

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
<b>1 Centre Activities</b>		
<p><b>1.1 Generic Water Activities</b></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. Staff Induction.
	Hypothermia	Correct Personal Protective Clothing for the activity to be worn according to the conditions. Alertness of instructors to signs of hypothermia. Staff Induction.
	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 held at centre and means of contact available. 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. Appropriate communication device provided for activity. All accidents are reported and reviewed at Health & Safety Executive Meetings to ensure safe working practice. Dynamic risk assessment by activity staff.

**Risk Assessments**  
(Updated & revised JAN 2009)



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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	Training given to staff on operating procedures. Safety talks 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 thoroughly 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. Clients made aware of potential risks.

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<b>1.2 Specific Water Activities</b>		
<b>1.2.1 Canoeing / Canoe Polo</b>	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.
<b>1.2.2 Windsurfing</b>	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. Defined 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.
<b>1.2.3 Dinghy Sailing</b>	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 hit to head.
	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. All water staff to carry a suitable knife. Sailing harnesses only to be used on advanced courses.

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<b>1.2.4 Catamaran Sailing</b>	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 course.
	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. Masts to be checked for buoyancy periodically. All water staff to carry a suitable knife.
	Capsize Recovery	Righting lines fitted where applicable.
<b>1.2.5 Day Sails</b>	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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<b>1.2.6 Raft Building</b>	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.
<b>1.2.7 Swimming Pool</b>	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.
<b>1.2.8 Wakeboarding, Water Skiing &amp; Banana Boating</b>	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.
<b>1.2.9 Powerboating</b>	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.
<b>1.3 Generic Shore Activities</b>  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 held at centre and means of contact available. 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 means of contact. At French centres wristbands with contact details worn by all pupils.
<b>1.4 Specific Shore Activities</b>		
<b>1.4.1 Cycling (MTB)</b>	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. Bikes maintained by approved and in house trained employees.
	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. Staff carry an 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.
<b>1.4.2 Archery</b>	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.
<b>1.4.3 Beach Games</b>	Injury	Safety talks. Suitable footwear to be worn by all. Entertainments run on max ratio 20:1. Senior member of staff on duty with communication device. Entertainment file provided to give guidance for all activities to be run. Alertness of instructors to potential dangers. Operational area set up.
<b>1.4.4 Climbing Wall</b>	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.
<b>1.4.5 Evening activities</b>	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><b>1.4.6 Free Time</b></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.