

County Water Sports Centres



**Safe Operating Procedures
April 2010**

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Health and Safety in Adventure Activities – Information for Customers

The Suffolk Outdoor Education Team is a part of the County Council Youth Service and is responsible for the development and co-ordination of outdoor and residential facilities in the County. The team consists of four full-time officers supported by part-time activity instructors. Together, they work alongside schools and youth groups to provide a wide variety of outdoor and residential opportunities throughout the County.

Outdoor Education can make a unique contribution towards personal development. It is instrumental in preparing young people for adult life by raising achievement through boosting motivation, promoting health and fitness, and addressing issues in social education and citizenship.

Suffolk Outdoor Education aims to support young people in achieving their full potential by:

- providing learning opportunities and challenging experiences that will contribute to young people's physical, personal and social development.
- promoting the values of outdoor and residential education and providing equality of opportunity and access for all.
- providing training, support and advice to schools and youth groups wishing to undertake outdoor activities.

The safety of participants is of the highest priority in all activities offered by the Outdoor Education Team. This pack contains information on the safety practices and procedures followed by our instructors and managers to ensure that all our customers have a safe, enjoyable and worthwhile experience.

Included within these pages you will find:

- Safety management statements for the Service and the Centre(s) you intend to visit.
- Risk assessment and safe operating procedures for the individual activities provided.
- A table of instructor qualifications for adventure activities
- A statement of emergency procedures for the Centre you intend to visit

Please also check any specific information sent to you by the centre manager regarding the course or activities you have booked.

Please feel free to contact us if you require any additional information.

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Health and Safety in Adventure Activities – Information for Instructors

The safety of participants is of the highest priority in all activities offered at the County outdoor education and water sports centres.

As a County-validated instructor you will have undergone training provided by the relevant national governing body, or the County Council where no national award exists. You are expected to act in accordance with the principles of safe practice taught during your training.

All instructors must also be familiar with and observe the County safe operating procedures. On appointment, or following a revision of the procedures, you will receive and sign for a copy of the safe operating procedures for the activities you instruct. You will also receive the emergency procedures for the centres at which you work.

If you have any concerns regarding your own safety or the safety of participants, you have a duty to report these concerns to your centre manager in the first instance. You may also bring your concerns to the attention of the Outdoor and Residential Education Manager, the Outdoor Education Officer, or officers of Suffolk Water Sports Association.

Any suggestions from instructors for amendments to the safe operating procedures are also welcomed. However, until such amendments are formally adopted, existing procedures stand and must be followed.

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Responsibilities of the Water Sports Manager and Water Sports Staff

Water Sports Manager

The Water Sports Manager (SWSA South) is responsible for the management of the Deben and Neptune Water Sports Centres and the County provision of water sports at Alton Water Sports Centre. The Water Sports Manager (Oulton Broad) is responsible for the management of the Oulton Broad Water Sports Centre. Both managers report to the Outdoor and Residential Education Manager.

In relation to health and safety, the Water Sports Managers discharge the following responsibilities. They may delegate specific tasks to other competent staff but retain responsibility.

- Conduct an annual safety audit of the centre premises, facilities, and activity provision.
- Ensure all safety equipment is inspected regularly and maintained / replaced in accordance with County policy.
- Authorise all activity at the centre and ensure all activities are supervised in accordance with the staff qualifications and staff-participant ratios defined in the County instructor qualifications matrix.
- Ensure all staff are familiar with and follow the safe operating procedures for the activities they supervise.
- Provide information for parents, normally through accompanying group leaders. This information should be sufficiently detailed so that parents could not reasonably claim to have been misled as to the nature of the activities offered or the level of supervision that will apply. The County water sports health fact sheet must be included in this information.
- Ensure parents and accompanying group leaders are reminded of the importance of declaring participants' relevant medical conditions and convey these to the instructor in charge of the session.
- Maintain a system of incident and near miss and equipment defect reporting
- Encourage staff to discuss and report safety concerns at any time and provide formal opportunities for these to be raised, for example at staff meetings.
- Place no obligations upon staff that are inconsistent with the requirements of the relevant safe operating procedures.

The Water Sports Managers advise and assist the Outdoor Education Officer in these additional duties.

- Reviewing and maintaining County safe operating procedures for activities offered at the centre.
- Training and validating staff to supervise activities at the centre.
- Operating a monitoring system for staff supervising activities at the centre.

Senior Instructors

A role for a "senior instructor" is defined in the County safe operating procedures for dinghy sailing. The qualifications and responsibilities of senior instructors are defined in the activity-specific operating procedures.

Group Instructors

The term "group instructor" is used to refer to the person supervising and responsible for the safety of an individual activity group. The responsibilities of group instructors are detailed in the activity-specific operating procedures.

Responsibilities common to all staff

All staff, employees and volunteers, have a responsibility for the safety of those they supervise in adventure activities, and also for their own safety and that of their colleagues. These common responsibilities include:

- Always have regard to their own and others safety while at work
- Be familiar with and abide by the safe operating procedures for the activities they lead or instruct
- Abide by all safety instructions from their line manager
- Report all safety concerns (including formal incident/near miss/defect reporting).

Risk Assessment and Operating Procedures - Dinghy Sailing

All dinghy sailing is supervised by County-validated instructors who hold RYA Instructor qualifications. Dinghy Sailing is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> Participants wear a correctly fitted buoyancy aid at all times Buoyancy aids are subject to an annual inspection and a visual check prior to every use. Dinghies are subject to an annual maintenance schedule, and are visually checked prior to each use. Dinghies are of an appropriate type for the activity and the participants. Participants are briefed on capsize procedure. Sessions are managed as per the procedures below. Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, craft collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> Participants are briefed as per procedures below. Instructors ensure that all participants wear appropriate clothing and footwear. Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none"> Instructors remind participants that open cuts, grazes or wounds are suitably covered. Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of senior instructors in charge of dinghy sailing:

The senior instructor (or County group instructor) in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with Suffolk County Council’s minimum standards for dinghy sailing, see instructor matrix.
- All instructors involved in the session must be briefed and understand their responsibilities.

Equipment

- Dinghies must be visually checked before the session to ensure that
 - they are suitable and appropriately rigged and equipped for the intended activity and weather conditions
 - they are in adequate condition.
 - they have adequate and secure buoyancy.
 - they are appropriate for the size of the participant(s).
 - they have the appropriate equipment on board.
- The instructor must determine the numbers (if any) and type of safety craft required for the safe operation of the session.
- Powered safety craft must be operated in accordance with the Safety Boat Operating procedures.

- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre. (At Alton Water the instructor must report to the office and at other centres check the centre notice board).
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items.
 - Safe methods of moving within a dinghy to avoid injury
 - Safe methods of manoeuvring a dinghy to avoid injury
 - Safe manual handling of dinghies
 - Capsize and person over-board procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined sailing area.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared medical special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the local centre emergency planning procedures.
- If the group intends to operate outside the normal sailing area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult sailor present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports Manager.

Risk Assessment and Operating Procedures – Canoeing and Kayaking

All kayaking and canoeing is supervised by County-validated instructors who hold an appropriate BCU Coach award. Kayaking and canoeing are conducted in accordance with the operating procedures listed below, drawn up in consultation with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsizes or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Kayaks and canoes are of an appropriate size and type for participants. • Kayaks and canoes are subject to an annual maintenance schedule, and are visually checked prior to each use. • Participants are given a full safety briefing, including the capsizes procedure. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Collisions with fishermen, swimmers, other craft and other water users	<ul style="list-style-type: none"> • Operations of other users are identified and assessed. If additional risks are identified, the session is modified accordingly.
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that all open cuts, grazes or wounds are suitably covered. • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of canoeing and kayaking

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with Suffolk County Council's minimum standards for kayaking and canoeing, see instructor qualification matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.

Equipment

- Kayaks and canoes must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate and secure buoyancy
 - they are appropriately sized for participants.
 - essential fittings are present, in good condition and adjusted properly.
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, adjusted correctly and properly fastened.
- Participants must be appropriately clothed for the intended activity and weather conditions.

- Participants must be reminded that any open cuts must be covered with a waterproof plaster, and to speak to the instructor if further advice is required.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre. (At Alton Water the instructor must report to the office and at other centres check the centre notice board).
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items
 - Safe use of paddles to avoid head injury.
 - Safe manual handling of kayaks or canoes.
 - Capsize procedure.
 - Care on slippery surfaces.
 - Importance of staying together.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Emergency equipment carried must include the following items:
 - an appropriately stocked, checked emergency aid kit.
 - a survival bag.
 - a towing system
- In addition, for sessions where the group may be paddling away from the local water sports area.
 - appropriate spare clothing
 - spare food and drink
 - a spare paddle.
- For sessions involving grade II water or above a throw line must also be carried and distress flares must be carried with any group paddling at sea. For grade II water or surf the group instructor must also carry a knife, which should be blunt-ended and concealed when not in use.
- Instructors must be familiar with the centre's emergency procedures.
- If the group intends to operate outside the local water sports area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult paddler present. The responsible person must be briefed as to what action should be taken in the event of an emergency or in the event that the group leader does not report in within an agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book or defects log.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports/ Thorpe Woodlands Manager.

Risk Assessment and Operating Procedures – Windsurfing (not updated for 2010)

All windsurfing is supervised by County-validated instructors who hold RYA Instructor qualifications. Windsurfing is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsizes or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Windsurf boards and rigs are subject to an annual maintenance schedule, and are visually checked prior to each use. • Windsurf boards and rigs are the correct size and type for the activity and the participant. • Participants are briefed on entrapment and self-rescue procedures. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with declared special needs or medical conditions that place them at additional risk.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases	<ul style="list-style-type: none"> • Instructors remind participants that open cuts, grazes or wounds are suitably covered • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of windsurfing

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with Suffolk County Council’s minimum standards for Windsurfing, see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.

Equipment

- Windsurf boards, rigs and safety craft must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they are appropriate for the size of the participant.
 - they have the appropriate equipment on board.
- Participants’ buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must have appropriate clothing and footwear for the intended activity and weather conditions.

- Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required.
- Instructors must use a powerboat as their teaching base, or available at their teaching base for immediate safety cover.
- Instructors must have a safety pack at their teaching base, a knife and whistle on their person, and a radio on their person that is checked before going afloat.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre. (At Alton Water the instructor must report to the office and at other centres check the centre notice board).
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items:
 - Safe methods of manoeuvring a windsurf board to avoid injury
 - Safe manual handling of windsurf boards and rigs.
 - Safe methods of securing the rig and board ashore.
 - Entrapment and self rescue procedures
 - Care on slippery surfaces
 - Importance of staying together and within the defined sailing area.
 - Importance of responsible behaviour and listening to instructions
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from the activity or suspend the activity if an individual or the group is a danger to themselves or others through indiscipline.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the Alton Water emergency planning procedures.
- Windsurfing may not take place beyond the centre's local water sports area. If the group intends to operate in an area not directly overseen by water-watch, details of the area to be used must be left with the centre office.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports Manager.

Risk Assessment and Operating Procedures – Safety Boats

All safety boat drivers are over 18 and hold, as a minimum, the RYA Level 2 Powerboat Award. Safety boat driving is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity.

Risk	Control Measure
Drowning, following capsize or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids and life jackets are subject to an annual inspection and a visual check prior to every use. • Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use. • Powerboats are equipped with the appropriate equipment for the activity. • Powerboats are operated as per the procedures below. • Kill cords are used whenever the boat is in use.
Fire	<ul style="list-style-type: none"> • Safety boat crews are not allowed to smoke in or near the craft or where fuel is stored.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Engines are turned off when dealing with a fouled propeller, or a person in the water. • Safety boat crews wear the appropriate clothing and footwear. • Powerboats are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Safety boat crews ensure that they are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none"> • Safety boat crews ensure open cuts, grazes or wounds are suitably covered.

Responsibilities of group instructors in charge of safety boats

The group instructor in charge of the activity session is responsible for ensuring that the procedures below are followed in respect of any safety boats assisting with the session

Staffing

- All boats must be manned with the appropriately qualified personnel (see instructor matrix).
- There must be an appropriate number of manned safety boats for the intended activity and the weather conditions.

Equipment

- Safety boats must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate fuel for the activity session
 - they have adequate and secure buoyancy
 - essential fittings are present, in good condition and adjusted properly.
 - they are appropriately equipped for the activity, the following are the minimum that should be on board;
 - Spare Kill Cord.
 - Adequate fuel (including sufficient to cover emergencies)
 - Alternative means of propulsion.
 - Knife and par buckle (or similar).
 - First Aid Kit

- Radio
 - Appropriate flares dependant on working areas (open sea only)
 - Basic toolkit (not required at Alton Water)
- Safety boat crews must wear buoyancy aids or life jackets that are the appropriate size, in good condition, correctly adjusted and properly fastened.
 - Safety boat drivers must wear a kill cord at all times, attached to their buoyancy aid or around their leg (not required in the Cheverton launch).
 - Safety boat crews must be appropriately clothed for the intended activity and weather conditions.
 - Any open cuts must be covered with a waterproof plaster.

Conduct of the session

- The group instructor must brief safety boat drivers before going afloat on any safety information for the day.
- The group instructor must confirm the communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The displayed carrying capacity of the craft must not be exceeded.

Refuelling

- All safety boat Driver's tasked with purchasing fuel must comply with the RYA guidance on the carriage and storage of Fuel. – (see following pages).

Emergency Planning

- Safety Boat Crews must be familiar with the local centre emergency procedures.
- If the group intends to operate outside the normal sailing area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult helm present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports Ma



CARRIAGE AND STORAGE OF PETROL

TRANSPORTING PETROLEUM SPIRIT IN PORTABLE CONTAINERS: USING A VEHICLE TO PURCHASE PETROL FOR YOUR BOAT, CLUB OR SAILING SCHOOL:

Current Regulations allow you to purchase petrol from a filling station in portable containers and to transport it in a vehicle providing:-

You are taking the fuel directly for use in your Boat, Club or Sailing School.

The petrol filling station permits this level of purchase at any one time. Petroleum Licenses and Oil Companies sometimes specify single purchase maximum quantities.

A combination of one or more of the following "suitable" containers is used for the purchase:-

Plastic containers must be "suitable", made of special strong plastic and of no more than 5 litres capacity. They must be indelibly marked with the words "Petroleum Spirit - Highly flammable". Metal containers must be "suitable", have a secure lid with a washer seal to prevent leaks or evaporation (e.g. jerry cans). They may be filled with petrol on a petrol station forecourt provided their capacity does not exceed 23 litres (5 gallons). These containers must also be indelibly marked with the words "Petroleum spirit - Highly flammable". Built in petrol tanks whether plastic or metal must be "suitable" and may be filled on a petrol station forecourt. Portable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable).

TRANSPORTING PETROL IN A CAR:

The amount of petrol that can be transported in a car (but not kept in a car) should be limited to a combination of the following amounts and containers:-

- 2x10 litres metal – suitable approved type only.
- 2X5 litres plastic – suitable approved type only.
- 1XPortable petrol tank of suitable approved type of up to a maximum capacity of 27 litres. (An existing type-approved portable petrol tank of up to 30 litres capacity is acceptable).

TRANSPORTING PETROL IN VAN OR TRAILER:

The amount of petrol that can be transported in a van or trailer must be limited to a maximum of 333 litres using any combination of the above suitable type-approved containers. For large purchases the following conditions should also apply:-

The vehicle must carry a 2kg suitable fire extinguisher. Such as a Dry powder or Foam extinguisher but not a water extinguisher

The driver needs to be given "general training" on how to respond in the event of an emergency during transit and how to use the fire extinguisher.

Please note – Before purchasing amounts in excess of 30 litres it is often advisable to contact your local Service Station to check their single purchase portable container limit and any other restrictions they may have. For example, for safety, they may ask you to try and avoid their busiest hours

STORAGE OF PETROLEUM SPIRIT:

In a vehicle – In addition to the normal amount in a vehicles fuel tank, Motor Vehicle Regulations currently allows up to 30 litres of petroleum spirit to be permanently stored in a vehicle or in its normal domestic garage. This storage must be in suitable containers as follows: - 2 x 10 litres in metal containers plus 2x 5 litres in plastic containers.

In a building - Up to 30 litres of petrol may be stored within domestic premises or an attached outbuilding, such as a garage, without local authority notification providing not more than two 10 litre metal containers and two 5 litre plastic containers are used.

You may store up to 275 litres (60 gallons) at your Club's petroleum storage facility and you are required to notify your local authority if all the suitable containers being used are more than 10 litres capacity.

Petroleum storage facilities should ideally be self contained and set at least 6 metres away from the Club House, other premises or public areas. If the storage facility is connected to the Club House then the connecting door should be self closing and fire resistant to comply with Building Regulations.

The 275 litre permissible allowance applies to each separate storage area, so it could be acceptable for your Club to have several storage areas each of less than 275 litres, provided that they are set at least 6 metres apart. In this case, your Club may not be required to notify the Local Authority providing the suitable containers being used all have a capacity of 10 litres or less

In your boat - Current storage regulations also allows outboard portable petrol tanks to be stored in a boat provided they are properly connected to the engine.

In addition the following applies to additional petrol containers stored on your boat:-

"Not more than two plastic containers (2x5 litre) of petroleum spirit may be kept in or on any motor vehicle, *motor boat* or hovercraft or in any aircraft" - Petroleum Spirit (Motor Vehicle) Regulations 1929

Note:-

- The definition of a *Motor Boat* includes any type of craft which has a petrol engine aboard

- If in doubt, you should check your Boat Insurance policy for any petrol storage limits which may be less than specified above.

These notes, are for guidance only and were compiled with the kind assistance of the Devon County Council Trading Standards Service and from the relevant sections within the following Regulations:-

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2007

Petroleum Consolidation Act 1928

Petroleum Spirit (Motor Vehicle) Regulations 1929

Petroleum Spirit (Plastic containers) Regulations 1982

Dangerous Substances and Explosive Atmospheres Regulations

CONTACTS:

If you have any concerns about the safety of your Club's petroleum spirit storage facility, we recommend you consult with your local Petroleum Licensing authority for advice on the suitability and safety of your present arrangements. www.rya.org.uk © Royal Yachting Association Updated:21 October 2009

The Department for Transport can be contacted for advice on transportation of fuel at www.dft.gsi.gov.uk or email dangerousgoods@dft.gsi.gov.uk

If you have any queries, questions or comments on the information contained in this leaflet, kindly contact the Legal Department on 0845 3450373 or legal@rya.org.uk.

Disclaimer:

The RYA Legal Department provides generic legal advice for its members, affiliated clubs and RTCs. This leaflet represents the RYA's interpretation of the law. It takes all reasonable care to ensure that the information contained in this leaflet is accurate. The RYA cannot accept responsibility for any errors or omissions contained in this leaflet, or for any loss caused or sustained by any person relying on it. Before taking any specific action based on the advice in this leaflet, members are advised to check the up to date position and take appropriate professional advice.

Risk Assessment and Operating Procedures - Power Boat Training

All powerboat training is supervised by County-validated instructors who hold the appropriate RYA Instructor Award. Training is conducted in accordance with the operating procedures listed below, agreed with the technical adviser for the activity. Powerboat training is not offered to young people under 8 years old. No person under 12 years old may helm a power boat other than with twin kill cords in use.

Risk	Control Measure
Drowning, following capsizing or entrapment	<ul style="list-style-type: none"> • Participants wear a correctly fitted buoyancy aid at all times • Buoyancy aids are subject to an annual inspection and a visual check prior to every use. • Powerboats are subject to an annual maintenance schedule, and are visually checked prior to each use. • Powerboats are equipped with the appropriate equipment for the activity. • Participants are briefed on man overboard and capsizing procedure. • Kill cords are used whenever the boat is in use. • Sessions are conducted as per the procedures below. • Appropriate supervision is provided for participants with special needs or medical conditions that place them at additional risk.
Fire	<ul style="list-style-type: none"> • Participants are not allowed to smoke in or near safety craft or where fuel is stored.
Physical injuries resulting from equipment misuse, collisions, manual handling, slips trips or falls	<ul style="list-style-type: none"> • Participants are briefed as per procedures below. • Instructors ensure that all participants wear appropriate clothing and footwear. • Sessions are managed in ways that reduce these risks
Hyperthermia, hypothermia, sunburn.	<ul style="list-style-type: none"> • Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Water related diseases.	<ul style="list-style-type: none"> • Instructors remind participants that open cuts, grazes or wounds are suitably covered • Participants are given the Water Sports Health Fact Sheet before their first session.

Responsibilities of group instructors in charge of powerboat training

The group instructor in charge of the session is responsible for ensuring that the procedures below are followed.

Staffing

- Staffing and staff-student ratios must be in accordance with Suffolk County Council's minimum standards for Powerboat Training, see instructor matrix.
- Any additional instructors involved in the session must be briefed and understand their responsibilities.

Equipment

- Powerboats must be visually checked before the session to ensure that
 - they are suitable for the intended activity and weather conditions
 - they are in adequate condition
 - they have adequate fuel for the activity session
 - they have adequate and secure buoyancy
 - essential fittings are present, in good condition and adjusted properly.
 - they are appropriately equipped for the activity, the following are the minimum that should be on board;
 - Spare Kill Cord.
 - Adequate fuel (including sufficient to cover emergencies).
 - Alternative means of propulsion.
 - Knife and par buckle (or similar).

- First Aid Kit
 - Radio
 - Appropriate flares dependant on working areas (open sea only)
 - Basic toolkit (not required at Alton Water)
- Participants' buoyancy aids or lifejackets must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
 - Drivers must wear a kill cord at all times, attached to their buoyancy aid or around their leg (not required in the Cheverton launch). No person under 12 years old may helm a power boat other than with a competent adult on board and twin kill cords in use.
 - Participants must have appropriate clothing and footwear for the intended activity and weather conditions.
 - Participants must be reminded that any open cuts should be covered with a waterproof plaster, and to speak to the instructor if further advice is required

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre. (At Alton Water the instructor must report to the office and at other centres check the centre notice board).
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items.
 - Safe methods of manoeuvring a powerboat to avoid injury.
 - Safe manual handling of powerboats.
 - Capsize and person over-board procedures.
 - Care on slippery surfaces
 - Care on board.
 - The importance of communicating to the crew when driving.
 - The appropriate action to take when in close proximity to other water users.
 - The working area or the intended passage plan.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the supervision of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the local centre emergency procedures.
- If the group intends to operate outside the local water sports area a full voyage plan, with timings, group information, craft type and description, must be left ashore with a responsible person. A responsible person must also be informed if a group is going afloat with no second instructor or competent adult helm present. The responsible person must be fully briefed in what action should be taken in the event of an emergency or in the event that the group leader does not report in within the agreed time limit.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.

- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports Manager.

Risk Assessment and Operating Procedures – Improvised Rafting

All rafting activities are supervised by either a BCU Coach or RYA Dinghy Instructor who has undertaken additional site-specific training in this activity. Rafting activities are conducted in accordance with the operating procedures listed below, agreed with the technical adviser.

Risk.	Control Measure
Drowning	<ul style="list-style-type: none"> Participants wear a correctly fitted buoyancy aid at all times. Buoyancy aids are subject to an annual inspection and a visual check prior to every use. All raft building equipment is subject to an annual maintenance schedule, and is visually checked prior to each use. Participants are briefed on safety hazards. Sessions are conducted as per the procedures below. Appropriate supervision is provided for participants with special needs or medical conditions that place them at additional risk.
Severe weather/ Hypothermia	<ul style="list-style-type: none"> Instructors ensure that participants are appropriately dressed for the weather conditions, and adapt the activity as conditions dictate.
Head injuries	<ul style="list-style-type: none"> All participants are briefed on how to use a paddle in a safe manner. Instructor modify rafts that look particularly unstable in order to prevent 'flipping'.
Water related diseases	<ul style="list-style-type: none"> Instructors remind participants that all open cuts, grazes or wounds are suitably covered. Participants are given the Water Sports Health Fact Sheet before their first session.
Physical injuries resulting from equipment misuse manual handling, slips, trips and falls	<ul style="list-style-type: none"> Participants are briefed as per the procedures below. Instructors ensure that all participants wear appropriate clothing and footwear. Sessions are managed in ways that reduce these risks.
Collisions with other craft and water users.	<ul style="list-style-type: none"> Operations of other water users on site are identified and assessed and the rafting activity modified if necessary. Liaison with other users takes place as required to reduce any conflict and risks.
Manual Handling	<ul style="list-style-type: none"> Participants are supervised when lifting poles, barrels and the raft itself. Sufficient people are involved to share the load when moving rafts. Coaching is given in safe lifting techniques.

Responsibilities of group instructors in charge of improvised rafting:

Staffing

- Staffing must be in accordance with Suffolk County Councils minimum standards for improvised rafting (See Instructor Matrix).
- All instructors involved in the session must be briefed and understand their responsibilities.

Equipment

- All raft building equipment must be visually checked before the session to ensure that it is suitable and in adequate condition
- Participants' buoyancy aids must be checked to ensure that they are the appropriate size, in good condition, correctly adjusted and properly fastened.
- Participants must be appropriately clothed for the intended activity and weather conditions.
- The wearing of helmets by participants is at the instructor's discretion, taking into account that tighter group control and closer inspection of the raft before going afloat may be necessary if helmets are not worn to prevent head injuries caused by the misuse of paddles or flipping/collapsing of the raft.
- Participants must be reminded that any open cuts must be covered with a waterproof plaster, and to speak to the instructor if further advice is required.

- All instructors running a rafting session must have either a canoe or a powered safety boat, dependant upon their qualifications, available to them during the whole session. They must also carry a knife which should be blunt-ended and concealed when not in use. A first aid kit must be available. Where rafting is supervised from the bank a reaching pole and/or life-ring or throw line may also be provided, at the instructor's discretion.

Conduct of the session

- Before going afloat, the instructor must obtain a weather forecast for the duration of the session and check any other safety information posted at the centre.
- The instructor must assess whether the activities of other water users pose a risk to the group undertaking rafting, liaise with other water users as appropriate, and modify or curtail the raft building activity if necessary.
- A complete register must be taken at the start and end of the session, including all instructors and participants. This must be left at the Centre together with the emergency contact information for all participants. Regular head counts must be made during the activity.
- A safety briefing must be given before going onto the water, and during the session as required. The instructor must decide at which point to include the following items
 - Safe use of paddles to avoid head injury.
 - Safe manual handling of rafts and equipment.
 - Capsize and person-overboard procedures.
 - Care on slippery surfaces and when moving around raft-building equipment
 - Importance of staying together.
 - Importance of responsible behaviour and listening to instructions.
 - The communication methods in an emergency including whistles, calls and hand signals as appropriate.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must inspect and modify rafts if necessary before going afloat to reduce the possibility of unstable rafts "flipping".
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- The instructor must carefully supervise all manual handling of heavy or awkward equipment, particularly when moving the assembled raft to and from the water, to ensure that this is done safely and with sufficient group members sharing the load.
- If participants have declared special needs or medical conditions that place them at additional risk the instructor must ensure that appropriate supervision is provided.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the safety of all participants until they are handed back to the visiting group leader or parent at the end of the session. A final head count must take place at this point.

Emergency Planning

- Instructors must be familiar with the centre's emergency procedures.
- Rafting may only take place within the local water sports area.

Reporting

- All incidents, accidents, near misses, and hazards must be reported using the appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session should be reviewed. Any concerns relevant to the safe operation of the centre must be communicated to the Water Sports Manager.

Risk Assessment and Operating Procedures – Initiative Challenges

All initiative challenge activities are conducted in accordance with the operating procedures listed below, by staff who have been trained in the safe supervision of these activities.

Risk.	Control Measure
Falling from height	<ul style="list-style-type: none"> • Risks identified with participants during initial activity briefings. • Safe spotting whenever participants are being carried, lifted or moving across cables, ropes etc. • Helmets to be worn by participants where there is a greater risk to participants (the wall, zip wire and trust trail) • Centre Manager to ensure equipment and safety surfaces maintained in accordance with activities maintenance schedule. • All platforms and equipment to be checked by instructor at the start of each activity session. • Stepladders to be 'footed' during activity set-up.
Manual handling	<ul style="list-style-type: none"> • Risks identified with participants during initial activity briefings. • Equipment boxes must be carried by at least 2 people. • The instructor must ensure safe manual handling when participants are lifting or carrying each other.
Slips, trips and falls	<ul style="list-style-type: none"> • Area surrounding activity is checked by instructor before the start of the activity. • Risks identified with participants during initial activity briefings (uneven ground, mole hills, wet surfaces, tree roots etc). • Sessions are managed in ways that reduce these risks.

Responsibilities of the group instructor in charge of the activity

Staffing

- Staffing in accordance with Suffolk County Councils minimum standards for initiative challenges. See Instructor Matrix.
- Ratio 1:10 maximum

Equipment

- Most of the initiative challenges require some setting-up. All the required equipment can be found in the activity boxes.
- All activity equipment must be visually checked at the start of the session.
- Ensure that participants are dressed appropriately for the activity and prevailing weather conditions.

Conduct of Session

- A safety briefing will be given to participants at the beginning of each activity session, which will highlight specific hazards.
- It is the responsibility of the instructor to ensure that sessions are run in accordance with Suffolk County Council guidelines.
- The programme of activity must be appropriate to the needs and abilities of the group and modified in response to changing weather conditions or deteriorating morale.
- The instructor must maintain control of the group so that he or she can quickly reach any group member in difficulty.
- The instructor must either remove an individual from an activity, or suspend the activity, if the behaviour of an individual or group is such as to create a danger to themselves or others.
- Instructors remain responsible for the safety of all participants until they are handed back to the visiting group leader or parent at the end of the session

Emergency Planning

- Instructors are familiar with the local emergency procedures.

Reporting

- All incidents, accidents, near misses and hazards must be reported using appropriate form.
- Defects and damages must be reported using the fault book.
- Any safety concerns arising from the session must be reviewed. Any concerns relevant to the safe operation of the Centre must be communicated to the Water Sports Manager.

Risk Assessment and Operating Procedures – Craft Maintenance

Risk	Control Measure
The use of the hand held tools poses a variety of risks including cuts and abrasions or puncture wounds	<ul style="list-style-type: none"> All tools must be used and maintained in accordance with the responsibilities listed below. First aid kits are regularly checked and easily assessable.
The use of electric tools poses additional risks including noise, hand-arm vibration syndrome, injuries from flying objects, cuts to hands and legs and electric shock.	<ul style="list-style-type: none"> All tools must be used and maintained in accordance with the responsibilities listed below First aid kits are regularly checked and easily assessable.
Injuries related to chemicals used in conjunction with power / hand tools	<ul style="list-style-type: none"> All Staff and volunteers using chemicals must be familiar with and abide by all of the COSHH guidelines provided.
Fire	<ul style="list-style-type: none"> All maintenance must be carried out in accordance with the responsibilities listed below. Suffolk County Council to carry out annual safety audits
Slips, trips and falls	<ul style="list-style-type: none"> All maintenance must be carried out in accordance with the responsibilities listed below.
Manual handling	<ul style="list-style-type: none"> All staff and volunteers to be inducted through the manual handling guidelines.
Lone working	<ul style="list-style-type: none"> All lone working must be carried out in accordance with the responsibilities listed below.

Responsibilities of the Manager – (may be delegated to the Bosun)

- Only authorised staff or volunteers are permitted in the workshop.
- All equipment must be maintained in good condition.
- All chemicals to be stored and locked in the metal chemical cupboard, and all volunteers must be familiar with and abide by all of the COSHH guidelines.
- Cutting tools must be kept sharp.
- All tools must be stored safely when not in use.
- Portable electrical appliances must be disconnected from the power supply when any repairs or modifications to them are being undertaken.
- All portable electrical equipment must be examined for damage to the unit housing, the cabling and the socket outlet, and have an in date PAT test sticker, before it is used.
- All exits to be unlocked on entering the workshop
- Fire extinguishers are regularly checked
- Workshop to be kept tidy and bins to be emptied on a regular basis.
- Centre manager has agreed a system for providing emergency cover with any individual who is undertaking lone working, before any work takes place.

Responsibilities of staff and volunteers carrying out maintenance tasks

- No person may use any equipment unless previously instructed in its safe use by the centre Bosun.
- Safety glasses must be worn when operating cutting or splitting tools and where required protective gloves must also be worn when there is a risk of injury to the hands.
- Where a defect in a tool poses a risk to safety then it must be removed from use immediately and reported to the Bosun.
- All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in an extension.
- Ear defenders must be worn when operating noisy hand held electrical tools.
- Hand held tools must not be used for extended periods of time. Any whitening or blanching of the fingers must be reported to the water sports manager immediately.
- GRP work to be carryout out on accordance with the COSHH guidance and in a well ventilated area
- All personnel are to be vigilant in identifying any sources of ignition and remove the source; this should then be reported to the Bosun and / or the centre manager.
- Any spillages must be cleared up at the time of spillage and wet floor sign erected as necessary.
- Any waste products from jobs conducted must be cleared away at the end of the job.
- Fully enclosed footwear must be worn at all times.
- Any lone working must be agreed by the centre manager including adequate emergency cover.
- When lone working the person providing emergency cover must be informed before any work takes place and when the job is complete and / or when the centre is vacated.

Refuelling

- All safety boat Driver's tasked with purchasing fuel must comply with the RYA guidance on the carriage and storage of Fuel. (detailed in the Safety boat SOP)

Centre Specific Procedures

Emergency Procedures

Emergency procedures and contact arrangements for each centre are given on the following pages. These pages must be issued on a laminated card to each group instructor working at the centre.

The contacts listed will be able to offer support in the event of an emergency. One of the emergency contacts must be alerted in the event of life threatening injuries, or likely media interest. Contact should be made at the earliest opportunity, responsibility to the casualty permitting.

Local Water Sports Areas for each Centre

Alton Water:	Alton Water Reservoir within the sailing limits as posted in the centre.
Deben:	The River Deben from Wilford Bridge to Methersgate
Neptune:	The River Orwell from Orwell Bridge to Levington Marina
Oulton Broad:	Oulton Broad from the point where Fisherman Row meets North Bay to the lock next to the Wherry Hotel

Safety Matters Specific to Alton Water

Group Instructor must check the following with the Centre Duty Manager before a session commences;

- The water is open for use.
- Which areas are permitted for the intended activity.
- Whether water watch is in operation and the level of safety provision provided by the centre on the day.
- If any of the SWSA / SCC equipment is unavailable for use.
- All group leaders must carry a Centre radio.

N.B.

Overall safety cover at Alton Water is the responsibility of the Alton Water Centre. Full-time water watch may, however, not always be in operation during SWSA sessions. The Centre duty manager will determine whether the water is open for training and group use and the appropriate water watch regime for the day. Provided the water is open, the group instructor must then decide whether to commence with a session taking account of the level of centre safety cover and the availability of support craft for the group's own use.

Group instructors have access to any SWSA equipment. If the centre requests assistance with safety cover on the water Group Instructors should offer assistance provided it does not put their group, themselves or other instructors at risk.

EMERGENCY CHECK LIST

Safeguard yourself, the group and the casualty(s) from further danger



Examine the casualty(s) and give emergency aid



If the casualty needs medical help.....



Phone 999 for ambulance

send relevant medical details with the casualty



Alert centre emergency contact

see overleaf



Alert parents

the emergency contact or visiting leader may do this



Look after the rest of the group

until transferred to their visiting leader or parents

SWSA at Alton Water Sports Centre

Emergency Contact Numbers 2010:

Stuart Harrington-Rutterford

01394 388682

07725 150866

Gavin Ravenscroft

07954 003123

01394 276255

Richard Coker

01473 264650

07734 360882

Martin Hore

01473 264706

01473 221575

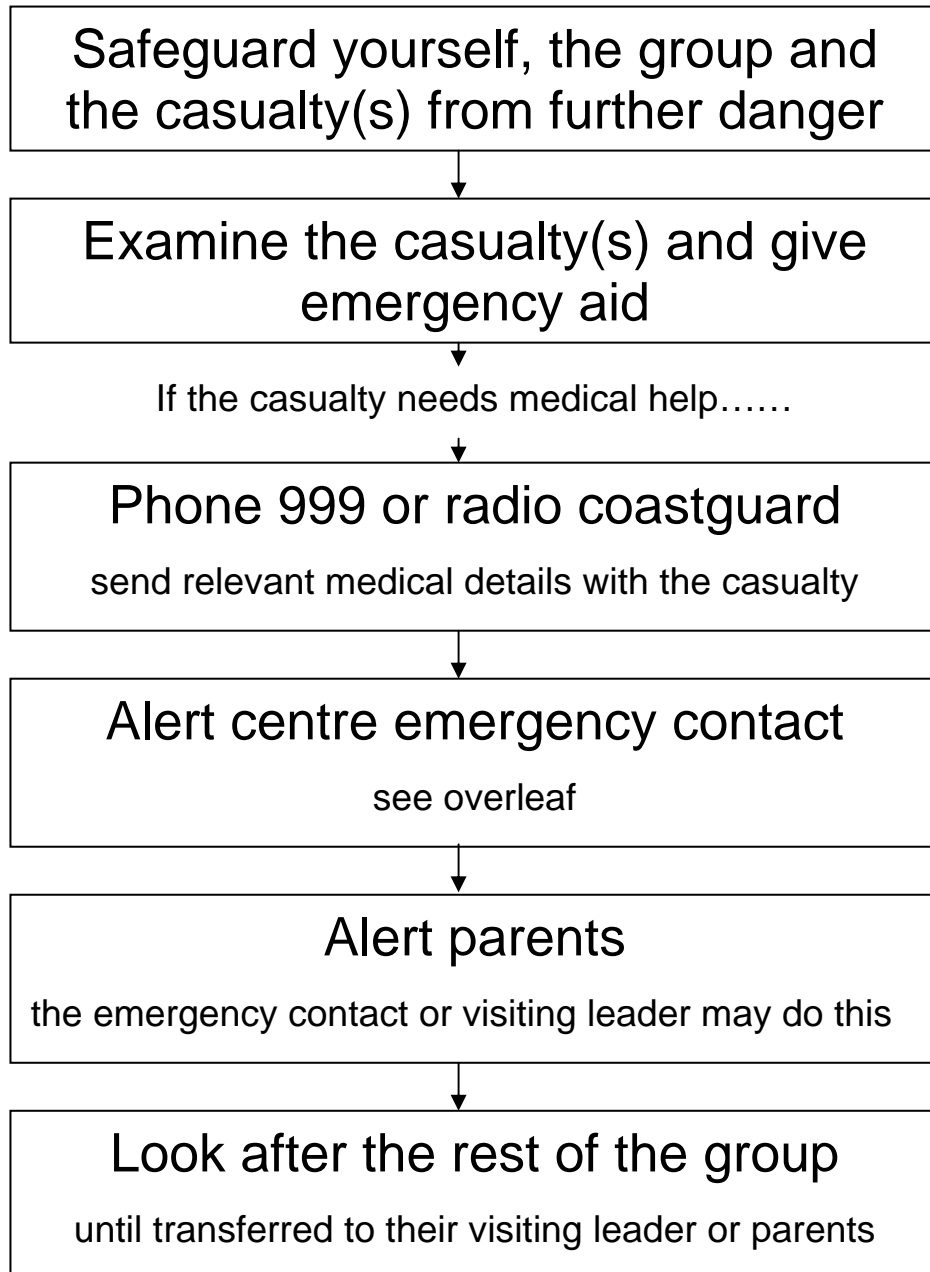
07732 269064

Telephone location:

Centre Office.

All group instructors also carry a radio for direct contact with the centre office.

EMERGENCY CHECK LIST



Deben Water Sports Centre

Emergency Contact Numbers 2010:

Stuart Harrington-Rutterford

01394 388682

07725 150866

Gavin Ravenscroft

07954 003123

01394 276255

Richard Coker

01473 264650

07734 360882

Martin Hore

01473 264706

01473 221575

07732 269064

Telephone locations:

Landline phones at Deben Yacht Club and Woodbridge Youth Centre.

Public Phone at Woodbridge Station.
All group instructors must also carry a VHF radio.

EMERGENCY CHECK LIST

Safeguard yourself, the group and the casualty(s) from further danger



Examine the casualty(s) and give emergency aid



If the casualty needs medical help.....



Phone 999 or radio coastguard
send relevant medical details with the casualty



Alert centre emergency contact
see overleaf



Alert parents
the emergency contact or visiting leader may do this



Look after the rest of the group
until transferred to their visiting leader or parents

Neptune Water Sports Centre

Emergency Contact Numbers - 2010:

Stuart Harrington-Rutterford

01394 388682

07725 150866

Gavin Ravenscroft

07954 003123

01394 276255

Richard Coker

01473 264650

07734 360882

Martin Hore

01473 264706

01473 221575

07732 269064

Telephone locations:

In emergency ask to use MDL Marina office telephone (open 24 hours).
Group instructor must carry VHF radio.

EMERGENCY CHECK LIST

Safeguard yourself, the group and the casualty(s) from further danger



Examine the casualty(s) and give emergency aid



If the casualty needs medical help.....



Phone 999 for ambulance

send relevant medical details with the casualty



Alert centre emergency contact

see overleaf



Alert parents

the emergency contact or visiting leader may do this



Look after the rest of the group

until transferred to their visiting leader or parents

Oulton Broad Water Sports Centre

Emergency Contact Numbers 2010:

Water Sports Centre 01502 587163

Richard Thomas 07989 304970

Clive Purvis 07860 365816

Richard Coker 01473 264650
 07734 360882

Martin Hore 01473 264706
 01473 221575
 07732 269064

Telephone location:

Phone at centre is located under stairs in cupboard (break glass for key)

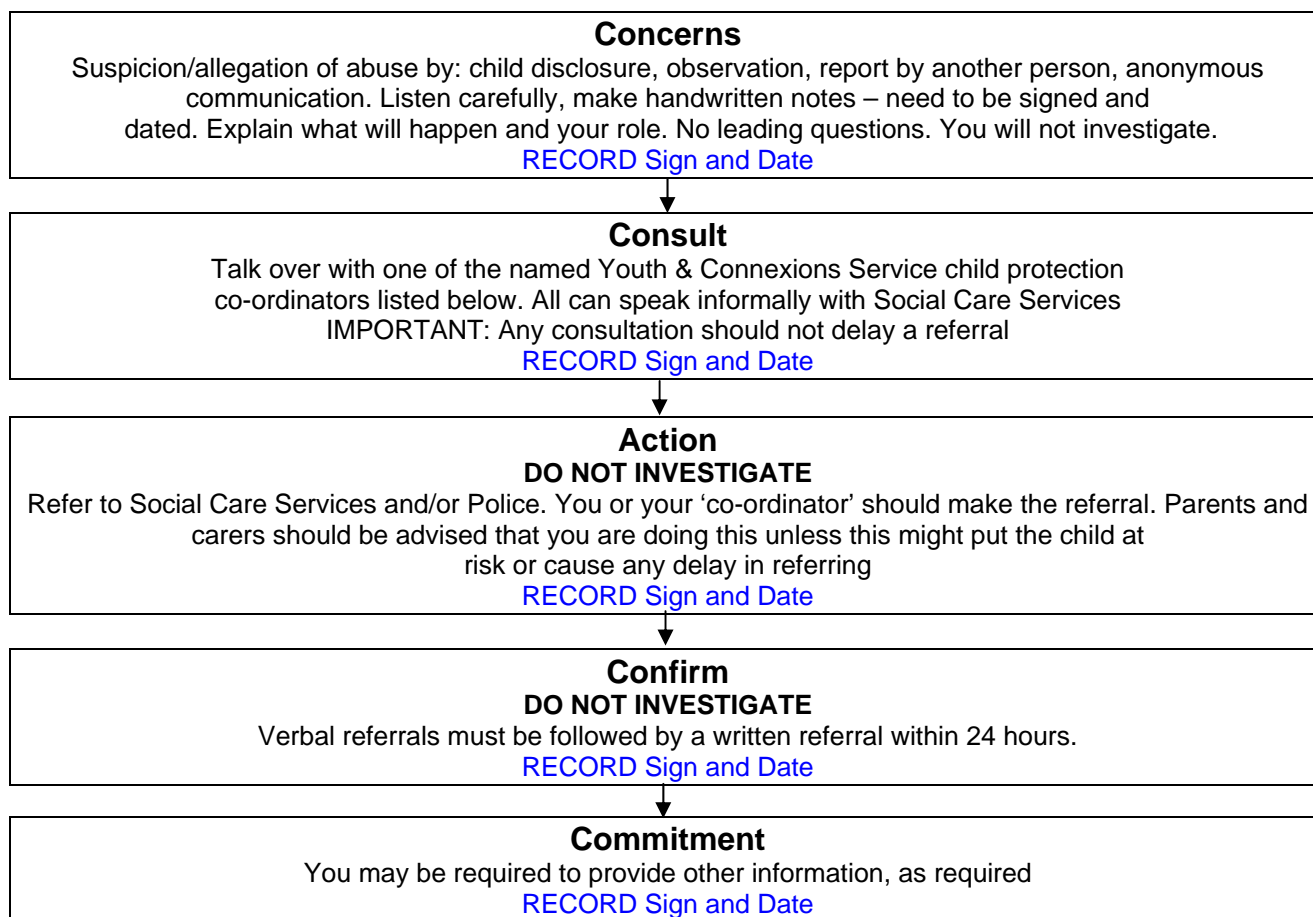
SAFEGUARDING

The Youth & Connexions Service is committed to safeguarding and promoting the welfare of children and young people. All management and senior instructors are expected to ensure that safeguarding issues are addressed in accordance with the guidance issued by the Suffolk Safeguarding Children Board.

All staff and volunteers must report any suspicion or allegation of child abuse to the senior instructor in charge of that session or the Water Sports Manager.

IF ARE YOU CONCERNED ABOUT A YOUNG PERSON?

A general principle for referral is outlined in this flowchart



Suffolk Youth & Connexions named contacts:

North	Patsy Little	01502 525940	07733 474675
North	Jan Smith	01502 508680	07736 007621
West	Sue Barker	01284 768493	07753 823621
West	Julie Coffield	01284 774580	07733 475015
South	Mark Barnasiuk	01473 583164	07733 465067
South	Delyth Miles	01473 583750	07764 894461
HQ	Gerry Bathe	01473 260170	07764 894457

Suffolk Police Telephone Numbers:

Main Switchboard	01473 613500
Bury St Edmunds	01284 774006
Ipswich	01473 272841
Lowestoft	01986 835006

Social Care Telephone Numbers:

Customer First No: 08456 023023. After 5.20pm and at weekends: 01473 299669

WHISTLE- BLOWING

If you have concerns about a colleague's or volunteer's actions in engaging with young people, guidance can be found in the Youth & Connexions safeguarding statement and protocols, available from the Youth & Connexions named contacts, listed above.

Instructor Qualification Matrix – Water Sports - April 2010

The table on the following pages confirms the minimum instructor qualifications required by Suffolk County Council for the supervision of water sports.

Key:

Main Activity, Sub-Activity and Venue:

These first three columns define the activity and venue to which the qualifications apply. Where there is more than one row for the same activity and venue, this indicates that there is more than one staffing regime permitted, as confirmed in the remaining columns.

Technical Adviser

This column confirms the qualification held by our technical adviser in this activity.

Senior Instructor

Where relevant, this confirms the minimum qualification held by the senior instructor in an activity who is present on site whenever the activity takes place. Where this column is omitted, an instructor holding the qualification stated in the group instructor column may supervise the activity without a senior instructor present on site.

Group Instructor

This column confirms the minimum qualification that must be held by the instructor taking charge the activity with one group. Except where remote supervision is specified, this instructor will accompany the group at all times.

Assistant Instructor

Where relevant, this column confirms the minimum qualification that must be held by those assisting the group instructor to supervise an activity. This is only included where the staff student ratio specifies that more than one instructor is required with each activity group.

Staff Student Ratio

This column confirms the maximum group size permitted with the instructor(s) specified in the previous columns. Note that managers and group instructors must determine an appropriate instructor to student ratio taking account of the conditions on the day and the experience and maturity of the group. Frequently a smaller group size will be appropriate.

Up to two unqualified accompanying adult leaders may participate on the water with their group without counting as students in the ratios, provided these persons are judged competent to participate without supervision. This judgement must be made by the senior instructor on site (where the matrix requires that a senior instructor is present) or by the group instructor (where no senior instructor on site is required). If there is any doubt about their competence, or the senior or group instructor judges that it is inappropriate to enlarge the group in this way, then unqualified accompanying group leaders must count as students in the ratios.

Qualifications

All qualifications are assessed national governing body awards, except where “in-house” is indicated. In this case, the qualification of the in-house assessor is stated. All leaders operating on behalf of Suffolk County Council must have their status validated in accordance with County procedures.

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Canoeing	Open Canoes	Thorpe Woodlands: restricted area in placid water conditions (confirmed by Senior Instructor on the day)	BCU Training Director	BCU Level 2 Coach Open approved by OEO or BCU Level 2 Coach Kayak + 2 Star Open approved by OEO	BCU Level 1 Coach Open (Old) or BCU Level 1 Coach Kayak (Old) + 2 Star Open	N/A	1:8 (6 boats max)
Canoeing	Open Canoes	Thorpe Woodlands: restricted area in placid water conditions	BCU Training Director	N/A	BCU Level 1 Coach (UKCC), signed off by technical adviser following additional training.	N/A	1:12 (8 boats max)
Canoeing	Open Canoes	Placid or Grade 1 inland water	BCU Training Director	N/A	BCU Level 2 Coach Open or BCU Level 2 Coach Kayak + 2 Star Open	N/A	1:12 (8 boats max)
Canoeing	Open Canoes	Sheltered tidal estuaries	BCU Training Director	N/A	BCU Level 2 Coach Open or BCU Level 2 Coach Kayak + 2 Star Open plus in either case in-house site specific induction by BCU Level 3 Coach	N/A	1:12 (8 boats max)

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Canoeing	Open Canoes	Placid or Grade 1 inland water or sheltered tidal estuaries (site specific with endorsement of technical adviser).	BCU Training Director	N/A	BCU Level 3 Coach Open (with endorsement of technical adviser).	BCU Level 1 Coach Open or Competent paddler assessed in-house by BCU Level 3 Coach Open	1:8 3 groups of 4 boats max. with one group instructor and two assistant instructors – each group to remain in sight of the group instructor.
Canoeing	Open Canoes	Grade 2 inland water and exposed inland tidal estuaries	BCU Training Director	N/A	BCU Level 3 Coach Sea or BCU Level 3 Coach Open Inland or BCU Level 3 Coach Kayak Inland + 2 Star Open	N/A	1:12 (8 boats max)
Canoeing	Open Canoes (remote supervision)	Placid or Grade 1 inland water	BCU Training Director	BCU Level 3 Coach open inland	BCU Level 2 Coach Inland (kayak or open)	N/A	1:8 3 groups of 4 boats max. with one senior and two group instructors - competence of each group to be assessed by the senior instructor.

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Canoeing	Kayaks	Thorpe Woodlands: restricted area in placid water conditions (confirmed by Senior Instructor on the day)	BCU Training Director	BCU Level 2 Coach (Kayak) approved by OEO	BCU Level 1 Coach Kayak (Old)	N/A	1:6
Canoeing	Kayaks	Thorpe Woodlands: restricted area in placid water conditions	BCU Training Director		BCU Level 1 Coach (UKCC), signed off by technical adviser following additional training.	N/A	1:8
Canoeing	Kayaks	Placid or Grade 1 inland water	BCU Training Director	N/A	BCU Level 2 Coach Kayak	N/A	1:8
Canoeing	Kayaks	Placid or Grade 1 inland water	BCU Training Director	N/A	BCU Level 2 Coach Kayak	BCU Level 1 Coach Kayak	2:12 (One group instructor and one assistant with 12 students max)
Canoeing	Kayaks	Sheltered tidal estuaries	BCU Training Director	N/A	BCU Level 2 Coach Kayak plus in-house site specific induction by BCU Level 3 Coach	N/A	1:8

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Canoeing	Kayaks	Placid or Grade 1 inland water or sheltered tidal estuaries (site specific with endorsement of technical adviser).	BCU Training Director	N/A	BCU Level 3 Coach Kayak (with endorsement of technical adviser)	BCU Level 1 Coach Kayak or Competent paddler assessed in-house by BCU Level 3 Coach Kayak	1:6 3 groups of 6 boats max. with one group instructor and two assistant instructors – each group to remain in sight of the group instructor.
Canoeing	Kayaks	Grade 2 inland water and exposed inland tidal estuaries	BCU Training Director	N/A	BCU Level 3 Coach sea or BCU Level 3 Coach kayak inland	N/A	1:8
Canoeing	Kayaks	Inshore sea, including moderate surf, and seaward sections of tidal estuaries	BCU Training Director	N/A	BCU Level 3 Coach sea or BCU Level 3 Coach surf or BCU Level 3 Coach inland kayak + 4Star sea	N/A	1:8
Canoeing	Mixed Craft	Venues as above	BCU Training Director	Must satisfy both Kayak and Open requirements stated above			Ratios and boats as stated above for Open.
Improvised Rafting		Thorpe Woodlands: restricted area in placid water conditions (confirmed by Senior Instructor on the day)	BCU Training Director	BCU Level 2 Coach Open approved by OEO or BCU Level 2 Coach Kayak approved by OEO	BCU Level 1 Coach Open or Kayak plus In-house activity-specific training by BCU Coach nominated by OEO	N/A	1:8 (not including non-participating observers)

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Improvised Rafting		Thorpe Woodlands: restricted area in placid water conditions (confirmed by Senior Instructor on the day)	BCU Training Director		BCU Level 1 Coach (UKCC), signed off by technical adviser following additional training. plus In-house activity-specific training by BCU Coach nominated by OEO	N/A	1:12 (not including non-participating observers)
Improvised Rafting		Placid or Grade 1 inland water or sheltered tidal estuaries	BCU Training Director	N/A	BCU Level 2 Coach Open or Kayak or RYA Dinghy Instructor plus in either case in-house site-specific training by BCU Coach nominated by OEO	N/A	1:12 (not including non-participating observers)
Dinghy Sailing	Crewed craft	Inland water	RYA Coach	RYA Dinghy Senior Instructor	RYA Dinghy Instructor	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:3 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio – more than one independent group permitted at the senior instructor's discretion).

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Dinghy Sailing	Crewed craft	Inland water	RYA Coach	RYA Dinghy Instructor plus in-house assessment by RYA Coach (formerly denoted "County group instructor")	RYA Dinghy Instructor	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:3 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio – only one sailing group permitted).
Dinghy Sailing	Crewed craft	Sheltered tidal estuaries	RYA Coach	RYA Dinghy Senior Instructor (tidal)	RYA Dinghy Instructor (tidal)	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:3 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio - more than one independent group permitted at the senior instructor's discretion).
Dinghy Sailing	Crewed craft	Sheltered tidal estuaries	RYA Coach	RYA Dinghy Instructor (tidal) plus in-house assessment by RYA Coach (formerly denoted "County group instructor")	RYA Dinghy Instructor (tidal)	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:3 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio – only one sailing group permitted).

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Dinghy Sailing	Single handed craft	Inland water	RYA Coach	RYA Dinghy Senior Instructor	RYA Dinghy Instructor	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:6 (1 senior or group instructor to 12 students with additional group or assistant instructors to establish a 1:6 overall ratio – more than one independent group permitted at the senior instructor’s discretion).
Dinghy Sailing	Single handed craft	Inland water	RYA Coach	RYA Dinghy Instructor plus in-house assessment by RYA Coach (formerly denoted “County group instructor”)	RYA Dinghy Instructor	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:6 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio – only one sailing group permitted).
Dinghy Sailing	Single handed craft	Sheltered tidal estuaries	RYA Coach	RYA Dinghy Senior Instructor (tidal)	RYA Dinghy Instructor (tidal)	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:6 (1 senior or group instructor to 12 students with additional group or assistant instructors to establish a 1:6 overall ratio - more than one independent group permitted at the senior instructor’s discretion).

Main Activity	Sub-Activity	Venue	Technical Adviser	Senior Instructor	Group Instructor	Assistant Instructor	Staff Student Ratio
Dinghy Sailing	Single handed craft	Sheltered tidal estuaries	RYA Coach	RYA Dinghy Instructor (Tidal) plus in-house assessment by RYA Coach (formerly denoted "County group instructor")	RYA Dinghy Instructor	RYA Assistant Instructor or RYA Level 2 / RYA Stage 3 Proficiency plus in house assessment by independent RYA Senior Instructor	1:6 (1 senior or group instructor to 6 students with additional group or assistant instructors to establish a 1:3 overall ratio - only one sailing group permitted).
Dinghy Sailing	Crewed or single handed craft	Inland water with groups where more than half the students are competent sailors	RYA Coach	RYA Dinghy Senior Instructor	RYA Dinghy Instructor	N/A	1:9
Dinghy Sailing	Crewed or single handed craft	Sheltered tidal estuaries water with groups where more than half the students are competent sailors	RYA Coach	RYA Dinghy Senior Instructor (tidal)	RYA Dinghy Instructor (tidal)	N/A	1:9
Windsurfing		Inland water	RYA Windsurfing Senior Instructor	N/A	RYA Windsurfing Instructor	N/A	1:6

