

Longcraig Scout Centre – Operating Risks and Controls



Scout Association View of Risk Management (extract from FS120000 – Aug 2012)

In the many activities we can offer, we provide challenges that seek to encourage the development of young people. These are often ones they do not face every day and they can experience a great sense of achievement in completing them. Some degree of risk is unavoidable if the sense of adventure and excitement is to be achieved, but it is - and should be - much less than the participant perceives. We seek to provide:

EXCITEMENT but not **DANGER**
ADVENTURE but not **HAZARD**

There is a clear distinction between perceived risk (in the eyes of young people) and actual danger. We have to minimise the latter. Accordingly we need to assess and control the hazards associated with activities in order to minimise the chance of injury.

What is a risk assessment?

Risk assessment can perhaps best be described as disciplined, common sense applied to everyday life.

With activities we do in Scouting we need to step back and think about assessing risk and safety management in more detail since we are often dealing with groups of adults and young people in situations they do not encounter every day. A structured approach makes the task easier and helps us to spot all the potential risks.

Guidance Notes

Rather than stipulate the types of outcomes, the lists below identify the hazards and provides mitigation (risk controls) to lessen risk of the hazard causing injury or damage.

It is the responsibility of all ASU members to ensure that risk controls, as noted in the following pages, are abided with.

2019 Updates

Shown below in **RED**.

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Risk Assessment for WATERSPORTS:- GENERAL RISKS

| Hazard | How Is The Risk Controlled? |
|---|--|
| Injury when moving equipment | <ul style="list-style-type: none"> • Supervision and instruction • Manual handling training for Instructors • Safe storage of equipment |
| Isolation of group | <ul style="list-style-type: none"> • Keeping within prescribed area • Correct ratio of participants to Instructors |
| Falling/slipping on pier | <ul style="list-style-type: none"> • Check state of pier at start of each session • Make groups fully aware of dangers:- no running, watch slippery surface, beware cross winds • If on pier a buoyancy aid MUST BE worn correctly by all • Regular check of pier throughout activity by Instructors/Duty Manager |
| Wind, waves and current | <ul style="list-style-type: none"> • Check strength of wind and size of waves, continually reevaluating the situation • Check state of tide and current, continually reevaluating the situation • Be aware of the current over the pier during mid tide period |
| Jelly fish | <ul style="list-style-type: none"> • Check water before entry • Avoid entry into the water • Cover bare skin with wet suit or waterproofs and shoes • Constantly reevaluate situation throughout session |
| Temperature, wind chill and hypothermia | <ul style="list-style-type: none"> • Ensure all participants are adequately dressed with wet suits, waterproofs, hats and gloves as appropriate before going out on water • Constantly reevaluate weather situation throughout session • Instructor supervision • Safety Boat able to take participants back to shore • Safety Boat and Instructor contact by VHF radio to Duty Manager • All Instructors First Aid trained • Hot showers and hot drinks always available at Centre |
| Coldness | <ul style="list-style-type: none"> • Instructors to check regularly with participants if they feel cold • Check by compressing nail of a finger – it should go white then return to pink if blood is flowing to fingers. • In event someone is cold, remove on safetyboat and return to pier to be met by leader/ASU member and escorted to centre to get warmed up. |

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| <p>Deterioration of Conditions</p> | <ul style="list-style-type: none"> • All instructors must review the conditions and assess if they are changing • Look for wind increasing, rain (or more violent storms) approaching. • In event of decision to curtail the activities, radio safetyboat/DM and advise. • All young people to be returned to shore in a safe and controlled manner, prioritising people over equipment. |
| <p>Drowning</p> | <ul style="list-style-type: none"> • Buoyancy aids MUST BE worn by all on water or on pier • Session covered by Safety Boat • Instructor supervision |
| <p>Compounded impact of incident due to poor communication</p> | <ul style="list-style-type: none"> • All activities to have sufficient access to VHF radios • Protocol for calling for assistance advised to all Instructors • Use of nominated radio channel advised • Onshore contact available |
| <p>Other water users</p> | <ul style="list-style-type: none"> • Set operating area prior to activity starting • Constant supervision by Instructors and Safety Boat |
| <p>Tractor and Trailers</p> | <ul style="list-style-type: none"> • Tractor to be driven by those that have had local training. • Awareness of others when moving trailers and driving tractor • Check wheels, winches and towing attachments are securely attached • Ensure all craft are secured to trailers before towing |
| <p>Fire risk</p> | <ul style="list-style-type: none"> • Fuel to be stored in fuel bunker and not on RIBs when building is closed up. • Fire extinguishers to be stored on both safety boats |

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Risk Assessment for SAILING

| Hazard | How Is The Risk Controlled? |
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| Falling into water when transferring between shore and boat or between boats | <ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Keep fingers/limbs from between boat and pier or other boat • Holding on in correct place • Listening to person in charge for instructions |
| Capsize and man overboard | <ul style="list-style-type: none"> • All Safety Boat staff should have Safety Boat endorsements • Listening to person in charge for instructions • Participants briefed on capsize procedure |
| Entrapment inside capsized craft | <ul style="list-style-type: none"> • Safety Boat driver trained to deal with capsizes • Serrated knife on Safety Boat |
| Collision with boom – head injury | <ul style="list-style-type: none"> • Constant Instructor supervision • Participants warned about boom in briefing |
| Mast falling down – head injury | <ul style="list-style-type: none"> • Rigging checked by Instructor each time of use before moving off from anchor and jib securely attached. • When ashore ensure adequate number of people supporting rigging we raising or dropping the mast |
| Injury from moving parts in the boat | <ul style="list-style-type: none"> • Brief all participants before the activity • Constant reminders given by Instructor during the session • Instructor supervision • Helmets must be worn by all when using Toppers and Picos • Helmets to be worn in other sailing craft if requested by customer • Helmets to be worn if deemed appropriate at the start of a session |
| Collision with other boats or pier | <ul style="list-style-type: none"> • Participants instructed to avoid collisions • Participants stressed to use care and consideration • Session covered by Safety Boat • Sailing area identified and fully briefed with each participant |
| Boats overloaded and become unstable | <ul style="list-style-type: none"> • Adhere to maximum numbers for each type of boat:- Wayfarer maximum 4 people Topper maximum 2 people Topper Vibe maximum 3 people Pico maximum 2 people |

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| Wind strength during session | <ul style="list-style-type: none">• Senior Instructor on water or contactable by VHF radio to make safety call• Regular checks of wind speeds• Boat sails can be reefed• Constantly reevaluate situation throughout session |
| Trapping of fingers/hands between craft during coming alongside | <ul style="list-style-type: none">• Safety Boat driver gives clear instructions and is aware of risk• Briefing of participants by Instructor• All boats to heave to / lay to before Safety Boat comes alongside |
| Boat inversion | <ul style="list-style-type: none">• Ensure mast head floatation is used (Pico/Topper/Laser/drascombe exempt) |

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Risk Assessment for KAYAKING

| Hazard | How Is The Risk Controlled? |
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| Rocks causing damage or injury | <ul style="list-style-type: none"> • Avoid rocks – put boat in and take boats out beyond them • Wear protection – wet suit, shoes and buoyancy aid • Helmets to be worn if requested by customer or if deemed appropriate at the start of the session • Instructor supervision • Regular review of beach area by Duty Manager of those playing on beach area |
| Capsize due to wind, waves or current | <ul style="list-style-type: none"> • Participants briefed on capsizing at start of session • Instructors rescue where necessary • Safety Boat :Constantly assess situation throughout session • Safety Boat : Regular head counts of group |
| Injury caused by paddles | <ul style="list-style-type: none"> • Participants to be instructed on use of paddles at start of session • Promote awareness of avoiding being hit on head by paddle • Instructor supervision |
| Injury caused by boats | <ul style="list-style-type: none"> • Participants to be instructed on appropriate method(s) of carrying boats at start of session • Transport boats to end of pier by tractor/trailer if deemed appropriate • Instructor supervision • Care storing and removing kayaks from trailer particularly when windy • Ensure kayaks are secured to trailer before trailer is moved. |
| Trapping of fingers/hands between craft | <ul style="list-style-type: none"> • Briefing of participants by Instructor |
| Offshore winds | <ul style="list-style-type: none"> • Instructor on water contactable by VHF radio to Duty Manager to make safety call • Regular checks of wind speeds • Reduce operating area / cancel session • Constantly reevaluate situation throughout session |

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Risk Assessment for RAFT BUILDING

| Hazard Identified & Risks Arising | How Is The Risk Controlled? |
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| Entrapment | <ul style="list-style-type: none"> • Safety briefing for all involved at start of session • Constant supervision on and out of the water • Serrated bladed knife with rescue boat/Instructor • Instructor should visually check with head count to ensure nobody trapped underneath raft |
| Raft falling apart in the water | <ul style="list-style-type: none"> • Safety Boat or Kayaking Instructor available for rescues • Instructor checks rafts for suitability before going on the water • Warn participants before going on water that raft may break up suddenly so should ensure they aren't tangled in ropes at any time and always able to jump clear if necessary |
| Raft capsizing | <ul style="list-style-type: none"> • Load on raft should be such that it is balanced • Everyone should remain seated or kneeling at all times |
| Trapping of limbs | <ul style="list-style-type: none"> • Instructor supervision • Participants informed to kneel / sit on logs not barrels |
| Raft drifting | <ul style="list-style-type: none"> • Instructor should tie a long line to raft so they can control, and if necessary recover, the raft at any time either if they are in water with raft or supervising from pier • Be aware of offshore winds and tidal direction |
| Being caught between rocks or boats | <ul style="list-style-type: none"> • Safety briefing for all involved at start of session • Constant supervision on the water |
| Head injury | <ul style="list-style-type: none"> • Every participant to wear protective helmet at all times |
| Injury due to moving raft | <ul style="list-style-type: none"> • Safety briefing for all involved • Use tractor and trailer to move raft to water if deemed appropriate |
| Injury caused by paddles | <ul style="list-style-type: none"> • Participants to be instructed on use of paddles at start of session • Promote awareness of avoiding being hit on head by paddle • Constant supervision on the water |

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Risk Assessment for PADDLEBOARDING

| Hazard Identified & Risks Arising | How Is The Risk Controlled? |
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| Head injury | <ul style="list-style-type: none">• Every participant to wear protective helmet at all times |
| Rider separated from paddleboard | <ul style="list-style-type: none">• User to be attached to paddleboard with an ankle strap at all times |
| Injury caused by paddles | <ul style="list-style-type: none">• Participants to be instructed on use of paddles at start of session• Promote awareness of avoiding being hit on head by paddle• Constant supervision on the water |
| Person being blown over by wind while carrying paddleboard | <ul style="list-style-type: none">• Constantly reevaluate wind situation throughout session• Two people to carry paddleboard if deemed appropriate |

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Risk Assessment for POWER BOAT / SAFETY BOAT

| Hazard Identified & Risks Arising | How Is The Risk Controlled? |
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| Launching & recovery of boat | <ul style="list-style-type: none"> • Training of correct practice • Only adults and those with appropriate permits allowed to handle boat • Single person in charge of team |
| Engine operation | <ul style="list-style-type: none"> • Ensure formal training given to all drivers |
| Failure of engine | <ul style="list-style-type: none"> • Ensure regular maintenance of equipment • Carry VHF radio(s) on board at all times • Use of paddles and anchor |
| Loss of control of boat if helm goes overboard | <ul style="list-style-type: none"> • Helm to wear kill cord at all times when engine is running. |
| Fingers being trapped going alongside pier | <ul style="list-style-type: none"> • Advise all to keep hands inboard at start of session • Regular supervision of passengers |
| Person falling overboard | <ul style="list-style-type: none"> • Advise everyone to hold on at all times • Regular supervision of passengers |
| Falling in water when transferring between boats or between boat and pier | <ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Holding on • Listening to person in charge for instructions |
| Contact with propeller | <ul style="list-style-type: none"> • All boat drivers are minimum RYA L2 Power Boat qualified • All boat drivers to communicate clearly with passengers • Correctly fitted kill cord always used • Secondary kill cord always carried on boat • Engine to be switched off immediately when picking people out of the water • Boat drivers aware of paddlesports and rafts in vicinity |
| Collision with other craft | <ul style="list-style-type: none"> • All boat drivers are aware of rules of the road |

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| Grounding of powerboat | <ul style="list-style-type: none">Boat drivers to be aware of the state of the tidesBoat drivers to ensure there is sufficient depth for boat and engineBoat drivers to be aware of the operating area and be aware of local hazardsLocal training for all boat drivers (consult charts in boats for hazards)Lift engine when approaching shallow water |
| Swamping / capsize due to overloading of craft | <ul style="list-style-type: none">All powerboats plated for capacity – not to be exceeded |
| Hitting objects in water | <ul style="list-style-type: none">Instructor supervisionKeep good look out at all times |
| Rescue operation | <ul style="list-style-type: none">Qualified experienced adults to be in charge of operationSituation reviewed constantly |
| Boats overloaded and become unstable | <ul style="list-style-type: none">Adhere to maximum numbers for each type of boat:- RIBs maximum of 6 people |

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Risk Assessment for DRASCOMBE LONGBOAT

| Hazard Identified & Risks Arising | How Is The Risk Controlled? |
|---|---|
| Rigging of boat | <ul style="list-style-type: none"> • Training of correct practice • Only adults and those with appropriate permits allowed to handle boat • Ensure |
| Engine operation | <ul style="list-style-type: none"> • Ensure formal training given to all helms |
| Failure of engine | <ul style="list-style-type: none"> • Ensure regular maintenance of equipment • Carry VHF radio(s) on board at all times • Use of anchor |
| Loss of control of boat if helm goes overboard | <ul style="list-style-type: none"> • Helm to wear kill cord at all times when engine is running. |
| Fingers being trapped going alongside pier | <ul style="list-style-type: none"> • Advise all to keep hands inboard at start of session • Regular supervision of passengers |
| Person falling overboard | <ul style="list-style-type: none"> • Advise everyone to hold on at all times • Regular supervision of passengers |
| Falling in water when transferring between boats or between boat and pier | <ul style="list-style-type: none"> • Clear briefing on process of moving when told and not stopping • Holding on • Listening to person in charge for instructions |
| Contact with propeller | <ul style="list-style-type: none"> • All boat drivers should hold a minimum RYA L1 Powerboat if the engine is being used (or have been giving sufficient training to use the engine safely) • All boat drivers to communicate clearly with passengers • Correctly fitted kill cord always used • Secondary kill cord always carried on boat • Engine to be switched off immediately when picking people out of the water • Boat drivers aware of paddlesports and rafts in vicinity |
| Collision with other craft | <ul style="list-style-type: none"> • All boat drivers are aware of rules of the road |

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|--|---|
| Grounding of longboat | <ul style="list-style-type: none"> • Boat drivers to be aware of the state of the tides • Boat drivers to ensure there is sufficient depth for boat and engine • Boat drivers to be aware of the operating area and be aware of local hazards • Local training for all boat drivers (consult charts in boats for hazards) • Lift engine when approaching shallow water |
| Hitting objects in water | <ul style="list-style-type: none"> • Instructor supervision • Keep good look out at all times |
| Mast falling down – head injury | <ul style="list-style-type: none"> • Rigging checked by Instructor each time of use before moving off from anchor and jib securely attached. • When ashore ensure adequate number of people supporting rigging we raising or dropping the mast |
| Injury from gaff when raising/dropping main sail | <ul style="list-style-type: none"> • Ensure all on board are aware the main is being raised/lowered • Appoint one responsible person to “spot” the gaff and catch it to avoid it hitting anyone. |
| Injury from moving parts in the boat | <ul style="list-style-type: none"> • Brief all participants before the activity • Constant reminders given by Instructor during the session • Instructor supervision |
| Collision with other boats or pier | <ul style="list-style-type: none"> • Participants instructed to avoid collisions • Participants stressed to use care and consideration • Session covered by Safety Boat • Sailing area identified and fully briefed with each participant |
| Boats overloaded and become unstable | <ul style="list-style-type: none"> • Adhere to maximum numbers for each type of boat:- Drascombe maximum 10 people |