

Risk Assessments

(Updated & revised June 2010)



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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|----------------------|---|
| 1 Centre Activities | | |
| <p>1.1 Generic Water Activities</p> <p>Canoeing, Canoe Polo, Windsurfing, Dinghy Sailing, Catamaran Sailing, Day Sails, Raft Building, Swimming Pool, Wake boarding / Water Skiing, Banana Boating, Powerboating. Hire of equipment.</p> | General | Safety briefing given to all clients prior to starting any activity session. Group Leader & teachers/adults accompanying group are in 'loco parentis'. "Pupil Behaviour Charter" Rockley staff dynamically risk assessing during activity sessions. |
| | Dehydration | Drinking water is available at all centres. Bottles of water to be taken on session by clients & staff. Cool drinks dispenser provided at meal times. |
| | Sun Burn / Sunstroke | Clients advised to wear high factor, waterproof sun cream, hats, sunglasses etc & to cover up in extreme heat. Advise drinking plenty of water. Get out of sun when possible. Alertness of instructors to signs of sunburn and sunstroke. |
| | Hypothermia | Correct Personal Protective Clothing for the activity to be worn according to the conditions. Alertness of instructors to signs of hypothermia. |
| | Injury | Activity staff to hold a valid First Aid Certificate (RYA or equivalent). Staff appropriately qualified to teach activity with relevant experience. Rockley Operating Procedures & Staff Induction. Medical Emergency Procedures including contact numbers and contact facilities. Maintenance procedures carried out on all equipment and all damage / repairs logged. Use of licensed local activity operators. First Aid kit carried by fleet leader on all activities (contents is beyond the RYA guidelines set out in OV Standards For RYA Training Centres Outside The UK . Jan 2009, as allows a practical solution to operational situation). Appropriate communication device provided for activity. All accident s are reported and reviewed at Health & Safety Executive Meetings to ensure safe working practice. Dynamic risk assessment by activity staff. RIDDOR reporting where necessary. (See 7.2 Accident Report for definitions) |

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| | Drowning | Buoyancy Aids worn at all times unless NGB guidelines state otherwise. Alertness of activity staff to potential dangers. Information on swimming ability provided on booking – weak/non swimmers highlighted. Use of certified equipment. |
| | Missing Persons | Roll call at the beginning & end of each session. Continuous head counting during session not equipment counting. Fleet Leader form. Emergency telephone numbers and contact details held at centre. At French centres wristbands with contact details worn by all pupils. |
| | Launching & Recovery | Full training given to staff on operating procedures. Safety talk to ALL clients. Correct use of trailers & trolleys. Staff member to assist in all aspects providing guidance. Member of staff on the water before any client is allowed to launch. Member of staff on land to aid all landings. |
| | Injury and Cross Contamination from centre clothing and Buoyancy Aids | Equipment checked on a weekly basis for wear & tear or faults. Buoyancy Aids, Waterproofs etc rinsed & dried weekly. |
| | Contact with boat / equipment parts | Safety talk, positioning of boats / equipment within fleet, correct powerboat handling skills (minimum RYA PB2 to operate). On water coaching. Pupils made aware of potential risks. |

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| 1.2 Specific Water Activities | | |
| 1.2.1 Canoeing / Canoe Polo | Manual Handling | Minimum of two clients required to carry a canoe once properly briefed. Correct storage of equipment. |
| | Contact with boat parts | Safety talk, explanation of paddling, and other boat parts. Timing of paddling strokes so avoid contact with other clients in canoe. Proper loading of and distribution of weight on canoe. Distribution of canoes away from each other when playing games. Towing of canoes must be done smoothly getting all clients to sit (not standing) with another staff member in the back canoe ready with whistle in case of any issues, therefore contacting the safety boat driver. |
| | Sand in eyes | Initial briefing, identifying the paddles are not to be used carelessly. |
| 1.2.2 Windsurfing | Contact with board & rig parts | Safety talk highlighting dangers of boom, mast & board. Operating procedures. Correct rigging of kit and equipment repairs. Alertness of instructors. Group control, separation of fleet avoiding collisions. |
| | Hidden objects in the water | All windsurfers to wear suitable footwear. Alertness of instructors. Operating area |
| | Manual Handling | Minimum of two clients required to carry a windsurf board once properly briefed. Correct briefing on how to carry a rig. Correct storage of equipment. |
| 1.2.3 Dinghy Sailing | Contact with boat parts | Safety Talk. Briefing highlighting dangers of boom, sheets & other boat parts before going on the water. Suitable footwear to be worn. Group control. Reefing in marginal conditions. Continuous boat maintenance by approved and in house trained employees. Junior boats with low boom to be padded at main contact area to reduce effect of a hit to the head. |

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|-------------------------|-------------------------|--|
| | Inversion / Entrapment | Full training given to staff on risk and action to be taken. Safety talk to all clients. Mast head floatation fitted to identified boats (see SOP 1.3 Sailing) All water staff to carry a suitable knife. Sailing harnesses ONLY to be used on advanced courses (Not Multi-Activity). Standard hook harnesses can be used due to Masthead floatation being used in conjunction. |
| 1.2.4 Catamaran Sailing | Contact with boat parts | Safety Talk. Briefing, highlighting dangers of sheets & other boat parts before going on the water. Suitable footwear to be worn. Group control. Reefing in marginal conditions. Continuous boat maintenance by approved and in house trained employees. Sailing harnesses ONLY to be used on advanced courses (Not Multi-Activity). Standard hook harnesses can be used due to Masthead floatation being used in conjunction. |
| | Inversion / Entrapment | Full training given to staff on risk and action to be taken. Safety talk to all clients. Mast head floatation maintained if provided by manufacturer. Mast Head Floatation bags added to ALL Dart 16 – preventing catamaran from inverting if capsized. All water staff to carry a suitable knife. |
| | Capsize Recovery | Righting lines fitted where applicable. All Darts 16 provided with Mast Head Floatation. |
| 1.2.5 Day Sails | Injury / Emergency | Staff Training. Senior Instructor present for all day sails. Means of communication provided ability to communicate back to sailing centre & other staff on water. Operating areas agreed by Chief Instructor. Safety equipment carried follows NGB guidelines & local by laws. |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|-------------------------|---|
| 1.2.6 Raft Building | Contact with boat parts | Safety Talk. Briefing, highlighting dangers of activity. Suitable footwear to be worn. Group control. Checking sea worthiness of raft before using it. |
| | Manual Handling | Minimum number off clients required to carry a piece of equipment to and from operating area once properly briefed. Maintenance of equipment by approved employees. |
| 1.2.7 Swimming Pool | Drowning | Pupils must be accompanied by minimum of two supervisory Rockley staff members. Campsites provide qualified lifeguards. Brief given before use of facilities. Normal pool rules apply. Information on swimming ability provided on booking – weak/non swimmers highlighted. |
| 1.2.8 Wakeboarding, Water Skiing & Banana Boating | Injury | The use of licensed local activity operators. Safety talk. Group control. Alertness of Instructors. Rockley staff present to act as a guide & supporting adult. All safety equipment provided to comply with NGB guidelines. |
| 1.2.9 Powerboating | Injury | Course delivered by qualified Powerboat Instructor. Safety Talk. Constant instruction following RYA guidelines. Ratios 3:1 Max. Kill cord to be worn at all times. Engine turned off when helm is changed. Correct use of equipment when launching/recovering craft. Suitable communication device carried by Instructor. Appropriate safety equipment carried following NGB guidelines and local by law. |
| 1.3 Generic Shore Activities Cycling (MTB), Archery, Beach Games, Climbing Wall, Evening Activities Free Time: Bungee Trampoline, Pedal Carting, Mini Golf, Adventure Playground, Tennis | General Injury | Safety briefing given to all clients prior to starting any activity session. Group Leader & teachers/adults accompanying group are in 'loco parentis'. "Pupil Behaviour Charter" Rockley staff dynamically risk assessing during activity sessions. Activity Staff hold valid First Aid certificate (RYA or equivalent). Rockley Operating Procedures. |
| | Dehydration | Drinking water is available at all centres. Bottles of water to be taken on session. Cool drinks dispenser provided at meal times (France). |

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|--------------------------------------|---------------------------|---|
| | Sun Burn Sunstroke | Rockley Staff and teachers acting in 'loco parentis' to advise clients to minimise risks. Looking for preliminary signs and acting upon them. Clients advised to wear high factor sun cream, hats, sunglasses & to cover up in extreme heat. Advise drinking plenty of water. |
| | Injury | Activity Staff to hold a valid First Aid Certificate (RYA or equivalent). Staff appropriately qualified to teach activity with relevant experience. Rockley Operating Procedures. Personal Protective Clothing provided used appropriately. Alertness of Activity staff to potential dangers. Emergency Procedures including contact numbers and contact facilities. Use of licensed local activity operators. |
| | Missing Persons | Roll calls at the beginning & end of session. Continuous head counting during session. Strategic positioning of Rockley staff within the group. Staff to carry emergency contact numbers and contact facilities. At French centres wristbands with contact details worn by all pupils. |
| 1.4 Specific Shore Activities | | |
| 1.4.1 Cycling (MTB) | Injury | Wearing an approved cycling helmet. Safety talk. Alertness of instructors. In house training. Staff to carry a first aid kit. Emergency contact numbers & appropriate communication device. All riders must wear suitable shoes & clothing. |
| | Sunstroke/Heat exhaustion | Wearing appropriate clothing. Drink water. Bikes to carry water bottles. Safety talk. Alertness of instructors. |
| | Missing person | Use of roll calls. Rockley staff to wear bibs. Group to stay together. Group rides at speed of slowest person. Stopping at all junctions. Rockley staff member at front and back of group. Rockley staff to wear high visibility waistcoats whilst on session. Staff to carry & appropriate communication device. Groups to use approved routes. Ratio 12:1. |

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|---------------------------------|------------------------------------|---|
| | Bike malfunction leading to injury | Maintenance procedures carried out by the mountain bike leader. All bikes visually checked before the group departs, checking for correct seat height. Gears & breaks operational. Suitable air pressure in both tires. Bikes needing attention labelled clearly so are not used. |
| 1.4.2 Archery | Injury | The use of licensed local activity operators. All clients receive a safety talk before commencing activity. Safety equipment to be worn by all. Rockley staff to act as extra supervising adults along with the teachers in "loco parentis". Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard. |
| 1.4.3 Beach Games | Injury | Safety talks. Suitable footwear to be worn by all. Entertainments run on max ratio 20:1. Senior member of staff on duty with communications. Entertainment file provided to give guidance for all activities to be run. Alertness of instructors to potential dangers. Operational area set up. |
| 1.4.4 Climbing Wall | Injury | The use of licensed local activity operators. All clients receive a safety talk before commencing activity. Safety equipment to be worn by all. Rockley staff to act as extra supervising adults along with the teachers in "loco parentis". Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard. |
| 1.4.5 Evening activities | Injury | Activity staff to hold a valid Emergency First Aid Certificate (RYA or equivalent). Staff appropriately qualified to teach activity with relevant experience. Rockley Operating Procedures. Safety briefing. Personal Protective Clothing provided used accordingly. Alertness of activity staff to potential dangers. Max ratio 20:1 depending on particular evening activity. |

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|--|-------------------|--|
| <p>1.4.6 Free Time</p> <p>Bungee Trampoline, Pedal Carting, Mini Golf, Adventure Playground</p> | Injury | On site activities conform to local Health & Safety legislation. Safety briefs. Areas which pupils are allowed to explore set at beginning of week. Campsite has a speed limit for all motor vehicles. |
| | Missing Persons | Roll call at the beginning & end of free time session. Emergency telephone numbers and contact details held at centre. At French centres wristbands with contact details worn by all pupils. |
| | 'Stranger Danger' | Safety briefing and centre/campsite orientation given to all prior to first free time session. Group Leader & teachers/adults accompanying group are in 'loco parentis'. "Pupil Behaviour Charter". Pupils to move around in groups of 3 or more. At French centres wristbands given to pupils of one colour and another colour for any Rockley associated adults. For quick identification. |
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|--|---|--|
| 2 Off Site Activities (excursions) | | |
| <p>2.1 Generic Off Site Activities</p> <p>AquaLand, Body Boarding, High Ropes, Go-Karting, White Water Rafting, Dune D'Pyla Splashdown, Bowlplex Offsite Town Visit/Shopping excursion; Decathlon, Bordeaux, Biarritz, Hossegor, Annecy</p> | <p>Unruly Behaviour Contact with general public & off site activity staff</p> | <p>"Pupil Behaviour Charter". At least 1 member of Rockley staff to assist. Group Leader / Teachers are in "loco parentis". Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for excursions.</p> |
| | <p>'Stranger Danger'</p> | <p>Safety briefing given to all prior to starting any excursion including orientation of excursion site and highlighting any other responsible adults external to the group. Group Leader & teachers/adults accompanying group are in 'loco parentis'. "Pupil Behaviour Charter". Rockley staff dynamically risk assessing during excursion. Pupils to move around in groups of 3 or more at all times. At French centres wristbands given to pupils of one colour and another colour for any Rockley associated adults. For quick identification.</p> |
| | <p>Missing Persons</p> | <p>Roll Calls at the beginning & end of excursions. Continuous head counting. Use of off site form. Strategic positioning of Rockley Staff within the group. Staff to carry emergency contact numbers and suitable communication device. Orientation of new locations, meeting points and times allocated. At French centres wristbands with contact details worn by all pupils.</p> |

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|---|---------------------------|---|
| | Injury | <p>Shoes and any other safety equipment to be worn by all participants were applicable. Use of licensed/approved local activity operators conforming to local Health & Safety legislation. Safety brief given by operator. Rockley staff acting as supervisory adults together with the teachers from the group.</p> <p>Correct use of equipment provided. Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard.</p> |
| 2.2 Specific Off Site Activities | | |
| 2.2.1 Aqualand | Drowning | Safety talk. Qualified French lifeguards. Clients to move around in groups of 3 or more. Information on swimming ability provided on booking – weak/non swimmers highlighted. |
| | Sunstroke/Heat Exhaustion | Use of sun creams, hat & long sleeved tops if necessary. Drinking water provided. Safety talk. Alertness of instructors and other accompanying adults to signs. |
| 2.2.2 Body Boarding | Drowning | Safety talk highlighting dangers of waves and rips. Only 5 clients in water at a time wearing identifying rash vest. French lifeguards consulted before going in water. Boarding between flags when possible. Full training given to staff on operating procedures. Swimming NOT permitted. Alertness of instructors. |
| | Hypothermia | Not in water for extended periods of time. Safety talk. Alertness of Instructors. |
| | Sunstroke/Heat Exhaustion | Use of rash vests and sun creams. Drinking water provided. Safety talk. Alertness of instructors and other accompanying adults to signs. |
| 2.2.3 White Water Rafting | Drowning | Safety Talk. All clients to wear approved buoyancy aids and safety equipment. Use of licensed activity operators. |

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|---|-----------------|---|
| <p>2.2.4 High Ropes Biscarrosse Plage – France</p> | <p>Injury</p> | <p>Use of certified providers, where the 2 karabiner safety system is implemented. School groups are not to under take the black run which traverses the car park at Biscarrosse plage.</p> |
| <p>2.2.5 Splashdown</p> | <p>Drowning</p> | <p>Safety talk. Qualified French lifeguards. Clients to move around in groups of 3 or more. Information on swimming ability provided on booking – weak/non swimmers highlighted.</p> |

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| 3 Centre Specific | | |
| 3.1 Rockley Point | | |
| 3.1.1 Slipway / Launching & Recovery of Equipment | Injury | Correct briefing given before launching/recovering. Caution when removing equipment from port as slippery. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. Wear correct footwear. |
| 3.1.2 Manual Handling (Pico, Lasers, Escapes, Canoes, Commandos, Ribs, Launch) | Back Injury | Staff Training. Trailers provided where necessary. All boats / equipment not stored on trailers/trolleys carefully lifted onto trailer once free using enough manpower. |
| 3.1.3 Channels | Injury | Keep to buoyed/marked channels. Speed limit 5 knots. Staff training. |
| 3.1.4 Crossing road from school to water's edge | Injury | Awareness by staff. Safety briefing. |
| 3.1.5 Tides - pontoons, railway bridge | Injury | Safety briefing. Group control. Awareness of staff. |
| 3.1.6 Powerboat Engine mounting | Injury | Staff Training. Use of trolleys and correct manual handling techniques. |
| 3.1.7 Rockley Lodge to Sailing School | Injury Getting separated from group | Young pupils (<16yrs) walked to & from the centre buildings by a Rockley member of staff. Roll call on departure and on arrival. Behaviour Charter. |
| 3.1.8 Chain Ferry, Ferries & Large Watercraft with Restricted Draft | Injury | Staff Training, Safety talk. Operating areas. Staff aware of potential hazards. |
| 3.1.9 Swans | Injury | Safety briefing. Awareness of staff. Don't feed / pet the birds. |
| 3.1.10 Day Sail | Injury/Emergency away from centre | Staff Training. Senior Instructor present for all day sails. Means of communication provided ability to communicate back to sailing centre & other staff on water. Flares provided 2 orange smoke and 2 red pin-points. Operating areas agreed by Chief Instructor. |

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|--|-----------------|---|
| 3.2 Rockley Lodge | | |
| 3.2.1 Kitchen | Injury | Welcome talk -outline areas out of bounds. Notices showing staff only area. |
| 3.2.2 Car park / Building Reception | Stranger Danger | Car park well illuminated at night. Key coded door to enter building. Staff training and awareness of possibility. Nominated duty person. |
| 3.2.3 Rockley Caravans | General | Welcome talk. More than 3 individuals per caravan. Local Fire Regulations followed. Emergency lighting fitted. Lockable doors. |

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| 3.3 Poole Park | | |
| 3.3.1 Dragon Boating / Bell Boating | Injury | Safety Talk. Staff member on each boat. Buoyancy aids worn by all. Pupil behaviour charter. Importance of balance and not overloading. Care when loading/unloading boats. |
| 3.3.2 Rowing Boats | Injury | Safety Talk. Buoyancy aids worn by all clients. Importance of balance and not overloading. |
| 3.3.3 Kayaking | Injury | Staff training, safety talk. Clients only to use spray deck on courses with an Instructor. Buoyancy aids worn by all clients. Minimum certified level working towards BCU 2*. |
| 3.3.4 Pedalo | Injury | Safety Talk. Buoyancy aids worn by all clients. Do not overload – low freeboard. Drained every night. |
| 3.3.5 Blue Green Algae | Illness | Water is tested periodically by the council. If blue green algae blooms develop students are briefed accordingly to minimise the risk. Student told to not enter areas in which blooms are collecting. Students told to wash thoroughly after activity. Staff to minimise students risk of complete immersion in the lake water. |
| 3.3.6 Concrete edge to Lake | Injury | Safety briefing. Group control. Staff training. Awareness of staff. |

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| 3.3.7 Pontoon | Injury | Safety briefing. Group control. Awareness of staff. Correct footwear to be worn. |
| 3.3.8 Swans / Canada Geese | Injury | Safety briefing. Awareness of staff. Don't feed / pet the birds. |
| 3.3.9 Road through Park | Injury | Safety briefing. Awareness of staff. |
| 3.3.10 Powerboat Engine Mounting | Injury | Staff Training. Correct manual handling techniques. |
| 3.3.11 Debris in Lake & on Lake bed | Injury | All lake users to wear appropriate footwear. Awareness of staff. |
| 3.3.12 Islands in Lake | Injury | Safety Talk. Operating area clearly defined. Staff training. No landing on islands. |
| 3.3.13 Slews Gate | Injury | Notification by contractor when gates are to be opened. Operating areas set away from far end of lake near gate. Instructor awareness to the situation. Safety briefing for all clients on lake. |
| 3.4 La Reserve | | |
| 3.4.1 Port & Channel | Injury | No persons allowed to swim in port or channel. Buoyed channel. Speed limit 5 knots in & out of channel. Equipment not launched into channel. |
| 3.4.2 Slipway / Launching & Recovery | Injury | Caution when removing equipment from port as slippery. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. |
| 3.4.3 Public Pontoon | Injury | Staff & Pupils not to walk on public pontoon to get to Rockley Beach. |
| 3.4.4 Duck Huts | Injury | Remain safe distance from as under water obstructions not easily seen. |
| 3.4.4 Oil Rig Platforms | Injury | Keep a safe distance, some in operation. Safety Talk. |
| 3.4.5 Everglades | Injury | Speed limit 5 knots, no access to powerboats for certain dates to preserve wildlife. |

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| 3.4.6 Military Zone | Injury | Restricted Area. No landing on other side of lake by any craft. |
| 3.4.7 Ski Zone | Injury | Buoyed area present for skiing near land opposite Rockley Beach. Operating area to be kept clear. Safety Talk. Awareness of staff to ski boats travelling to and from area. |
| 3.5 La Rive | | |
| 3.5.1 Port & Channel | Injury | Safety briefing, awareness of perimeter port wall when windsurfing and canoeing. Keep to buoyed channel, as rocks either side. Speed limit 5 knots. Staff training. No persons allowed to swim in port or channel. |
| 3.5.2 Slipway / Launching & Recovery | Injury | Caution when removing equipment from port as slippery. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. |
| 3.5.3 Military & Exclusion Zone | Injury | Do not access exclusion zone, alertness of instructors to buoyed area, staff training. Safety briefing. No landing on north side of Cazaux, military restriction zone. |
| 3.5.4 Leaving port entrance turning right towards Sanguinet. Barbed wire on posts for fencing cattle. | Injury | Safety briefing, awareness of wire when going up lake. Keep well clear when canoeing. |
| 3.5.5 Rive Beach Hire | Injury | Staff training to keep group to Rockley allocated water. Safety briefing. |
| 3.5.6 Submerged Posts | Injury | Marked with a float, Staff Training. Safety briefing. |
| 3.5.7 Duck Huts | Injury | Fleets to remain a safe distance from. Presence to be included in safety briefings. |
| 3.5.8 Vehicles | Injury | Welcome talk outlining pupils need to be aware of vehicles entering and exiting campsite ware house & stockage. |

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| 3.6 AzuRivage | | |
| 3.6.1 Public Jetty | Injury | Students to be fully briefed on correct boarding techniques before going on to the jetty as well as potential hazards. No one to dive or jump off jetty. Windsurfers and canoeists to be made aware and keep clear. |
| 3.6.2 Slipway / Launching & Recovery | Injury | Caution when removing equipment from port as slippery. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. |
| 3.6.3 Footbridges | Injury | Safety briefing, control of group whilst crossing bridges, sensible behaviour by pupils. |
| 3.6.4 Seed pods on Beach | Injury | Periodical beach cleaning, digging in sand with hands not permitted. Footwear must cover the whole foot and not fall off easily i.e. Trainers or wetsuit shoes. |
| 3.6.5 Floating Rafts of Weed | Injury | Keep clear, safety briefing. |
| 3.6.6 AzuRivage Beach Hire | Injury | Staff training to keep group to Rockley allocated water. Safety briefing. |
| 3.6.7 Duck Huts | Injury | Remain safe distance from as under water obstructions not easily seen. |

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|---|----------------|---|
| 3.7 Parkstone Office | | |
| 3.7.1 Fire | Injury | Fire procedures notice. Fire procedures briefing for staff during training. Fire & smoke sensors present, with emergency lighting in each room. Nominated Fire Officer with correct training. Fire Blanket present in Kitchen. CO2 and Foam extinguishers present. Local bylaws. No overloading of sockets. |
| 3.7.2 Office Equipment Computers, Printers, Photocopier, Fax machine, Answer machine, Telephones | Electric shock | Check flexes, sockets & connections regularly. Careful operation. Breaks from continuous use. Care when lifting. All appliances to be visually checked periodically, by nominated person. |
| 3.7.3 Office Furniture | Injury | Check regularly for wear & damage. Close drawers after use, keep walkways clear, do not overload files or filing cabinets. Care when lifting. |
| 3.7.4 Computer Screens | Injury | Staff recommended to take regular breaks. Eye tests for anyone who works a screen for more than 6hrs a day. |
| 3.7.5 Lifting Heavy Objects | Injury | Use lifting equipment provided or assistance from other staff. Training in lifting at induction. |
| 3.7.6 Gas Heaters | Injury | Once yearly checks and service by qualified persons. |
| 3.7.7 Cooking Equipment | Burns/Scalds | Staff only to use. Keep area around cooking area clear of obstacles. Careful operation. |

| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|--|--|
| 4 Away From Home | | |
| 4.1 Children away from home, travelling and in a new environment | Control of children – prone to be silly, make mistakes, act out of character | <p>Group Leader & teachers/adults accompanying group are in 'loco parentis'.</p> <p>Rockley staff can assist by fully supporting this role.</p> <p>Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for trips.</p> <p>Rockley Watersports provide a "Behaviour Charter" for all group participants.</p> <p>Use of licensed/approved operators.</p> |
| 4.2 Illness/injury Abroad | Emergency/serious situation | <p>Rockley Watersports Emergency Procedure.</p> <p>Staff hold an Emergency First Aid certificate. Emergency Contact details held at centre.</p> <p>24 hr emergency contact for senior Rockley Staff & Senior School Staff. For trips to France travel insurance includes emergency illness and repatriation cover.</p> |

| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|---|---|
| 5 Centre Accommodation | | |
| 5.1 Fire | Injury | Fire / evacuation drill for all groups upon arrival. Fire extinguishers present in public areas according to local regulations. Smoking not allowed in or around any of our centres including accommodation areas. |
| | Unaware of fire Overcome by smoke Trapped in accommodation | Smoke detectors located in rooms and corridors. Buildings meet local fire regulations and have current certification. Emergency lighting in rooms. Centres all have a fire alarm – bell, alarm or horn. Fire extinguishers present in public areas according to local regulations. Evacuation plans indicate closest exit. Fire / evacuation procedure checking all present, commence search if missing persons acknowledged. Use of Rockley Watersports Fire Emergency Procedures. No Deep frying of any item is allowed within Rockley premises including kitchens, staff & rented accommodation. |
| 5.2 Intruders / Unauthorised Entry | 'Stranger Danger' - Buildings - Tents - Toilets | Lockable bedroom doors. Key coded access through entrance doors to building. Night watch person patrols every 25 mins throughout the night. Panic alarms are provided in each tent, minimum of 3 pupils per tent. Client tents are located next to other occupied tents. If any pupil leaves accommodation at night they notify night watch person, before & after. They must carry panic alarm & accompanied by another pupil from their tent. Campsite barriers locked from 11pm to 6am. Where possible separate sex toilet and shower facilities provided. Welcome talk. |
| 5.3 Slips, Trips & Falls | Injury | Adequate lighting, all trip hazards removed where possible or clients advised of them with clear identification. Appropriate signs in place. |
| 5.4 Non-Public Areas | Injury | Welcome talk, detailing areas out of bounds to clients. Hazard signs displayed. |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--------------------------------|------------------|--|
| 5.5 Centre/Campsite Facilities | Unruly Behaviour | "Pupil Behaviour Charter" which all agree to adhere to and any additional rules as laid down by the campsite. |
| 5.6 Electrocutation | Injury Fire | Only teacher/family & staff tented accommodation are be provided with electricity points and lights. Power cables will be run through conduit and laid on the surface for easy recognition. A standard School group tents will not be provided with electricity points but will have a single light. |

| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--|---|---|
| 6 Travel to & from Centres | | |
| <p>6.1 Coach Travel 6.1.1 Road Traffic Accidents</p> | <p>Injury</p> | <p>Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by coach. Rockley Watersports provide emergency contact details in “Final Travel” pack. Only licensed Coach Operators used. Group Leader & all teachers/adults accompanying the group to ensure all group members wear their seat belts at all times.</p> |
| <p>6.1.2 Coach Breakdown</p> | <p>Injury Stress/Anxiety</p> | <p>Only licensed Coach Operators used with Breakdown Assistance membership. Mobile phone & First Aid kit carried by coach. Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by coach. Rockley Watersports provide emergency contact details in “Final Travel” pack. Group Leader & all teachers/adults accompanying the group to keep good control and adhere to “Behaviour Charter” standard.</p> |
| <p>6.1.3 Stops at Service Stations</p> | <p>Lost/Separated children from group Control of children ‘Stranger Danger’ Contact with general public & service station staff</p> | <p>Safety briefing from Coach Driver &/or Group Leader prior to disembarking coach. Names list to ensure that all pupils are accounted for. Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by coach. Rockley Watersports provide emergency contact details in “Final Travel” pack and a “Behaviour Charter” for all group participants.</p> |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|---|--|
| <p>6.2 Ferry Travel 6.2.1 Rough Weather Crossing</p> | <p>Sea Sickness Lost Overboard</p> | <p>Guidance from ferry operator provided in “Final Travel” pack. Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by ferry. Group to follow instructions issued by ferry staff and onboard safety information.</p> |
| <p>6.2.2 Unruly Behaviour</p> | <p>Contact with general public & ferry staff Injury</p> | <p>Group Leader & all teachers/adults accompanying the group to keep good control and adhere to “Behaviour Charter” standard.</p> |
| <p>6.3 Eurostar/TGV Travel 6.3.1 Unruly Behaviour</p> | <p>Contact with general public & Eurostar/TGV staff</p> | <p>Group Leader & all teachers/adults accompanying the group to keep good control and adhere to “Behaviour Charter” standard.</p> |
| <p>6.3.2 Train Stations</p> | <p>Control of children Lost/Separated children from group ‘Stranger Danger’ Contact with general public & train station staff</p> | <p>Use of names list to ensure that all pupils are accounted for. Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by train. Rockley Watersports provide emergency contact details in “Final Travel” pack and a “Behaviour Charter” for all group participants.</p> |
| <p>6.4 Air Travel 6.4.1 Unruly Behaviour</p> | <p>Contact with general public & Airline staff</p> | <p>Group Leader & all teachers/adults accompanying the group to keep good control and adhere to “Behaviour Charter” standard.</p> |
| <p>6.4.2 Airports</p> | <p>Control of children Lost/Separated children from group ‘Stranger Danger’ Contact with general public & train station staff</p> | <p>Names list to ensure that all pupils are accounted for. Group Leader & all teachers/adults accompanying the group should be familiar with the school and any LEA policies regarding guidelines for travel by air. Rockley Watersports provide emergency contact details in “Final Travel” pack and a “Behaviour Charter” for all group participants.</p> |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|--------------------|--|
| 7 Maintenance | | |
| 7.1 Manual Handling | Back injury | Safety Talk. Correct use of equipment provided. Correct lifting and handling techniques. Staff training. Organised assistance for heavy equipment. |
| 7.2 Tools Power tools, Hand tools | Injury | Staff training before use. Correct use of equipment & safety equipment provided. Rockley Operating Procedures. Aware of dangers if misused. Using tool for correct purpose. Using necessary protective clothing. |
| 7.3 Grinding | Injury | Wear protective goggles & clothing, use of guards. Check no obstacles. Check leads, sockets & connections regularly. |
| 7.4 Electrical Equipment | Electric shock | Check leads, sockets & all connections regularly. Careful operation, especially if working outdoors. Power tools only to be used by competent, trained staff. Visual Inspection periodically inventory of all electrical appliances. |
| 7.5 Laminating | Injury | Wear protective gloves & use warning "Keep Clear" signs. Work in open (well-ventilated) area. |
| 7.6 Painting | Injury | Wearing face mask & use warning "Keep Clear" signs. Work in open (well-ventilated) area. |
| 7.7 General Repair of Boats | Injury | Work in designated area. Care when using repair tools, especially electrical tools. Power tools only to be used by competent, trained staff. |
| 7.8 Exposure to Engine Noise | Hearing impairment | Engine turned off when not being tested. Use of correct protective clothing. |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--|-------------------------|---|
| 7.9 Handling Hazardous Substances COSHH | Injury | Training given to anyone who will be in contact with substances with warning labels. Substances to be stored in separate well ventilated storage area. Only staff who have received COSHH training allowed to use them. Suitable protective clothing to be worn, correct procedures to be used. Read guidance notes attached to all COSHH substances before use. Used in well-ventilated areas. |
| 7.10 Controlling Spills | Injury | See above. Correct methods of disposal set out by manufacturer. Use of warning signs if required. |
| 7.11 Workshop Fire | Injury | Fire procedures notice located in workshop. Fire procedures briefing for staff during training. Fire drill. Smoke detector checked regularly. |
| 7.12 Vehicles on Jacks | Crush Injury | Careful operation & precautionary use of axle stands. Only to be used by competent, trained staff. |
| 7.13 Greases & Oils | Allergic skin reactions | Careful use. Use gloves and barrier cream. |
| 7.14 Work Area Floor | Tripping | Work areas kept clean & tidy operate a clean as go policy. |
| 7.15 Overloaded Shelving Units | Falling objects | Use step ladders provided when handling goods above head height. |
| 7.16 Operating Double Garage Door At Workshop Gastes France | Crushing | Training for staff before use. |
| 7.17 Engine Testing out of Water | Cuts & Burns | Supervision & work to be carried out by engineer. |
| 7.18 Lifting & Carrying Engines | Back injury | Use correct lifting techniques & engine trolley. Mind your back. Safety talk. Supervision. |
| 7.19 Testing Engines in Tank – Fumes | Smoke inhalation | Test tank only to be used by engineer. Open area. |
| 7.20 Engines Starting in Gear | Injury | Engineer to regularly check all engines. Kill cords to be worn before starting engine. Staff training. Records kept. |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|----------------------------------|--|
| 7.21 Fuel | Fire | Fuel to be put away as soon as arrives & before students arrive for the day. Observe "No Smoking" signs in area. Fuel containers to be kept in lockable storage at all times. |
| 7.22 Fuel Store | Injury & Manual Handling Fire | Attention to be taken when entering and leaving store area. Staff trained in correct handling techniques and made aware of any potential hazards. Store to be locked at all times once loading unloading has finished. |
| 7.23 Fuel Spillage | Contact with eyes or skin | Only decant in gravelled area. Care when decanting into fuel cans. Use funnel. Training to prevent contact with skin. Eyes wash station and rubber gloves are provided at each fuel store. |
| 7.24 Boats & Trailers as Obstacles (tripping over/walking into) | Injury | Leave stored equipment in correct place, ensure no protruding parts into walk ways. |
| 7.25 Moving Boats & Trailers | Injury | Briefing of Clients. Vigilance when moving equipment. Care when lifting & handling. Mind your back. Ensure enough persons to lift boat safely. Safety talk. |
| 7.26 Sharp Objects on Ground | Injury | Welcome talk. Suitable footwear should be worn at all times. Regular cleaning of centres. |
| 7.27 COSHH | Injury | Use of protective clothing where appropriate. Follow manufacturers instructions for correct, safe use. Correct storage. Training for all relevant staff. Substances to be stored in separate well ventilated storage area. COSHH risk assessments performed for each item. |
| 8 Kitchen | | |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--|-----------------------------------|--|
| 8.1 General Kitchen Operations | Injury Cross Contamination | Only kitchen staff allowed access. Training given in safe operating procedures. First aid kit kept in kitchen. Signs identifying kitchen hazards. Welcome talk to clients. Staff training. Hands washed each time enter kitchen. Hand wash sink operated with knee tap. Specific footwear and clothing required when in kitchen. Correct handling methods used. Correct use of chopping boards. Wash as you go policy. Supervision by head chief. |
| 8.2 Gas Appliances (heaters & cookers) | Fire | Gas equipment serviced regularly. Fire extinguishers and blankets present in and around kitchen. Electrical equipment checked regularly. Heat extractors provided. Particular care with hot fat. Rockley staff training. No Deep Frying of any item allowed within Rockley Premises Including Kitchens, staff & rented accommodation. Gas containers to be kept away from public where possible. If gas in use around client accommodation, will be stored in a cover/box . |
| 8.3 Wet Floor | Slips & Trips | Use wet floor warning cone. Clean as you go. |
| 8.4 Contamination of Food (physical, biological, chemical) | Food Poisoning | Reputable food suppliers. Correct food preparation, handling & storage. All staff given appropriate training. Minimum requirement of Basic Health & Hygiene certificate. Hand wash facilities. Use of blue plasters. Meat/chilled foods delivery checked to ensure below +4°C on arrival & logged in kitchen diary. Frozen food delivery checked to ensure below -18°C on arrival & logged in kitchen diary. Fridge/freezer temperatures monitored daily. Cook out temperatures of prepared/reheated foods monitored and recorded. Clean as you go. 100g Evening food sample to be frozen and kept for one week. |
| 8.5 Electrical Equipment (fridges, freezers, small appliances) | Electric shock | Staff only to use. Careful operation. Check leads, sockets & connections regularly. Follow correct loading/storage guidelines for fridges/freezers. Only trained, competent staff to use small electric appliances. No over loading of sockets. |
| 8.6 Knives | Injury | Proper training in the use of knives. First aid kit in kitchen. Use of Blue plasters. Kitchen accident book. |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|-----------------------------------|--|--|
| 8.7 Chemicals (COSHH) | Injury | Use of protective clothing where appropriate. Follow manufacturers instructions for correct, safe use. Correct storage. Training for all relevant staff. Substances to be stored in separate well ventilated storage area. COSHH risk assessments performed for each item. |
| 8.8 Lifting of Heavy Items | Back injuries | Training in manual handling techniques. |
| 8.9 Pests | Food Contamination leading to food poisoning | Proper refuse clearance and a regular cleaning schedules. |
| 8.10 Food Storage Shelving | Falling items leading to injuries | Staff follow correct storage guidelines. Regular stock checks to ensure we are not carrying too much stock. Adequate storage areas. Procedure for maintenance programme. Staff training. |
| 8.11 Spillages | Injury | Correct methods of disposal set out by manufacture. Use of warning cones. |
| 8.12 Hot Water | Burns & Scolds | Staff Training. Hot water caution signs put up by sinks. |

| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--------------------|--------|---|
| 9. Driving | | |
| 9.1 "Fit" to Drive | Injury | Full drivers licence required. Nominated employees to drive only. Staff to carry drivers licence whilst driving. Staff Training, Staff expected to drive within the law, safely and responsibly on work journeys. If staff not "fit" to drive staff should make line manager aware, with line manager understanding these health issues without affecting job security or career prospects. Minimum legal eyesight standards, number plate reading at 20.5m. Illegal to use hand held mobile phone whilst driving. Staff expected to use mobile phone as part of job and are driving are required to return calls when safe to do so, not whilst driving. Fire extinguisher, first aid kit, warning triangle & high visibility jacket held in all Rockley vehicles (France). |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--|-------------------------------|---|
| 10 Staffing | | |
| 10.1 Working With Children | | Staff Application process. All Staff CRB checked. Use of List 99 if CRB pending. 2 x References taken. Interviewed where possible. Rockley Child Protection Policy. Staff Monitored during job. |
| 10.2 Lone Working | | Operational Procedures to keep this to absolute minimum. Contact facilities available. |
| 10.3 Powerboat Driving | Injury | Staff Training. All staff to hold RYA PB2 licence. Killcords to be worn by all before starting engine. In-gear protectors checked regularly. Engines regularly serviced by qualified technician. Awareness of instructors. Engines turned off when in area of clients in water. All guidelines followed set by the national governing body RYA. |
| 10.4 Medical or other Emergencies | Injury / emergency situations | Staff training in Rockley emergency procedures. Staff must hold valid first aid certificate. Medications are not provided for the administration of. Medical service is sourced in the event of an incident. |
| | | |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|---|---------------|---|
| <p>3.4 La Reserve Update April 2010</p> <p>3.4.8 Rockley Beach - Tree stump</p> | <p>Injury</p> | <p>All clients to receive warning about tree stump and roots at Rockley Beach in welcome talk. All personnel to wear shoes at all times. Tree is roped off.</p> |

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| HAZARDS | RISKS | HOW IS THE RISK CONTROLLED? |
|--|---|---|
| <p>3.5 La Rive Update June 2010</p> <p>3.5.9 Toilet Block Facilities</p> | <p>Fire</p> <p>Slips, Trips & Falls</p> | <p>Eating Area, non-smoking area. Welcome talk and signs in eating area.</p> <p>Welcome talk highlighting need to use steps when entering or exiting the facilities. Clients not to run around the block.</p> |