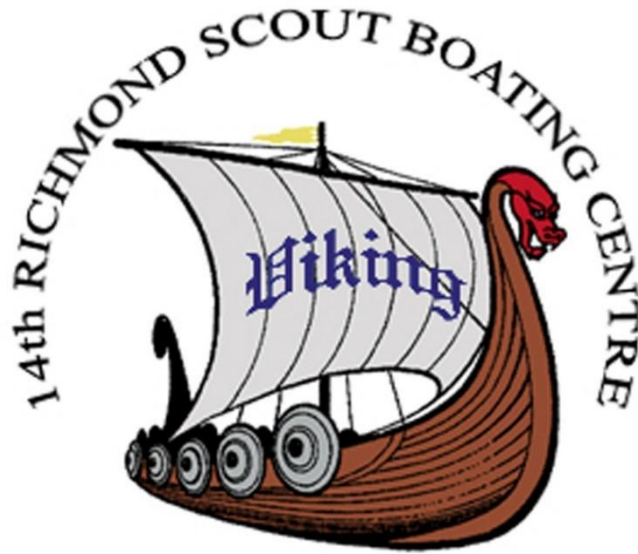
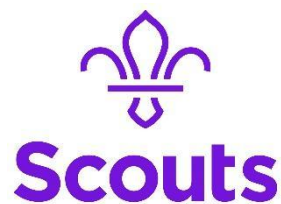


14th Richmond 'Viking' Scout Boating Centre	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 8



# Operating Procedures and Risk Assessment Manual



Document Number: 001

Issue: 9

Publish Date: 01/06/25

Review date: April 2026

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

## Table of Contents

1. INTRODUCTION	7
1.1 Location	7
2. MANAGEMENT AND ADMINISTRATION OF THE BOATING CENTRE	8
2.1 The Principal	8
2.2 Policy Rules and Organisation	8
2.3 Standard of Tuition and Safety	8
2.4 Insurance Cover	8
2.5 Accident Book	9
2.6 Boating Centre Logbook	9
2.7 GDPR – General Data Protection Regulations	10
2.8 Privacy Statement	11
2.8.1 What data are we gathering?	11
2.8.2 Why do we collect this information?	11
2.8.3 How do we gather data?	11
2.8.4 When will we delete this data?	12
2.8.5 Who has access to this data and who do we share it with?	12
3. BOATING CENTRE HEALTH AND SAFETY POLICY	13
3.1 Boating Centre Health and Safety Policy	13
3.2 Organisation and Responsibilities	13
3.2.1 Compliance	13
4. Operations Afloat	14
4.1 Overall Responsibility	14
4.1.1 Safeguarding for Young People	14
4.2 Operating Area	14
4.2.1 Pulling	15
4.2.2 Power Boat Training: -	15
4.2.3 Deciding where to operate	15
4.3 Training Activities	16
4.3.1 Instructor Ratios	16
4.3.2 Safety Boat Operations	17
4.3.3 Authorised Safety Boat Coxswains	17

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

4.3.4	Ratio of Safety Boats to Training Craft	17
4.3.5	Safety Boat Equipment List	18
4.3.6	Crew Responsibilities	18
4.3.7	The priorities are:	19
4.3.8	Towing	19
4.4	Life Jackets and Buoyancy Aids	19
4.4.1	Clothing	20
5.	FIRST AID AFLOAT	20
5.1	First Aid kits	20
5.2	First Aid Qualifications	20
5.3	Hypothermia	20
6.	Operating Procedures ashore in the Centre	21
6.1	Use of buildings and facilities	21
6.2	The Key Holder	21
6.3	Buildings and Facilities	21
6.3.1	Buildings	21
6.3.2	Facilities	21
6.3.3	Personal Belongings	21
6.3.4	External Spaces	21
6.4	Entering and Leaving the Centre	22
6.4.1	Unlocking	22
6.4.2	Cancelling Alarm	22
6.4.3	Lights and power	22
6.4.4	Safety check	22
6.5	Emergency / Safety (detail)	22
6.5.1	Fire	22
6.5.2	First Aid	23
6.5.3	Emergency contacts	23
6.6	Centre Facilities	23
6.6.1	Furniture	23
6.6.2	WiFi	23
6.6.3	Phone	23
6.6.4	Galley	23

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

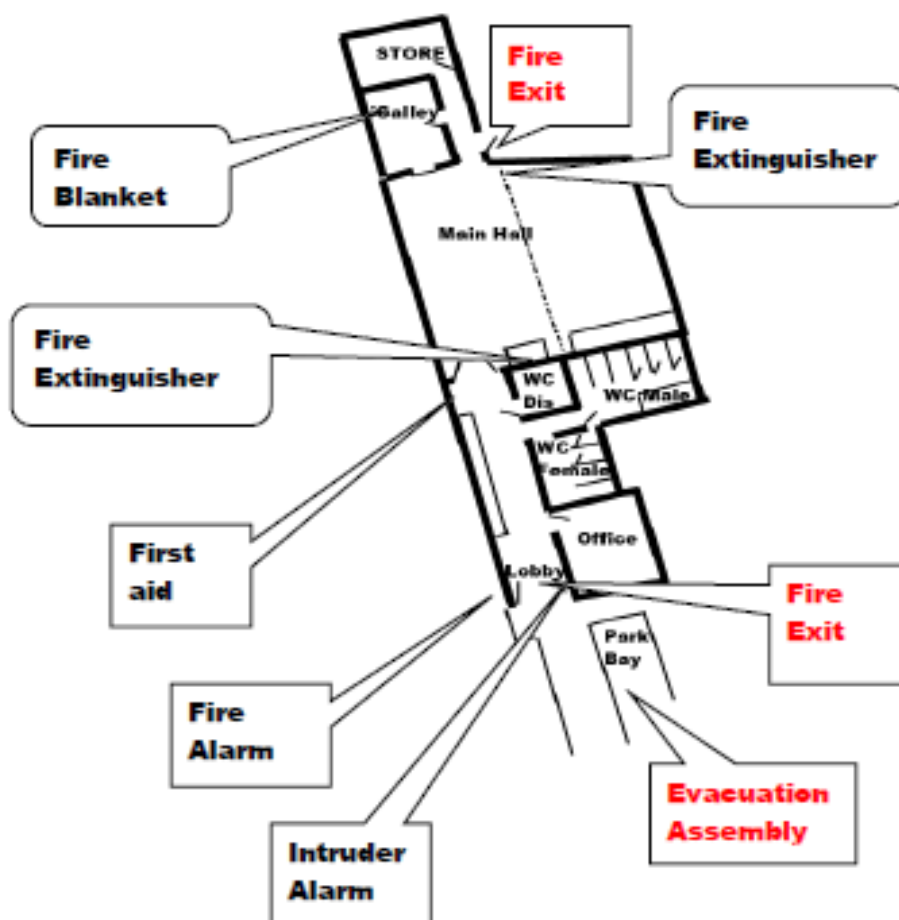
6.6.5	Showers/Toilets/Changing	24
6.6.6	Drying room	24
6.7	Centre areas	24
6.7.1	General	24
6.7.2	Entrance corridor	24
6.7.3	Front Office	24
6.7.4	Toilets and Showers	24
6.7.5	Main Deck	24
6.7.6	Galley	24
6.7.7	QM store	24
6.7.8	Centre Equipment manifest	24
6.8	Faults	25
6.9	Maintenance schedule	25
7.	CHILD PROTECTION POLICY	26
Annex:-A.	Hazard identification, Risk Assessment and Mitigation Plan	27
Annex:-C.	Definition of water areas and guidelines	34
	Unclassified waters	35
	Dangers and Hazards	35
	Sources of Information	35
	Rules of the Association	35
	Lifejackets and Buoyancy Aids	35
	Abbreviations	35
	14th Richmond 'Viking' Scout Boating Centre Area of operation (see text in 4.2)	38
Annex:-D.	Centre Maintenance schedule and checklist	39
Annex:-E.	Plans and overview of building, safety equipment and facilities	40
Annex:-F.	Incident Reporting	43
	Annex:-G. Instructor Acceptance Form	44
Annex:-H.	Incident Log	45
Annex:-I.	Major Emergency (Afloat) Guidance	46
Annex:-J.	Crew safety briefing checklist	48
Annex:-K.	Personal Flotation Device (PFD) Checks	49

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## General plan and safety equipment

The person in charge (normally the custodian of the main door keys), is responsible for

- 1) Having a list of people inside the Centre
  - 2) Informing the users of the Centre of
    - a. Action when an emergency alarm sounds
    - b. Escape routes and muster point
    - c. General Centre rules and expected behavior
- In the event of a fire being discovered, activate the alarm (break glass on Alarm buttons. And leave by the nearest fire exit. (exits have illuminated signs)
    - The main fire exit is via the Lobby and main doors
    - The rear fire exit is opposite the Galley door, exit via the door and up the steps to the rear access passage.
  - Muster in the Car park bays at the front of the Centre



<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

## **1. INTRODUCTION**

This document provides details of the management, administration, safety policy and operating procedures for the 14<sup>th</sup> 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 sections See Table of contents at the beginning of the document.

All boating centre staff will be issued with a link reference to a copy of this document. and must undertake to adhere to the Water Activity Centre Operating Procedure and Risk assessment manual recommendations. Copies of the Water Activity Centre Operating Procedure and Risk assessment manual will be held at the Centre.

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.

### **1.1 Location**

The Centre address is:-

14th Richmond 'Viking' Scout Boating Centre  
The Hut,  
Retreat Road,  
Richmond,  
Surrey, TW9 1NN

Phone: 020 8940 4983

Google Location : <https://goo.gl/maps/yKprhz3kBp62>

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## **2. MANAGEMENT AND ADMINISTRATION OF THE BOATING CENTRE**

### **2.1 The Principal**

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

The Boating Centre is run under the rules of The Scouts and is a Scout District resource administered by the Richmond upon Thames Scout District.

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 Centre Manager is responsible to the BCEC for all Boating Centre activities and the standards set by the Centre. Regular meetings are held to facilitate the running of the Centre, and to monitor safety and operations. Minutes of the meetings are held for inspection by the Centre Manager. The BCEC is appointed by the Centre Manager.

Any decisions regarding expenditure or affecting changes to the Centre operation will be agreed by a quorum of the BCEC including the Centre Manager, the Treasurer and one other BCEC member. The rest of the BCEC will be kept informed, and the subject discussed at the next BCEC meeting.

Any Safety related incidents will be reviewed at each meeting (or an exceptional Ad-Hoc meeting)

The Operating Procedures and Risk Assessment Manual (this document will be reviewed annually.

### **2.2 Policy Rules and Organisation**

The Policy Organisation and Rule (POR) of the The Scouts will be adhered to for all activities involving members of The Scouts. 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.

### **2.3 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 participants is the responsibility of the Centre Manager in conjunction with the BCEC.

### **2.4 Insurance Cover**

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



<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

Third party liability insurance will be provided, covering all activities of the 14th Richmond Scout Boating Centre and members of the The Scouts, through the Scout Association insurance scheme for non-Scout Association member insurance is provided via a hire and reward insurance policy for Centre owned boats.. Other craft used by the Centre will have their own insurance (The Centre Principal will check adequate cover for the activities).

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

## **2.5 Accident Book**

It is the responsibility of the Manager to ensure that an accident book is provided and is kept near the Centre's first aid station. 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 referenced with key phone numbers in Annex:-F of this document. The accident book will be reviewed at each committee meeting by the Centre Manager and BCEC, to prevent repetition of incidents and injuries, actions will be recorded and signed off when complete. Accident forms and a first aid kit are provided on each boat. Once accident forms are completed, the form will be stored securely under GDPR rules, and guidance from The Scouts.

## **2.6 Boating Centre Logbook**

A Boating Centre Logbook will be maintained by the Centre Manager and a summary available for inspection on the boating centre website ([www.14richmondsbc.org.uk](http://www.14richmondsbc.org.uk))

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 checklists and an equipment loss or failure report.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## 2.7 GDPR – General Data Protection Regulations

The 14<sup>th</sup>RSBC holds a very limited amount of personal data, however officers of the centre may be responsible for capturing and processing data for THE SCOUTS membership records and DBS applications. This data is not held or retained by the 14<sup>th</sup>RSBC, and all the data is managed under The Scouts GDPR guidelines.

All Scout membership and permit status is held by The Scouts on the secure “Compass” system.

No Sensitive personal data is retained by 14<sup>th</sup>RSBC

The following information is held by the 14<sup>th</sup>RSBC

Description	Type of data	Used for	Retention period
Trustee information (executive/officers of the Centre)	Name, Address, Email, Telephone number, Scout membership number	Required by the Charity commission for annual returns	Records held while the person is an active member of the centre, and for up to two years after.
Registers of “persons on board” for the organised boat events	Name, age,	This is held for safety reasons only during the event	The list destroyed (or handed back to the group) within 1 month of the event
Bookings for boat events	Group, contact name, telephone number	Used to contact the group with instructions and safety information only	This information is retained for the boating season, and up to 1 year after for accounting reasons.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

## **2.8 Privacy Statement**

### **2.8.1 What data are we gathering?**

We may hold Personal Data about Trustees and volunteers. We believe it is important to be open and transparent about how we will use your Personal Data. Information we may hold includes the following:

- name and contact details.

### **2.8.2 Why do we collect this information?**

We use this information to communicate with you and to carry out our obligations for running the Centre. We also have a responsibility to keep information about you, both during your membership and afterwards (due to our safeguarding responsibilities and also to help us if you leave or re-join). However, this information is not retained by us, it is stored on THE SCOUTS Compass database. The list of activities we carry out as part of Scouting that may require the use of Personal Data include:

- To enable us to provide a voluntary service for the benefit of the public.
- To manage our volunteers
- To manage our membership records
- To update you on events
- For financial accounting
- To fundraise for the Scout Group
- To process Gift Aid applications

### **2.8.3 How do we gather data?**

We gather data through a variety of methods, these include:

- contact form on our website or by email;
- Event registration forms.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

#### 2.8.4 When will we delete this data?

We may keep information for different periods of time for different purposes as required by law or best practice.

#### 2.8.5 Who has access to this data and who do we share it with?

Only those members who need membership information to carry out their role have access to that information.

We may share membership data with other local scouting groups where this activity is required to deliver the scouting group obligations, such as stand in leaders. We may also share data within The Scouts. We do not store credit card details, nor do we share data with third parties without permission.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

### **3. BOATING CENTRE HEALTH AND SAFETY POLICY**

#### **3.1 Boating Centre Health and Safety Policy**

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 of a standard that is 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 fire risk assessment for the centre can be found in the appendix...
- A safety risk assessment for the Centre buildings can be found in appendix..

A -Dynamic- risk assessment is carried out for each outing.

#### **3.2 Organisation and Responsibilities**

##### **3.2.1 Compliance**

The Responsibility to ensure compliance with this policy rests with 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

## **4. OPERATIONS AFLOAT**

### **4.1 Overall Responsibility**

**Overall responsibility for Safety will be the boating centre Manager.**

All training activities where participants are members of the Scout Association, or other organisation. The activities must be always supervised by an authorised leader in charge, holding a valid Scout Association Adventurous Activity Permit appropriate to the activity(s) being undertaken, as laid down by POR, and operate under The Scouts Rules.

Where participants are members of the Guide Association, the leader must also hold the appropriate NGD qualification.

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 FS120629, Water Safety (Waterborne diseases & immersion), see Annex:-C, should be read by all instructors, helpers and safety boat crew.

#### **4.1.1 Safeguarding for Young People**

All Leaders shall have been on a The Scouts Safeguarding Course and ensure that young people are protected against inappropriate activities

### **4.2 Operating Area**

The normal operating area for 14<sup>th</sup> Richmond Scout Boating Centre activities will be the River Thames below Teddington Lock to Richmond half tide lock. The Scout Association classification for this water is B1 in summer months with low water flows. During certain conditions, particularly in the winter the classification is increased to B2. See Annex:-C

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

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

#### 4.2.1 Pulling

- When lending our boats out to non-members then the Centre Manager must ensure that the person in charge has appropriate experience and if not, then they must undergo a training course which will be run by someone from the centre.
- 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 into account weather and water conditions and experience of the skipper, crew and POR. Activities outside the normal operating area must be approved by the Centre Manager.

#### 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 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

### 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 (plus other helper) ratio for basic skills courses.

Type of craft	Student: Instructor ratio
Crewed Dinghies	4:1 for beginners with an 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) Day Boats / 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).
Pulling Boats	8:1 (at least one supervisory permit holder in the vicinity)
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 1: 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.



<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

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 The Scouts matters that impinges on the activities of the Training Centre.

#### 4.3.2 Safety Boat Operations

The following safety boats are available for the provision of safety cover for all activities. Assignment and availability will be the responsibility of the leader in charge for the training session dependent on the prevailing weather and water conditions.

##### **Centre Safety Boat**

- Red Safety Boat
- Other safety boats that may be available will be notified to the leader(s) in charge, as and when they are available.
- Operators of safety boats must use Kill Cords at all times the engine is operational.

#### 4.3.3 Authorised Safety Boat Coxswains

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

#### 4.3.4 Ratio of Safety Boats to Training Craft

It will be the responsibility of the leader in charge to ensure that enough safety boats are available to provide separate cover for all training activities at any one time. It is not acceptable for instructors teaching basic powerboat 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

<b>Activity</b>	<b>Safety boats</b>
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 boats are not normally required unless weather / water conditions dictate or if required by the centre manager.

*Table 2: Minimum Ratio of Safety Boats*

#### 4.3.5 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
- First aid kit in waterproof container
- Suitable anchor with chain and warp
- Sharp knife.
- Life jackets
- Lights if operating in poor conditions or at night
- Spare fuel
- Centre's two way radio
- Air Horn or similar

#### 4.3.6 Crew Responsibilities

- i. Safety boat crews are responsible to the centre manager and will carry out 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

4.3.7 The priorities are:

- Prevention of harm to all participants
  - 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.

#### 4.3.8 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.

#### 4.4 Life Jackets and Personal Floatation Devices (PFD)

All persons taking part in any waterborne activity will wear a suitable life jacket or PFD to the standard of buoyancy required in the Scout Association Fact Sheet, Water Safety (Incorporating Life Jackets and Buoyancy Aids). The fact sheet is referenced in Annex:-C of this document. The Boating Centre will provide a PFD or life jacket, which complies with the standards, for all waterborne activities. personal PFDs or life jackets may 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 9</b>

#### 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.

Changing and Shower Facilities

Changing and shower facilities are available 14<sup>th</sup> 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.

## 5. FIRST AID AFLOAT

### 5.1 First Aid kits

The centre Manager will ensure that an up to date first aid kit is available from the Boating Centre for 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 Incidents requiring professional medical attention (including Hypothermia)

In cases of serious accidents and all cases of hypothermia following emergency aid the casualty will be removed to hospital as soon as possible by summoning the Ambulance Service. An emergency procedure card is available to all Coxes example in Annex I.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## **6. OPERATING PROCEDURES ASHORE IN THE CENTRE**

### **6.1 Use of buildings and facilities**

Individuals and groups may be authorised to use the 14th Richmond 'Viking' Scout Boating Centre by the Centre Manager. A lead person will be provided with keys (known as the “Key Holder”).

### **6.2 The Key Holder**

*The Key Holder will be responsible for safety and adherence to this operating manual by members of their group while using the 14th Richmond 'Viking' Scout Boating Centre, and Must communicate the safety information from Annex:-E, along with any general rules of behaviour.*

### **6.3 Buildings and Facilities**

#### **6.3.1 Buildings**

The centre comprises the main in Retreat Road, and two boat arches under St Helena Terrace.

Smoking is not permitted anywhere within the centre premises

General Plans of the building can be found in Annex:-E....

#### **6.3.2 Facilities**

Male and Female toilets, showers and changing areas (see Annex:-E...)

#### **6.3.3 Personal Belongings**

*Valuables should not be left in the centre; the centre takes no responsibility for personal valuables while on site.*

#### **6.3.4 External Spaces**

The entrance to the Centre is in a cul-de-sac however care should be taken in crossing the road, and there are only narrow pavements on this stretch of the road.

There is one parking bay allocate to the centre, but this may only be used by centre officials with appropriate parking permits. Use of this or other bays without a valid permit may result in prosecution

The boat arches are considered as part of the “operations afloat” procedures, however care should be taken if visiting these facilities as the area is prone to flooding and the surface may be slippery.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## **6.4 Entering and Leaving the Centre**

### **6.4.1 Unlocking**

Authorised users of the centre (the “Key Holder”) will be provided with entry keys.

There are two keys:

- One for the main entrance, this should be unlocked first
- One for the Magnetic Door entry lock,
  - Quarter turn clockwise once to unlock
  - Return to 12oclock and rotate once again a quarter turn clockwise to “relock after entry”
  - In this case the door exit release (in the lobby area) must be pushed to exit
- Magnetic door latches are disabled in case of fire.

### **6.4.2 Cancelling Alarm**

If the alarm has been set, the pre-alarm intermittent tone will be sounding on entry

Cancel the alarm by either:-

- Touching the “alarm key fob” to the alarm control unit
- Entering the alarm clear code onto the alarm control unit.

### **6.4.3 Lights and power**

The lobby light switch is located near the alarm unit, and the main hall light switches are located on the left hand side of the doors to the main hall.

### **6.4.4 Safety check**

New users of the hall should read the summary guide in the lobby and familiarise themselves with the locations of emergency exits and safety equipment.

The responsible keyholder (unlocking the Centre) should make sure all other users of the Centre are informed of fire and evacuation procedures.

## **6.5 Emergency / Safety (detail)**

### **6.5.1 Fire**

In the event of a fire being discovered, activate the alarm (break glass on Alarm buttons. And leave by the nearest fire exit. (All Emergency exits have illuminated signs)

The main fire exit is via the Lobby and main doors (see Annex:-E)

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

The rear fire exit is opposite the Galley door, exit via the door and up the steps to the rear access passage.

Muster in the Car park bays at the front of the Centre

Contact Emergency services as soon as you are in a safe position. Emergencies should be reported, as soon as practical, to the Centre Manager

#### 6.5.2 First Aid

A first aid station is located in the lobby, see Annex:-E A list of first aiders can be found in the Accident Book

Procedures in the accident book should be followed in case of personal injury. Any personal accidents should be recorded in the accident book, and any supply shortages should be reported to the Centre manager.

#### 6.5.3 Emergency contacts

A list of emergency contacts is displayed beside the intruder alarm in the lobby.

### 6.6 Centre Facilities

#### 6.6.1 Furniture

Tables and chairs are stored in the storage cupboards in the main hall, see Annex:-E . Please replace all furniture back in the original cupboard after use.

#### 6.6.2 WiFi

The centre has WiFi Internet, the SSID is **14thRichmondBoatingCentre**, and the password is available from the Centre Manager on request.

#### 6.6.3 Phone

The Centre has a standard BT landline for emergencies and authorised centre use. the number is **020 8940 4983** *Please note: the construction of the building prevents normal mobile phone operation within the Centre.*

#### 6.6.4 Galley

The Galley (Kitchen) is well equipped and may be used for hot and cold beverages as well as food preparation.

The main galley appliances include a 5-ring gas hob, catering oven, microwave, fridge, freezer dishwasher and a water heater for hot drinks.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

#### 6.6.5 Showers/Toilets/Changing

See plan in Annex:-E

#### 6.6.6 Drying room

The male toilets/changing area may be used as a drying room, details from the Centre Manager.

### 6.7 Centre areas

#### 6.7.1 General

A summary of the Centre facilities and locations is shown at the start of this manual, and details are in Annex:-E

#### 6.7.2 Entrance corridor

Must be kept clear of clutter as this is the main emergency exit.

#### 6.7.3 Front Office

The office may be used for meetings by request to the Centre Manager. Regular meetings are shown on the Centre Website calendar

#### 6.7.4 Toilets and Showers

Please keep clean and tidy for future users

#### 6.7.5 Main Deck

Projector, Screen and furniture is available for use, please return all equipment to the appropriate store after use.

Please remove any litter to the bins provided

#### 6.7.6 Galley

Available for use on request to the Centre Manager. The Key Holder is responsible for safety and hygienic use of the food preparation and cooking facilities.

#### 6.7.7 QM store

Is managed by the Centre Quartermaster

#### 6.7.8 Centre Equipment manifest

A list of Centre equipment will be maintained by the Centre Quartermaster



<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## **6.8     Faults**

All problems and faults must be reported to the Centre Manager

## **6.9     Maintenance schedule**

The maintenance schedule will be managed by the Management team, there is a checklist in Annex:-D

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 9

## **7. CHILD PROTECTION POLICY**

It is the policy of the The Scouts 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 The Scouts. The Centre Manager in conjunction with the District Commissioner 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 Manager will ensure that all Training Centre staff 18 years, or older, will complete a DBS form i.e. Disclosure and Barring Service form, previously known as Criminal Records Bureau (CRB) and gain clearance from the Centre Manager prior to taking part in any Training Centre activities.

The issuing and processing of DBS forms will be undertaken by the Centre Manager, to the guidelines specified by the The Scouts.

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 01/06/2025
Operating Procedures and Risk Assessment Manual	Issue: 8

Annex:-A. **HAZARD IDENTIFICATION, RISK ASSESSMENT AND MITIGATION PLAN**

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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish</b> 07/06/2020	<b>Date:</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 7</b>	

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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish 07/06/2020	Date:
Operating Procedures and Risk Assessment Manual	Issue: 7	

N o	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 Centre 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 guidelines, 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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish</b> 07/06/2020	<b>Date:</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 7</b>	

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 areas and discuss danger in safety briefing. Safety boat cover will be provided in accordance with Table 2.
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 areas and discuss danger in safety briefing. Safety boat cover will be provided in accordance with Table 2.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish</b> 07/06/2020	<b>Date:</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 7</b>	

5	Collision with other traffic	Injury or person(s) in water requiring rescue.	All areas	C	Critical (Critical)	Remote (Improbable)	C	Discuss danger in a safety briefing and allocate a training area outside of the main channel. Safety boat cover will be provided in accordance with Table 2.
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 2. 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 2.
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.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish</b> 07/06/2020	<b>Date:</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 7</b>	

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 2. 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 the weather forecast. Safety boat cover will be provided in accordance with Table 2.
11	High waves	Multiple capsizes person(s) in water requiring rescue.	All areas	C	Critical (Negligible)	Remote (Improbable)	D	Observe the weather forecast. Safety boat cover will be provided in accordance with Table 2.
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.



<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish</b> 07/06/2020	<b>Date:</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 7</b>	

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 the 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 the 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)

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 01/06/2025</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 8</b>

### Annex:-C. DEFINITION OF WATER AREAS AND GUIDELINES

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.

The following is taken from <http://members.scouts.org.uk/supportresources/3721/greater-london-south-west/?cat=26.545.546&moduleID=10>

#### C

- Beverley Brook
- River Hogsmill (only suitable in vicinity of Southwood Activity Centre)
- River Longford (not suitable for navigation)
- Pinewood, Queensmere and Wimbledon Park Lakes
- River Wandle

#### B1

- River Thames (Beverley Brook to Platts Ait except at weirs under normal conditions and up to yellow alert)
- River Thames Teddington Lock to Richmond Half Tide Lock  
There is a danger for several days after heavy rain upstream. Beware of moored and moving boats. This stretch of the water is tidal.

#### B2

- River Thames (under amber, red or strong stream alert. The river shall only be used after assessment by an RYA or BCU senior instructor.

#### B3

River Thames (Teddington Weir)

#### Notes

- The classifications stated above are under 'normal' conditions. The currents on the River Thames can change very quickly after heavy rainfall and the classification should be upgraded to suit river conditions at the time of activity.
- The weirs at Richmond Half Tide Lock are closed two hours after high water and opened two hours before high water. Caution should be exercised while navigating in this area. For further advice contact the assistant county commissioner (activities) or the county water activities adviser.

<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 07/06/2020</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 8</b>

### **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 used:

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

BR British Rowing

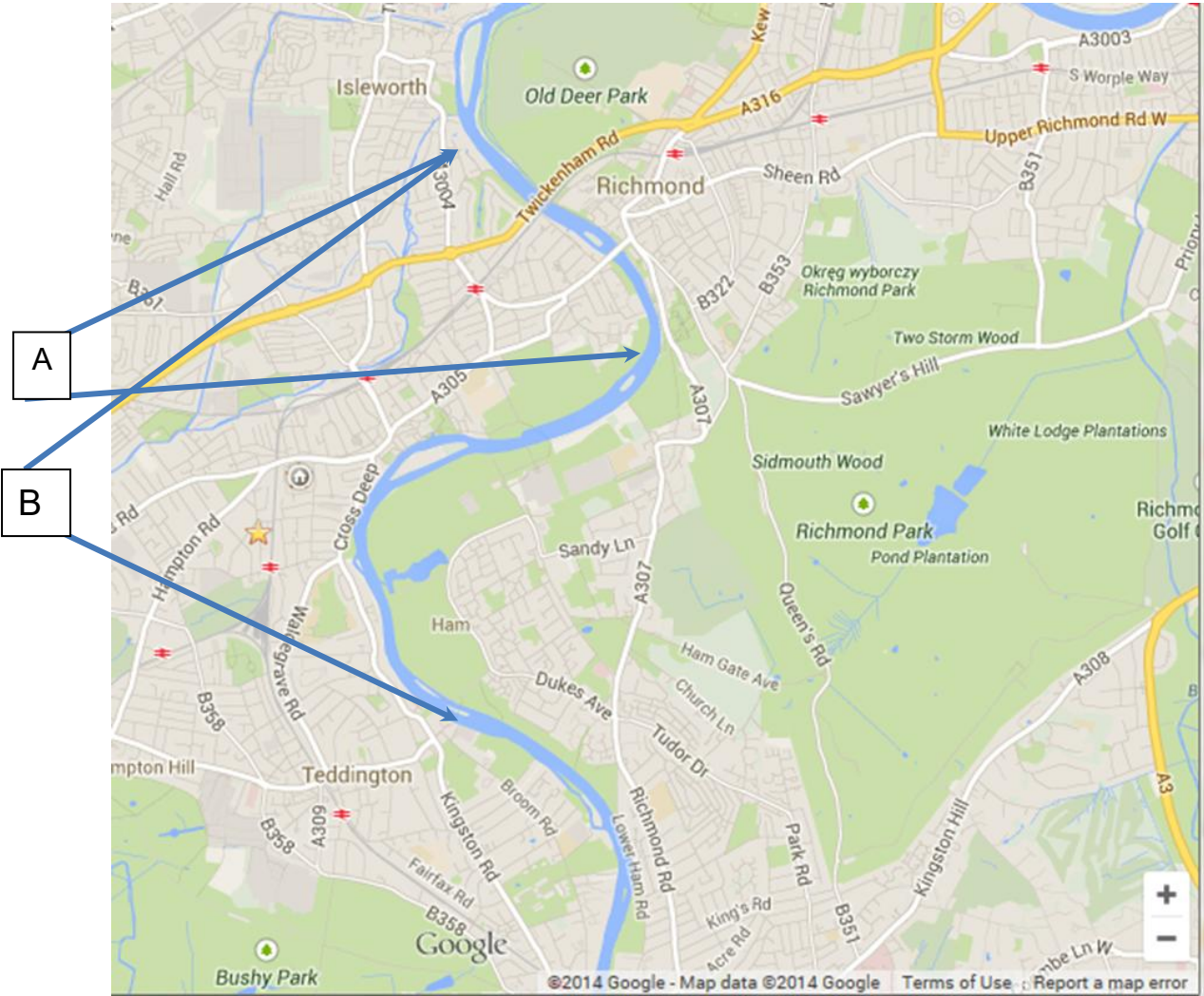
<b>14th Richmond 'Viking' Scout Boating Centre</b>	<b>Publish Date: 07/06/2020</b>
<b>Operating Procedures and Risk Assessment Manual</b>	<b>Issue: 8</b>

<b>Class of Water</b>	<b>Technical Standard</b>	<b>Suggested Level of Authorisation</b>
<b>C</b>	None required	Authorised to helm
<b>B1 inland</b>	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
<b>B1 tidal</b>	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
<b>B1</b>	RYA Assistant Instructor (Qualification is restricted to location where qualification is issued) Still working under an Senior Instructor	Authorised to supervise
<b>B2 inland</b>	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

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

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

14TH RICHMOND 'VIKING' SCOUT BOATING CENTRE AREA OF OPERATION (SEE TEXT IN 4.2)



<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

#### Annex:-D. CENTRE MAINTENANCE SCHEDULE AND CHECKLIST

A copy of this checklist will be added to the Centre log, and checked by the Exec meeting on a regular basis

Reference	item	detail
Weekly	General cleanliness/tidiness of Centre	
Monthly	Alarm checks	Intruder Alarm not used , check panels for both
	Galley equipment	
Yearly	Heating Service	Gas inspection
	Door and window locks	
	First Aid kits	
	Personal Flotation Devices	Annual check/send auto inflate for professional checks (records in Office)
	Centre lights /fittings	
	Insurance Checks	Check all activities and equipment are covered
	Electrical equipment (non kitchen)	Safety inspection
Other	Tables, chairs	

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

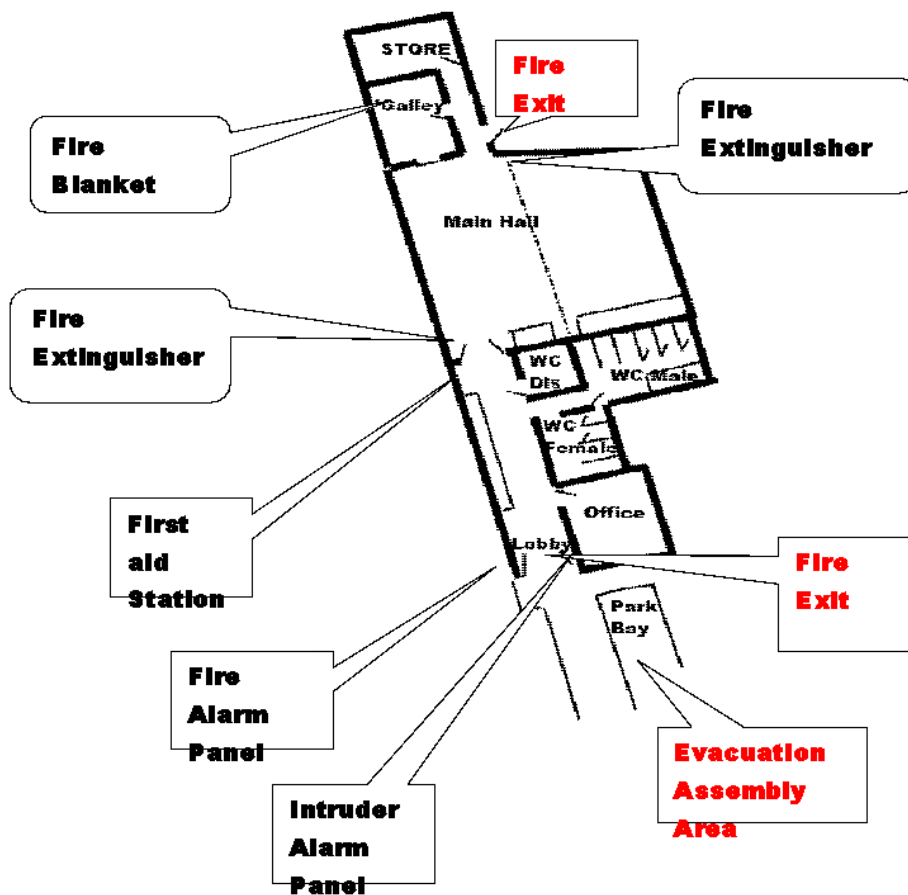
## Annex:-E. PLANS AND OVERVIEW OF BUILDING, SAFETY EQUIPMENT AND FACILITIES

### General plan and safety equipment

In the event of a fire being discovered, activate the alarm (break glass on Alarm buttons). And leave by the nearest fire exit. (exits have illuminated signs)

The main fire exit is via the Lobby and main doors

The rear fire exit is opposite the Galley door, exit via the door and up the steps to the rear access passage. ~There is a gate release exiting into Kings Street.





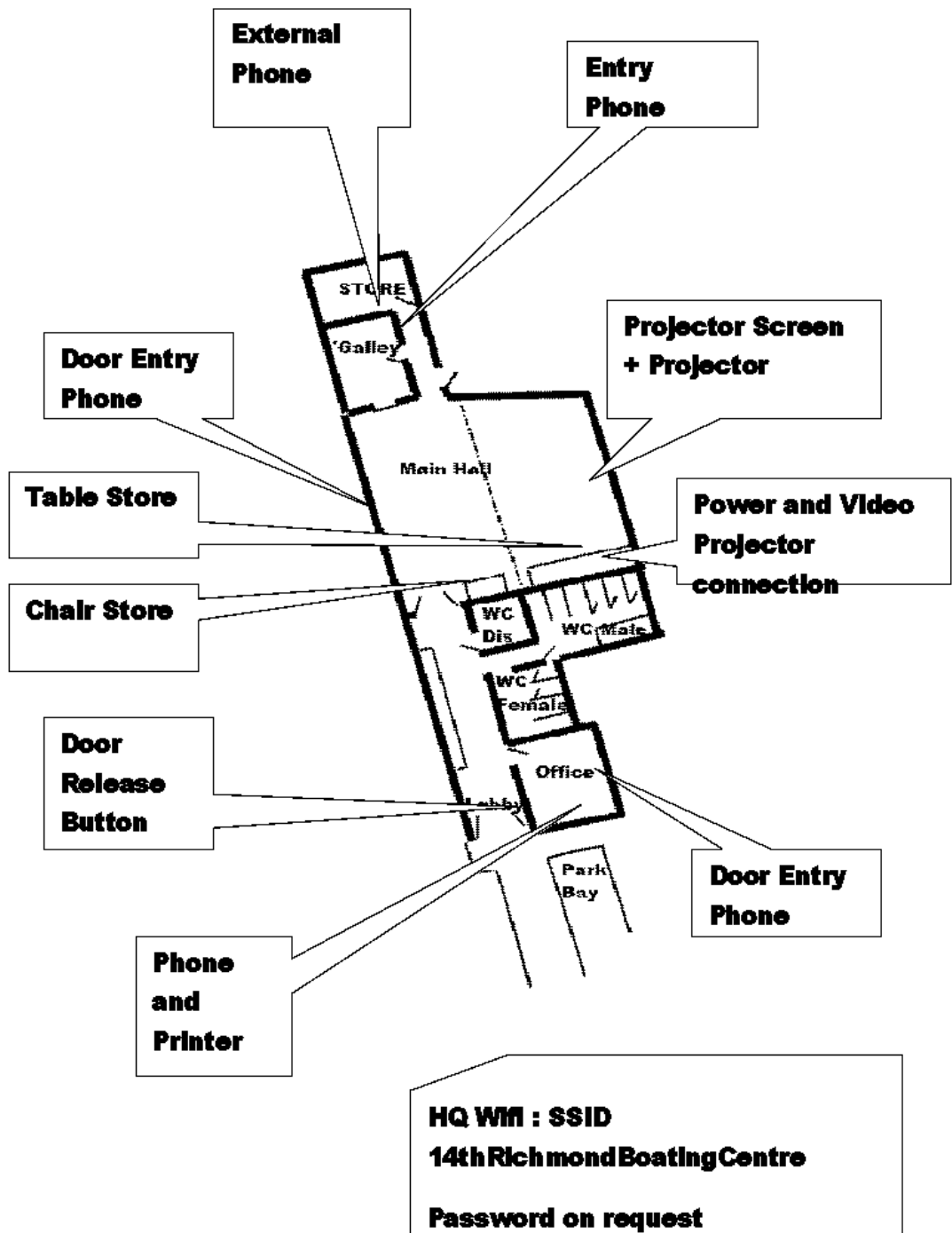
14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

## HQ facilities



14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

## HQ utilites



<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

#### Annex:-F. INCIDENT REPORTING

All Incidents should be reported to the Centre Manager.

It is not possible to give an absolute ruling on what should be reported to Scout Insurance Services and what need not be. If in doubt, telephone the scout information centre in the first instance on 0845 300 1818 and seek advice. However, the factsheet below should give a general guide.

<http://members.scouts.org.uk/factsheets/FS120079.pdf>

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

Annex:-G. Instructor Acceptance Form

**This form is now Deprecated , and Scout  
COMPASS should be used to record occasional  
helpers and leaders**

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

Name.....

Qualifications .....

.....

First Aid expiry date.....

I am familiar with the contents of the 14<sup>th</sup> 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 Annex:-I

Signed.....

Print Name.....

Date.....

<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

# Annex:-H. INCIDENT LOG

## 14th Richmond Scout Boating Centre Boating Centre

### Emergency/Near Miss\* Incident Log

This form to be used if any harm to persons ,

near misses -may- be recorded or directly to the PLA

<http://www.pla.co.uk/Safety/SMS/Near-Miss-Safety-Observations-and-Incident-Reporting>

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

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

Annex:-I. MAJOR EMERGENCY (AFLOAT) GUIDANCE

**Assess danger:**

Ensure boat and crew not at risk!

**Keep sight of any casualties** / apply first aid

(note: First Aid kit on board)

**Contact Coastguard:** 999 ask for Coastguard,  
give river location and type of emergency

If practical: get Boat to safe mooring point.

Retain “Persons on board” list

Make notes of incident on accident form when possible.

Contact a 14<sup>th</sup> Richmond SBC or Jubilant Trust officer - Contacts: -

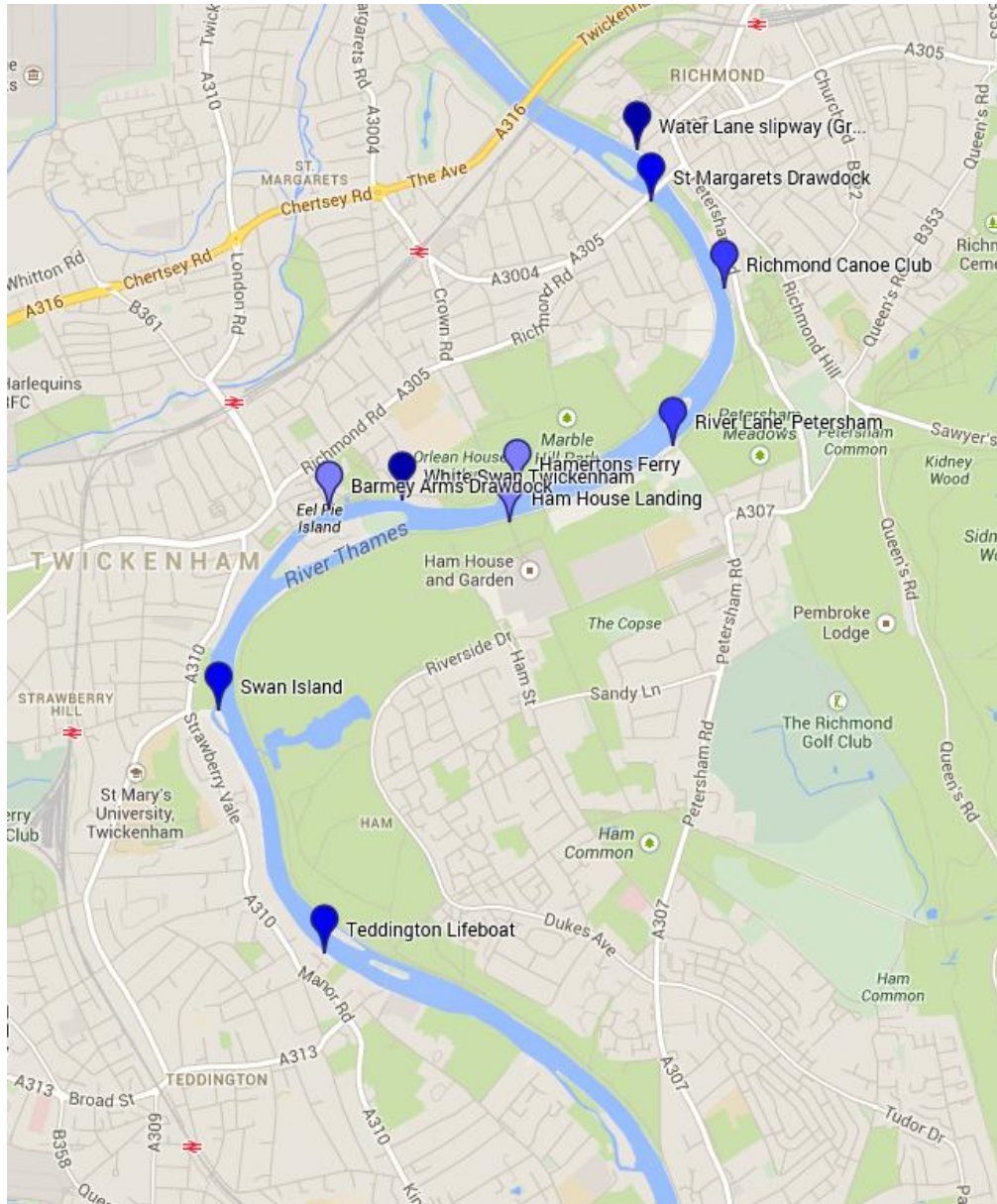
Contacts are on the laminated version of this page, accessible by the lead instructor (normally on each boat)

**Note:**

A Public AED is located outside Richmond Bridge Boathouses

A portable AED is carried on Jubilant if operating outside our Areas A and B

## Emergency Road access points



## 14th Richmond 'Viking' Scout Boating Centre

14th Richmond 'Viking' Scout Boating Centre	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

#### Annex:-J. CREW SAFETY BRIEFING CHECKLIST

- Review Risks (Dynamic risk assessment)
  - Weather/river conditions
  - Crew ability
  - River traffic
  - Safety equipment
  - Review Covid safe precautions (on Centre Web page- Important Documents) if relevant
- Introduce instructors and ensure they aware who is in charge of each boat
- All crew members must wear a buoyancy aid (check correctly fitted)
- All crew are wearing suitable clothing
- Split group into size/experience /ability

*Remember (Brief crew prior to going onto pontoon)*

- **Note Pontoon Construction work- please check trip hazards etc**
- Key messages
  - No running
  - Be aware of slippery paths / slipway
  - Keep on the upper level of the pontoon
  - Step inside boat, not on the edge and step over the seats
  - Only stand when instructed
  - Keep hands inside boat (avoid trapping when alongside another boat)
  - No rocking the boat
  - Buoyancy aids must stay done up.
  - Keep noise levels down so instructions can be heard
  - Should you become tired, too hot or cold, please then inform the person in charge
  - Finally in unlikely event you have an injury please report it to the person in charge
  - Wash hands after event(particularly before eating)

*Embarkation checks*

- Brief crew on next steps
- Check for river traffic
- Assign crew members to mooring ropes (single up)
- Oars out on stream sider
- Crew ready on land side



<b>14th Richmond 'Viking' Scout Boating Centre</b>	Publish Date: 07/06/2020
Operating Procedures and Risk Assessment Manual	Issue: 8

#### **Annex:-K. PERSONAL FLOTATION DEVICE (PFD) CHECKS**

The current inspection lists can be found in the file in the Centre office and on the website under “Important Documents” now in the main activity log