

**Shadwell Basin Outdoor Activity Centre**

**Water Sports  
&  
Adventurous Activities  
Operating Procedures  
2018**

## Record of Changes

**The following document is a live document and is annually reviewed but may be updated at any time, updates or additions will be highlighted in grey with the date**

Date	Section updated	Changed by

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## Foreword

The purpose of this document is to inform those managing activities at the Centre of the Standard Operating Procedures and operating standards that will be expected of them. It is a dynamic document and will be updated from experience, revisited best practice and lessons learnt.

## Introduction to Shadwell Basin Outdoor Activity Centre

### History

Shadwell Basin Outdoor Activity Centre (SBOAC) was established as an organisation in the summer of 1976 by a group of enthusiastic young people, social workers and local parents. Their aim was to turn a derelict dock into a water recreation centre for the young people, adults and whole community of Tower Hamlets. Forty or so years later the Basin has been transformed into an attractive area and clubrooms have been established on the Pierhead site to support the water based activities.

### Management

The Centre is a Registered Charity and a Company Limited by Guarantee. The Board of Trustees & Directors of the Company meet monthly in a Management Committee which has the overall responsibility for the development and direction of the Centre. On a day to day basis this responsibility is delegated to the Centre Director, who is assisted by a number of permanent staff. (See Appendix 1 Staff Structure)

### Centre Approval and Licensing

The Centre is approved to teach outdoor activities to young people by the Adventure Activities Licensing Authority (AALA) for kayaking, open canoeing, improvised rafting, bell boating, sailing, rock climbing, abseiling, hill walking and mountaineering, orienteering and gorge scrambling. The High Ropes Course, Rowing and Mountain Biking are outside the scope of the AALA licence.

The Centre is recognised as a teaching establishment for sailing and powerboating by the Royal Yachting Association, approved for teaching kayaking / canoeing by British Canoeing. The Centre has the Adventure Mark and Learning Outside the Classroom Award. The Centre is also registered with British Rowing as a provider of rowing and holds Sailability and Paddle-Ability status.

## Introduction

The information contained within this handbook has been provided for your use so as to assist with your day-to-day responsibilities as a member of staff or coach when working or volunteering at Shadwell Basin Outdoor Activity Centre.

It is not an exhaustive document, however many of the most important operating procedures have been included. This handbook is extremely important and should, therefore be read, understood and strictly adhered to. Should you not understand any part of the procedures, ask a senior or permanent member of staff or club officer to explain the point to you.

You are advised, from time to time, to read the document over again as this will keep the contents fresh in your mind.

Remember that in providing a service, involving water sports and adventurous activities; there are potential risks involved. Risk can only be minimised by EXTREME VIGILANCE from all staff, volunteers and club officers and coaches, so it is essential that all safety rules applicable to your particular role be adhered to.

Always remember that we are working together for the same goal as a charity, and perhaps most importantly, appreciation from our users for the work that you do.

This document has Four Sections: -

- Section 1** Aims & Objectives and Generic Employee Information
- Section 2** Emergency Procedures
- Section 3** Child Protection
- Section 4** Standard Operating Procedures & Activity Specific Operating Procedures

As a member of staff or a volunteer you will be asked to sign a declaration to state that you have read and understood the relevant sections of this document as appropriate to your role within the centre. This will be in your personal file.

It is the duty of club officials to ensure that their coaches have read and understood this document and disseminated updates as necessary.

# Section 1

## Aim

Centre Charitable Aims

The Charitable aim of the Centre is:

To provide at an affordable cost, the facilities, equipment and instruction to encourage people of all backgrounds, abilities and ages, especially the young, to enjoy themselves safely, whilst developing skills on, in and beside the water.

## Objectives

- To introduce, develop and foster the potential in young people through Outdoor and Adventure Activities both on and off site.
- To make available competition, and recognised accreditation to young people in Outdoor and Adventure Activities.
- To provide residential experiences in wilderness areas for young people
- To provide opportunities for volunteering and training for young people as a pathway to work
- To delivery Duke of Edinburgh Activities
- To introduce, develop and foster the potential in adults through Outdoor and Adventure Activities.
- To deliver Adventure Activities including; Kayaking, Canoeing, Rowing, Sailing, Climbing, High Ropes, Orienteering, Mountain Biking, Improvised Raft Building, Hill and Mountain Walking and Problem Solving.
- To support the operation and development of adult clubs

## Activities

The above charitable aim and objectives of the Centre is realised by providing activities for all sections of the community and the following describes the way in which the aim and objectives are currently achieved:

- by provision of activities, training and certification for young people during evenings, weekends and school holidays
- by providing day time activities for schools groups
- by providing activities, courses, NGB certification and programmes for adults
- by promoting programmes, special events and activities for those under represented in the user groups
- by providing facilities for club based programmes for adults

## Centre Development

Shadwell Basin Outdoor Activity Centre has a long term development plan which was put together in consultation with staff, volunteers, club members, management committee members, groups and schools who use the centre, young people and visiting teachers and leaders. This guides the growth of the centre and will shape its future.

The centre also runs on a pathway of activities providing exit routes after we have engaged individuals always making available the next opportunity for progress. The centre uses a long term athlete development model when developing programmes.





## Centre Programme

The youth project for 9 to 18 years operates all year round doing adventure activities. It uses the above model with a pathways structure with stepping stones to ensure gradual development. This is based on ability; green as a beginner, blue, red and advanced purple horizons. The programme supports weekly sessions, a holiday programme, day trips off site, camping and residentials and the Duke of Edinburgh Award.

The centre also has sessions for 5 to 8 year olds during certain seasons. There are also adult groups and adult taster sessions and visiting youth groups.

## Schools Programme

The Centre provides activities for schools from Key Stage 1 to Key Stage 4, with a varied programme including; taster sessions, one off visits, Curriculum work and GCSE and A Level programmes.

## Adult Affiliated Clubs

The main usage of the Centre by adults (other than on courses) is through a club based programme. The following clubs operate at the Centre:

The Centre hosts a number of resident clubs, the Centre aims to support each club by providing opportunities for them to host events, access training, use the venue and equipment and attract new members. In return it is hoped that club members will support the centre with its charitable aims and objectives when delivering to young people and other centre users. Clubs have representatives on the centre management committee.

### Shadwell Sailing Club

The Sailing club meet on Tuesday nights and every other Thursday for racing between April and October. They use predominantly the River Thames and have trips that the individuals in the club organise.

### Tower Hamlets Canoe Club

The Canoe Club meet on Tuesday nights and occasional Thursdays all year round. The club organises numerous trip away to all parts of the country.

### Shadwell Fishing Club

This club has recently been re-constituted in Spring 2017.

### Tower Hamlets Scouts

The Tower Hamlets Scouts meet on Monday nights, and use the centre as a venue for their activities which are run by their own coaches and staff.

## Courses and Events

The Centre runs a programme of National Governing Body courses for adults and supports events such as Open Days, and the Kayakathon.

Currently the Centre's land based facility is used by the following commercial tenants:

- Predators School of Martial Arts
- The Pierhead Montessori School
- Flow Studio (Pilates & Yoga)
- React First Aid

The centre also has an agreement with Tower Hamlet Scouts to use the facility for outdoor and adventure activities.

## Operational Updates

It is the responsibility of all those running activities at the Centre to ensure that they are fully aware of all updates to operational procedures & risk assessments. To this end changes to such said procedures & assessments will be made available to staff through a number of avenues:

- Changes will be discussed and communicated in the staff meetings and briefings to instructional staff as well as Board of Trustee meetings.
- Changes will be in posted on the appropriate notice boards in downstairs reception in memo form.
- Where applicable email will be used to inform staff and club officials directly.
- The annual staff and volunteer training in early spring each year.

## Dealing with the Public

When dealing with the public, you should be fair, respectful and courteous. If you are unable to deal with a particular matter you should bring it to the attention of a senior member of staff or Club Officer

Coaches must not be distracted from their duties when dealing with individual members of the public, particularly when responsible for the safety of a group.

There will be some incidents or problems, which must be brought to the attention of senior members of staff or Club Officials at the earliest opportunity. These include:

- Theft,
- Assault,
- Drug/Solvent Abuse,
- Lost Person,
- Disciplinary Matter,
- Indecency,
- Child Protection Issues
- Alcohol Abuse
- Equipment Failure
- Injury causing a visit to hospital
- User complaints

You should gather as much relevant information as possible and identify possible witnesses. Written records are required.

You are encouraged to give out information on the opportunities available at Shadwell Basin Outdoor Activity Centre

## Management of Shadwell Basin

As well as the site of Shadwell Basin Outdoor Activity Centre the waters of Shadwell Basin dock are managed by the charity. This includes; the aeration system and water quality, rubbish clearance and the sailing pontoon and bird island.

## Bye Law

In addition to this specific section within the Bye Laws, these Laws also state that swimming or bathing is not permitted in Shadwell Basin unless a specific agreement has been put in place.

## **Staff Employment Process**

Pool of Workers (Casual Hours Staff) – Recruited by advert, completion of training scheme or reference

Application Form Completed – Qualifications Check - DBS Check – Interview – Observed Session

Contracted or permanent staff - Recruited by adverts in magazines and/or outdoor activity employment websites

Application Form Completed – Qualifications Check - DBS Check – Interview and Observed Session

All staff and volunteers who with young people at the Centre are required to undergo an enhanced DBS Check

All staff are recruited and selected under the procedures laid out in the Centre's Equal Opportunities Policy

## **Staff Inductions**

All new staff, permanent, contracted, casual or volunteer, must undergo a period of induction to the centre's operations and procedures. This will be done by the Centre Director or delegated to a Senior member of staff.

When the general induction training is complete it must be signed for and dated in the staff member or volunteers file.

If it is required staff will receive additional job specific induction training and support.

Clubs will have their own internal procedures for inducting those supervising activities.

## **Pool of Workers (Part Time Coach)**

The role of the part time coach is the most important within the day to day delivery of sessions at the centre; they not only represent the centre but the activity they deliver. Each part time coach should ensure they have read and understood in this document. In addition part time coaches as well as all other staff are responsible for ensuring:

all activity equipment is returned to the containers, cages, racking or stores

all buoyancy aids and water proofs, etc, returned to the kit store

that excess water is cleared from the changing rooms and corridors, lost property is collected and rubbish placed in the bin

Stores are locked back up

## **Staff Qualifications**

All staff must produce the original certificates for each of the activities they are qualified to deliver, a valid first aid certificate and where applicable current membership to the relevant NGB. Details of these certificates will be entered on to a staff matrix to ensure that all staff are qualified to deliver particular sessions/activities and to help staff to keep their qualifications up to date so as to remain 'current' and active. It is the responsibility of each member of staff to ensure that all relevant qualification and memberships are kept up to date and they retain valid coaching qualifications.

## **Safety**

### **Definition and usage**

"Safe Practice" as defined by "Safety in Outdoor Education" (1989) is dependent upon all coaches:

- Being aware of potential hazards and dangers
- Making sound judgements of what constitutes a dangerous situation
- Preventing access to dangerous situations for those ill equipped to cope
- Ensuring adequate supervision
- Knowledge of how to help oneself and others in danger

## **Staff responsibilities**

All coaches and volunteers at the Centre will:

- Teach only those activities they are trained and qualified to do
- Keep an up to date file of all his/her qualifications (original certificates)
- All staff must hold a current first aid qualification
- Know the locations of first aid kit on or near the activity area
- Make a visual and where considered to be necessary a physical check of all equipment prior to each session
- Follow the operating procedures as set out for each activity both on and off site
- In the event of accident / incident must follow the emergency procedures as laid down

## Code of Safe Practice

Safety is the single most important area of our responsibilities. All staff and volunteers will help reduce the possibility of accidents, injuries and incidents to others at the Centre, whether they are users, staff or visitors. This obligation extends to all areas of operation at the Centre and on off-site trips and is not just limited to activity sessions.

To comply with the Adventurous Activities Licence which the Centre holds, staff must hold a minimum coaching qualification or have been trained and assessed in-house where appropriate to deliver the activity. Details of minimum qualification or training can be found in Section 4.

## Records

The Centre Co-ordinator and Centre Director must ensure that the following records are maintained:

- List of Centre coaches and qualifications
- A record of all safety checks made
- An accident/ Incident / Near Miss File
- A list of emergency telephone numbers

## Safety Checks

It is the duty and responsibility of all staff and coaches to ensure that equipment and activity areas are visually and where necessary physically checked prior to use.

### Inspection Schedules

Below is a list of the safety checks to be carried out

All Climbing and High Ropes equipment

The High Ropes course

The Indoor and Outdoor Climbing Wall

The Personal Floatation Devices

The buoyancy of Kayaks, Canoes and Sailing Craft

The Mountain Bikes

First Aid Kits

This list is not limited to the above

### Faulty Equipment

If during a safety check or at any other time an item of equipment is found to be defective it must:

- Be withdrawn from use immediately
- The equipment defect is recorded in the defect book in the staff room
- Action taken to rectify the defect, either at the Centre or by an appropriate maintenance company or removal from service. This decision is made by a permanent member of staff or Club Officer

### Defective Buoyancy Aids

There is a bin in the Buoyancy Aid Store for defective Buoyancy Aids found in sessions.

## Staff Training

Every year in the early spring there is a staff and coaches training weekend. This involves the presentation of updates and updating staff files and workshops. Staff are strongly advised to attend this training as to will help keep them current and updated. Club coaches are also welcome to attend.

The Centre will also provide ongoing training to staff and volunteers throughout the year.

A section of the Centre Development Plan is devoted to Coach Education and the Centre is committed to the Continual Professional Development of staff and volunteers.

The Centre also provides courses necessary to work in sport with young people, adults and participants with disabilities.

Staff and coaches wishing to develop personal skills in the activities on offer at the Centre can make use of some the Centres equipment after seeking permission from the Centre Director.

## Contracts

Contracts of Employment are provided for all staff which outline the terms and conditions of employment.

## Volunteering

It is possible to volunteer with the Centre, as a volunteer you will be considered as any other member of staff, and as such will be required to undergo the same induction process and hold the same level of training, assessment or qualification as a paid member of staff relevant to your area of work. It is recognised that Clubs are operated by Volunteers. People wishing to volunteers with Clubs should contact them direct.

In return volunteers will be invited to staff training and workshops where and as appropriate.

## Dress Code

**Uniform** – Staff and volunteers where possible will be issued with Shadwell logo kit which helps the many people coming through the Centre identify the Staff. We hope also you will wear it with pride.

**Personal Protective Equipment (PPE)** – the Centre will provide PPE to coaches. Coaches may also use their own suitable equivalent PPE.

**Footwear** – All staff and volunteers should wear appropriate footwear at all times, examples of appropriate footwear would include, wetsuit shoes or boots, sailing wellingtons and soft soled shoes such as trainers. It is NOT appropriate to wear open toe sandals or 'flip flops' as they afford no protection to the top of the foot, provide little grip and may come off in the water.

## The Centre Timetable

A computerised diary is maintained which provides information on a daily basis of the activities taking place at the Centre.

A whiteboard planner is also maintained in the reception area to provide more visual daily information for those not able to access the computerised timetable.

All arrangements for the use of the Centre's facilities are made through the Centre Co-ordinator and when agreed entered into the diary.

## Notification of Work Available

Work that is available will be sent out in advance to the Pool of Workers / Casual hours staff as a group email. Work is then allotted on a first come first served basis. Staff can also be asked specifically to do certain work or work with certain groups depending on their qualifications or experience.

## The Working Day

Permanent and contracted staff operate on a Time Off In Lieu (TOIL) basis and so their daily hours may vary.

The Pool of Workers who do casual hours will be given the time they are expected to turn up and a time they will leave when offered work.

Staff are expected to be punctual but if a member of staff is going to be late for their session, they must telephone the Centre and inform the Centre Director or Centre Coordinator or senior member of staff at the earliest possible moment.

## **Timesheets Signing in**

All staff are required to sign in and out at the end of the session or day for themselves. This is done in the 'staff signing in book' in the staff office downstairs. This timesheet must be completed properly to allow the Centre to pay the correct wages to the staff member. Individual personal timesheets must be completed for full time or contract staff.

## **Payment**

Salaries are paid typically on the last working week of the month and an external accountant provides a payroll service to the Centre. All staff are subject to Tax under PAYE conditions unless they can provide proof from the Inland Revenue that they should be taxed on a self employed basis. Individuals are responsible for making sure they have the correct tax code.

## **Leave and Time Off In Lieu (TOIL)**

Casual staff are not entitled to time off in lieu T.O.I.L, sickness days or annual leave; this is reflected in the rate of pay they receive which includes an allowance for each instance. Permanent or contracted members of staff booking holidays or lieu time, should give reasonable notice. This notice is 48 hours for '1 day' holidays and 2 weeks for more than 1 week holiday. Every attempt will be made to grant holiday requests but it is not always guaranteed. TOIL is given on a case by case basis discussed with the Director.

## **Staff Meetings**

Full-time staff are required to attend 'activity staff' meetings. These are about once every six weeks and have recorded minutes with action items. All other staff are invited and encouraged to attend.

## **Sickness Procedure and absence from work**

You must contact the centre as early as possible before the start of your work time but no later than 10.00am. Ideally this will be by telephone, failing this text or email followed up later by telephone.

The communication must be to the Centre Director or in their absence a senior member of staff with an explanation of the reason for sickness or absence with an estimate of how long you will be unavailable for work. For permanent or contracted staff after 7 days of sickness or absence you must provide a signed doctors note. When fit for work you are required to contact the centre and arrange a start date. For further procedures please refer to your contract of employment.

## **Disciplinary Procedure**

It is recognised by the centre that in order to provide a fair and effective procedure for dealing with disciplinary matters, the following procedure will be applied in all instances;

Initially there will be a meeting with the Centre Director or the employee's line manager to try to solve any issue.

Under repeat circumstances or minor misconduct there will be a verbal warning. This will be given by the Centre Director or Chair of the Management Committee.

If the matter is not resolved, or under repeat circumstances a hearing will be called following an investigation and a written warning can be handed to the employee.

If the matter remains unresolved or in situations of gross misconduct the employee can be dismissed.

The employee at all times will be able to have their trade union present or legal representative.

For further information on disciplinary procedure please request the document 'Disciplinary Procedure' from the Centre Director or Centre Coordinator.

## Grievance Procedure

It is noted that problems can often be sorted out mutually and staff are encouraged to try to do this before a grievance is taken out.

The following steps will be taken as detailed in the grievance procedure below;

Employees must first discuss a grievance on the relevant subject with their Supervisor or Centre Director, as soon as possible and no later than two months of the event giving rise to the grievance. A written record is kept at a meeting.

The Supervisor or Centre Director must reply orally as soon as possible and, in any case, within four working days.

If not resolved after four working days the employee may raise the matter in writing with the Centre Director.

If not resolved after five working days the employee may raise the matter in writing to the Chair of the Management Committee.

The Chair and two other members of the Management Committee will convene within seven working days after receiving the written grievance.

The committee shall conclude on the matter after which the employee concerned has the right to challenge the conclusion in an Appeal.

At hearings the employee has the right to representation.

For further details on grievance procedures please see section 6 of Shadwell Basin Outdoor Activity Centre 'Equal Opportunities Policy'.

## **Procedure for working with people**

### **Users of the Centre**

There are a number of ways in which people use the Centre. It is imperative in terms of safety that everyone using the Centre is logged. The following list the procedures used:

### **School Sessions**

A register of students attending programmes is maintained for each separate school and kept in the ground floor office. The register should be completed to record the attendance of each pupil and record progress. Each school deals with its own consent to do activities but must fill in a group consent form.

### **Youth Club Sessions**

For individual youth attendance a parental consent form **must** be provided before young people can participate in activities. A session attendance sheet is then used to log the name of each young person before they commence activities. The payment for the session is also logged on this sheet.

### **Youth Group Usage**

Parental consent is necessary and this is dealt with by the visiting leaders with the group. On arrival a group consent form is filled in.

### **Adult Group Usage**

On arrival a group consent form is filled in.

### **Adult Individual Usage and Adult Course Participants**

On arrival each individual fills out an adult consent form.

### **Adult Affiliated Clubs**

The Officers of the Clubs are responsible for maintaining records of usage by members of their clubs, including club membership forms.

### **5 to 8 Year Olds Out of School Club**

In addition to youth club procedures the 5 to 8 year old Out of School Club need to book in advance online.



## **Non Coaching tasks**

In addition coaches are required to clean equipment and areas which they or the group they have been supervising have used. This may involve using a squeegee on the floor, removing litter from the site and water, collecting lost property from the corridors, and changing rooms and making sure equipment is put away properly after their session.

## **Jewellery**

If Participants taking part in sessions are wearing excessive jewellery and you consider it to be a safety hazard then you must ask them to secure items in a locker or give to them their group leader for safe keeping.

## **On site Visitors**

Please refer on-site visitors to the Centre office and politely assist members of the public who enter the site.

## **Photography/Video Recording**

Staff should be aware of unauthorised taking of photographs or video recording. If the person is not connected to the group concerned then they should be pointed to the Centre office to seek permission.

## **Parking arrangements**

Staff can park their cars in the Centre although at times during special events this may not be available. Staff and visitors parking vehicles in the Centre do so at their own risk.

## **Mobile Phones**

Staff are asked not to use mobile phones while they are working with groups.

## **Personal Property**

The Centre does not maintain any policies for the personal property of staff, volunteers or users. Everyone at the Centre should take reasonable precautions for the safety of their own personal property and have insurance for personal valuable items.

## **Presentation for Work**

Staff who present themselves for work intoxicated will be sent away from site and will be subject to disciplinary procedures.

## Section 2

### Emergency Procedures - Incident Management

It is every staff member's nightmare to experience a major incident. Thankfully this is very rare but if you are ever unfortunate enough to be involved in one, you need to know how to handle the unfolding events. Your first priority is the safety of participants and coaches including yourself. The session should be ended and the participants brought to a safe location dependent on site. If the emergency services are required to aid the situation they should be called at the earliest opportunity and the Centre Director informed at the earliest convenient time.

### Dealing with Injuries & Emergency Procedures

#### Minor Injuries

Any injuries easily dealt with, such as small cuts.

Action:           Apply first aid  
                  Inform group leader or parent  
                  Record in Accident Book

#### Injury requiring hospital treatment by own transport

Action:           Apply First Aid  
                  Inform parent casualty taken to hospital  
                  A person under 18 must be accompanied to hospital by a member of staff, who should remain with young person until parent arrives.  
                  See RIDDOR procedures by informing Centre Director  
                  Complete Accident and Incident Reports

#### Injury requiring removal by ambulance

Action:           Apply First Aid  
                  Tel 999 for ambulance  
                  Inform person in charge of site  
                  Make arrangements for safety of the group E.g. If on water, landing at nearest opportunity  
                  Keep casualty quiet and isolate area around casualty and keep as comfortable as possible whilst waiting for ambulance  
                  Make arrangement to meet ambulance at easiest access point E.g. entrance in Glamis Road or Brussels Wharf car park or nearest off site access point

#### Major Incident – Serious Injury or Loss of Life

Action:           On or Off-site – Call 999 and Apply First Aid  
                  If on water get the group off at the nearest safe egress or find safe shelter  
                  Stabilise the situation / casualty before the emergency services arrive  
                  Contact Centre at the first available opportunity

### Centre Site Evacuation

Should we be required to evacuate the site, the person in charge will use all possible methods to inform all users to immediately conclude their activities and meet at the Brussels Wharf Car Park and await further instructions.

Basin Activities: For activities in the Basin, craft should be left on the sailing pontoons.

River Activities: Coach in Charge to get evacuation details from London Coastguard, Police or London VTS.

### Off Site Emergency Operating Plan

For off-site trips individual Emergency Operating Plans are written. Staff working off-site need to be familiar with these.

### Accidents and Emergency - Dealing with reporters & press

Under no circumstances is any member of staff to make any statements to the press or reporters. Contact details can be given only and the Centre will arrange an appropriate press statement.

## First Aid

All activity coaches are required to hold a valid First Aid Qualification.

### Location of First Aid Kits

1. Two for sailing on the basin one in each of the sailing BDHs which are carried in the Safety. These are in the cupboard in the staff room.
2. Two in small dry bags in the TDS store; these are for kayaking, canoeing or bell boating.
3. One for Mountain Biking in the Mountain Biking sack
4. One on the wall in Staff Room.
5. One in the workshop
6. One in the workboat
7. One in the RIB
8. One offsite kit for residential/Day trip/off-site.
9. One in the upstairs Hall
10. One in the upstairs kitchen

It is the responsibility of the coaches running the sessions to see that there is at least one first aid kit either on the basin during activity or off-site at location with the groups.

In the event of a head injury; the participant, parent or guardian (in the case of an under 18 year old) must be advised that their condition should be monitored over the next 24 hours as any deterioration in condition may indicate a serious head injury. They must be advised to visit hospital and a 'Bump on the head form' must be filled in.

In the event of a 'near miss' this should also be recorded on the Incident Report Form so as to ascertain any patterns so controls can be put in place.

**All** accidents, incidents and near misses are to be recorded in the Accidents, Incidents and Near Misses file which is located in the downstairs office on the files shelf. The file is monitored by the Centre Director.

## **R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

Completed by Centre Director. Details of the reportable incidents are in the accident, incident and near miss file.

## **Incident Management**

- The safety of the group is always paramount.
- Stop the activity and leave the apparatus or water
- Always look to remove the group and/or individuals from harm
- People first then equipment
- Contact the centre for assistance as soon as possible
- In the case of members of the public in trouble in the water 999 must be called
- If members of the public are on the sailing pontoon ask them to leave politely as this is private property. If they refuse then 101 can be called for the local police or in the case of abusive or threatening behaviour then 999 should be called.

## **Incident Reporting**

An Incident Form should be completed by the member of staff involved (witness statements from others should also be taken, if necessary), for the following events:-

- Accidents/Incidents
- Theft.
- Ejection from a session for disorderly behaviour.
- Dangerous occurrences (i.e. chemical spillage).
- Vandalism.
- Obscene/abusive behaviour.
- Water rescue – even when the person does not require subsequent first aid.
- Cases of indecency, physical or sexual assault (in such cases the Police should always be called).
- Child Protection Issues
- Any other dangerous/unusual occurrence – if in doubt fill out a form.

## Fire Precautions

### General

The Centre is equipped with a system of audible (sirens) and visible (flashing lights) signals to indicate that the fire alarm system has been activated. The main control panel is located inside the main entrance. All permanent staff should be aware of its operation.

If you discover a fire:

1. **Activate fire alarm**
2. Evacuate all persons in the building – **See Evacuation Procedure Below**
3. Notify the senior member of staff on site
4. **Call the Fire Brigade**
5. Do not allow anyone to re-enter the building until the "ALL CLEAR" is given by the Fire Brigade

### Remember - People First

The person undertaking supervisory duties (the "supervisor") shall ensure that all staff (whether paid or unpaid) are aware of the arrangements for evacuation in the event of a fire at the premises, and will cause to be displayed the appropriate Fire Notices. Periodic, but regular checks will be made on the fire alarm system.

All entrances and emergency exits should be kept clear and unobstructed.

### In the Event of Evacuation;

- Staff on the first floor level must leave the building via fire exits in the L Shaped Room and the Main Hall, ensuring that the floor is free of all occupants. Then check that the two workshops are free of all occupants.
- Staff on ground floor level must leave building via main entrance and/or fire exits in changing rooms ensuring that the floor, main stairwell, and rear garden is free of all occupants. Once out they must also make sure; the staff changing area, the canoe club room and paddle store are free of all occupants.
- Staff using the upstairs training room above the workshops must leave the building down the back fire exit and meet at assembly point.
- Groups on the climbing wall and High Ropes course must be evacuated safely and meet at the Fire Assembly Point.
- Groups on the water in the basin must be notified but can remain on the water.
- Groups on the water in the lock entrance area this side of the bridge must be evacuated safely and meet at the fire assembly point.
- The Supervisor is to make sure that the Indoor Climbing Wall building is free of all occupants.
- Pupils, staff and clients should assemble at the Fire Assembly Point on the Quay above the lock entrance, where the senior member of staff will cause a roll call to be taken. For this reason, staff will be aware, so much as is reasonably practicable, of the numbers of persons within the building at any time.

The senior member of staff is also responsible for ensuring that the fire service are called immediately on the alarm being raised.

In the event of evacuation, no member of staff, pupil or client shall re-enter the building without the permission of the senior member of staff present.

Where there are members of the police or fire brigade present, the senior member of staff shall seek such permission from the fire or police officer in charge.

All staff and officers of affiliated clubs must make themselves familiar with the fire drill and evacuation procedures.

A service contract is in place to ensure that all fire extinguishers are adequately maintained, sited and are of the correct type for the local fire load.

Fire drills will be held from time to time to ensure that all staff and club officers are aware of evacuation procedures.

**The Fire Assembly Point is on the Quay above the lock entrance**

## **VHF Radio Procedures**

The Centre has a number of handheld (5) and fixed (3) VHF Radios located around the centre. There is 1 fixed on each of the following; the workboat, the RIB and in the downstairs office. These are to be used to maintain good communication to the Centre which is land based from the coaches on the water activities. The radios are to be used both on the basin and the river to maintain a link in case of an accident, incident or emergency that would require assistance from a land based coach, member of staff or an ambulance to be called.

The Centre has a private operating channel which is 50A. Any coach can operate this channel if they have been instructed by a permanent member of staff with a VHF Short Range Certificate. To operate other channels a VHF Short Range Certificate is needed. The radios will be operated by the coaches supervising the session on the water or by the operator in the safety boat.

The coach should ensure the radios are charged, the volume and squelch are adjusted and it is set to channel 50A. The radios should be returned to their storage area after each session and placed on charge.

On the River Thames London Vessel Traffic Services (VTS) are to be contacted just before you get on with numbers of boats and direction of travel and destination. On leaving the river they should be notified again that you are off the river. This is done on Channel 14 which can only be used by staff with a VHF Short Range Certificate.

Channel 8 is used by Thames Tideway who are constructing the Thames Tide Tunnel and operating the Marine works and exclusion zone 200 metres outbound from the slipway.

Radio communication should be professional, precise and efficient with only relevant information relayed. Conversations should follow this format:

### **Establishing Contact:**

- Name of the Person you are calling x 3 (Shadwell Base)
- This is Your Location and Name x 3 (Basin Dan or River Dan)
- (Over)

### **Once Contact has been established:**

- Name of Person you are calling x 1 (Shadwell Base)
- This is (Location..... and Name.....) x 1 (Basin Dan)
- Brief message
- (Over)

### **End your transmission:**

- With (Out) to terminate

## **Adverse Weather**

In the case of adverse weather the senior member of staff or coach supervising the session may recall all activities being delivered. When operating off-site it will be the responsibility of the lead coach to make such a decision. The senior member of staff will use the VHF radios to relay any instructions and staff should inform others around them who may not have either heard the information or are not in possession of a VHF radio.

Examples of adverse weather may include:

Thunder & Lightening  
High winds and Squalls  
Heavy rain

In the case of Thunder and Lightening groups removed can return after 20 minutes if the storm has visibly passed.

## Participants - Potential Risk Factors

### Prior Health Problems (Heart Trouble, Asthma, etc.)

**ACTION:** All groups and individuals are asked to provide information with regards to any know health problems which might affect them while partaking in activities. It is the responsibility of the coach delivering the activity to ensure they are aware of any health problems from the medical section on the consent form or visiting leader or teacher. If someone is not receiving medical treatment but expresses a doubt about their ability to perform exercise, they should be advised to consult with their doctor before partaking in any activity.

### Drugs and Alcohol

**ACTION:** All individuals should be informed that "the consumption of alcohol or taking of drugs before exercise may be dangerous". Anyone who is intoxicated should not be allowed to take part in an activity.

### Unruly Behaviour and Misuse of Equipment

**ACTION:** It is the responsibility of coaches to prevent unruly behaviour and misuse of equipment by any individual. Coaches, resident clubs and other staff should control users under their jurisdiction to prevent such behaviour. Any damage to equipment, fixtures or fittings must be reported immediately to the Centre Director.

## Section 3

### Child Protection and Vulnerable Adults

The Centre has a 'Safeguarding Children Policy' and 'Safeguarding Vulnerable Adults Policy' available to all staff and volunteers. These are on the wall of the staff room and all staff and volunteers should have read the contents of both policies. In brief all staff should be conversant with the following:

#### 'Simplified' Good Practice Guidelines

What to do and what not to do if a child / adult shares concerns with you, or if you have concerns about a child's welfare, useful contacts and references.

#### What to do if a child / adult shares concerns with you:

- Be aware of the policy and procedure regarding children and vulnerable adults.
- Know the designated person to go to for advice and support if you have any concerns. This person will also be aware of the Local Safeguarding Board procedures.
- Do not make promises about confidentiality that you cannot keep and always be open about your role in letting others know if you feel the child / adult is in danger.
- Give the child / adult space, time and your undivided attention to tell their story.
- Do not make judgements about whether the child / adult is telling the truth.
- Do not make comments about what you have been told, the child / adult does not need to know what you think, but does need your support.
- Do not ask the child / adult to repeat the story to other colleagues whom you feel have to know because of their role.
- If you are concerned, always seek support and advice, and let the child / adult know that you will be speaking to a colleague, in order to help them further.
- Be aware that not all children / adults will tell you that they are being abused or are upset about something, be prepared to ask them how they are if you are worried about them.
- If you are worried or concerned regarding the welfare of the child (i.e. neglect, injury etc.), do not keep it to yourself. Check it out by following the above guidelines.

#### What to do next - Referral Procedures

Remember that you do not have to deal with this on your own. You should discuss this with: -

Mike Wardle – Centre Director

You should clearly document the nature of the disclosure, write what was said and by whom, how things progressed, and any other factual details you feel relevant.

Ensure that records are stored securely.

For further information please read the Centre 'Safeguarding Children Policy' and 'Safeguarding Vulnerable Adults Policy'.



## Section 4

### Standard Operating Procedures

The Centre aims to offer a high quality watersports & adventurous activities experience for all; weather is a very determining factor and we endeavour to deliver sessions whenever possible, in the event that the weather is adverse an alternative activity will be offered either afloat or ashore. It is only as a last resort that any session will be cancelled and an alternative date or refund offered.

### Site Rules

All users, staff and volunteers **MUST** wear Buoyancy Aids or Life Jackets once they have crossed the yellow line, when on the water and whilst on the sailing pontoon or slipways.

Shadwell Basin is a no smoking site. If you see people smoking kindly ask them to do so outside the gate.

No alcohol is allowed on site. Special arrangement can be made for celebrations and BBQ's.

No dogs are allowed on site without prior arrangement. Dogs assisting centre users are an exception to this.

### Working with our users

The majority of our users come to the Centre to learn new skills and abilities. This section of the manual is designed to ensure that the users are able to achieve their target and enjoy that experience in a safe manner.

There are three key words in the above sentences which are synonymous with the aim of the Centre:

- safety
- enjoyment
- skills

### Role of Coach

The above three points should be paramount in each and every session provided at Shadwell.

Our ultimate aim is the advancement of skills and abilities (both technical activity skills and personal and social development), but these cannot be achieved unless the sessions are enjoyable and safe.

It is important to remember that if people do not feel **safe and confident** they will not have FUN and unless they **enjoy** what they are doing they will not LEARN.

### Principles of Good Coaching

The purpose of this section is to provide some reminders and guidelines of how each session is approached.

### Aims and Objectives

It is essential in every session that clear and achievable aims and objectives are set. Never start a session without considering what you want your students to achieve in the session.

### Planning and Preparation

To help structure your coaching answer the questions below when planning part of a session, a session or series of sessions

**Who:** Who is involved?

**What:** What do I want to accomplish?

**Where:** Identify a location?

**When:** Establish a time frame?

**Which:** Identify requirements and constraints?

**Why:** Specific reasons, purpose or benefits of accomplishing your goal?

When going over your plan for a session, or series of sessions use the acronym below to help focus your planning with each aspect of your coaching. Is it...

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic  
**T**imely

Other important things to consider which should be included in your preparation:

- which activity
- what level
- number in group
- age range
- ability
- previous experience
- medical backgrounds
- weather conditions

With the above information and your own expertise you will be able to produce a constructive, safe, enjoyable and interesting session.

Finally, be prepared to adapt your plan to changing circumstances or conditions. Always have a backup plan.

## Reviewing Sessions

Coaches are expected where possible to review their sessions. This could be as simple as asking the participant's one thing they have learnt but could be a more elaborate review taking longer. Coaches are encouraged to look at 'Kolb's Learning Cycle' of Plan-Do-Review and look into the related activities that go with this learning model.

## Coach Types

The Centre engages coaches at 3 different levels; Level 3 coaches supervise other coaches and volunteers delivering activities, Level 2 coaches can deliver sessions in more challenging conditions and supervise other coaches and volunteers and Level 1 coaches deliver sessions.

Examples in water sports activities include;

- Level 1 coaches include RYA Assistant Instructors and UKCC Level 1 Coaches
- Level 2 coaches include RYA Instructors and UKCC Level 2 Coaches
- Level 3 coaches include RYA Senior Instructors and BCU Level 3 Coaches.

## Volunteer Role

The Volunteer's role is to help maintain the Centre's agreed standards from Centre Policy. This may include; providing assistance off the water, cleaning areas, equipment preparation and storage. Some volunteers have the skills and qualifications to coach groups and run courses and therefore are volunteer coaches.

Volunteers are offered the same training opportunities as part time coaches. Volunteer coaches can in discussion with the Centre Director use their coaching qualifications to benefit the Centre and in return be offered other training opportunities that are run by the Centre.

## Session or Daily Debrief

Where time possibly allows a debrief of each day will take place with all coaches covering how sessions went, were group's needs met, any health & safety issues, how the sessions could be improved etc.

When an 'offsite' activity has taken place this review will be held at the earliest opportunity.

Damaged equipment should be reported during the debrief and the equipment removed from service to be mended or destroyed. This decision will be taken by a permanent member of staff.

## Use of Power Boats

All persons using powerboat must have passed at minimum their RYA Level 2 Power Boat Certificate.

- The staff members must ensure;
- the power boat's engine and the hull is in good working order
- there is sufficient fuel and all other normal equipment is present (First Aid, Tool Kit, Fire Extinguisher).
- a buoyancy aid is worn which has a whistle.
- A kill cord is worn at all times
- they assess weather conditions and drive accordingly.
- that the trailer used if needed is in good working order.

When approaching someone in the water a slow approach should be made and the engine turned off at the earliest opportunity.

The helm shall ensure the safety of themselves and boats crew before that of any person they are aiding.

The boats speed should be kept to a minimum when on the basin and when manoeuvring in a fleet of craft. Planning should be kept to a minimum and used only when necessary.

**Any problems or damage should be reported to the Defect Book in the staffroom.**

## Designated Jumping in places

1. Pontoon from Kayak cage facing bridge.
2. Either side of the slide.
3. The slide (hands up feet first).
4. The Dolphin Bridge and the Dolphin from Basin side then climb up the ladder.
5. Wooden platform next to Dolphin Bridge.
6. North lock / basin entrance corner then climb out ladder.

Instructor to have throw-line when jumping in done.

7. Swim from Dolphin Bridge to get out on sailing pontoon. Instructor on water.
8. Swim from North lock / basin entrance corner to get out on sailing pontoon. Instructor on water.

## Centre Swimming Statement

All water activity users must be able to swim. In the case of young people this shall be part of the parental consent form. All course applications and club memberships are to contain a similar declaration.

A person with disabilities unable to swim, but confident in water, will be permitted to take part in activities, at the discretion of the person in charge, but may be subject to constraints as to equipment use, prevailing conditions and staff ratios.

For non-swimmers at the discretion and knowledge of the Centre the participant may be able to do bell-boating or rowing in Skerry Rowing Boats.

## Offsite Activities

When planning an off-site visit more planning is required. Off site trips are run by permanent members of staff.

### Authorisation Procedure

The purpose of this procedure is to ensure that all trips involving centre equipment with young people are adequately checked to ensure everything possible has been done for the safe return of the party.

The procedure involves:

1. Authorisation Form for the trip (Appendix 2)
2. Creation of a trip log to go with the authorisation form.
3. System of checking to ensure that the party has returned safely and in good time.

It is the remit of the Emergency Base Contact (person at base) to check that all trips have returned or in the case of failure to return, alert the appropriate Search and Rescue Authorities after trying to contact the group off site.

### Trip Log

1. This is to accompany and support the information on the Trip Authorisation Form and has to include;
2. Risk Assessments covering all aspects of the trip
3. The consent forms of all the group members
4. A detailed Itinerary including daily activities, venue, accommodation if used, route cards if needed and escape routes. This can include maps for clarity
5. Equipment used and to be carried
6. Emergency Operating Plan to deal with offsite incidents

The risk assessments should record each of the hazards identified and document the proposed controls to minimise the risk. It is likely that many trips will contain elements not legislated for by this policy, in these cases more detailed assessments will be required and are likely to involve the Centre Director. No authorisation is complete, nor may a trip commence, without all aspects of the above trip log being addressed All this is then checked by and then signed off by the Centre Director

Whilst the trip is live and the group is away the authorisation form and trip log will be kept in the Centre's downstairs office on a clipboard. A copy of the above six items in the trip log is to be taken with the group leader in the field

### Group Leader

It is the role of the Group Leader to report to the Emergency Base Contact the return of the group or a revised ETA if necessary followed by a verbal report.

### Emergency Base Contact

It is the role of the appointed Emergency Base Contact to act as a base contact for the offsite trip. In the event of an accident or incident put into action the Emergency Operating Plan.

In the event of a trip failing to report their safe return or making contact to revise the ETA, the Emergency Base Contact will instigate the following procedure, 2 hours after the failure of a group to report safe return.

Emergency Action:

- Try to contact the group at last known location of group.
- Check with police (possible road accident) or coastguards (boating accident).
- Inform Centre Director or Chair of the Management Committee.
- Inform next of kin.
- Inform rescue services as to last known location and make available the trip log for assistance.
- Emergency Base Contact to be on call at Shadwell Basin O.A.C. and act as a liaison with parents.

### Club Off-Site Trips

Clubs are responsible for having a process in place for approving off-site trips organised by the club or when centre or club equipment is used. This MUST have a base contact with a timeline to deal with emergencies. There must be a list of attendees and their emergency contact numbers.

## Generic Session Plans

<b>Activity</b>	<b>Generic Session Plan for Activities taking place within Shadwell Basin</b>
<b>Minimum Qualification</b>	Each coach must have been inducted into the site and have the appropriate qualifications as stated in the specific operating procedures for each activity
<b>Coach Participants Ratio's</b>	The ratio for each individual activity is specified in each activity operating procedure. This is valid when delivering coaching to groups as predominantly 1:10. When delivering coaching to experienced participants in certain activities these ratio's may be increased however they may be lowered for groups when delivering specific NGB awards or when they require additional support for medical, social or educational reasons or with disability groups.
<b>Equipment</b>	The coach will ensure that an appropriate means of communication is arranged with the Centre either by VHF radio and/or Mobile Phone when on and off site. All other equipment is as stated in the specific operating procedures. At least one First Aid kit should be on the basin and one per group when off site. Where possible and depending on experience the group should be supervised setting up equipment.
<b>Preparation for sessions</b>	<p>Before a session is delivered the 'Plan, Do, Review' model should be used to assist the coach in their planning. The 'S.M.A.R.T' objectives will help with the content of the session.</p> <p>The coach will assess the weather conditions prior to the session, in the event of adverse weather conditions the coach shall offer an alternative activity; the group will be informed of any change of activity, programme or cancellation of the session.</p> <p>The medical conditions for the group should be assessed and all relevant medical equipment taken, e.g. inhalers on session if needed.</p>
<b>Briefing of Group</b>	<p>Introduce the Centre &amp; coaches. Explain about lockers, Fire Assembly Point, changing rooms and toilets.</p> <p>Check medical conditions of the group and individuals.</p> <p>Ensure that jewellery is removed or made safe. Advise the group on suitable clothing for the session and ensure that equipment is put on correctly and checked by coaches.</p> <p>Discuss aims and format of the session with the group and ensure that individuals set personal goals for the session.</p> <p>Do a technical briefing on equipment and its operation before each session.</p>
<b>Delivery</b>	The sessions will be run to meet the changing needs of the group, their abilities and the weather condition. The session should be progressive. The coach should use reviewing techniques throughout the session to focus the group on their personal and social development. Emphasis on learning through fun and doing.
<b>End of session</b>	<p>A review of the session should take place at the end of the session. The coach should encourage individuals to reflect on the goals they set in the briefing, future goals for further sessions set and relate achievements to the individual's everyday life.</p> <p>Coaches are responsible for equipment being returned and cleaned (however the participants in most cases should clean and put the equipment away with a member of coaches supervising). This is part of the learning process for participants.</p> <p>Damaged equipment to be removed from service and reported in the defects book.</p> <p>At the end of sessions and/or programmes group leaders should fill out an evaluation form which is part of the booking form.</p> <p>If required the coach should record outcomes and organise accreditation.</p>

Activity	<b>Generic Session Plan for Activities taking place at an Offsite Venue</b>
<b>Minimum Qualification</b>	In addition to the minimum qualifications stated for specific activities, each coach must have been inducted to use the specific site. Each coach must be aware of the risk assessment for this site and if possible have been to the site with a more experienced member of staff. Extra planning and information gathering should be put into the 'Trip Log' with new sites to be visited.
<b>Coach Participants Ratio's</b>	<p>The ratio for each individual activity is specified in each activity operating procedure. This is valid when delivering coaching to groups as predominantly 1:10. When delivering coaching to experienced participants in certain activities these ratio's maybe increased however they may be lowered for groups when delivering specific NGB awards or when they require additional support for medical, social or educational reasons or with disability groups.</p> <p>All off site sessions/trips must have a minimum of 2 adults in attendance per group; the second adult may operate as a coach and as such may take the group.</p> <p>When 2 coaches are delivering at the same venue, they will work in close proximity to offer support in the event of an incident. A non-coaching adult may only take part in an activity if they fall within the normal operating ratios.</p>
<b>Equipment</b>	In addition to the equipment required to deliver a specific activity the coach must ensure that an appropriate First Aid Kit and spares are taken. There must be an appropriate means of communication between each coach and to the centre either by VHF radio, two way radio and/or Mobile Phone.
<b>Preparation for sessions</b>	<p>Before a embarking on a session / trip the 'Plan, Do, Review' model should be used to assist the coach in their planning. The 'S.M.A.R.T' objectives will help with the content of the session.</p> <p>The coach will assess the weather conditions prior to the trip and/or session, in the event of adverse weather conditions the coach shall offer an alternative activity; the group will be informed of any change of activity, programme or cancellation of the session/trip.</p> <p>The medical conditions for the group should be assessed before departing and all relevant medical equipment taken, e.g. inhalers with the group if needed.</p> <p>The 'Trip Log' <b>must</b> be completed and signed off by the Centre Director for off-site trips</p>
<b>Briefing of Group</b>	<p>Briefings must be done at the centre prior to leaving and throughout the trip as needed. Check group/individuals have all personal &amp; technical kit needed before departure.</p> <p>Ensure that jewellery is removed or made safe. Advise the group on suitable clothing for the trip and ensure that equipment is put on correctly and checked by coaches.</p> <p>Discuss aims and format of the trip/session with the group and ensure that individuals set personal goals for the trip/session.</p> <p>Do a technical briefing on equipment and its operation before the trip &amp; each session.</p>
<b>Delivery</b>	The trip/sessions will be run to meet the changing needs of the group, their abilities and the weather condition. The trip/session should be progressive. The coach should use reviewing techniques throughout the trip/session to focus the group on their personal and social development. Emphasis on learning through fun and doing.
<b>End of session</b>	<p>A review of the trip/session should take place at the end. The coach should encourage individuals to reflect on the goals they set in the briefing, future goals for further sessions set and relate achievements to the individual's everyday life.</p> <p>Coaches are responsible for equipment being returned and cleaned (however the participants in most cases should clean and put the equipment away with a member of coaches supervising). This is part of the learning process for participants.</p> <p>Damaged equipment to be removed from service and reported in the defects book.</p> <p>At the end of session/trip if applicable group leaders should fill out an evaluation form which is part of the booking form. There is a comments book for young people.</p> <p>If required the coach should record outcomes and organise accreditation.</p>

## RIVER THAMES

All activities on the River Thames are deemed to be offsite trips for the purposes of this policy except as listed in the first table below.

	Under 18s	18 and over
Sailing	From the entrance to Limehouse Basin to Wapping Police Station	From the Blue Bridge entrance at West India Dock to Tower Bridge
Kayaking	From the entrance to Limehouse Basin to Wapping Police Station	From the Thames Barrier to Westminster Bridge

## OFF SITE VENUES

Activity	Venue	Distance	Travelling time	Notes
<b>SAILING</b>	Limehouse Basin-Greenwich	2 miles	1hr	Time dependant on group and tide
<b>KAYAKING, BELLBOAT &amp; OPEN CANOEING</b>	Limehouse Basin-Greenwich	2 miles	1hr	Time Dependant on group and tide
	Wapping Pol. Station-Festival Hall	3 miles	1hr	Time Dependant on group and tide, trip for intermediate paddlers
<b>WALKING</b>	Victoria Park	2 miles	30 min	Three different Orienteering Courses in the park
	Bedgebury Forest	50 miles	1hr 30min	Good for Duke of Edinburgh Training
	Ashdown Forest	50 miles	1hr 30min	Good for Duke of Edinburgh Training – Bit more remote than Bedgebury
<b>ROWING</b>	Shadwell-Greenwich	2 miles	1hr	Time Dependant on group and tide – consult Rowing on Thames Rules
<b>MOUNTAIN BIKING</b>	Epping Forest	15 miles	1 hr	A good variety of routes, used for GCSE Training and Assessments
<b>CLIMBING</b>	Harrisons Rocks	50 miles	1hr 30min	Sandstones, protection of rock needed, no lowering off or abseiling
	Bowles Rocks	50 miles	1hr 30min	Permission, Booking and payment needed to Bowles Outdoor Centre

## Activity Specific Operating Procedures

<b>Activity</b>	<b>Abseiling – Artificial Wall</b>	
<b>Minimum Qualifications</b>	Coach MUST have passed their On-site Specific Certification in Climbing. In addition separate certification for On-site Abseiling.	
<b>Coach / Client Ratio's</b>	1:10	
<b>Aim</b>	To introduce & improve participant's abseiling in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets – must be worn, they must fit well and any loose straps and hair must be tied away.</p> <p>The coach must ensure the appropriate footwear is worn and is securely fastened.</p> <p>A sit harness or sit harness with chest Harness or Full body harness (where appropriate) – must be worn when abseiling.</p> <p>All abseiling equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check harnesses and equipment throughout the session.</p> <p><b>Never leave equipment set up unattended.</b></p>	
<b>Preparation for Session</b>	The coach must set up the abseil before the group arrives and check the equipment.	
<b>Briefing of Group</b>	Go through abseiling safety brief. Brief to point out general hazards in the local environment.	
<b>Delivery</b>	<p>All abseiling must take place within the coach's line of sight.</p> <p>Person's abseiling may not be left unsupervised.</p> <p>The Coach must be in control of the safety rope when lowering the person abseiling.</p> <p>Each time a participant comes to climb and abseil, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all climbing and abseiling equipment.</p> <p>De-Rig the abseil wall.</p> <p>The equipment to be returned to its correct place.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Andy Reid	



<b>Activity</b>	<b>Abseiling – Natural features – Off-Site</b>	
<b>Minimum Qualifications</b>	Lead Coach must be a Single Pitch Award holder. The second staff member must have a site specific Centre On-site Climbing Certificate.	
<b>Coach / Client Ratio's</b>	1:6 – (Groups off site must always have two members of staff).	
<b>Aim</b>	To introduce & improve participant's abseiling in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets – must be worn, they must fit well and any loose straps and hair must be tied away.</p> <p>A sit harness or sit harness with sling/chest Harness (where appropriate) or Full body harness – must be worn when abseiling.</p> <p>The coach must ensure the appropriate footwear is worn and is securely fastened.</p> <p>All abseiling equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check harnesses and equipment throughout the session or use.</p> <p><b>Never leave equipment set up unattended.</b></p>	
<b>Preparation for Session</b>	The coach must set up the abseil before the group arrives and check the equipment. 'Trip Log' filled in and signed by the Centre Director	
<b>Briefing of Group</b>	Go through abseiling safety brief. Brief to point out general hazards in the local environment.	
<b>Delivery</b>	<p>Natural features can be selected and used for rigging or fixed bolts. Both must be tested before use and at least two attachment points used per rope.</p> <p>All abseiling must take place within the coach's line of sight.</p> <p>Person's abseiling may not be left unsupervised.</p> <p>The Coach must be in control of the safety rope when lowering the person abseiling.</p> <p>Each time a participant comes to abseil, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all abseiling equipment.</p> <p>De-Rig the abseil.</p> <p>The equipment to be returned to its correct place on arrival back at centre.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return.</p>	
<b>Technical Advisor</b>	Andy Reid	

<b>Activity</b>	<b>Bell Boating – On and Off-Site</b>	
<b>Minimum Qualifications</b>	Level 1 with On-Site Specific Certification - On site Level 2 (Grade 1 or sheltered water) – Off site	
<b>Coach / Client Ratio's</b>	1:10 – On site 1:6 (Groups off site must always have two members of staff) – Off site	
<b>Aim</b>	To introduce & improve participants to a variety of paddling craft in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking form	
<b>Equipment</b>	Bell Boat – steering oar secure, seats secure, no holes, bailers in place and throw-line onboard. Buoyancy aids - correct fit/weight to person. Paddles - Right length and type, no breaks or cracks. Cag's and Sallopettes - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable. Footwear - trainers or wetsuit boots must be worn (no open toe sandals).	
<b>Preparation for Session</b>	Bell boats to be brought over from the wall to the pontoon. If off-site 'Trip Log' filled in and signed by the Centre Director. The coach should ensure when travelling to an offsite venue that the trailer is roadworthy and the hulls are secure before travelling. Once on site the coach will ensure the have been assembled following the manufactures guidelines.	
<b>Briefing of Group</b>	Brief group on safety points relating to risk assessment. What to do in the event that the boat should swamp and how to remove excess water. What to do if someone falls in.	
<b>Delivery</b>	The group should be shown how to forward paddle, reverse paddle and draw strokes to manoeuvre the boat. Participants may helm the boat under the supervision of the coach. The hulls should be regularly checked for water and excess water removed. Where possible breaks should be used to review the sessions development.	
<b>End of Session</b>	Bell boats to be stored back against the wall. When returning from an offsite venue the hulls should be split following the manufactures guidelines and secured to the trailer; coaches should ensure the trailer is roadworthy and ready to return to the Centre. All the equipment should be returned to the appropriate location. Damaged kit must be withdrawn from service and recorded in the defect book on return.	
<b>Technical Advisor</b>	John Handyside	

<b>Activity</b>	<b>Caving - Including the use of ropes – Off-Site</b>	
<b>Minimum Qualifications</b>	Local Cave Leader Level 1 (Non-Vertical cave systems)	
<b>Coach / Client Ratio's</b>	1:6 (Groups off site must always have two members of staff) The second staff member to have caving experience.	
<b>Aim</b>	To introduce & improve participants Caving in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking form.	
<b>Equipment</b>	Helmets and Lamps (This will be hired kit) – must be worn, they must fit well be tested before the group goes under ground and any loose straps and hair must be tied away. Waist belt for security (This will be hired) Over-suits (These will be hired) or waterproofs - To be worn by participant's. Must be clean and free from tears, fitting should be close but comfortable. Rope for security, First Aid Kit, Survival Bag, Map of area and Cave Survey, spare clothing, lap and emergency food. Footwear - trainers or wellies. <b>Never leave equipment unattended.</b>	
<b>Preparation for Session</b>	'Trip Log' filled in and signed by the Centre Director Coach must find out any up to date information with regards to the condition of the activity site. Get up to date weather forecast for the activity site. Equipment Booked.	
<b>Briefing of Group</b>	Go through caving safety brief before entering cave. Brief to point out general hazards in the local environment, communication calls used during moving around the cave, climbing and 'challenge by choice'. Participants are to 'buddy up' with each body providing support and advice to the other throughout the activity, the 'buddy' will also inform the coach of any incidents. Brief participants on specific hazards, including slippery slabs & constrictions, these hazards can only be negotiated on the instruction of the coach.	
<b>Delivery</b>	The Coach must ensure the 'buddy' system is in operation during the session, as explained by the coach at the start of the session. Regular head counts throughout session and use of rest points. Exit and escape routes used if needed to cut short the trip.	
<b>End of Session</b>	Equipment given back if hired. Once back onsite any equipment used should be returned to the appropriate location. Any damaged centre kit must be withdrawn from service and recorded in the defect book on return.	
<b>Technical Advisor</b>	TBC	

<b>Activity</b>	<b>Climbing – Artificial Walls</b>	
<b>Minimum Qualifications</b>	Shadwell Wall (Outdoor & Indoor)	Site Specific In-house training and assessment with External Assessor
	Indoor climbing centres	CWA or in house certificate awarded by the Climbing Centre used
<b>Coach / Client Ratio's</b>	1:10 on site 1:6 (Groups off site must always have two members of staff) Off Site The second staff member must have a site specific Centre On-site Climbing Certificate.	
<b>Aim</b>	To introduce & improve participants Climbing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>When helmets are worn, they must fit well and any loose straps and hair must be tied away. Helmets must be worn by all participants on the outdoor climbing wall.</p> <p>On Shadwell Indoor Wall there are no ropes or harnesses used and helmets are only needed for 5-8 year olds.</p> <p>The coach must ensure the appropriate footwear is worn and is securely fastened.</p> <p>A sit harness or sit harness with chest Harness or Full body harness (where appropriate) – must be worn when climbing.</p> <p>All climbing equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check harnesses and equipment throughout the session.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return. <b>Never leave equipment unattended without tying off.</b></p>	
<b>Preparation for Session</b>	The coach must set up the climbing wall before the group arrives and check the equipment.	
<b>Briefing of Group</b>	<p>Go through climbing safety brief;</p> <p>point out general hazards in the local environment, belay techniques, calls used during climbing and 'challenge by choice'.</p> <p>The coach can use a number of belaying techniques including 'Bell Ringing' with a Gri-Gri, or traditional belaying using a range of devices. This depends on the ability of the group. The coach is to lower all participants, for GCSE examinations full supervision is required when lowering participants to the ground.</p> <p>Briefing on correct 'spotting' techniques during bouldering / traversing sessions, maximum climbing height allowed, i.e. climbers may not climb above a height of 1.5 metres.</p> <p>Climbers are not allowed to climb beyond the top anchor point on the outdoor wall. Brief group on safety points relating to risk assessment.</p>	
<b>Delivery</b>	<p>All belaying must take place within the coach's line of sight. Climbers may not be left unsupervised. The Coach must be in control of the belay device when lowering participants. When traversing, a 'buddy' should be spotting the climber on a one to one basis, as explained by the coach at the start of the session.</p> <p>Over hand knots used as good practice in 'dead rope' when participants have control of belaying.</p> <p>Each time a participant comes to climb or belay, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all climbing equipment.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return.</p>	
<b>Technical Advisor</b>	Steve Gunn	

<b>Activity</b>	<b>Climbing – Natural features – Off-site</b>	
<b>Minimum Qualifications</b>	Single Pitch Award holder.	
<b>Coach / Client Ratio's</b>	1:6 (Groups off site must always have two members of staff) The second staff member must have a site specific Centre On-site Climbing Certificate	
<b>Aim</b>	To introduce & improve participants Climbing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets – must be worn, they must fit well and any loose straps and hair must be tied away.</p> <p>The coach must ensure the appropriate footwear is worn and is securely fastened.</p> <p>A sit harness or sit harness with chest Harness or Full body harness (where appropriate) – must be worn when climbing.</p> <p>All climbing equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check harnesses and equipment throughout the session.</p> <p><b>Never leave equipment unattended.</b></p>	
<b>Preparation for Session</b>	<p>Coach must find out any up to date information with regards to the condition of the activity site.</p> <p>'Trip Log' filled in and signed by the Centre Director.</p>	
<b>Briefing of Group</b>	<p>Go through climbing safety brief. Brief to point out general hazards in the local environment. Belay techniques, calls used during climbing and 'challenge by choice'.</p> <p>The coach can use a number of belaying techniques including 'Bell Ringing' with a Gri-Gri or Italian hitch, traditional belaying using a range of devices. Full supervision is required when lowering novices to the ground.</p> <p>Briefing on correct 'spotting' techniques during bouldering / traversing session, maximum climbing height allowed, i.e. climbers may not climb above a height of 1.5 metres.</p> <p>Brief group on safety points relating to local risk assessment.</p>	
<b>Delivery</b>	<p>Natural features can be selected and used for rigging or fixed bolts. Both must be tested before use and at least two attachment points used per rope.</p> <p>All belaying must take place within the coach's line of sight.</p> <p>Participants may not be left unsupervised.</p> <p>The Coach must be in control of the belay device when lowering participants.</p> <p>When traversing, a 'buddy' should be spotting the climber on a one to one basis, as explained by the coach at the start of the session unless bouldering with approved mats.</p> <p>Over hand knots used as good practice in 'dead rope' when participants have control of belaying.</p> <p>Each time a participant comes to climb or belay, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all climbing equipment.</p> <p>De-Rig the climbs and rigging set up.</p> <p>The equipment to be returned to its correct place on arrival back at centre.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return.</p>	
<b>Technical Advisor</b>	Andy Reid	

<b>Activity</b>	<b>Gorge Walking - including the use of ropes – Off-Site – Named Venues</b>	
<b>Minimum Qualifications</b>	ML (Summer) Award, <b>and</b> BC FSRT (The coaches can have these qualifications between them or as one individual)	
<b>Coach / Client Ratio's</b>	1:6 (Groups off site must always have two members of staff)	
<b>Aim</b>	To introduce & improve participants Gorge Walking in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets – must be worn, they must fit well and any loose straps and hair must be tied away. Buoyancy aids - marked correct fit/weight to person must be worn if the gorge is a wet with an active stream way.</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear – trainer, boots, wetsuit boots or wellies depending on the gorge.</p> <p>ML rope work with walking rope will negate the need for harnesses when used.</p> <p>All climbing equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check equipment throughout the session.</p> <p><b>Never leave equipment unattended.</b></p>	
<b>Preparation for Session</b>	<p>Trip Log filled in and signed by Director</p> <p>Coach must find out any up to date information with regards to the condition of the activity site.</p> <p>Get up to date weather forecast for the activity site.</p>	
<b>Briefing of Group</b>	<p>Go through walking/scrambling safety brief before entering the Gorge. Brief to point out general hazards in the local environment, communication calls used during moving in the gorge, climbing and 'challenge by choice'.</p> <p>Participants are to 'buddy up' with each body providing support and advice to the other throughout the activity, the 'buddy' will also inform the coach of any incidents.</p> <p>Brief participants on specific hazards, including slippery slabs, plunge pools, water hazards &amp; constrictions, these hazards can only be negotiated on the instruction of the coach.</p> <p>Brief group on safety points relating to local risk assessment.</p>	
<b>Delivery</b>	<p>The Coach must ensure the 'buddy' system is in operation during the session, as explained by the coach at the start of the session.</p> <p>Head counts throughout session and use of rest points. Exit and escape routes used if needed to cut short the trip.</p> <p>All participants should remain within communication range of a coach.</p> <p>If the session requires the group to jump off ledges, the coach will ensure that there are no underwater hazards, there is sufficient depth of water, the jump off point and the egress are accessible and a rescue can be affected if required.</p> <p>Each time a participant comes to climb, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all equipment.</p> <p>Once onsite the equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return.</p>	
<b>Technical Advisor</b>	TBC	

<b>Activity</b>	<b>High Ropes Course</b>	
<b>Minimum Qualifications</b>	In house training & External Assessor for Assessment	
<b>Coach / Client Ratio's</b>	1:10	
<b>Aim</b>	To introduce & improve participants Climbing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets must be worn, they must fit well and any loose straps and hair must be tied away.</p> <p>The coach must ensure the appropriate footwear is worn and is securely fastened.</p> <p>A sit harness with chest harness or Full body harness (where appropriate) – must be worn when climbing on the High Ropes Course.</p> <p>All climbing/ High Ropes equipment must be checked and maintained in accordance with the manufacturer's guidelines and logged as required.</p> <p>Continuously check harnesses and equipment throughout the session.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p> <p><b>Never leave equipment setup unattended without tying off</b></p>	
<b>Preparation for Session</b>	<p>The coach must set up the high ropes course before the group arrives and check the equipment.</p> <p>Care should be taken as the setup is more complicated than the outdoor climbing wall (Refer to the High Ropes Guide when setting up).</p> <p>The High Ropes Course can be done in sections.</p>	
<b>Briefing of Group</b>	<p>Go through climbing / High Ropes safety brief for the section used; point out general hazards in the local environment, belay techniques, calls used during climbing and 'challenge by choice'.</p> <p>The coach can use a number of belaying techniques including 'Bell Ringing' or individual belaying with a Gri-Gri with coach holding dead rope. This depends on the ability of the group. The coach is to lower all participants, for GCSE examinations full supervision is required when lowering participants to the ground.</p> <p>Climbers are not allowed to climb beyond the top anchor point on the High Ropes Course. Brief group on safety points relating to risk assessment as they go along.</p>	
<b>Delivery</b>	<p>All belaying on the High Ropes Course must take place within the coach's line of sight. Climbers may not be left unsupervised.</p> <p>The Coach must be in control of the belay device when lowering participants.</p> <p>Over hand knots used as good practice in 'dead rope' when participants have control of belaying.</p> <p>Each time a participant comes to climb or belay, recheck their equipment.</p>	
<b>End of Session</b>	<p>Regular safety checks on all High Ropes equipment.</p> <p>All should be returned to the appropriate location and the high ropes course de-rigged.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book on return.</p>	
<b>Technical Advisor</b>	Steve Gunn	

<b>Activity</b>	<b>Improvised raft building</b>	
<b>Minimum Qualifications</b>	Site specifically trained & assessed members of Centre staff with RYA Level 2 Power Boat Certificate	
<b>Coach / Client Ratio's</b>	1:10	
<b>Aim</b>	To introduce & improve participant's team work, communication and problem solving skills in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Helmets to be worn when paddling the improvised raft on the water.</p> <p>A knife is required to be carried by the coach.</p> <p>Check barrels to ensure they are watertight, poles are free from cracks and splinters and there is sufficient rope of the right length to build the raft.</p> <p>Buoyancy aids - correct fit / weight to person.</p> <p>Paddles - Right length and type, no breaks or cracks</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of staff, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear – footwear must be worn at all times e.g. trainers or wetsuit boots (no wellies except sailing boots or open toe sandals).</p> <p>Safety Boat on the water.</p>	
<b>Preparation for Session</b>	Ensure the safety boat has sufficient fuel for the duration of the session and safety equipment appropriate to the operating of the boat is present.	
<b>Briefing of Group</b>	<p>Brief participants with safety talk, to include swimmer falling into water and entrapment.</p> <p>Brief group on safety points relating to risk assessment.</p>	
<b>Delivery</b>	<p>The session will be run to meet the changing needs of the group/individuals, their abilities and the weather conditions.</p> <p>The session should start with a planning phase, move onto a building phase and finish with the test phase, with a review.</p> <p>The coach should provide enough information and help to ensure that the raft is successful, this may require the coach to retie knots when necessary.</p>	
<b>End of Session</b>	<p>Regular safety checks on all equipment.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Mike Wardle	



<b>Activity</b>	<b>Kayaking – On and Off Site</b>	
<b>Minimum Qualification</b> (Refer to Health & safety Policy Page 29 table 8.3.1)	Sheltered Waters – Shadwell Basin	UKCC Level 1 Coach with in house training & assessment for the venue and First Aid. Level 1 coaches are deployed and supervised by Level 2 Coaches on the water or onsite
	River Thames between Limehouse Basin & Wapping Police Station	UKCC Level 2 Coach or equivalent with 4 star plus moderate water award or Level 3 Coach OR two Level 2 Coaches with site specific certification (See Appendix 3 for site)
	Grade 2 Water & Offsite	Level 3 Coach (Grade 2) or Level 2 (Offsite Grade 1 or sheltered water)
<b>Coach / Client Ratio's</b>	1:10 - Sheltered Waters on site. 1:6 – River Thames between Limehouse Basin & Wapping Police Station. 1:6 – Grade 2 Water & Off Site (Groups off site must always have two members of staff)	
<b>Aim</b>	To introduce & improve participants Kayaking in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Kayak - ensure secure buoyancy, end grabs at each end, no sharp edges on cockpit rim, no holes, secure seat and footrests.</p> <p>Buoyancy aids - correct fit / weight to person.</p> <p>Paddles - Right length and type, no breaks or cracks.</p> <p>Helmets - need only be worn if the participant is negotiating a rapid, or a weir, when worn they should be free from cracks in good condition and close fitting.</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear - trainers or wetsuit boots must be worn.</p> <p>On the River Thames a VHF radio should be taken and London VTS should be notified.</p> <p>When operating at an offsite venue in addition to a First aid kit and mobile phone, there should be a spare paddle, throw bag, map and boat repair kit.</p> <p>It is good practice to have at least one VHF radio on channel 50A to contact the Centre when groups are operating on the basin.</p>	
<b>Preparation for Session</b>	<p>Ensure all personal protective equipment and group equipment is packed in dry bags.</p> <p>If off-site 'Trip Log' filled in and signed by the Centre Director.</p> <p>The coach should ensure when travelling to an offsite venue that the trailer is roadworthy and the boats secured properly.</p>	
<b>Briefing of Group</b>	<p>Brief group on safety points relating to risk assessment.</p> <p>The group should be shown how to use the paddle, sit in the boat &amp; use footrests.</p> <p>The group should be briefed on what to do in the event of a capsize to themselves or another member of the group.</p>	
<b>Delivery</b>	<p>The group should be shown how to get in / out, forward paddle, reverse paddle and sweep strokes to manoeuvre the boat.</p> <p>The group should be shown river skills if on the Thames or off-site.</p> <p>Where possible breaks should be used to review the sessions development.</p>	
<b>End of Session</b>	<p>If off site the kayaks should be secured to the trailer; coaches should ensure the trailer is roadworthy and ready to return to the Centre.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	John Handyside	

<b>Activity</b>	<b>Mountain Biking – On site &amp; Off Site</b>	
<b>Minimum Qualification</b>	On site: See On site Operating Area	MIAS Level 1 Award
	Off site – more than 40 minutes walk from the Centre - Lowland – Low lying , countryside, woodlands and forest	MIAS Level 2 Award OR MIAS Level 1 Award with extensive experience
<b>Coach / Client Ratio's</b>	On site – See On site Operating Area	1:10 (Including Adult Leader / Teacher)
	Offsite Venue	1:6 (Groups off site must always have two members of staff)
<b>Aim</b>	To introduce & improve participants Mountain Biking in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	Mountain bikes, helmets & bike bag. Check bike bag for the following items, First aid kit, pump, puncture repair kit, spares, multi tool, appropriate map & mobile phone and two way radios if off site.	
<b>Preparation for sessions</b>	All bikes to be checked by the coach prior to use. If off-site 'Trip Log' filled in and signed by the Centre Director. The coach should ensure when travelling to an offsite venue that the trailer is roadworthy and bikes secured properly.	
<b>Briefing of Group</b>	Ascertain who has ridden a bike, especially if anyone in the group has not ridden "off-road" before. Make sure controls are discussed, such as disk brakes and their power, and how to change gears. Make sure clothing is appropriate with special regard to footwear and loose trousers. No shorts allowed, gloves must be worn if available, trainers or boots worn. All participants must wear a correctly fitted cycle helmet, with any long hair tied back. Helmets must be worn at all times and seat heights checked. Explain the safety and emergency procedures for the ride and the set route taken. Establish signals and group management.	
<b>Delivery</b>	The session will be run to meet the changing needs of the group / individuals, their abilities and the weather conditions. Encourage the group to take a water bottle and coach to carry a spare. Before leaving the site allow the group to ride the bikes and go through all the controls so that they are comfortable. Due to the nature of "off road" riding participants must be able to "move and shift" their weight around on the bike. The coach to make sure the rider can do this before leaving the site. It may be more appropriate for some groups to stay near the Centre or access point, or have the route adjusted. Rest points should be used within any route to allow participants to catch up and rest before continuing with the route. Two way radios can be used to keep communication between coaches.	
<b>End of Session</b>	Bikes cleaned on return if needed. All equipment should be returned to the appropriate location. The coach should ensure when travelling to an offsite venue that the trailer is roadworthy and bikes secured properly. Damaged kit must be withdrawn from service and recorded in the defect book.	
<b>Technical Advisor</b>	Will Tytler	

<b>Activity</b>	<b>Open Canoeing – On and Off Site</b>	
<b>Minimum Qualification</b> (Refer to Health & safety Policy Page 29 table 8.3.1)	Sheltered Waters – Shadwell Basin	UKCC Level 1 Coach with in house training & assessment for the venue and First Aid. Level 1 coaches are deployed and supervised by Level 2 Coaches on the water or onsite
	River Thames between Limehouse Basin & Wapping Police Station	UKCC Level 2 Coach or equivalent with 4 star plus moderate water award or Level 3 Coach
	Grade 2 Water & offsite	Level 3 Coach (Grade 2) or Level 2 (offsite Grade 1 or sheltered water)
<b>Coach / Client Ratio's</b>	1:10 - Sheltered Waters on site. 1:6 – River Thames between Limehouse Basin & Wapping Police Station. (Note: Trips on the Thames as above with Open Canoes are only done by permission of the Centre Director). 1:6 – Grade 2 Water & Off Site (Groups off site must have two members of staff).	
<b>Aim</b>	To introduce & improve participants open canoeing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Canoe - ensure secure buoyancy, painters at each end, no sharp edges on the gunnel, no holes, secure seats and thwarts.</p> <p>Buoyancy aids - correct fit / weight to person.</p> <p>Paddles - Right length and type, no breaks or cracks.</p> <p>Helmets - need only be worn if the participant is negotiating a rapid, or a weir, when worn they should be free from cracks in good condition and close fitting.</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear - trainers or wetsuit boots must be worn.</p> <p>On the River Thames a VHF radio should be taken and London VTS should be notified.</p> <p>When operating at an offsite venue in addition to a First aid kit and mobile phone, a spare paddle, throw bag, map and boat repair kit.</p> <p>It is good practice to have at least one VHF radio on channel 50A to contact the Centre when groups are operating on the basin.</p>	
<b>Preparation for Session</b>	<p>Ensure all personal protective equipment and group equipment is packed in dry bags.</p> <p>If off-site 'Trip Log' filled in and signed by the Centre Director.</p> <p>The coach should ensure when travelling to an offsite venue that the trailer is roadworthy and the boats secured properly.</p>	
<b>Briefing of Group</b>	<p>Brief group on safety points relating to risk assessment.</p> <p>The group should be shown how to use the paddle, sit in the boat and work with a partner as required.</p> <p>The group should be briefed on what to do in the event of a capsize to themselves or other members of the group.</p>	
<b>Delivery</b>	<p>The group should be shown how to get in / out, forward paddle, reverse paddle and sweep strokes to manoeuvre the boat.</p> <p>The group should be shown river skills if on the River Thames or off-site.</p> <p>Where possible breaks should be used to review the sessions development.</p>	
<b>End of Session</b>	<p>If off site the open canoes should be secured to the trailer; coaches should ensure the trailer is roadworthy and ready to return to the Centre.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	John Handyside	

<b>Activity</b>	<b>Orienteering On &amp; Off Site</b>	
<b>Minimum Qualifications</b>	Shadwell Basin & King Edwards Park – On Site	In house training & assessment
	Off Site - Fixed Orienteering Courses or lowland forest / woodland	At least one staff member to have BOF UKCC Level 1 Coach, BEL award, M.L trained, Teach Orienteering Part 1.
<b>Coach / Client Ratio's</b>	1:10 1:6 - (Groups off site must always have two members of staff).	
<b>Aim</b>	To introduce & improve participants Orienteering in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	Clothing should be appropriate for the time of year and the group because the course does go through undergrowth there is a need for full body protection (long trousers and arms). Maps of area. Orienteering pre planned session packs. Compasses (if needed) and whistles. First aid kit and mobile phone two way radios if off site.	
<b>Preparation for Session</b>	The coach should ensure they are familiar with the venue and the location of the controls to be used. If off-site 'Trip Log' filled in and signed by the Centre Director. When setting out controls, these should be secured prior to the session and marked clearly on the maps used by the group. The coach must ensure there are sufficient maps and accompanying equipment.	
<b>Briefing of Group</b>	Give the safety talk including key points from risk assessment, including no go areas, boundaries to the area and roads and return to emergency point. If the young people are under 9 years of age or have special needs they must go round in groups of three.	
<b>Delivery</b>	The session should be progressive with a number of different exercises including map reading, use of a compass, orientating a map, star and linear courses. The coach may wish the group to create their own maps and controls to introduce the activity before moving onto the fixed courses and competition.	
<b>End of Session</b>	All equipment should be returned to the appropriate location. Damaged kit must be withdrawn from service and recorded in the defect book.	
<b>Technical Advisor</b>	Mike Wardle	

<b>Activity</b>	<b>Power Boat Instruction – Shadwell Basin (Inland) / River Thames (Coastal)</b>	
<b>Minimum Qualifications</b>	Level 1 & 2	RYA Powerboat Instructor
	Safety Boat	RYA Powerboat Instructor with Safety Boat Award
<b>Coach / Client Ratio's</b>	Level 1 & 2 Course	1:3
	Safety Boat Course	1:6 using 2 boats
<b>Aim</b>	To introduce & improve participants Power Boating in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Ensure the engine and the hull is in good working order, there is sufficient fuel and all other normal equipment for the Power Boat is present.</p> <p>Ensure that the trailer is in good working order if off site.</p> <p>Buoyancy aids - correct fit / weight to person.</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear – trainers, sailing wellies or wetsuit boots must be worn.</p> <p>First Aid Kit, Fire Extinguisher, Kill Cord. Spares including fuel and clothing, distress flares, chart or map of the area, tide tables (On the Thames) to be carried at all times.</p>	
<b>Preparation for Session</b>	<p>Set up safety boats for the basin with all kit needed</p> <p>The coach should ensure that the trailer is roadworthy before launching the boat if off site.</p> <p>Tides should be checked and used to best advantage for teaching.</p> <p>Row out to work boat / RIB and bring in as needed if on river.</p>	
<b>Briefing of Group</b>	Brief participants with safety talk as directed by National Governing Body and points relating to the risk assessment.	
<b>Delivery</b>	<p>The coach will ensure that the kill-cord is worn by the person 'helming' the boat AT ALL TIMES.</p> <p>The coach will ensure that when operating at speed that the 'helm' informs the boats crew of any manoeuvres they are undertaking and all crew are seated securely within the boat.</p> <p>When operating in shallow waters the coach must ensure where at all possible that the prop is kept in the deeper water.</p>	
<b>End of Session</b>	<p>The powerboat should be secured to the trailer; coaches should ensure the trailer is roadworthy if off site.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Peter Fletcher	

<b>Activity</b>	<b>Problem Solving / Team Games – On and Off site</b>	
<b>Minimum Qualifications</b>	In house training & assessment by workshop	
<b>Coach / Client Ratio's</b>	1:10.	
<b>Aim</b>	To introduce & improve participants Problem Solving / Team Games in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	Clothing should be appropriate for the time of year and the group The condition of all equipment should be checked before and after use; e.g. wooden objects should be checked for cracks and splinters, rope should be checked for abrasion and kinks.	
<b>Preparation for Session</b>	Check all equipment for possible risks i.e. splinters from planks. When carrying heavy equipment care should be taken to avoid injuries when setting up. Where appropriate all equipment should be set up before the session starts to avoid unnecessary delays. When travelling to offsite venues the coach must ensure all equipment is transported safely.	
<b>Briefing of Group</b>	Teach and use safe 'spotting' techniques and lifting techniques as required. Brief group on safety points relating to risk assessment. Brief the group on the different roles within a team; leader, shaper, implementer, coordinator, team worker and the roles will rotate round team members during the session. Brief the group on the use of the 'Plan-Do-Review' model for each exercise, with particular reference on how outcomes from one exercise may influence the next.	
<b>Delivery</b>	Each exercise will follow the 'Plan-Do-Review' model with different members of the team taking on different roles within the team for each exercise. The coach will lead a review of each exercise to ensure outcomes are recognised by the group. Where relevant learnt consequences can be related to life / work situations. Safety is paramount and the coach will stop any exercise with an increased risk of injury.	
<b>End of Session</b>	All equipment should be returned to the appropriate location. When returning from an offsite venues the coach must ensure all equipment is transported safely. Damaged kit must be withdrawn from service and recorded in the defect book.	
<b>Technical Advisor</b>	Mike Wardle	

<b>Activity</b>	<b>Rowing – under instruction Shadwell Basin</b>	
<b>Minimum Qualifications</b>	Level 2 Coach (Session Coach or Club Coach) with RYA Power Boat Level 2	
<b>Coach / Client Ratio's</b>	1:10	
<b>Aim</b>	To introduce & improve participants rowing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>Ensure that each hull, rudder, footrest, seat and oar / blade are in good working order and are present.</p> <p>Ensure the Safety Boat is in good working order with enough fuel.</p> <p>Personal flotation devices – Ensure all persons have a Life Jacket or Buoyancy Aid fitted correctly.</p> <p>Wetsuits &amp; Cag's - To be worn at the direction of staff or participant's discretion, each must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear – footwear must be worn at all times e.g. trainers or wetsuit boots (no flip-flops or wellies except sailing boots).</p>	
<b>Preparation for Session</b>	<p>Coach to ensure they have a session plan and all equipment and clothing is available before the group arrives.</p> <p>Ensure the safety boat has sufficient fuel for the duration of the session and safety equipment appropriate to the operating area is in the safety boat.</p>	
<b>Briefing of Group</b>	<p>Brief participants with safety talk as directed by National Governing Body.</p> <p>Brief group on safety points relating to risk assessment and the proposed plan and learning for the session.</p> <p>Have a numbering system for the participants.</p>	
<b>Delivery</b>	<p>The session can be run from inside the boat with the participants or from a power boat.</p> <p>The session will be run to meet the changing needs of the group/individuals, their abilities and the weather conditions.</p>	
<b>End of Session</b>	<p>All boats should be secured to their respective places.</p> <p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Phil Pring	

<b>Activity</b>	<b>Rowing Fixed Seat– Under instruction River Thames Rowing Area – South Bank between Shadwell Lock Entrance &amp; AHoy Centre</b>	
<b>Minimum Qualifications</b>	Rowing Level 2 Coach (Session Coach or Club Coach) & RYA Level 2 Powerboat. A minimum of 2 members of staff, with an RYA Safety Boat qualification and a Level 2 Rowing Coach qualification between them. One Safety Boat must be present helmed by a person with RYA Safety Boat qualification and VHF Training. A maximum of two rowing boats to one safety boat crew (RIB preferred)	
<b>L2 Coach / Client Ratio's</b>	1:10	
<b>Aim</b>	To introduce & improve participants rowing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	Ensure that each hull, rudder, footrest, seat and oar / blade are in good working order and are present. Ensure the Safety Boat (RIB preferred) is in good working order with enough fuel. Personal flotation devices – Ensure all persons have a Life Jacket or Buoyancy Aid fitted correctly. Cags/Sallopettes - To be worn at the direction of staff or participant's discretion, each must be clean and free from tears, fitting should be close but comfortable. Footwear – footwear must be worn at all times e.g. trainers or wetsuit boots (no flip-flops or wellies except sailing boots).	
<b>Preparation for Session</b>	A session plan, equipment, & clothing organised prior to group arriving. Ensure the safety boat is prepared for the duration of the session and safety equipment appropriate to the operating area is in the safety boat. Planning done to take into account tide and weather. Know about rules from the PLA Rowing on the Thames Book.	
<b>Briefing of Group</b>	Brief the participants on loading, unloading, capsize, MOB and oar collision and river rules. Brief group on safety points relating to risk assessment and the proposed plan and learning for the session. Have a numbering system for the participants.	
<b>Delivery</b>	Access/egress - as section 5.1 in SBOAC Health & Safety Policy. The session can be run from inside the boat with the participants or from a power boat. The session will be run to meet the changing needs of the group/individuals, their abilities and the weather conditions.	
<b>End of Session</b>	All boats should be secured to their respective places. All equipment should be returned to the appropriate location. Damaged kit must be withdrawn from service and recorded in the defect book.	
<b>Technical Advisor</b>	Phil Pring	



<b>Activity</b>	<b>Safety Boat Operation</b>	
<b>Minimum Qualifications</b>	RYA Powerboat Level 2 – Inland on Shadwell Basin RYA Powerboat Level 2 – Coastal on the River	
<b>Coach / Client Ratio's</b>	Ratio's of boats and crew depend on each specific activity – Please refer to each specific activity for exact ratios. The staff member must ensure that the number of 'crew' does not exceed the maximum stated on the plate on each boat.	
<b>Aim</b>	To provide assistance to water users if required	
<b>Equipment</b>	Ensure the engine and the hull is in good working order, there is sufficient fuel and all other normal equipment for the Power Boat is present. Ensure that the trailer is in good working order if using it. Buoyancy aids - correct fit / weight to person. Wetsuits & Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable. Footwear - trainers or wetsuit boots must be worn (no wellies except sailing boots). First Aid Kit, Fire Extinguisher, Kill Cord. Spares including fuel and clothing, distress flares, chart or map of the area, tide tables (On the Thames) to be carried at all times.	
<b>Preparation for Session</b>	Brief participants with safety talk as directed by National Governing Body and points relating to the risk assessment as regards rescue.	
<b>Briefing of Group</b>	When offering assistance, brief participants to ensure they are aware of your intentions and to ascertain the best course of action, this may include leaving the equipment to be recovered later once the crew are safely ashore.	
<b>Delivery</b>	The coach / helm will ensure that the kill-cord is worn by the person 'helming' the boat AT ALL TIMES. The coach / helm will ensure that when operating at speed that the 'helm' informs the boats crew of any manoeuvres they are undertaking and all crew are seated securely within the boat. When operating in shallow waters the coach must ensure where at all possible that the prop is kept in the deeper water.	
<b>End of Session</b>	The powerboat should be secured to the trailer; coaches should ensure the trailer is roadworthy if off site. Safety boats must be fixed properly on moorings or on the basin pontoon. All equipment should be returned to the appropriate location. Damaged kit must be withdrawn from service and recorded in the defect book.	
<b>Technical Advisor</b>	Pete Fletcher	

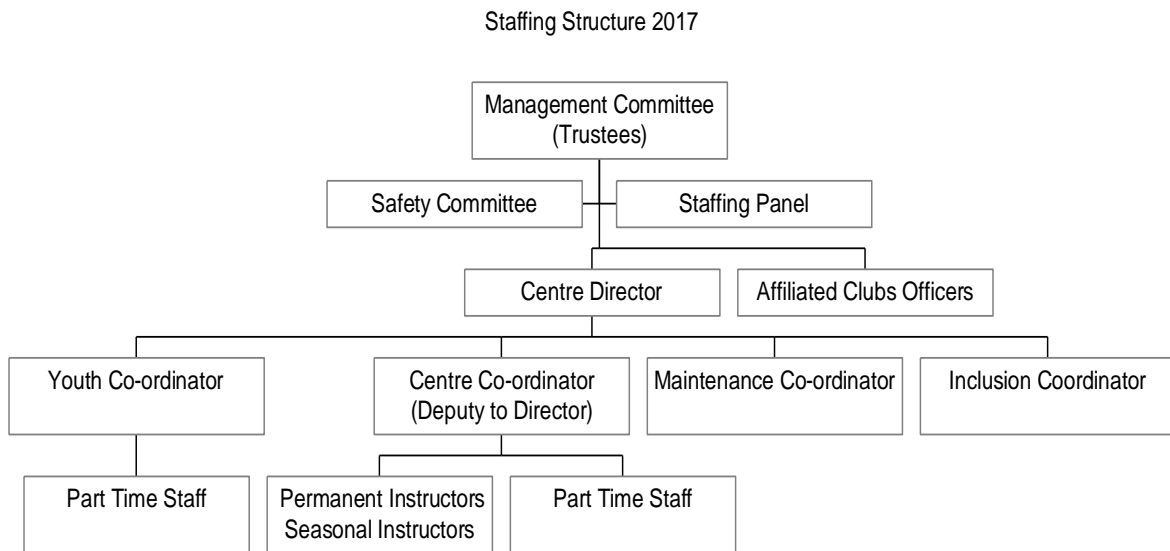
<b>Activity</b>	<b>Sailing On Site &amp; Off Site – Under Instruction</b>	
<b>Minimum Qualifications</b>	<p>Shadwell Basin – On Site - RYA Dinghy Instructor.</p> <p>River Thames - (Limehouse Basin to Wapping Police Station) – Senior Instructor or Instructor with 100 logged hours with Centre Approval.</p> <p>River Thames - past Limehouse Basin and Wapping Police Station – Senior Instructor.</p> <p>Note: For Recreational Adult Club Sailing see Appendix 4</p>	
<b>Coach / Client Ratio's</b>	<p>Shadwell Basin - on site.</p> <p>Beginners Crewed Dinghies / Courses.</p> <p>River Thames</p>	<p>1:10 or 1 Safety Boat : 6 Dinghies</p> <p>1 Safety Boat : 3 Dinghies</p> <p>1 Safety Boat : 3 Dinghies</p> <p>Note: Safety Boats on the River must have a crew of two one member possessing a Safety Boat Certificate.</p>
<b>Aim</b>	To introduce & improve participants Sailing in a safe and enjoyable way, while ensuring that the groups learning outcomes are met as identified on the booking information.	
<b>Equipment</b>	<p>A safety boat must be available to use whenever a sailing session is being delivered. Insure all rigging, sails, booms and all other normal equipment of the dinghy are in good working order and are present.</p> <p>Ensure that the trolleys used are in good working order.</p> <p>Buoyancy aids - correct fit / weight to person.</p> <p>Wetsuits &amp; Cag's - To be worn at participant's discretion or at direction of coaches, must be clean and free from tears, fitting should be close but comfortable.</p> <p>Footwear - trainers or wetsuit boots must be worn (no wellies except sailing boots).</p> <p>First Aid Kit, Fire Extinguisher, Kill Cord (On Basin). Spares including fuel and clothing, distress flares, chart or map of the area, tide tables (On the Thames) to be carried at all times.</p>	
<b>Preparation for Session</b>	<p>Ensure the safety boat sufficient fuel for the duration of the session and safety equipment appropriate to the operating area, see guidance from the RYA.</p> <p>Sailing boats and equipment to be taken to the sailing pontoon for rigging if on the basin.</p> <p>Tides should be checked and used to best advantage for teaching on the river.</p> <p>Row out to work boat / RIB and bring in as needed if on river.</p>	
<b>Briefing of Group</b>	<p>Brief participants with safety talk as directed by National Governing Body.</p> <p>Brief group on safety points relating to risk assessment.</p>	
<b>Delivery</b>	The session will be run to meet the changing needs of the group/individuals, their abilities and the weather conditions.	
<b>End of Session</b>	<p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Rob Edwards	

<b>Activity</b>	<b>Walking – Open Countryside, Moorland &amp; Mountainous Terrain – Off Site</b>	
<b>Minimum Qualifications</b>	Local Country Parks – Victoria Park	In house training & assessment by workshop
	Lowland Countryside & Woodland	Lowland Leader, CL Award or BEL Award
	Upland, Moorland, Fells or Downs	WGL Award / HML Award
	Mountainous terrain	ML Summer Award
<b>Coach / Client Ratio's</b>	1:6 - (Groups off site must always have two members of staff). Second member of staff MUST have walking experience at the level of terrain being used.	
<b>Equipment</b>	<p>Clothing should be appropriate for the time of year and the group, If going off site first aid kit and mobile phone must be carried</p> <p>Maps of area, Route cards, torch, compasses and whistles.</p> <p>First aid kit and mobile phone and two way radio especially for Duke of Edinburgh Award groups.</p> <p>Walking Rope in Mountainous areas</p> <p>Emergency Group Shelter</p>	
<b>Preparation for Session</b>	<p>If off-site 'Trip Log' filled in and signed by the Centre Director.</p> <p>The group can be involved in filling out a route card themselves prior to the trip.</p>	
<b>Briefing of Group</b>	<p>Give safety talk and brief group on the route to be taken, duration of walk, rest points and route card.</p> <p>Brief group on safety points relating to risk assessment.</p> <p>Brief the group on the personal kit needed.</p>	
<b>Delivery</b>	<p>Encourage the group to take a water bottle and coach to carry a spare.</p> <p>Rest points should be used within any route to allow participants to catch up and rest before continuing with the route.</p> <p>The coach should demonstrate map reading, use of a compass and orientating a map to ensure all participants are familiar with the route and terrain of the walk.</p> <p>When appropriate 'remote supervision' may take place especially with Duke of Edinburgh Award groups, the group will be briefed on the route, check points and how to contact the coach if required.</p> <p>The coach may then simply meet the group at the agreed check points, shadow the group or observe from a distance; whichever is most appropriate for the terrain and the group.</p>	
<b>End of Session</b>	<p>All equipment should be returned to the appropriate location.</p> <p>Damaged kit must be withdrawn from service and recorded in the defect book.</p>	
<b>Technical Advisor</b>	Andy Reid	

## Shadwell Basin Outdoor Activity Centre Technical Advisors

<b>Activity</b>	<b>Name</b>	<b>Contact</b>
Abseiling – Artificial Wall – On-site	Andy Reid	<a href="mailto:enquires@mileendwall.org.uk">enquires@mileendwall.org.uk</a>
Abseiling – Natural Features – Off Site	Andy Reid	<a href="mailto:enquires@mileendwall.org.uk">enquires@mileendwall.org.uk</a>
Bell Boating – On and Off-site	John Handyside	<a href="mailto:johnwhandyside@gmail.com">johnwhandyside@gmail.com</a>
Caving – Off Site	TBC	
Climbing – Artificial Walls	Steve Gunn & Andy Reid	<a href="mailto:office@hightimetc.co.uk">office@hightimetc.co.uk</a> <a href="mailto:enquires@mileendwall.org.uk">enquires@mileendwall.org.uk</a>
Climbing – Natural Features – Off Site	Andy Reid	<a href="mailto:enquires@mileendwall.org.uk">enquires@mileendwall.org.uk</a>
Gorge Walking – Off Site	TBC	
High Ropes Course – On Site	Steve Gunn	<a href="mailto:office@hightimetc.co.uk">office@hightimetc.co.uk</a>
Improvised Raft Building – On Site	Mike Wardle	
Kayaking – On and Off Site	John Handyside	<a href="mailto:johnwhandyside@gmail.com">johnwhandyside@gmail.com</a>
Mountain Biking – On site & Off Site	Will Tytler	
Open Canoeing – On and Off Site	John Handyside	<a href="mailto:johnwhandyside@gmail.com">johnwhandyside@gmail.com</a>
Orienteering - On and Off Site	Mike Wardle	
Power Boat Instruction – On and Off Site	Pete Fletcher	<a href="mailto:fletchshimmer@aol.com">fletchshimmer@aol.com</a>
Problem Solving/Team Games – On and Off Site	Mike Wardle	
Rowing – On Site	Phil Pring	<a href="mailto:philip.pring@britishrowing.org">philip.pring@britishrowing.org</a>
Rowing – Off Site	Phil Pring	<a href="mailto:philip.pring@britishrowing.org">philip.pring@britishrowing.org</a>
Safety Boat Operation – On and Off Site	Pete Fletcher	<a href="mailto:fletchshimmer@aol.com">fletchshimmer@aol.com</a>
Sailing On and Off Site	Rob Edwards	
Walking – Forest, Moorland and Mountains	Andy Reid	<a href="mailto:enquires@mileendwall.org.uk">enquires@mileendwall.org.uk</a>

## Appendix 1 – Management & Staffing Structure



## Appendix 2 – Off Site Trip Authorisation Form

### SBOAC Trip Log and Authorisation

**Date Submitted:** .....

1. **Group Leader :**.....

2. **Venue:**.....

Address:.....

Telephone Number:.....

3. **Number in Party:** .....

Leaders/Staff:.....

Group: ..... Male: ..... Female: .....

Number of attached parental consent forms: .....

4. **Travel Arrangements:**

Vehicle Taken:.....

Trailer Taken:.....

Date and time of leaving:.....

Date and time of return:.....

5. **Staffing/Leader Details:**

Name	Address	Qualifications	Phone
.....			

6. **Name and Contact Number of Emergency Base Contact:**.....

7. **Details Attached:**

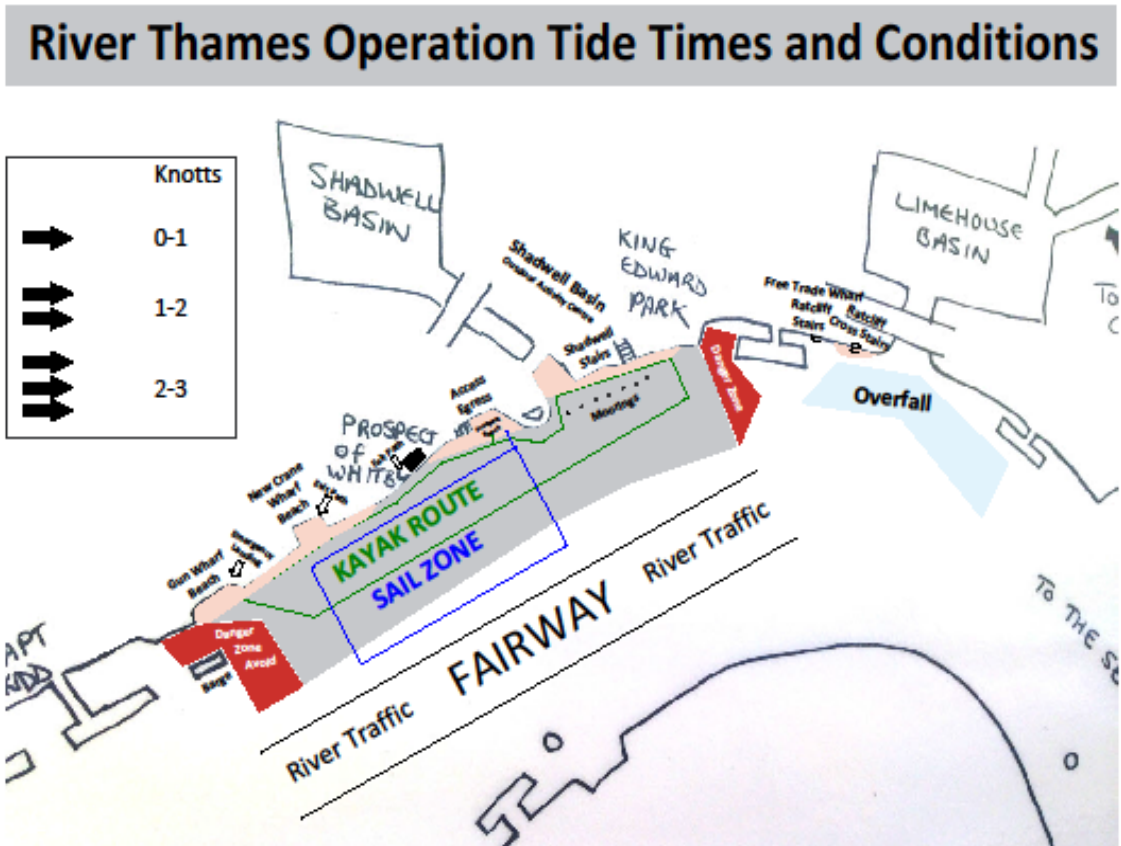
Detailed Itinerary ..... Equipment List..... Other .....

Hazards Identified & Proposed Controls.....

Approved: .....

Date: .....

## Appendix 3 – River Thames Sailing and Kayaking On-site Zone



#### Tidal Flow (Days)

NM	SPRING					HM	Neap					FM	SPRING				HM	Neap									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
<b>AVOID</b>			<b>Operating Times</b>										<b>AVOID</b>			<b>Operating Times</b>											

#### Tidal Heights (Hours)

-2	-1	1	2	3	4	5	6	1	+2
		Low Water					High Water		
<b>Operating Times</b>				<b>AVOID</b>					

#### Beaufort Wind Scale - Operating conditions

MPH	KNOTS	FORCE	Description	Effects on land
1-3	1-3	0	Light Air	Flag hangs limp, smoke rises vertically
4-7	4-6	1	Light Breeze	Flag stirs, leaves rustle - wind felt on face
8-12	7-10	2	Gentle Breeze	Flag occasionally extends, leaves and twigs in motion
13-18	11-16	3	Moderate Breeze	Flag Flaps (before it snaps), small branches move Avoid if offshore

## Appendix 4 – Recreational Sailing Operations – Adult Club

### Shadwell Basin – On Site – Adults Only

Minimum standard – Novices must sail with a RYA 'Better Sailing' for helm

A minimum of two boats in close proximity

A properly equipped power boat must be ready for use at all times whilst a session is in progress. When there are more than 6 craft afloat, the safety craft must be permanently crewed.

At least one person should have their Safety Boat Certificate.

### River Thames – Adults Only

All activities on the River Thames are deemed to be offsite trips for the purposes of this policy except as listed below.

	Under 18s (Under Instruction Only)	18 and over
Sailing	From the entrance to Limehouse Basin to Wapping Police Station	From the Blue Bridge entrance at West India Dock to Tower Bridge

The Trip log and authorisation procedure detailed in is to be completed for all off site trips. Marine VHF radios must be used when working on the Thames.

### Access to the River

**Slipway:** the recommended and preferred access & egress point, used at all heights of the tide.

**Slipway Ladder:** at low tide this can represent a significant hazard. It should only be used at spring high tides when using the slipway becomes too difficult.

**Prospect Beach:** this may only be used when the beach is available for teaching from. In the event of the tide rising to cover the beach, and foot of the steps down to the beach, then this access point may not be used until the tide has dropped.

### Use of the river in hours of darkness

All craft should have appropriate lighting with due regard for the advice given on the PLA website and operating ratios should be reduced as necessary.

**Sailing Ratio's:** All helms to have RYA Dinghy 'Seamanship' Certificate. Crew MUST have RYA 'Basic Skills' Certificate or equivalent experience, plus a safety boat with cox a minimum of RYA 'Safety Boat Certificate'.

**Solo Boat / Dinghy:** Helm to be Dinghy Instructor. Crew to have RYA 'Seamanship' Certificate. No safety boat required.

**Drascombe Longboat:** If outboard attached, helm to have RYA 'Seamanship' Certificate and RYA Powerboat Level 2 Certificate.

No outboard attached as solo Dinghy



## Appendix 5 – Day Sailing Equipment

**For suitably experienced and qualified sailors, journeying outside the Standard operational area.**  
You must complete an "Off site Trip form" Prior to starting your Journey.

You may also need to complete a "Hire / Equipment Loan form".

You must understand the weather and tidal conditions for where and when you are sailing.

It is important you are sufficiently prepared with the right equipment and knowledge for the journey.

### All sailors must have

- Qualifications / Experience suitable for the journey you are making.
- Buoyancy aids / Lifejackets.
- Suitable clothing.
- Water and / or food for longer journeys.
- Means of attracting attention (Whistle, horn).
- Knife.

### Each boat should have onboard

- First Aid Kit.
- Tow Line.
- 2 x paddles
- Spare lengths of thin rope.
- Anchor.
- Phone / VHF radio.

## **Appendix 6 – Recreational Kayaking / Canoeing Operations – Adult Club**

### **Shadwell Basin – On Site – Adults Only**

The following standards are to assist the Adult Canoe Club in their operations whilst working within the National Governing Body, 'British Canoeing's' Guidelines.

### **Coaching Shadwell Basin**

Level 1 Coaches can be deployed and supervised by Level 2 Coaches as long as they are either; one the water, at the site venue or on the River Thames and can be in electronic contact.

### **River Thames**

The Canoe Club will use the 'Paddling Rules' as a document to govern their operation on the River Thames. This will use British Canoeing Guidelines to set its rules and operations. It is the responsibility of Club Officers to make sure that the document is up to date and it is recommended that it is updated every two years or if British Canoeing guidelines change, whichever is the sooner.

## Appendix 7 – Slipway Operations

1. One of the main gates is to be left open when the slipway is in use and people are on the river
2. Clear debris from the slipway before use
3. The designated 'Green Area' is for moving up and down the slipway safely
4. The designated 'Grey Area' is used for access and egress to the water
5. All safety boats must come along side the slipway when landing
6. The ladder is for use of access and egress at high water
7. Use of the winch is by an inducted person only who are recommended to use gloves
8. No person is to be in a boat when it is being winched
9. No person should be behind a boat when it is being winched
10. Establish signals for launch and recovery of boats with the winch