



River Hamble Country Park,  
Pylands Lane, Hedge End,  
Hampshire, SO31 1BH  
02380 404844  
[www.qe2activitycentre.co.uk](http://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 RKL23407/11/1588) is held with Royal and Sun Alliance, registered in England and Wales at St. Mark's Court, Chart Way, Horsham, West Sussex, RH12 1XL.

**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 Activity Manager
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: Target Sports**

### Archery, Crossbow, Rifle shooting

**Venue:** On site indoor (all) or outdoor range (archery only)

#### **Instructor Qualification:**

Archery: Archery GB Leader or Instructor Award  
Crossbow NSRA YPS Tutor - Sports crossbow  
Rifles: NSRA YPS Tutor Diploma (must be over 21 years of age)  
*Rifle shooting to be run in accordance with NSRA guidelines.*

**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:**

- Instructor to inspect equipment at the beginning of the session:  
Bows, arrows, armguards, target faces, bosses  
Crossbows, bolts, target faces, bosses  
Rifles, goggles, etc, targets, backstop
- Tape barrier in position - separating the shooting and waiting areas.
- Doors in front of the firing line to be made safe to prevent entry, other exits kept clear. It must not be possible for any person to enter the range other than from behind the waiting line. If the doors are open due to heat in hall, barrier tape to be in place, other exits clear

#### **Archery/Crossbow**

- Range clear of obstructions, net fully extended but not tight.
- Bosses correctly seated

#### **Rifles:**

- Rifle shooting curtain to be fully extended to provide protection to other ranges
- The targets must be at least 6 metres from the firing line.
- The range must have a solid back stop.
- Ear defenders are available should the participant require them.
- Goggles/eye protection 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.



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### **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 target sports
- 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 taking part in the activity
- Ensure rules of the range are followed

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

## **Rules of the Range**

**Those awaiting their turn must remain behind the rope barrier.**

- No-one may move across the shooting line without the permission of the instructor.

**Wait for the instructor to say it is safe to proceed**

- Bows/crossbows must not be loaded or drawn except when participant is standing on the shooting line and facing the target
- Rifles must not be picked up until the instructor has said it is safe to shoot.

**At the instructor's command participants must stop shooting immediately.**

- Arrows/bolts should be removed from bow/crossbow
- Rifle must be put down, in whatever state it is in.

### **Shooting line**

- Up to two participants may shoot from the same shooting line at one time

#### **Archery/Crossbow**

- Distance from archery/crossbow shooting line to target may be reduced if appropriate, but no-one is to shoot at the same time from any other shooting line

#### **Rifle shooting**

- Shooters may adopt a standing, sitting or prone (laying down) position for shooting and the targets placed accordingly.

**Participants should not cross the shooting line until all shooting is completed and the instructor has given permission**

- When on the range to collect arrows, bolts or change targets, participants must walk, not run, down the side of the range. Look out for arrows or spent pellets on the floor
- Care must be taken when removing arrows/bolts from target



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

**End of Session:**

- Instructor to advise participants to wash their hands after the session.
- Bows and arrows, crossbows and bolts must be locked away when not in use
- Ammunition and rifles must be stored separately and securely.
- 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

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

**Note:**

**Charging of Rifles**

- Only to be carried out by qualified instructor following training, and assessment by Activity Manager
- Charge to a maximum of 200bar.
- Follow manufacturer's instructions displayed in the equipment store.



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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
- Logged monthly inspections will be carried out
- Equipment checked when setting up and putting away

### 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

### 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



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### **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
- Participants must remain on belay system when off the ground (unless bouldering under supervision)

### **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
- 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 Activity Manager

**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:**

- Ensure appropriate clothing and footwear is worn.
- Where necessary ensure that baggy clothing is tucked away, long hair is tied back and sharp objects are removed from pockets.
- Advise participants that wearing jewellery is not recommended.



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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 Activity Manager.

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
- 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
  - 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 Activity Manager

**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 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 Activity Manager

**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.
- If shooting towards a construction with the aim of knocking it over. Ensure participants aren't in the fall zone when collecting balls etc.

#### **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  | River Hamble Country Park<br>Manor Farm  |
| Offsite | Royal Victoria Country Park<br>Itchen Valley Country Park<br>Swanwick Nature Reserve<br>Hamble River circuit<br>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

### **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 River Hamble 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 firefighting, 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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[www.qe2activitycentre.co.uk](http://www.qe2activitycentre.co.uk)

Charitable Incorporated Organisation 1165993

## **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 on WhatsApp Activity Log 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.
- 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**



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## 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.

### 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 on WhatsApp Activity Log, 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 Activity Manager

**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.

### Wheelchair users/

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.
- Lifejackets 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.



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## Water Activity Operating Area

### Canoeing and Kayaking

Level 1 coach can operate downstream as far as the **M27 motorway bridge**  
Level 2 coach and above can operate downstream 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 Activity Manager. 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

