



Watersports training & activity trips

[B] RISK ASSESSMENTS



Index

Centre Activities	1		Splashdown - UK	2.2.5
Generic Water Activities	1.1		Centre Specific	3
Specific Water Activities	1.2		Rockley Point	3.1
Kayaking, Canoeing / Canoe Polo	1.2.1		Rockley Lodge	3.2
Windsurfing	1.2.2		Poole Park	3.3
Dinghy Sailing	1.2.3		Le Lac	3.4
Catamaran Sailing	1.2.4		La Rive	3.5
Day Sails	1.2.5		AzuRivage	3.6
Raft Building & inflatable obstacle course	1.2.6		Rockley Office	3.7
Water walkers	1.2.7		Buddens	3.8
Swimming Pool	1.2.8			
Wakeboarding, skiing & Banana Boat	1.2.9		Away From Home	4
Power boating	1.2.10		Children Away from Home	4.1
Generic Shore Activities	1.3		Illness/injury Abroad	4.2
Specific Shore Activities	1.4			
Cycling - Trail riding	1.4.1		Centre Accommodation	5
Archery	1.4.2		Fire	5.1
Beach Games	1.4.3		Intruders/Unauthorised Entry	5.2
Climbing Wall	1.4.4		Slips, Trips & Falls	5.3
Evening Activities	1.4.5		Non-Public Areas	5.4
Free Time	1.4.6		Centre/Campsite Facilities	5.5
BTEC Walking/Map reading & MTB	1.4.7		Electrocution	5.6
Off Site Activities (Excursions)	2			
Generic Off Site Activities	2.1		Travel to & from Centres	6
Specific Off Site Activities	2.2		Road Travel	6.1
Aqua Land	2.2.1		Road Traffic Accidents	6.1.1
White Water Rafting & Surfing	2.2.2		Breakdown	6.1.2
Dune D'Plya - France	2.2.3		Stops at Service Stations	6.1.3
High Ropes	2.2.4		Ferry Journey	6.2

Index continued

Rough Weather Crossing	6.2.1	Fuel	7.21
Unruly Behaviour	6.2.2	Fuel Store	7.22
Eurostar/TGV Travel	6.3	Fuel Spillage	7.23
Unruly Behaviour	6.3.1	Boats & Trailers as Obstacles	7.24
Train Stations	6.3.2	Moving Boats & Trailers	7.25
Air Travel	6.4	Sharp Objects on Ground	7.26
Unruly Behaviour	6.4.1	COSHH	7.27
Airports	6.4.2		
External Providers	6.5		
		Kitchen	8
Maintenance	7	General Kitchen Operations	8.1
Manual Handling	7.1	Gas Appliances	8.2
Tools	7.2	Wet Floor	8.3
Grinding	7.3	Contamination of Food	8.4
Electrical Equipment	7.4	Electrical Equipment	8.5
Laminating (Fibre Glass)	7.5	Knives	8.6
Painting (Solvent Base)	7.6	Chemicals (COSHH)	8.7
General Boat Repair	7.7	Lifting of Heavy Items	8.8
Exposure to Engine Noise	7.8	Pests	8.9
Handling Hazardous Substances	7.9	Food Storage Shelving	8.10
Controlling Spills	7.10	Spillages	8.11
Workshop Fire	7.11	Hot Water	8.12
Vehicles on Jacks	7.12		
Greases & Oils	7.13	Driving	9
Work Area Floor	7.14	"Fit" to Drive	9.1
Overloaded Shelving Units	7.15		
Garage Door Operation Workshop - France	7.16	Staffing	10
Engine testing out of Water	7.17	Working with Children	10.1
Lifting & Carrying Engines	7.18	Lone Working	10.2
Testing Engines in Test Tank	7.19	Powerboat Driving	10.3
Engines starting in Gear	7.20	Medical or other Emergencies	10.4

Covid -19				
Pre-arrivals	11.1			
Arrivals - Residential	11.2			
Arrivals - Sailing Centre	11.3			
Activities	11.4			
Changing rooms and toilets	11.5			
First aid	11.6			
Parents, visitors & contractors	11.7			
Positive Covid result	11.8			

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
1 Centre Activities		
1.1 Generic Water Activities Kayaking, Canoeing, Canoe Polo, Windsurfing, Dinghy Sailing, Catamaran Sailing, Day Sails, Raft Building, SUP, Mega SUP, Swimming Pool, Wake boarding / Water Skiing, Banana Boating, Powerboating. Pedalo, Water walkers, Inflatable obstacle course & any other hire of equipment.	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. Drinking water available at meal times.
	Sun Burn / Sunstroke	Clients advised to wear high factor, waterproof sun cream, hats, sunglasses etc & to cover up when necessary. Advise drinking plenty of water. Get out of sun when possible. Alertness of instructors to signs of sunburn and sunstroke.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	Hypothermia	Correct Personal Protective Clothing for the activity to be worn according to the conditions. Alertness of instructors to signs of hypothermia.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	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 accidents 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) All PPE for activities to be itemised and checked regularly.
	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 to aid all landings.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
	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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
<p>FIRST AID PROVISION</p> <p>Level of 1st Aiders Available to at all locations for staff and clients</p> <p>1st Aid equipment not verified and replaced as necessary</p> <p>Suitable 1st Aid stores not carried per activity and centre</p>	<p>Potential in the event of an injury that persons will not receive correct primary response and ongoing action</p> <p>Suitable equipment not available as and when required, centre not aware of stock level</p> <p>In the event of an incident suitable equipment not available to treat injury</p>	<p>All activity areas to have a minimum of 1 nominated Rockley team member qualified in 1st Aid. This person is to carry and be responsible for the relevant first aid kit and supplementary equipment as necessary</p> <p>Ongoing procedure of replenishing activity and excursion packs on a daily basis. All 1st Aid Kits and supplies checked on a weekly basis to ensure stock and spare levels appropriate – this is noted in centre daily log.</p> <p>1st Aid Kit contents reviewed on a yearly basis in conjunction with analysis of accident and incident reports as well as recommendation from NGB and inspecting bodies. Kits adjusted specifically with regard to areas identified in activity risk assessments and historical data. Kit contents listed within Standard Operating Procedures (document [C] SOP - 1.16)</p>
	<p>Injury away from base</p>	<p>All activities have to take place within 4 miles of our Normal Operating Area.</p> <p>Any activities outside the NOA groups should carry an 'enhanced first aid kit' route plans need to be prepared and passed to the duty manager before departing site. These plans should show repatriation points should any issues occur. Any change to this route should be notified to the duty manager.</p>

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
1.2 Specific Water Activities		
1.2.1 Kayaking, Canoeing / Canoe Polo, SUP, Mega SUP & Other paddle sports	Manual Handling	Minimum of two clients required to carry a canoe/SUP & one to carry a Kayak, once properly briefed. Correct storage of equipment.
	Contact with boat parts / injury	Safety talk, explanation of paddling, and other boat parts. Distance from each other must be kept at all times to prevent injury when dropping equipment. Session will start only when 2 paddles away from shore and in more than waist deep water. Clients instructed in timing of paddling strokes so avoid contact with other clients in vessel. Proper loading of and distribution of weight on vessel. Distribution of equipment away from each other when playing games. Towing of vessel must be done smoothly getting all clients to sit (not standing) with another staff member in the back line of tow ready with whistle in case of any issues, thereby contacting the safety boat driver.
	Drowning	All sessions are to go no further than 200m from the shore line.
	Sand in eyes	Initial briefing, identifying the paddles are not to be used carelessly.
	Head injury at locations where participant cannot be more than 5m from edge of operating area when SUP.	For any location where the activity will not allow the participant to be more than 5m from the edge a suitable helmet will provided.
1.2.2 Windsurfing	Contact with board & rig parts / Injury	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. Distance from each other must be kept at all times to prevent injury when dropping equipment. Session will start only when 2 masts away from shore and in more than waist deep water.
	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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
1.2.3 Dinghy Sailing & Keelboat 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.
	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. Masthead floats used on stated boats see SOP.
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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
1.2.6 Raft Building & Inflatable obstacle course	Contact with other clients & equipment	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 Water walkers	Further Injury	Water walkers do not require a buoyancy aid due to other safety factors.
1.2.8 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.
1.2.9 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.
1.2.10 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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
<p>1.3 Generic Shore Activities</p> <p>Cycling (Trail riding), Archery, Beach Games, Climbing Wall, Evening Activities</p> <p>Free Time: Bungee Trampoline, Pedal Carting, Mini Golf, Adventure Playground, Tennis</p>	<p>General 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. Activity Staff hold valid First Aid certificate (RYA or equivalent). Rockley Operating Procedures.</p>
	<p>Dehydration</p>	<p>Drinking water is available at all centres. Bottles of water to be taken on session. Drinking water available at all meal times (France).</p>
	<p>Sun Burn Sunstroke</p>	<p>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 heat. Advise drinking plenty of water.</p>
	<p>Injury</p>	<p>Activity Staff to hold a valid First Aid Certificate (RYA or equivalent). Staff appropriately qualified to teach activity with relevant experience.</p> <p>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.</p>
	<p>Missing Persons</p>	<p>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.</p>

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
First Aid & Provisions	Injury away from base	All activities have to take place within 4 miles of our Normal Operating Area. Any activities outside the NOA groups should carry an 'enhanced first aid kit' route plans need to be prepared and passed to the duty manager before departing site. These plans should show repatriation points should any issues occur. Any change to this route should be notified to the duty manager.
1.4 Specific Shore Activities		
1.4.1 Cycling – Trail Riding	Injury / Falling off bike	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. Maintenance tools carried to mend problems on route. All riders must wear suitable shoes & clothing. Safety briefing to ensure all clients can ride a bike safely. Understand suitable distance required to prevent collisions. Bike checks performing the M checks, done by all clients before departing base.
	Sunstroke/Heat exhaustion	Wearing appropriate clothing. Drink water. Bikes to carry water bottles. Safety talk. Alertness of instructors.
	Missing person	Use of roll calls. 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 10:1.

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 are operational. Suitable air pressure in both tires. Bikes needing attention labelled clearly so are not used. All bikes taken on short loop so instructors can visually see all bikes are working.
1.4.2 Archery and target sports	Injury	All clients receive a safety talk before commencing activity. Safety equipment to be worn by all who take part. Equipment suitable to conditions and experience of clients. Ricocheting objects - awareness of group and set up of range. 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 areas set up.
1.4.4 Climbing Wall / high ropes /low ropes	Injury	The use of licensed local activity operators. All clients receive a safety talk before commencing activity. Safety equipment to be worn by all who take part. 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. If Rockley operated activity above applies but will be performed by specially trained Rockley Staff

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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.
1.4.6 Free Time Bungee Trampoline, Pedal Carting, Mini Golf, Adventure Playground	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. Clients move around campsite in groups of 3 or more. Made aware of which side of the road the French drive on.
	Missing Persons	Roll call at the end of a regular session. Name check/role call before next session starts or before lights out. Emergency telephone numbers and contact details held at centre. At French centres wristbands with contact details worn by all pupils. Clients to move in around campsites in groups of 3 or more. Out of bounds areas set at welcome talk.
	'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. Clients advised to talk to only wrist banded persons.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
1.4.7 BTEC Walking / Map reading & MTB	Injury	<p>Safety brief before departing centre and then hazards identified as walk progresses. 1st walk is accompanied by a suitable member of staff, 2nd walk groups are set out on short loop where they are unaccompanied for half walk. If pupil has not completed walk #1, then direct assessment on walk #2 must be successfully accomplished for pupil to progress to walks #3 & 4.</p> <p>Groups provide a drop out plan in the event of needing assistance. Groups must stay on selected path and routes unless advised by fleet leader during walk. As operating area is outside normal area, an enhanced first aid provided per walking group & Mobile first aid kit located in main vehicle. Moving pupils to and from walk locations – Use of Rockley vehicles only – see Driving section 9 & 6 Travel to and from centre. Plus all controls for 1.4.1 Cycling – Trail Riding.</p>
	Missing persons & Stranger Danger	<p>Safety Briefing. On all unaccompanied walks, group of pupils must stay together at all times. Walks must be planned out in classroom and fleet leader will agree that walk is suitable before it is undertaken. Group take route card, map & compass on each walk and fleet leader holds a master rout map for all walks.</p> <p>Each group must check in with Fleet leader at set locations. If group is late they ring in and advise fleet leader of the situation so they can advise on what course of action group should take. All pupils to get notice of intent from parent / guardian that pupil will be taken off site and will be unaccompanied for a certain walks.</p>

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
2 Off Site Activities (excursions)		
2.1 Generic Off Site Activities AquaLand, Surfing, High Ropes, Go-Karting, White Water Rafting, Dune D’Pyla Splashdown, Bowlplex Offsite Town Visit/Shopping excursion; Decathlon, Bordeaux, Biarritz, Hossegor, Annecy	Unruly Behaviour Contact with general public & off site activity staff	“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. Clients reminded that the French drive on the RIGHT hand side.
	‘Stranger Danger’	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.
	Missing Persons	Roll Calls at the beginning & end of excursions. Continuous head counting. 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.
	Injury	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. Correct use of equipment provided. Group Leader & all teachers/adults accompanying the group to keep good control and adhere to “Behaviour Charter” standard.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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 White Water Rafting & Surfing	Drowning	Safety Talk. All clients to wear approved safety equipment. Use of licensed activity operators. Pupils must follow all instructions given by the instructors.
2.2.3 Dune D'Plya - France	Injury	Safety briefing before clients start activity on dune. Highlighting specific dangers such as fences and trees when running down the dune face. Staff member placed at danger points, where necessary. Group controlled during dun running.
2.2.4 High Ropes – France	Injury	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.
2.2.5 Splashdown - UK	Drowning	Safety talk. Qualified 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 slipway as can be 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. Awareness of staff to state of tide and direction.
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.

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. Residential manager on call in flat adjacent to lodge or duty manager contactable by phone.
	Traffic	All pupils to be made aware of traffic passing the reception building, especially the bus. Notices placed on all exits to remind client. Fence has been erected to prevent clients from spilling on to the road when queuing outside the canteen.
3.2.3 Caravans	General	Welcome talk. More than 3 individuals per caravan. Local Fire Regulations followed. Emergency lighting fitted. Lockable doors. Haven Leisure to provide a 24hr security patrol. Rockley to provide UHF radios for each mobile home. List of emergency telephone numbers, which will include Rockley and teacher contact details. Caravans made client safe before occupied by clients. Removal of sharp objects. Gas supply turn off at main delivery source.

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*.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. See code of practice.
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 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.
3.3.14 Public Access to changing facilities	"Stranger Danger"	Lockable front door & lockable changing room doors. Awareness of staff and accompanying adults.
3.3.15 Public Access to vulnerable students within Poole Park	Control of children "Stranger Danger" Contact with general public	Safety briefing from Rockley staff member. 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 offsite visits.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.3.16 Use of Public Toilet Facilities	Control of children "Stranger Danger" Contact with general public	Safety briefing from Rockley staff member. Names list to ensure that all pupils are accounted for. Students to notify staff when go and return, names recorded on fleet leader form. Students go minimum of 2 friends. Rockley toilet available as first option.
3.3.17 Fountain	Injury	Safety briefing. Group control. Awareness of staff. Operating Areas set.
3.3.18 Mini Port	Conflict with other water users Injury	Safety briefing. Group control. Awareness of staff. Allocation of activity operating areas.

3.4 Le Lac		
3.4.1 Fishermen / Other water users	Injury	No persons allowed to swim in lake in unauthorised areas. Buoyed channel. Equipment not launched directly into other water users vicinity.
3.4.2 Launching & Recovery	Injury	Caution when launching and recovering. Use correct trolleys and trailers for equipment, with safe operating and handling procedures. Speed kept to 5 knots when close to shore.
3.4.3 Private Pontoons	Injury	Staff & Pupils not to walk on private pontoons.
3.4.4 Pontoon	Injury	Safety briefing. Group control. Awareness of staff. Correct footwear to be worn.
3.4.5 Public Access to vulnerable students	Control of children "Stranger Danger" Contact with general public	Safety briefing from Rockley staff member. 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 offsite visits.
3.4.6 Public Beach Hire	Injury	Staff training to keep group to Rockley allocated water. Safety briefing.
3.4.7 Vehicles	Injury	Welcome talk outlining pupils need to be aware of vehicles entering and exiting the campsite.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.4.8 Footbridges	Injury	Safety briefing, control of group whilst crossing bridges, sensible behaviour by pupils.
3.4.8 Duck Huts	Injury	Remain safe distance from as under water obstructions not easily seen. Do not climb on to them.
3.4.9 Rowing lanes	Injury	Buoyed area present for rowing. Operating area to be kept clear. Safety Talk. Awareness of staff to rowing boats and their safety craft 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. Care when towing boats in channel checking that equipment not to close to the port wall.
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 “Lo Lo”	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. Do not land on.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.5.8 Vehicles	Injury	Welcome talk outlining pupils need to be aware of vehicles entering and exiting the campsite warehouse & stockage.
3.5.9 Toilet Block Facilities	Fire Slips, Trips & Falls	Eating Area, non-smoking area. Welcome talk and signs in eating area. Welcome talk highlighting need to use steps when entering or exiting the facilities. Clients not to run around the block.
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 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. Do not land on any islands.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.7 Rockley 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 area. 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.
3.8 Buddens		
3.8.1 Crossing tracks & vehicle access around centre	Injury	Awareness by staff. Safety briefing. Public vehicles permitted to access only certain parts of site at certain times to reduce road traffic to a minimum. Centre vehicles to be fully ware of clients and drive carefully at all times.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.8.2 Slipway / Launching & Recovery of Equipment	Injury	Correct briefing given before launching/recovering. Caution when removing equipment from slipway as can be slippery. Wear correct footwear. All trailers are to be removed from slipway area when not in use.
3.8.3 Pontoon	Injury	Safety briefing. Group control. Awareness of staff. Correct footwear to be worn.
3.8.4 Manual Handling Equipment	Back Injury, Head injury	Staff Training. Trailers provided where necessary. All equipment not stored on trailers/trolleys carefully lifted onto trailer once free using enough manpower. Any equipment store on racks are to be carefully removed using suitable man-power
3.8.5 Public Access to changing facilities	"Stranger Danger"	Key coded access door to changing rooms. Awareness of staff and accompanying adults Toilet facilities mixed access – Awareness of staff and parents / accompanying adults.
3.8.6 Lake edge	Injury	Welcome talk to ensure that clients stay away from edge. Slip way or pontoon used as nominated access point. Emergency access points located around lake – See LOPs.
3.8.7 Other water issues	Injury	Operating area for each Rockley activity given to ensure good fleet separation
3.8.8 Buoyage store	Injury / trip	Staff to ensure that it tidy and clear of obstructions

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	<p>Injury</p> <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> <p>Buildings: 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.</p> <p>Evacuation plans indicate closest exit.</p> <p>Fire / evacuation procedure checking all present, commence search if missing persons acknowledged and safe to do so. Use of Rockley Watersports Fire Emergency Procedures.</p> <p>No Deep frying of any item is allowed within Rockley premises including kitchens, staff & rented accommodation. Tented Accommodation- All tents are made from M2 fire retardant material. Tents are fitted with 2 doors.</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.</p> <p>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.</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>

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
5.4 Non-Public Areas	Injury	Welcome talk, detailing areas out of bounds to clients. Hazard signs displayed.
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 with lights. Power cables will be run through conduit and laid on the surface for easy recognition. A standard School group tent will not be provided with electricity points but will have a single light. Pupil tents are only powered from dusk till early morning.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
6 Travel to & from Centres		
6.1 Road 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 road. Rockley Watersports provide emergency contact details in “Final Travel” pack. Group Leader & all teachers/adults accompanying the group to ensure all group members wear their seat belts at all times. Luggage to be stored in the provided locations not in walk ways.
6.1.2 Breakdown	Injury Stress/Anxiety	Mobile phone & First Aid kit carried by vehicle. Group Leader & all teachers/adults accompanying the group should be familiar with their school and any LEA policies regarding guidelines for travel by road. 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. All vehicles are checked regularly and have a visual check to ensure they are road legal before they start their journey. In event of breakdown vehicle to pull out of way of other road users. All passengers are to be removed and gathered in a safe location away from the vehicle with group leader ensuring that all passengers are behaving suitably and their welfare is being taken into consideration. Warning triangle to be placed 50 meters up traffic to identify the vehicle. High vis-jacket to be worn by driver before they exit the vehicle.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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 Driver &/or Group Leader prior to disembarkation. 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.
6.1.4 Strikes, civil unrest or long delays	Injury or upsetting behaviour experienced by clients	Rockley will advise drivers and party leaders to stop the vehicle at a motorway service area up to an hour away from pinch location. So that everyone can use the facilities and have access to food and drinks. If news of cancelled services is obtained, the vehicles may be diverted to a local town rather than risk placing a group in a conflict situation. The vehicle will continue to the port only when the situation is stable and normal services have resumed.
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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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.
6.5 External transport providers	Injury	Only licensed operators to be used. Plus the above transport risk assessments.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
7 Maintenance		
7.1 Manual Handling	Back injury	Induction. 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. Wearing the 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 (Fibre Glass)	Injury	Wear protective gloves & use warning "Keep Clear" signs. Work in open (well-ventilated) area.
7.6 Painting (Solvent Base)	Injury	Wearing face mask & use warning "Keep Clear" signs. Work in open (well-ventilated) area.
7.7 General Boat repair	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.

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. Remove from skin thoroughly after use.
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 trolleys where possible. Mind your back. Induction. Supervision.
7.19 Testing Engines in Tank – Fumes	Smoke inhalation	Test tank only to be used by engineer. Open area.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
7.20 Engines Starting in Gear	Injury	Engineer or nominated personnel to regularly check all engines. Kill cords to be worn before starting engine. Staff training. Records kept.
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. Fuel to be kept in metal jerry cans over night and plastic fuel cans topped up in the morning.
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?
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		
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 with any spills.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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. Maintenance of blades to keep them sharp. First aid kit in kitchen. Use of Blue plasters. Kitchen accident book.
8.7 Chemicals (COSHH)	Injury	Use of protective clothing where appropriate. Follow manufacturers instructions for correct, safe use. Correct storage out of kitchen. 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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
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.
9. Driving		
9.1 “Fit” to Drive	Injury	<p>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. Licence held must be suitable for the vehicle to be driven including any additional factors such as trailers, which increase to total vehicle mass.</p> <p>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.</p> <p>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.</p> <p>Fire extinguisher, first aid kit, warning triangle & high visibility jacket held in all Rockley vehicles (France).</p> <p>All vehicles regularly serviced and MOT as required. Any issues with vehicle needs to be raised with line manager to check that vehicle can/should be re-used. Who will refer observation to vehicle maintenance manager.</p>

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
10 Staffing		
10.1 Working With Children		Staff Application process. All Staff DBS checked. Use of List 99 if DBS 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. If required individual will be DBS checked & over 18 yrs old.
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.
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.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
11 Covid 19		
	Transmission of Corona Virus / Covid.19	<p>Due to the changing Government restrictions, Rockley Watersports procedures and policies will dynamically change to keep up with the latest guidelines. As such more information will be provided on the day to ensure that everyone is kept safe.</p> <p>All activity risk assessments will be adhered to due to the nature of any imminent danger to the pupil due to the nature of the activity or location. However extra counter measures are put in place to minimise client and instructor exposure.</p>
11.1 Pre-arrivals	Transmission of Corona Virus / Covid.19	<p>Anyone showing symptoms or suspects they may be infected should not come to Rockley and observe the Public Health England and government advice.</p> <p>Cleaning contractor to clean building regularly - paying particular attention to touch points as highlight by the guidelines. Rockley team in contact with clients are covid tested twice weekly. Rockley team record body temperature each morning to ensure they are within normal temperature range. All facilities have had items removed which are difficult to clean, such as those with soft furnishings or intricate parts. Group arrivals will be staggered to prevent people grouping unnecessarily.</p>
11.2 Arrivals - Residential	Transmission of Corona Virus / Covid.19	Group will be met outside the facility / designated area, by a member of staff to help and guide new arrivals and will inform them with the latest counter measures.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
11.3 Arrivals - Centre	Transmission of Corona Virus / Covid.19	Before entering the centre area, face covering should be worn, the use of hand sanitiser used and the NHS Track and Trace QR code used. Social distancing to be followed at all times when inside buildings. Clients will be shown to the marquee or designated area to wait for their instructor. This is to be a well-ventilated area. Hand sanitiser is to be used each time someone is returning into the location, using the stations set by each entrance.
11.4 Activities	Transmission of Corona Virus / Covid.19	During briefings, social distancing should be followed from clients to instructor where possible, if not this should be kept to the shortest time as activity safety is paramount. Hand sanitiser and face masks to be used where suitable. When items are being handled by multiple people - hand sanitiser will be used regularly. Before a new group of clients use equipment, it will be cleaned down using a suitable cleaner in a spray dispenser. During activities, social distancing will be easy to maintain. However, if a client requires assistance due to safety reasons, instructor will deal with the situation and then maintain distance afterwards. Buoyancy aids and any other fabric equipment used will be allocated for the duration of the course. After which they will be washed. Where needed separate areas will be designated to a group to keep bubbles apart. This can be done physically and by the use of time slots.
11.5 Changing rooms and toilets	Transmission of Corona Virus / Covid.19	Facility is to be used by one group at a time with the ability to wash hands before and after entering the building. Cleaning of the facilities will be done regularly but everyone who enters the facility must do their part. Certain areas will be allocated to a group as required. Facilities are not to be over crowded. Each room has a maximum capacity. Staggering group start and end times will limit the number of users in the facilities at one time. Where possible clients are to arrive on centre ready for activity.

HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
11.6 First aid	Transmission of Corona Virus / Covid.19	Disposable gloves, apron and resuscitation face shields are provided by the centre, plus all the standard equipment stated by the RYA. When dealing with first aid pupil and staff will wear face masks, location of first aid will be outside / in a well-ventilated area where and if appropriate.
11.7 Parents, visitors & contractors	Transmission of Corona Virus / Covid.19	All visitors are to adhere to the hands face space set out at the entrance. If visitors are not expected a telephone number is provided to make any enquires so that they do not enter the area. Any contractors are to be booked when clients are not on centre where possible.
11.8 Positive Covid result	After attending session, person on course provides positive covid-19 test	If a client gets a positive covid-19 result after a Rockley experience (up to 21 days after final day) – they must inform Rockley so that all clients in activity session can be informed. Rockley will seek guidance from NHS as which other groups will need to be informed. The individual will seek current medical guidelines set out by the NHS. Staff will also follow the same guidance.