



River Hamble Country Park,
Pylands Lane, Hedge End,
Hampshire, SO31 1BH
02380 404844
www.qe2activitycentre.co.uk

Charitable Incorporated Organisation 1165993

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General Activity Safety Policy

Accreditation:

QE2 Activity Centre is licensed by The Adventure Activities Licensing Service to provide specified activities under heading Watersports.

Licence details can be confirmed by calling The Licensing Service, Telephone 029 2075 5715.

Registration Number L11578 Reference Number RO303

Other activities provided by the Centre do not come within the scope of the Adventure Activities Licensing Scheme.

QE2 Activity Centre is approved by Hampshire County Council to provide activities to Hampshire school groups and by extension Southampton and Portsmouth schools.

Safety:

Great emphasis is placed on safety during activities. The Centre tries to minimise the risks involved by employing qualified instructors and by using high quality equipment. However, outdoor activities are potentially hazardous in nature and participants must accept a certain amount of risk. Those with parental responsibility must also recognise a degree of risk when signing the consent form.

Consent and medical forms are issued to help us to run activities safely. Please complete the forms accurately. You will not be excluded from an activity because of a disability, informing us of your needs will help us to help you to achieve your aims. Similarly, inability to swim will not prevent you from taking part in boating activities.

Supervision:

During activities supervision of participants is shared, but visiting staff must retain overall responsibility for control of participant's behaviour

Visiting staff should provide relevant information concerning health issues and behavioural problems where it may affect the safe running of activities or impact on other Centre users

QE2 Activity Centre staff are First Aid trained and will deal with first aid incidents in conjunction with visiting staff. Medical issues, including the administering of medication, remain the responsibility of visiting staff

General Welfare:

The Centre's general statement of Health & Safety Policy states that:

'Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of working for all our employees and to provide such information, training and supervision needed for the purpose. We also accept responsibility for the health and safety of other people who might be affected by our activities'

QE2 Activity Centre Health and Safety Policy

The QE2 Activity Centre operates a 'No Smoking' policy across the site.



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Insurance:

£10,000,000 public liability insurance (policy number UC PMH3416995) is held with Travelers Insurance Company Ltd, registered office: 60 Gracechurch Street, London, EC3V 0HR

Consent and Medical Forms:

Consent and medical forms are issued in order to help us to run activities safely. Please complete the forms accurately. You will not be excluded from an activity because of a disability, informing us of your needs will help us to help you to achieve your aims. Similarly inability to swim will not prevent you from taking part in boating activities.

Qualifications:

Activities will be led by instructors holding the following qualifications or higher

Open Canoeing:	Relevant BC Coaching Award
Kayaking:	Relevant BC Coaching Award
Improvised Rafting	Relevant BC Coaching Award + In house training and assessment by Senior Instructor
Motorboat:	RYA Powerboat Level 2
Climbing:	MT CW Instructor or MT Rock Climbing Instructor
Archery:	Archery GB Leader or Instructor Award
Rifle Shooting:	NSRA YPS Diploma
Ropes Course / Zipwire:	In House Training and Assessment
Bushcraft:	In House Training
Tree Climbing	NPTC Unit 38 with MT CWA or SPA



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Activity: Archery

Venue: On site indoor or outdoor range

Instructor Qualification:

Instructor Archery GB Leader or Instructor Award

Ratio: 1 Instructor to 8 Participants

Equipment:

- Equipment must be kept in a good state of repair
- Logged monthly checks will be carried out

Pre Session:

Check equipment

- Bows, arrows and armbraces in good state of repair
- Range clear of obstructions, net fully extended but not tight.
- Bosses correctly seated
- Target faces in acceptable condition
- Barrier in position - separating shooting line from waiting line

Session:

Give safety briefing, directed at visiting staff and participants, taking into account group comprehension ability, highlighting:

- Need for common sense and safety while participating in archery
- Behaviour of those shooting, and those waiting their turn
- Visiting staff instructed to assume responsibility for preventing students from entering shooting area
- Position of fire exits
- Explain and demonstrate good practice while loading, loosing, retrieving and carrying arrows
- Ensure rules of the range are followed

Rules of the Range

1. Those awaiting their turn must remain behind the rope barrier. No-one may move across the shooting line without the permission of the instructor.
2. Bows must not be loaded or drawn except when archer is standing on the shooting line and facing the target
3. At the instructor's command archers must stop shooting immediately and remove arrow from bow
4. Archers should not cross the shooting line until all shooting is completed and the instructor has given permission
5. When collecting arrows archers must walk, not run, down the side of the range
6. When removing arrows from target care must be taken



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- Up to two archers may shoot from the same shooting line at one time
- Distance from shooting line to target may be reduced if appropriate.
- No-one is to shoot at the same time from any other shooting line

THE INSTRUCTOR MUST BE ABLE TO SEE AND CONTROL ALL PERSONS ON THE SHOOTING LINE AT ALL TIMES

End of Session:

- Bows and arrows must be locked away when not in use
- Faulty equipment should be labelled and removed from service. Any faults should be logged (staffroom whiteboard / safety check sheet) and made good as soon as possible.

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Activity: Rifle Shooting

Instructor Qualifications:

- NSRA YPS Tutor Diploma (must be over 21 years of age)

Ratio:

- 1 Instructor to 8 Participants. Not more than 2 people shooting at the time.

Indoor Range:

- It must not be possible for any person to enter the range other than from behind the waiting line.
- Shooters may adopt a standing, sitting or prone (laying down) position for shooting and the targets placed accordingly.
- The targets must be at least 6 meters from the firing line.
- The range must have a solid back stop.
- Rifle curtain needs to be fully extended.

Equipment:

- Rifles must be inspected by the instructor at the beginning of the session.
- Defective equipment removed from service and marked. To be repaired / replaced as required.
- Ammunition and rifles must be stored separately and securely.
- Ear defenders are available should the participant require them.
- Goggles should be worn by everyone at the firing line. For those with a phobia of wearing items such as goggles the instructor may allow them to shoot without following an explanation of the risks associated with the carer, parent etc.

Rifle shooting to be run in accordance with NSRA guidelines.

Pre session:

- Check equipment: Rifles, Targets, backstop etc.
- Archery net to be moved.
- Rope barrier in place, separating the shooting and waiting areas.
- Doors in front of the firing line to be kept locked, other exits kept clear.

Charging of Rifles

- Only to be carried out by qualified instructor following suitable training.
- Charge to a maximum of 200bar.
- Follow manufacturer's instructions displayed in the store.



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Session:

- Give safety briefing, directed at visiting staff and participants taking into account group comprehension and ability.
 - Need for sense and safety while participating in rifle shooting.
 - Behaviour of those shooting and those waiting their turn.
 - Visiting staff instructed to assume responsibility for preventing participants from entering the shooting area.
 - Location of Fire Exits.
 - Explain and demonstrate good practice while loading firing and changing targets.
 - Ensure rules of the range are followed.
- Instructor should be vigilant during the session and be in a position to react to any problems should they arise.

Rules of the Range:

- People waiting their turn must wait in the designated area. No one may move across the shooting line until the instructor has said it is safe to do so.
- Rifles must not be picked up until the instructor has said it is safe to shoot.
- If anybody says 'STOP' all shooters must put the rifle down, in whatever state it is in and await further instructions.
- When changing targets, shooters must walk, never run and be careful of spent pellets on the floor causing a slip hazard.

THE INSTRUCTOR MUST BE ABLE TO SEE AND CONTROL ALL PERSONS ON THE SHOOTING LINE AT ALL TIMES

End of the Session:

- Instructor to advise participants to wash their hands after the session.
- Equipment must be locked away when not in use.
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible

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Activity: Climbing

Venue: On-site climbing walls

Instructor Qualification:

Instructor	MT Rock Climbing Instructor or, MT Climbing Wall Instructor
Assistant	Competent adult with suitable in-house training Visiting staff and group members may assist following instruction and under supervision of Instructor
Other	There must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Ratio: 1 Instructor to 8 Participants, No more than 2 active ropes per Instructor.
Maximum number of climbers in hall at one time - two groups of eight

Equipment:

- All equipment must conform to current EN standards
- Equipment must be recorded and dated when new
- Logged monthly inspections will be carried out
- Equipment checked when setting up and putting away

Note: Helmets

Under normal circumstances all participants must wear helmets. Where there is a compelling reason for a student to climb without a helmet (eg headsize, phobia) the instructor may use discretion and allow such a climb to take place. The permission of the participant and/or responsible person must be obtained. It should be stressed that only in exceptional circumstances will this be allowed.

Pre Session:

- To be carried out prior to arrival of group, unless unavoidable
- **All equipment to be set up or checked by instructor responsible for session** noting:
 - Walls to be rigged in accordance with procedure
 - Equipment in good condition and fully functional
 - Safe practices observed when setting up
 - Ensure climbing zones and fire exits are clear of obstructions

Session:

Instructor responsibilities:

- To assess needs and aims of group, including consideration of medical issues
- To pass on safety information, as appropriate, eg, helmets, low level traversing, potential hazards, climbing calls
- To ensure appropriate manual handling
- To ensure that equipment is used correctly and the activity is carried out safely



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Group supervision:

- Instructor to maintain an awareness of the whole group - involving visiting staff in this
- Instructor to stress that safety on the climbing wall is his main responsibility and that group control is the responsibility of visiting staff members

Climbing equipment:

- Harnesses must be correctly fitted in accordance with manufacturer's instructions and checked by instructor before roped climber leaves the ground.
- Appropriate sizing and fitting is crucial and is the Instructor's responsibility
- Chest harness must be used when necessary (eg underdeveloped hips or if there is a danger of inverting)
- Harnesses must be visible to allow constant check and waist belt must be above hip bone
- Helmets must be worn at all times (see note)
- Participants must remain on belay system when off the ground (unless bouldering under supervision)

Clothing:

- Ensure appropriate clothing and footwear is worn
- Ensure that baggy clothing is tucked away, rings and watches removed, long hair tied back, helmet straps tucked, sharp objects removed from pockets

End of Session:

- Equipment to be put away, unless other arrangements made
- When equipment is to be left out (eg for following session) steps should be taken to prevent tampering
- As when setting up instructor must observe safe practice and take care with equipment.
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Swings

Venue: Sports Hall

Instructor Qualification:

In house training with assessment by Senior Instructor

Ratio: 1 Instructor to 8 Participants

Equipment:

- Checks: Logged monthly inspections will be carried out.
- Equipment will be checked by instructor when setting up and putting away.

Pre-session:

All equipment to be set up or checked by the instructor responsible for the session.

- Equipment in good condition and fully functional.
- Safe practices observed when setting up.
- Ensure the area is clear.

Session

Instructor responsibilities

- To assess the needs and aims of the group, including consideration of medical issues.
- To pass on safety information, as appropriate.
- To ensure appropriate manual handling.
- To ensure that equipment is used correctly and the activity is carried out safely.

Group Supervision

- Instructor to maintain an awareness of the whole group, involving visiting staff in this.
- Instructor to stress that safety whilst on the equipment is their main responsibility and that group control is the responsibility of visiting staff members.

Activity Equipment:

- Harnesses must be correctly fitted in accordance with manufacturer's instructions and checked by instructor before the participant leaves the ground.
- Appropriate sizing and fitting is crucial and is the instructor's responsibility.

Clothing:

- Where necessary ensure that baggy clothing is tucked away, long hair is tied back and sharp objects are removed from pockets.



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End of session:

- Equipment to be put away, unless other arrangements have been made.
- When equipment is to be left out (e.g. for following session) steps should be taken to prevent tampering or unsupervised use.
- As when setting up instructor must observe safe practice and take care with equipment.
- Faults: Faulty equipment should be removed from service. Fault should be logged (staffroom whiteboard / checksheet) and made good as soon as possible.

Hoisting Wheelchairs

Only carried out by suitably experienced and qualified instructors.

Where a client is unable to be hoisted from their wheelchair or sit in the harness due to it causing discomfort or injury. QE2 Activity Centre staff may hoist the entire wheelchair off the floor. This is dependent on the skills and knowledge of the instructor and requires them to be deemed competent by the Senior Instructor.

This process is very much dependent on the type of wheelchair being hoisted.

4 strong points will be chosen on the bottom of the frame and slings attached. This will then be attached to the swing set up in such a way that the wheelchair is hanging slightly tipped backwards.

This process will only be used if the person in the wheelchair, care staff and instructor are happy to do so.

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Activity: Tree Climbing

Venue: On-site Sessile Oak tree – as per inspection.

Instructor Qualification:

Instructor	Assesed to NPTC Unit 38, Tree climbing and aerial rescue (NPTC Level 2) with MT CWI / RCI
Assistant	Competent adult with suitable in-house training Visiting staff and group members may assist following instruction and under supervision of Instructor
Other	There must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Ratio: 1 Instructor to 8 Participants, No more than 4 active ropes per Instructor.

Equipment:

- All equipment must conform to current EN standards
- Equipment must be recorded and dated when new
- Logged monthly inspections will be carried out
- Equipment checked when setting up and putting away

Pre Session:

- Equipment to be set up prior to arrival of group, unless unavoidable
- **All equipment to be set up or checked by *instructor responsible for session*** noting:
 - Tree to be rigged in accordance with procedure
 - Equipment in good condition and fully functional
 - Safe practices observed when setting up
 - Ensure climbing zones and seating area are clear of obstructions
 - Ensure climbing zone is roped off
 - Visual check of the tree for any hanging branches of deadwood

Session:

Instructor responsibilities:

- To assess needs and aims of group, including consideration of medical issues
- To pass on safety information, as appropriate, eg, helmets, potential hazards, climbing calls
- To ensure appropriate manual handling
- To ensure that equipment is used correctly and the activity is carried out safely
- To keep an eye on any changing weather conditions

Group supervision:

- Instructor to maintain an awareness of the whole group - involving visiting staff in this
- Instructor to stress that safety in the tree is his main responsibility and that group control is the responsibility of visiting staff members



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Climbing equipment:

- Work positioning harnesses must be correctly fitted in accordance with manufacturer's instructions and checked by the instructor before the roped climber leaves the ground.
- Appropriate sizing and fitting is crucial and is the Instructor's responsibility
- Harnesses must be visible to allow constant check and waist belt must be above hip bone
- Helmets must be worn at all times whilst under the canopy

Clothing:

- Ensure appropriate clothing and footwear is worn
- Where necessary ensure that baggy clothing is tucked away, rings and watches removed, long hair tied back, helmet straps tucked, sharp objects removed from pockets

End of Session:

- Equipment to be put away, unless other arrangements made
- Only one tracer shall be left in the tree if no further sessions are following
- When equipment is to be left out (eg for following session) steps should be taken to prevent tampering
- As when setting up instructor must observe safe practice and take care with equipment.
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Zipwire

Venue: On site Zipwire

Instructor Qualification:

In house induction, training and assessment by Senior Instructor

Ratio: 1 Instructor to 8 Participants

There must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Equipment:

- Equipment should be recorded and dated when new
- Equipment should be checked when setting up and taking down
- Logged monthly checks of structure in accordance with safety check form

Pre Session:

- Consideration given to group abilities, including medical issues, health and behavioural problems
- Consideration given to weather conditions, etc, eg, overhanging branches, wet leaves on runway
- Ensure an appropriate level of control and support is available
- Ensure equipment is correctly fitted in accordance with operating procedures

Session:

- Helmets must be worn on zip wire. See 'Safety Policy Helmets'.
- Ensure path of rider is clear
- The number of rides taken at one time should be limited
- Take care when moving and handling
- Participant may be lowered top or bottom of zipwire

End of Session:

- Equipment to be put away at end of session
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Ropes Course and Tunnels

Venue: On site Ropes Course and Tunnel System.

Instructor Qualification:

In House training and assessment by Senior Instructor

Ratio: 1 Instructor to 8 Participants

In addition to the instructor there must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Equipment:

- Equipment must be kept in a good state of repair
- Logged monthly checks carried out by Centre staff

Pre Session:

- Consideration given to group abilities, including medical issues, health and behavioural problems
- Consideration given to weather conditions, etc
- Ensure an appropriate level of control and support is available
- Pre session check to be carried out by instructor, ensure course is free from obstructions, eg wet leaves, overhanging branches. Check tunnels are clear of nocturnal inhabitants or other obstructions.

Sessions:

- Helmets must be worn on low ropes course and tunnels See 'Safety Policy Helmet'.
- Protective over-suits are available for tunnel activity.
- Pass on safety information relevant to the level of activity being undertaken
- Brief staff and group members in the role of spotting; visiting staff and students should be encouraged to take an active role in spotting for each other
- Ensure that appropriate clothing and footwear is worn.
- Exposed jewellery should be removed or covered.
- No part of the ropes course should be used 'against the clock'

End of Session:

- Equipment to be put away at end of session
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Problem Solving (including Pioneering)

Venue: QE2 Activity Centre Site

Instructor Qualification: In House training

Ratio: 1 Instructor to 8 Participants

In addition to the instructor there must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Equipment:

- Equipment must be kept in a good state of repair
- Logged monthly checks carried out by Centre staff

Pre Session:

- Consideration given to group abilities, including medical issues, health and behavioural problems
- Consideration given to weather conditions, etc
- Ensure an appropriate level of control and support is available
- Pre session check of the area to be carried out by the instructor.

Sessions:

- Pass on safety information relevant to the level of activity being undertaken
- Care should be taken when moving and carrying equipment (poles etc)
- Ensure that appropriate clothing and footwear is worn.

Session Specific:

Catapults:

- Ensure Catapult pouches are securely attached to the frame and check regularly during the session to prevent them coming loose and hitting somebody.
- Keep the area in front of the catapult clear when people are shooting to prevent others being hit by balls.

Go Karts:

- Remind participants to keep their hands away from the wheels to prevent injury.
- Avoid collisions with other go karts.
- Ensure group use appropriate speed for the rider when pulling / pushing the go kart.

End of Session:

- Equipment to be put away at end of session
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Orienteering and Off Site Walks

Venue:

- | | |
|---------|--|
| Onsite | Manor Farm Country Park
Manor Farm |
| Offsite | Royal Victoria Country Park
Itchen Valley Country Park
Swanwick Nature Reserve
Hamble River circuit
Portchester Castle |

Other venues as appropriate, **instructor must have sufficient local knowledge of site**

Instructor Qualification:

In House training, Local knowledge.

Ratio: 1 Instructor to 8 Participants May vary due to individuals high support needs.
Minimum 2 staff (ie, one QE2 Activity Centre, one visiting)

Equipment:

- First aid kit
- Map
- Mobile phone
- Throw line if near water

Pre Session:

When planning the session consideration needs to be given to

- Weather
- Group ability
- Suitability of location
- Leave details of destination, eta, etc, on whiteboard
- Ensure group members are wearing suitable clothing

Session:

- Safety talk - site specific dangers (see risk assessment), behaviour
- Appropriate group control (NB - level of support/independence will vary, according to group, location, conditions)

End of Session:

- Make contact with base to confirm completion of activity.

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Activity: Bushcraft

Venue: On site QE2 Activity Centre, offsite within Manor Farm Country Park

Instructor Qualification

Technical advisor	Completed Sunrise Bushcraft – Train the Trainer
Instructor	In House training
Assistant	Competent adult under direction of instructor

Ratio: 1 Instructor to 8 Participants

Equipment:

- **Safety equipment:** first aid kit, mobile phone
- **Activity equipment** must be kept in a good state of repair
- **Cooking equipment** will be hygienic and in a good state of repair
- **Improvised equipment** must be suitable for the task

Pre session:

- Check site for hazards,
- Check equipment
- Report/record destination, nature of activity, time of return
- Knowledge of group needs and abilities

Session:

Give safety talk, directed at visiting staff and students, taking into account group comprehension and ability, highlighting:

- Need for common sense and safety
- Behaviour
- Boundaries
- Need to make clear instructor/visiting staff roles

Specific activities:

Building Structures

- Need to take care with location, appropriate materials, using only fallen materials
- Tools: use of tools should be directly supervised by a competent person
- Care should be taken not to cause damage to the woodland

Water & food;

- Care needs to be taken when introducing visitors to natural foods.
- Consideration needs to be given to hygiene, allergies, level of understanding



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Fire:

- Small and manageable fires only,
- Water should be available to put out fires
- Accelerants must not be used
- Only approved methods to be used for firelighting, under supervision
- Fire to be extinguished before leaving site

Use of Trangia's:

- Only under supervision

Site clearing is an important element of bushcraft, not an afterthought All traces of the activity must be removed

End of Session:

- Equipment stored properly when not in use
- Faulty equipment should be labelled and removed from service. The fault should be logged (staffroom whiteboard / checksheet) and made good as soon as possible.

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Activity: Motorboat

Venue: Hamble River

Instructor Qualification:

RYA Powerboat Level 2, plus in-house induction and training

Ratio: Maximum 12 passengers.
In addition to the Instructor there must be at least one responsible adult present during session aware of the abilities and disabilities within the group

Equipment:

- Boat must be in good state of repair. The following should all be in good condition and working order:
 - hulls, sides/gates, decking, seating, painters, attachment points, outboard engine fuel tanks, battery, anchor, steering wheel/cables, fire extinguisher
- Instructor should have available:
 - Paddle, Mobile Phone, First Aid Kit.
- Monthly logged checks will be carried out on the boats and their fittings
- Engine will be serviced regularly

Pre Session:

When planning the way a session will be run consideration needs to be given to:

- Weather: Air temperature, wind (speed and direction), water temperature, outlook, when appropriate wind, chill, burn time.
- Tide: Time of high/low water, range.
- Group Ability: Individual needs, medical issues.
- Report/record details of direction/destination and estimated return time.
- Check boat, equipment and amount of fuel carried

Session:

- Fit and check personal buoyancy before going afloat. **Exceptions may be made. See Safety Policy: Personal Buoyancy.**
- Give safety talk, as appropriate, at start of session
- Ensure that care is taken while participants are on jetty or near water

End of Session:

- Ensure care is taken when disembarking, while on jetty and while putting boat away
- During busy periods the motorboat should not be left unattended on jetty.
- Faulty equipment should be labelled and/or removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

THE INSTRUCTOR HAS FINAL SAY IN DECIDING WHETHER OR NOT A SESSION TAKES PLACE AND IN WHAT MANNER IT IS CARRIED OUT



River Hamble Country Park,
Pylands Lane, Hedge End,
Hampshire, SO31 1BH
02380 404844
www.qe2activitycentre.co.uk

Charitable Incorporated Organisation 1165993

Activity: Canoeing

Venue: Hamble River from Botley Bridge to Hamble Ferry (sheltered tidal water)

Instructor Qualification:

Technical Advisor BCU Level 3 Coach (Canoe)
Instructor British Canoeing UKCC Level 1 Paddlesports Instructor with site specific training and restrictions on operating area

Ratio:

Rafted open canoes 1 instructor to 12 Participants. Maximum 10 people per raft
May be used by swimmers and non-swimmers.

Open Canoes paddled tandem 1 Instructor to 8 Participants
(Maximum 4 people per boat)

Open canoes paddled solo 1 Instructor to 6 Participants

Open canoes can be used by swimmers or those who are water confident in a capsize situation

- Visiting staff to be included within numbers.
- Apart from the instructor there must be at least one other responsible adult present aware the abilities and disabilities of individuals within the group.

Equipment:

- Canoes should be in good state of repair and meet with British Canoeing standards.
- Painters and buoyancy must be secured.
- Raft fixings must be secure and well maintained.
- Paddles should be in a good state of repair.
- All participants must wear correctly fitting personal buoyancy (EN standards)
- Participants should wear appropriate clothing and footwear.

Instructor Equipment:

- Buoyancy Aid
- Paddle (with spare paddle available)
- First aid kit
- Mobile phone



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Pre Session:

When planning a session consideration needs to be given to:

- *Weather:* Air temperature, wind (speed and direction), water temperature, outlook, when appropriate wind chill, burn time.
- *Tide:* Time of high/low water, range.
- *Group Ability:* Individual needs, medical issues.
- Report/record details of direction/destination and estimated return time

Session:

- Check equipment at start of session.
- Fit and check personal buoyancy before going afloat.
- Give safety talk/demonstration (as appropriate) at start of session.
- Ensure that care is taken
 - While participants are on jetty or near water.
 - While any participant remains on the water.
- Ensure that care is taken (including consideration of manual handling issues)
 - While moving canoes
 - While launching canoes
 - While helping participants to embark

When Afloat:

- There will always be a qualified instructor afloat before participants are afloat.
- When using rafted canoes the raft will be tethered until the instructor is afloat.
- Obey general navigation rules
- Take care near moorings and marinas
- Avoid close quarters situations with other boats, moorings, etc
- Keep clear of sites of environmental significance, mudflats, nests, etc
- When using un-rafted canoes instructor must be able to carry out a deep water rescue from whichever craft he or she is using.

End of Session:

Ensure care is taken

- When disembarking, and while on jetty
- While putting boats away (during busy periods canoes should not be left unattended on jetty)
- Faulty equipment should be labelled and/or removed from service. The fault should be logged (staffroom whiteboard/check sheet) and made good as soon as possible.

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Activity: Kayaking

Venue: Hamble River from Botley Bridge to Hamble Ferry (sheltered tidal water)

Instructor Qualification:

Technical Advisor BCU Level 3 Coach (Kayak)
Instructor Relevant BC Coaching Award

Ratio: Instructor : Participant

Single kayaks 1:8
Double kayaks 1:12

Maximum 2 adults + 1 child per kayak.

Visiting staff to be included within numbers.

Equipment:

- Kayaks should be in good state of repair and meet with British Canoeing standards.
- Paddles should be in a good state of repair.
- All participants must wear correctly fitting personal buoyancy (EU standards)
- Participants should wear appropriate clothing and footwear.
- If using non QE2 Centre equipment it must be checked by QE2 instructor before session takes place

Instructor Equipment:

- Buoyancy aid
- First aid kit
- Towing system
- Mobile phone

Pre Session:

When planning the way a session will be run consideration needs to be given to:

- Weather: Air temperature, wind (speed and direction), water temperature, outlook, when appropriate wind chill, burn time.
- Tide: time of high/low water, range.
- Group ability: Individual needs, medical issues.
- Report / record details of direction/destination and estimated return time.



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Session:

- Check equipment at start of session.
- Fit and check personal buoyancy before going afloat.
- Give safety talk/demonstration (as appropriate) at start of session.

Ensure that care is taken

- While participants are on jetty or near water.
- While any participant remains on the water.

Ensure that care is taken (including consideration of manual handling issues)

- While moving kayaks
- While launching kayaks
- While helping participants to embark

When Afloat:

- Obey general navigation rules
- Take care near moorings and marinas
- Avoid close quarters situations with other boats, moorings, etc
- Keep clear of sites of environmental significance, mudflats, nests, etc
- There will always be a qualified instructor on the water before participants are afloat and after the last participant is off the water.

End of Session:

Ensure care is taken

- When disembarking, and while on jetty
- While putting boats away (during busy periods kayaks should not be left unattended on jetty)
- Faulty equipment should be removed from service. The fault should be logged (staff room whiteboard/check sheet) and made good as soon as possible.

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Activity: Improvised Raft Building

Venue: Tidal section of Hamble River - specifically shore line from bend to the North of the Pontoon bend to South of pontoon including Hoe Moor Creek.

Instructor Qualification:

Instructor Relevant BC Coaching Award + In house training and assessment by Senior Instructor

Ratio 1 Instructor to 8 Participants

Equipment

Rafting equipment - poles, barrels, ropes in good state of repair, paddles

Student's equipment - Personal flotation device and helmets to be worn when afloat

Instructor equipment - buoyancy aid, rescue boat (canoe/motorboat as appropriate), first aid kit, throw bag, knife, mobile phone

Pre Session

When planning the session consideration needs to be given to:

- Weather: Air and water temperature, wind, outlook
- Tide: Time of high/low water, range
- Group ability: Individual needs, medical issues
- Location of activity: Jetty congestion, access issues, etc
- Condition of equipment: Equipment in good condition

Session

- Give safety talk at beginning of session
- Ensure care is taken:
 - While participants are moving and handling equipment
 - While participants are on jetty or river bank
- Check suitability of rafts before they are launched
- Check personal buoyancy and helmets before going afloat
- Personal buoyancy must be worn when launching rafts, when afloat or when on jetty
- The raft will be securely moored at the bank / jetty until a qualified member of staff is afloat in the session safety craft.

End of Session

- Equipment should be checked and put away after session
- Ropes coiled & stored; muddy wet lifejackets, buoyancy aids, waterproofs rinsed and dried
- Faulty or damaged equipment should be labelled and/or removed from service, the fault logged and made good as soon as is practical

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Personal Buoyancy

Every person going afloat will be provided with suitable personal buoyancy.

- Personal buoyancy should be worn while on boats and near the river, including banks and jetties
- Buoyancy aid (50N) will be provided for canoeing, kayaking and improvised raft building.
- Lifejackets (150N) or buoyancy aids (50N) are provided for motorboat sessions.
- Lifejackets may be used for canoe activities if it is deemed more suitable for the individual, particularly if the individual is using an aquabac.

No distinction is made between swimmers and non swimmers.

Checks

- Monthly logged inspections will be carried out and any buoyancy aid or lifejacket found to be in disrepair will be taken out of service until repair is made good
- All buoyancy aids and life jackets should be clean and presentable
- Lifejackets will be serviced annually in line with manufacturers guidelines.

Non-Centre Personal Buoyancy (Privately Owned)

Privately owned personal buoyancy should meet the above requirements and be in a good state of repair. It must be inspected by the instructor and may only be worn at the instructor's discretion.

Exceptions to personal buoyancy policy

Sometimes, for example; if a visitor needs to remain in a moulded wheelchair or needs to remain strapped in a wheelchair, wearing personal buoyancy may cause difficulties, in which case the following guidelines apply. Only applicable for motor boat sessions.

Some visitors will need to remain in wheelchairs during a motorboat session. If this is the case then

- Release those straps (chest, lap, feet) which can be undone without causing risk to the visitor.
- Lifejacket or buoyancy aid must be readily available and the designated staff member must know how to fit and suitably adjust it.
- Designate visiting staff member to remove other straps and fit lifejacket in the event of an incident.
- Buoyancy aids must not be fitted over chest harness, lap belt, etc if this will prevent those straps being easily undone should the person need to be removed from the chair.

This exception must be discussed with the visitor and carer,

- Outlining the reason for wearing personal buoyancy
- Why it is appropriate in this case to take but not wear a PFD
- Level of risk – of boat sinking, of person going overboard
- Control measure in place: a person (other than the instructor) should be designated to assist visitor, undo straps and fit personal buoyancy in case of an emergency

There should be agreement between Centre staff, the participant and visiting staff.



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Water Activity Operating Area

Canoeing and Kayaking

Level 1 coach can operate as far as the **M27 motorway bridge**
Level 2 coach and above can operate as far as **Hamble Foreshore**

Whilst we recognise that technically the operating areas may be out of remit for the relevant qualification, these limits are based on further competence / qualification and approval by Senior Instructor. Agreed by Technical Advisor.





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Motorboat

The motorboat operating area is to the mouth of the river, between Hamble Point and the Warsash Maritime Academy jetty



Improvised Raft Building

The operating area for Improvised Raft building will be determined by the tide; no further than Hoe Moor Creek to the South, Fosters Copse to the North and the Grace Dieu buoy to the West

