODUCTION

This document provides details of the management, administration, safety policy and operating procedures for the 14th Richmond Scout Boating Centre. In addition this document contains, at Annex A, the Hazard identification, Risk Assessment and Mitigation Plan for the Boating Centre.

The document is in five sections

1. Introduction (this section).
2. Management and Administration of the training centre.
3. Boating Centre Health and Safety Policy
4. Boating Centre Operating Procedures.
5. First Aid
6. Child protection Policy
7. Risk Assessment.

All boating centre staff will be issued with their own copy of the health and safety policy and operating procedures and must undertake to adhere to the health and safety policy and operating procedures. Copies of the health and safety policy and operating procedures will be held at the HQ.

The Aims of the Boating Centre are to

- Generate an interest in Pulling and Power boating, particularly for young people, within the 14th Richmond Scout Boating Centre.
- Offer training to encourage development of Boating Skills through the British Rowing and the Royal Yachting Association (RYA) qualifications schemes.
- Improve standards of pulling and power boating generally and provide a pathway to higher levels of qualification.
- Provide ongoing training necessary for the development of the volunteer instructors, trainers and coaches to achieve the above.

2. MANAGEMENT AND ADMINISTRATION OF THE BOATING CENTRE

2.1 The Principal

The Manager of The Centre will be appointed by the District Commissioner of the Richmond-upon-Thames Scout District, the Boating Centre Executive Committee and should be a member of the District Executive Committee.

2.2 The Boating Centre

The Boating Centre is controlled and run by the Boating Centre Executive Committee and the Centre Manager and hereafter referred to as the BCEC. The Manager is responsible to the BCEC for all Boating Centre activities.

2.3 Policy Rulers and Organisation

The Policy Organisation and Rule (POR) of the Scout Association will be adhered to for all activities involving members of the Scout Association. All training provided will be to the syllabus contained in the relevant British Rowing and RYA publication where applicable. Where a conflict occurs reference will be made to the BCEC.

2.4 Standard of Tuition and Safety

When tuition is taking place according to the British Rowing or RYA syllabus the standard of tuition and safety of all staff and students is the responsibility of the Manager in conjunction with the BCEC.

2.5 Insurance Cover

The BCEC will ensure that necessary insurance cover for all equipment used by the Boating Centre is provided.

Third party liability insurance will be provided, covering all activities of the 14th Richmond Scout Boating Centre and members of the Scout Association, through the Scout Association insurance scheme.

The BCEC will ensure that training is provided to persons who are not members of the 14th Richmond Scout Boating Centre or Scout Association.

Details of the insurance cover shall be provided by the Centre Manager.

2.6 Accident Book

It is the responsibility of the Manger to ensure that an accident book is provided and kept with the boating centre first aid kit. Details of all accidents requiring first aid must be entered and that the incident reporting procedure required in the Scout Association Fact Sheet, Accidents-A Guide to Reporting for Leaders and Commissioners is adhered to. A copy of the fact sheet is included in Annex D of this document. The accident book will be reviewed annually by the Manager and BCEC, to prevent repetition of incidents and injuries actions will be minuted and signed off when complete. Incidents will be reported at the next meeting of the BCEC.

2.7 Boating Centre Logbook

A Boating Centre Logbook will be maintained by the Manager and kept in the Headquarters and on board the Jubilant. All training activities will be recorded by the leader in charge and will include reference to the training scheme and activity being provided, the activity date and duration, the name(s) of the instructor(s), the name(s) of the trainee(s), register of attendance, activities undertaken and successfully completed, and details of the river and weather conditions.

In addition the Boating Centre Logbook will contain an emergency contact list, details of the operating area, safety briefing, equipment and operating check lists and an equipment loss or failure report.

3. BOATING CENTRE HEALTH AND SAFETY POLICY

3.1 Boating Centre Health and Safety Policy

3.1.1 It is the policy of the BCEC to provide activities in a safe manner without risk to health, so far as is reasonably practical. It is the responsibility of all boating centre staff, so far as is reasonably practical, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants
- the provision and maintenance of equipment is safe and without risk to health and adequate for their welfare
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved or may be affected by them
- appropriate arrangements are made to ensure safety and the absence of risk to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.
- a risk assessment is carried out for each booking.

3.2 Organisation and Responsibilities

3.2.1 The Responsibility to ensure compliance with this policy rests the BCEC. The BCEC and Richmond upon Thames Scout District is responsible for the formulation of the Boating Centre Health and Safety Policy. BCEC meetings will include Health and Safety as an agenda item.

BOATING CENTRE OPERATING PROCEDURES

4 Operations Afloat

4.1 Person with Overall Responsibility for Safety will be the boating centre manager.

All training activities must be supervised at all times by a leader in charge, holding a valid Scout Association qualification appropriate to the activity(s) being undertaken, as laid down by POR.

An awareness of the possible dangers associated with water activities should not be allowed to interfere with the challenge associated with these activities. Proper training in the background to the dangers and self help techniques of survival can help to eliminate or minimise the dangers. The Scout Association Fact Sheet, Water Safety (Waterborne diseases & immersion), see Annex D, should be read by all instructors, helpers and safety boat crew.

4.2 Operating Area

The normal operating area for 14th Richmond Scout Boating Centre activities will be the River Thames below Teddington Lock. The Scout classification for this water is B1 in summer months with low water flows. During winter the classification is increased to B2. Specific areas used will be dependant on the activities being undertaken.

- Area 'A' will be above Richmond Bridge and as far as the Terrace Gardens.
- Area 'B' as Area 'A' above Richmond Bridge extended to include Teddington Lock.

4.2.1 Pulling

Scouts under training with a scout or unqualified adult skipper will be restricted to Area 'A'; with a competent and experienced Cox the area may be extended to Area 'B'. No other areas may be authorised except by the centre manager who will take in to account weather and water conditions and experience of the skipper, crew and POR.

4.2.2 Power Boat Training:-

- Will be restricted to area 'A' other areas will be at the manager's discretion and each trip must be approved by the manager.
- All other activities must be pre-approved by the centre management committee.

4.2.3 When deciding where to operate the following should be considered:

- Weather conditions and forecast
- The state of the river
- Other traffic on the river
- The ability of the participants
- The suitability of the area with respect to the training being provided
- The suitability of the craft
- Particular attention should be given to the Areas of Maximum Risk given in Annex A. Hazard identification, Risk Assessment and Mitigation Plan.

4.3 Training Activities

4.3.1 Instructor Ratios

The Centre Manager is responsible for maintaining a manageable ratio of trainees to Instructors. The Student Instructor ratios, given in the appropriate British Rowing and RYA, should be observed for all activities, at all levels and at all times. Table 2 shows the Maximum Student: Instructor ratio for basic skills courses.

| Type of craft | Student: Instructor ratio |
|------------------------|--|
| Crewed Dinghies | 4:1 for beginners with instructor onboard. Maximum 8:1 but no more than 4 boats per instructor with maximum of 2 students in each. |
| Single Handed Dinghies | 4:1 (applies only while the boats are used as single-handers). |
| Keel boats | Keelboats with accommodation: 5:1 (Instructor on-board) Dayboats / keelboats without accommodation: maximum 4 students per boat. 1 Instructor must be responsible for no more than 9 students (e.g. 3 boats with 3 students in each). |
| Power boats | Levels 1 and 2 – 3:1 Safety Boat training – 3:1 (max of 3 students per boat). When operating as a trip boat and NOT safety cover, as per manufactures plate. |

Table 2: Maximum Student: Instructor Ratios

For all activities, up to 50% of helpers assisting an Instructor may be unqualified; but must have sufficient experience; all assistants will be encouraged to gain suitable Instructor qualifications.

The leader in charge will ensure that all adults providing instruction or safety boat cover, regardless of qualification, have the appropriate activity permit or equivalent authority issued by the Scout Association. Application for activity permit authority will be made to the Centre Manager.

The Boating Centre will promote a program of Instructor / Helper training to encourage volunteers to gain qualification and to keep all staff up to date with operating procedures, health and safety issues and British Rowing and RYA and Scout Association matters that impinges on the activities of the Training Centre.

4.3.2 Safety Boat Operations

The following safety boats are available for instruction and provision of safety cover for all activities. Assignment and availability will be the responsibility of the leader in charge for the training session.

4.3.3 Centre Safety Boat

- Orange Safety Boat
- Other safety boats that may be available will be notified to the leader(s) in charge, as and when they are available.

4.3.4 Authorised Safety Boat Coxswains

- For all safety boat operations each safety boat will have a crew of at least two able-bodied persons.
- Each safety boat coxswain must be experienced in handling the craft and will hold a minimum of RYA level II power, a valid first aid certificate and a Scout Association water authorisation.

4.3.5 Ratio of Safety Boats to Training Craft

It will be the responsibility of the leader in charge to ensure that sufficient safety boats are available to provide separate cover for all training activities at any one time. It is not acceptable for instructors teaching basic power boat skills to also provide safety cover for other groups on the water.

The centre manager will ensure that the following minimum ratio of safety boats is available during any training session.

| Activity | Safety boats |
|------------------------|---|
| Single Handed Dinghies | Up to 4 dinghies – 1 safety boat |
| Kayak | Safety boat not normally required unless weather / water conditions dictate or if required by the centre manager |
| Canoe | Safety boat not normally required unless weather / water conditions dictate or if required by the centre manager |
| Pulling | Safety boat not normally required unless weather / water conditions dictate or if required by the centre manager. |

Table 3: Minimum Ratio of Safety Boats

4.3.6 Safety Boat Equipment List

- 2 Paddles or oars
- Bucket or bailer
- 2 Towlines and/or warps
- Spare kill cord
- Tool kit with spare spark plugs (may be omitted at the leader in charges discretion)
- First aid kit in waterproof container
- Suitable anchor with chain and warp
- Sharp knife.
- Life jackets

4.3.7 Crew Responsibilities

- i. Safety boat crews are responsible to the centre manager and will carryout his instructions
- ii. The Coxswain(s) will report to the leader in charge for a briefing before the start of any Boating Centre activity
- iii. The primary duty of a safety boat is to attend all capsizes (of group boats) and check that the crew are not injured and need no further assistance.

4.3.8 The priorities are:

- Safety of capsized crews
- Safety of other crews
- Prevention of further damage to disabled boats

- Recovery of disabled boats
 - Other waterway users.
- iv. Maintain contact with centre manager and inform them of any deterioration in weather conditions
 - v. The Coxswain will use the kill-cord attached to his person at all times when the engine is running
 - vi. When recovering a person from the water ideally the engine will be stopped by removing the kill-cord. If it is hazardous to stop the safety boat engine when recovering a person from the water the casualty will be recovered at the bow with the engine in neutral.

4.3.9 Towing

Towing of dinghies and other craft should be supervised by a qualified safety boat Cox. Consideration should be given to the most appropriate towing method for the type and number of craft. Where possible single craft should be towed alongside a safety boat, making use of fore and aft lines and springs, multiple craft should be towed lie astern.

4.3.10 Private Boats used as Safety Boats

The standard and equipment in private boats will reflect the standard for Boating Centre safety boats.

4.4 Life Jackets and Buoyancy Aids

All persons taking part in any waterborne activity will wear a suitable life jacket or buoyancy aid to the standard of buoyancy required in the Scout Association Fact Sheet, Water Safety (Incorporating Life Jackets and Buoyancy Aids). A copy of the fact sheet is included in Annex C of this document. The Boating Centre will provide a buoyancy aid or life jacket, which complies with the standards, for all waterborne activities. Buoyancy aids or life jacket can only be used at the managers discretion providing it complies with the same standards.

The leader in charge will ensure that all persons taking part in any waterborne activity are wearing a suitable buoyancy aid or life jacket and that it is in a serviceable condition. Any defective buoyancy aid or life jacket should be tagged as defective and not to be used. These will then be repaired or destroyed.

4.4.1 Clothing

The Boating Centre does not provide personal equipment or clothing for participants. A minimum equipment list will be provided to each member of the Group on joining. The leader in charge will ensure that all persons taking part in any waterborne activity are wearing suitable waterproofs, wetsuit or clothing appropriate to the activity and weather conditions.

4.4.2 Changing and Shower Facilities

Changing and shower facilities are available 14th Richmond Scout Boating Centre. Male and female toilet facilities are located in the Head Quarters in Retreat Road. Toilets are also available in Richmond Bridge Boathouses and the Richmond bridge café.

5 FIRST AID

5.1 First Aid kits

The centre manager will ensure that an up to date first aid kit is available at the Boating Centre during all waterborne activities and that any items used are replaced at the earliest opportunity.

The Coxswain of a safety boat or power training craft will ensure that an up to date First Aid kit in a waterproof container is carried. The Coxswain will bring to the attention of the centre manager any items that need to be replaced.

5.2 First Aid Qualifications

All Instructors and Safety Boat Coxswains will have a current First Aid qualification. The centre manager will ensure that First Aid qualifications are up to date.

5.3 Hypothermia

In cases of hypothermia following emergency aid the casualty will be removed to hospital as soon as possible by summoning the Ambulance Service.

6 CHILD PROTECTION POLICY

It is the policy of the Scout Association to safeguard children and young people from physical, sexual or emotional harm and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse. The Training Centre will take reasonable steps to ensure that, through appropriate procedures and training, children participating in boating activities do so in a safe environment.

Responsibility for Child Protection Policy and point of contact for child protection issues shall be with the Centre Manager. The Centre Manager shall maintain up to date policy and procedures compatible with those of the Scout Association. The Centre Manager in conjunction with the Principal shall hold periodic review of the Child Protection Policy.

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults. The Principal will ensure that all Training Centre staff 18 years, or older, will complete a CRB/VB child protection form and gain clearance from the Centre Manager prior to taking part in any Training Centre activities.

The issuing and processing of CRB/VB forms will be undertaken by the Centre Manager, to the guidelines specified by the Scout Association.

14th Richmond Scout Boating Centre

Annex A

| Risk Level | Risk Level Classification |
|------------|--|
| A | INTOLERABLE. |
| B | UNDESIRABLE, every effort will be made to remove/reduce to a lower classification and will require endorsement by the BCEC Committee. |
| C | TOLERABLE, every effort will be made to remove/reduce to a lower classification and will require endorsement by the Safety Supervisor. |
| D | TOLERABLE, when further effort to remove/reduce to a lower classification gives little benefit. |

| Probabilities Categories | |
|--------------------------|--|
| Risk Factor Value | Description |
| Frequent | More than once per week. |
| Probable | Between once per week and once per month (up to 4 per month). |
| Occasional | Between once per month and once per year (up to 12 per year). |
| Remote | Between once per year and once in 10 years (up to 10 per 10 years). |
| Improbable | Between once in 10 years and once in 100 years (up to 10 per 100 years). |
| Incredible | Less than once in 100 years. |

| Consequence Categories | |
|------------------------|---|
| Value | Description |
| Catastrophic | An incident with significant potential for multiple rescue and/or serious injuries or loss of life. |
| Critical | An incident with potential for the rescue of multiple persons or an individual serious injury. |
| Marginal | An incident with potential for individual rescue or for minor injury. |
| Negligible | An incident with potential for straight forward rescue or recovery of vessel. |

Hazard identification, Risk Assessment and Mitigation Plan

| No | Description of Hazard | Description of Risk | Area of Maximum Risk | Estimated Risk Level Before Measures | Consequence before (after) | Probability before (after) | Estimated Risk Level After Measures | Primary Mitigation Measures |
|----|--|---|----------------------|--------------------------------------|----------------------------|----------------------------|-------------------------------------|--|
| 0 | Access to and from the boat house | The route from the HQ in Retreat Road to the Boat pontoon is via public roads and foot paths with the attendant risk from vehicles etc. | Crossing roads | C | Critical (Critical) | Remote (Improbable) | D | Briefing to all persons accessing the centre, Ensure that suitable supervision is made and is within association guide lines, Adults to supervise and control traffic at road crossings, Preferred walking route to be as per Annex I below, The wearing of buoyancy aids / life jackets will improve visibility of members to other road users. |
| 1 | Craft may runaway whilst being launched or recovered | Person(s) being injured by craft | Launch Area | B | Critical (Marginal) | Occasional (Improbable) | D | Warn of danger in safety briefing and ensure that all persons are behind launching trailer wheels when craft are being moved on slipway. Suitable non-slip footwear should be worn for all activities. Have sufficient personnel to control craft |
| 2 | During light winds current may draw craft onto other craft or obstructions | Craft collision with other craft or obstructions | All training areas | B | Critical (Marginal) | Occasional (Improbable) | D | Warn of danger in safety briefing and ensure that at least one safety boat is available to supervise craft during launching and recovery at slipway |
| 3 | Collision with other training boat | Injury or person(s) in water requiring rescue. | All Training Areas | C | Marginal (Negligible) | Occasional (Improbable) | D | Allocate training area and discuss danger in safety briefing. Safety boat cover will be provided in accordance with Table 3. |

| No | Description of Hazard | Description of Risk | Area of Maximum Risk | Estimated Risk Level Before Measures | Consequence before (after) | Probability before (after) | Estimated Risk Level After Measures | Primary Mitigation Measures |
|----|------------------------------|--|---------------------------|--------------------------------------|----------------------------|----------------------------|-------------------------------------|---|
| 4 | Collision with moored craft | Injury or person(s) in water requiring rescue. | Around all training areas | C | Marginal (Negligible) | Occasional (Improbable) | D | Allocate training area and discuss danger in safety briefing. Safety boat cover will be provided in accordance with Table 3. |
| 5 | Collision with other traffic | Injury or person(s) in water requiring rescue. | All areas | C | Critical (Critical) | Remote (Improbable) | C | Discuss danger in safety briefing and allocate training area outside of main channel. Safety boat cover will be provided in accordance with Table 3. |
| 6 | Equipment failure | Disabled craft requiring assistance. | All areas | C | Negligible (Negligible) | Occasional (Improbable) | D | Pre launch checks and planned maintenance. Safety boat cover will be provided in accordance with Table 3. 3 canoe instructors to carry tow line. |
| 7 | Grounding or capsize | Person(s) in water requiring rescue. | All areas | C | Negligible (Negligible) | Occasional (Improbable) | D | Discuss danger in safety briefing and appropriate action. Safety boat cover will be provided in accordance with Table 3. |
| 8 | Personal injury. | Person injured requiring first aid or external emergency services. | All areas | C | Critical (Critical) | Remote (Improbable) | C | Establish action plan for incidents. All safety boats to carry First Aid Kit. Use mobile phone to call Ambulance. |
| 9 | Man overboard | Person(s) in water requiring rescue. | All areas | C | Marginal (Negligible) | Occasional (Improbable) | D | Discuss danger in safety briefing and appropriate action. Safety boat cover will be provided in accordance with Table 3. 3 canoe instructors to arrange rescue with assistance. |
| 10 | Strong wind | Multiple capsizes person(s) in water requiring rescue. | All areas | C | Marginal (Negligible) | Occasional (Improbable) | D | Observe weather forecast. Safety boat cover will be provided in accordance with Table 3. |
| 11 | High waves | Multiple capsizes person(s) in water requiring rescue. | All areas | C | Critical (Negligible) | Remote (Improbable) | D | Observe weather forecast. Safety boat cover will be provided in accordance with Table 3. |

| No | Description of Hazard | Description of Risk | Area of Maximum Risk | Estimated Risk Level Before Measures | Consequence before (after) | Probability before (after) | Estimated Risk Level After Measures | Primary Mitigation Measures |
|----|----------------------------|--|-----------------------|--------------------------------------|----------------------------|----------------------------|-------------------------------------|--|
| 12 | Fog | Collision with other vessels or obstacles in water. | All areas | D | Marginal (Negligible) | Improbable (Incredible) | D | No boating activities in poor visibility |
| 13 | Large boat | Run down by large vessel injury or person(s) in water. | All areas | C | Critical (Critical) | Improbable (Incredible) | D | Training should not be carried out in the main shipping channels. Where it is necessary, marked channels should be crossed by the shortest route. |
| 14 | Fatigue | Person injured requiring first aid or external emergency services | All areas | C | Critical (Marginal) | Occasional (Improbable) | D | Discuss danger in safety briefing and appropriate action. Staff to monitor student's wellbeing at all times. |
| 15 | Engine failure | Power boats adrift due to loss of propulsion | All Areas | C | Critical (Negligible) | Remote (Improbable) | D | Pre launch checks and planned maintenance. Operate buddy system. |
| 16 | Weather, Hypo/Hyperthermia | Person injured requiring first aid or external emergency services | All areas | C | Critical (Marginal) | Occasional (Improbable) | D | Observe weather forecast. Staff to ensure appropriate clothing is worn and monitor students wellbeing at all times. |
| 17 | Fuel Spillage | Risk of fire or irritation from spilt fuel. | Boat house fuel store | B | Critical (Negligible) | Occasional (Improbable) | D | Fuel tanks should not be filled on boats, remove fuel tanks and refill outside of boat shed. Eye wash and a fire extinguisher are provided inside the boat house door. |
| 18 | Cuts to feet | Risk of cuts to feet due to sharp stones / glass on banks / for (?) and river bank | All areas | B | Critical (Negligible) | Probable (Improbable) | D | Suitable footwear to be worn at all times including in the boat shed (except when changing) |
| | | | | | | | | |

14th Richmond Scout Boating Centre

Annex B

**Scout Association National Directory of Waters of Great Britain and
Northern Ireland**

Introduction

The Scout Counties or Areas concerned have provided the information contained in this directory. If an area of water is not listed in this directory, please contact the local Scout County or Area for up to date advice.

This directory provides an indication of the classification of waters in the United Kingdom in normal conditions. It is primarily aimed at assisting Leaders and Commissioners in assessing the type of conditions that might be met by Members of the Movement moving to a new area of the country for a camp or expedition.

Access to Waters

The listing and classification of any stretch of water in this directory does not imply that Members of the Association may use the water without further permission. Many waters throughout the United Kingdom are subject to conditions relating to ownership, access, fishing, shooting and sailing rights. Members of the Association should always make careful enquiries before boating and ensuring that they do not alienate the goodwill towards the Movement that exists in many areas.

Unclassified Waters

POR Rule 9.44 (a) states that 'All waters used for Scouting activities must be classified as C, B1, B2, B3 and A in accordance with Rule 9.44 (b), except sail or motor vessels operating under the Codes of Practice for Small Commercial Vessels.' Where waters are not classified for any reason, or when carrying out water activities abroad, the Leader responsible for the activity should assess and classify the waters in accordance with the guidance given in POR Rule 9.44 (b).

Dangers and Hazards

Whilst the classification of a stretch of water is a guide to its potential difficulty or danger, it remains the responsibility of the leader in charge of the activity to make careful enquiries about the specific hazards which may exist. This directory does not list specific hazards.

Sources of Information

Local information can be invaluable but leaders should make sure that their informants are knowledgeable about the type of boating that is proposed. In coastal waters the largest scale Admiralty Chart of the area – up to date – should invariably be consulted, together with a reliable pilot book e.g. The Cruising Association Handbook or a similar publication. The British Canoe Union publishes an excellent Guide to the Waterways of the British Isles, which gives details of most inland and coastal waters from the canoeist's viewpoint.

Rules of the Association

Attention is drawn to the Rules of the Association concerning water activities, and in particular to POR Rule 9.76 and to the safety Rules for Joint Adventurous Activities. Guidance is available on the operation of Joint Activities with members of Girl Guiding UK in the Fact sheet FS120007 Safety Rules for Joint Activities available from the Scout Information Centre.

Lifejackets and Buoyancy Aids

These must be worn in accordance with POR Rule 9.43 and the Fact sheet FS120603 Water Safety (Incorporating lifejackets and buoyancy aids).

Abbreviations

The following abbreviations are use:

BCU British Canoe Union

HWM High Water Mark

ICF International Canoe Federation

LWM Low Water Mark

MR Map Reference

OS Ordnance Survey

OST Ordinary Spring Tides

RYA Royal Yachting Association

| Class of Water | Technical Standard | Suggested Level of Authorisation |
|-----------------------|---|---|
| C | None required | Authorised to helm |
| B1 inland | RYA NDSC Level 2 or RYA Young Sailors old Advanced Sailing Red Badge and can anchor (G11/93) Stage 3 logbook (G11/05) | Authorised to helm |
| B1 tidal | RYA NDSC Level 2 with tidal endorsement or RYA Young Sailors Advanced Sailing Red Badge with coastal option. Old (G11/93) and can anchor or New Red badge (G11/01) Stage 3 in logbook (G11/05) and can anchor | Authorised to helm |
| B1 | RYA Assistant Instructor (Qualification is restricted to location where qualification is issued) Still working under an Senior Instructor | Authorised to supervise |
| B2 inland | RYA NDSC old Level 3 or level 5 or RYA Young Sailors Advanced Sailing White Badge. New level 1,2 and seamanship skills | Authorised to helm |

| | | |
|------------------|--|-------------------------------------|
| B2 tidal | <p>RYA NDSC old Level 3 or new level 1,2 seamanship and day sailing tickets with coastal endorsement or RYA Young Sailors</p> <p>Advanced Sailing White Badge with coastal option and can right an inverted dinghy. (G11/05) Stage 4 with coastal endorsement.</p> | Authorised to helm |
| B2 | RYA Instructor | Authorised to supervise |
| B3 inland | <p>RYA NDSC Level 5 or RYA Young Sailors</p> <p>Advanced Sailing Blue Badge. Old G11/93.</p> <p>Level 1,2 day sailing, performance sailing</p> | Authorised to helm |
| B3 tidal | <p>RYA NDSC Level 5 with tidal endorsement or</p> <p>RYA Young Sailors Advanced Sailing Blue Badge with coastal option. Level 1,2 day Sailing performance coastal sailing.</p> | Authorised to helm |
| B3 | <p>RYA Senior Instructor or National School</p> <p>Sailing Association Sailing Master</p> | Authorised to supervise |
| A | <p>Technical knowledge and ability to be assessed by an Assessor holding RYA/MCA</p> <p>Yacht master (offshore) and RYA National</p> <p>Dinghy Sailing Certificate Level 5 or RYA</p> <p>Dinghy Instructor Certificate</p> | Authorised to helm on each occasion |

Annex C

Scout Association Fact Sheet, Water Safety (Incorporating Life Jackets and Buoyancy Aids)

Annex D

Scout Association Fact Sheet, Water Safety (Waterborne diseases & immersion)

Annex E

Accidents-A Guide to Reporting For Leaders and Commissioners

Annex F

Training Centre Logbook

The Training Centre Logbook is provided as a separate document and will be maintained by the Centre Manager and kept in at 14th Richmond Scout Boating Centre's Head Quarters.

Annex G

Instructor Acceptance Form

This form should be completed by all RYA and BCU Instructors and helpers assisting an Instructor, prior to involvement with activities at the 14th Richmond Scout Boating Centre.

Name.....

Qualifications

.....

First Aid expiry date.....

I am familiar with the contents of the 14th Richmond Scout Boating Centre safety policy and operating procedures, with particular reference to the following sections:

- Operations Afloat
- Training Activities
- Child Protection
- Major Incident Plan

Signed.....

Print Name.....

Date.....

Annex H

14th Richmond Scout Boating Centre Boating Centre

Emergency/Near Miss* Incident Log

Date:

Time:.....

Nature of Incident:

.....

Casualty Name:

Age:

Log Started By (Name):

Time.....

Entered in Accident Book Yes/No

Incident reported to Centre Manager Yes/No

Incident reported to The Scout Information Centre at Gilwell Park Yes/No

Action/Event

Annex H

14th Richmond Scout Boating Centre

Preferred walking route to the water activity centre

PREEREQUISITES

All activities will start from the HQ in Retreat Road, Richmond.

All persons attending the centre **MUST** be equipped with either a buoyancy aid or life jacket as instructed by the activity leader on the day.

Cubs and Beavers will walk in pairs and hold hands to maintain a better control of the group.

ROUTE

From the HQ turn left along Friars Lane towards the river. Walk past the Boat Arches on the left and the White Cross Public House. Follow road around to the water front by the Slug and Lettuce Public House and proceed walking toward Richmond Bridge. Assemble in front the The Boat Restaurant and wait for instructions from the group leader.

See map attached