

Risk Assessments

(Updated & revised JAN 2009)



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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>	<p>General</p> <hr/> <p>Dehydration</p> <hr/> <p>Sun Burn / Sunstroke</p> <hr/> <p>Hypothermia</p> <hr/> <p>Injury</p>	<p>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.</p> <hr/> <p>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.</p> <hr/> <p>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.</p> <hr/> <p>Correct Personal Protective Clothing for the activity to be worn according to the conditions. Alertness of instructors to signs of hypothermia. Staff Induction.</p> <hr/> <p>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.</p>

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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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. 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.
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 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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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 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.
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).

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	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.
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. 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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	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 communication device. 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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
<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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
2.2.4 Splashdown	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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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 of 5 knots. Staff training.
3.1.4 Crossing road from school to water's edge	Injury	Signs showing people crossing. 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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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.
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 Sluice 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.

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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. Fleet control by instructors.
3.4.4 Oil Rig Platforms	Injury	Keep a safe distance, some in operation. Safety Talk. Fleet control by instructors. Fleet control by instructors.
3.4.5 "Everglades"	Injury	Speed limit 5 knots, no access to powerboats for certain dates to preserve wildlife.
3.4.6 Military Zone	Injury	Restricted Area. No landing on other side of lake by any craft. Fleet control by instructors.
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. Fleet control by instructors.

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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. Fleet control by instructors.
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. Fleet control by instructors.
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. Fleet control by instructors.
3.5.7 Duck Huts	Injury	Fleets to remain a safe distance from. Presence to be included in safety briefings. Fleet control by instructors.
3.5.8 Vehicles	Injury	Welcome talk outlining pupils need to be aware of vehicles entering and exiting campsite warehouse & stockage.

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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. Fleet control by instructors.
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. Fleet control by instructors.

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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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>For groups, 2 members of the accompanying adults are to be nominated daily as the group contact for that day.</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	<p>Injury</p> <hr/> <p>Unaware of fire Overcome by smoke Trapped in accommodation</p>	<p>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.</p> <hr/> <p>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.</p>
5.2 Intruders / Unauthorised Entry	<p>‘Stranger Danger’ - Buildings</p> <p>- Tents</p> <p>- Toilets</p>	<p>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 toilet and shower facilities for boys and girls are provided. Welcome talk.</p>
5.3 Slips, Trips & Falls	Injury	<p>Adequate lighting, all trip hazards removed where possible or clients advised of them with clear identification. Appropriate signs in place.</p>
5.4 Non-Public Areas	Injury	<p>Welcome talk, detailing areas out of bounds to clients. Hazard signs displayed.</p>

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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
6 Travel to & from Centres		
6.1 Coach Travel 6.1.1 Road Traffic Accidents	Injury	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.
6.1.2 Coach Breakdown	Injury Stress/Anxiety	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.
6.1.3 Stops at Service Stations	Lost/Separated children from group Control of children ‘Stranger Danger’ Contact with general public & service station staff	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.

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HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
6.2 Ferry Travel 6.2.1 Rough Weather Crossing	Sea Sickness Lost Overboard	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.
6.2.2 Unruly Behaviour	Contact with general public & ferry staff Injury	Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard.
6.3 Eurostar/TGV Travel 6.3.1 Unruly Behaviour	Contact with general public & Eurostar/TGV staff	Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard.
6.3.2 Train Stations	Control of children Lost/Separated children from group 'Stranger Danger' Contact with general public & train station staff	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.
6.4 Air Travel 6.4.1 Unruly Behaviour	Contact with general public & Airline staff	Group Leader & all teachers/adults accompanying the group to keep good control and adhere to "Behaviour Charter" standard.
6.4.2 Airports	Control of children Lost/Separated children from group 'Stranger Danger' Contact with general public & train station staff	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.

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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 Activity Equipment	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.
7.22 Fuel Store	Injury & Manual Handling	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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
8 Kitchen		
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
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.
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. Pest control contract.
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.