



WATERSIDE LODGE SOUTHPORT

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**THE TRAINING AND ACTIVITY CENTRE OF
SEFTON NORTH DISTRICT SCOUT COUNCIL SAFETY POLICY**

STANDARD OPERATING PROCEDURES

RISK MANAGEMENT

2021 Edition

GENERAL STATEMENT OF POLICY

Waterside Lodge Training and Activity Centre is operated by Waterside Lodge Southport Ltd, (WL) Company Registration. No. 4910900, a company wholly owned by Sefton North District Scout Council, Registered Charity No.521672.

WL's health and safety objective is to minimize the number of instances of accidents and illnesses and ultimately to achieve an accident – free operation.

We shall provide and maintain an environment for all Scouts, users, visitors, employees and contractors that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare whilst on the premises (both internal and external areas).

It is the duty of every user, visitor and employee to take reasonable care to ensure their own safety and that of other users, visitors and employees and any other person who may be affected by their activities.

WL will maintain systems to record incidents, accidents and near misses.

The Directors of WL will provide all members of staff with the information necessary to carry out their tasks safely.

WL's Health & Safety policy will be monitored and reviewed as appropriate.

The standards expected are those of the Scout Association as defined by its Constitution, Laws and Promise and published in its "Policy, Organisation and Rules" (POR) and, where appropriate, the standards of other recognised national bodies responsible for specific activities.

Any user, or employee who wilfully or deliberately disregards, or is consistently negligent in conforming to, this policy will be called to explain his/her action to the Directors. Where any user or employee commits an act that puts himself/herself, other users, employees, members of the general public or other person invited onto the premises in danger that user or employee will be subject to investigation.

Signed on behalf of Waterside Lodge Southport Limited: -

David Morton	Director	Sam Robinson	Director
Mark Bennett	Director	Kevin Day	Director
Peter Smith	Director	Ray Hardman	Director
	Director		Director

Date:

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DEFINITIONS AND RESPONSIBILITIES

TITLE	DEFINITION
AALA	Adventurous Activities Licensing Authority
Activity Leader	Person directly responsible for specific activity
Administrator	Responsible for the day to day administration of WL
BC	British Canoeing
Chairman	The Chairman of Waterside Lodge Southport Ltd who has responsibility for Waterside Lodge
Director(s)	The director(s) of Waterside Lodge Southport Ltd, appointed by the executive Committee of Sefton North District Scout Council
Duty Warden	Includes the Warden, Deputy Warden and others with overall responsibility for the Activity Centre whilst on Duty
Helper	Adult leader participating in activity in a non-technical role
Instructor	A qualified and experienced person appointed by Waterside Lodge to lead activities for which he/she is qualified
Leader	Competent leader responsible for group participating in activity
Lead Instructor	The person designated overall control of the activity
POR	Policy, Organisation and Rules of the Scout Association
RYA	Royal Yachting Association
RYA Principal	Qualified and experienced person appointed to oversee all RYA activities
Scout	Member of The Scout Association
SNDS	Sefton North District Scout Council – the owners of Waterside Lodge
Senior Instructor	Technical expert with competencies and overall responsibility for specific activities
Staff	People working at Waterside Lodge – both paid and voluntary
Users	Any person using Waterside Lodge whether child or adult
Warden/Deputy Warden	Persons with responsibility for co-ordinating day to day activities concerning the good order of the buildings and grounds
Waterside Lodge	The Training and Activity Centre operated by Waterside Lodge Southport Ltd (A Company registered in England No: 4910900) on behalf of Sefton North District Scout Council (Registered Charity No 521672).
WL	Waterside Lodge Southport Ltd

HEALTH AND SAFETY

EMERGENCY EVACUATION PROCEDURE

In the event of a **FIRE**, or an alarm, or in an emergency situation staff must ensure that everyone leaves the building by the nearest available exit and assembles **near the beacon** above the canoe base.

In all cases of FIRE, 999 must be telephoned immediately.

The lift must not be used in the event of a fire evacuation of the building.

Details of all fire safety equipment and the monitoring thereof are held in the **Emergency Procedures folder** which is held in the office.

COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) require employees and others to assess the risks created by work in which hazardous substances are used. The starting point for assessment will be the information on the container label. To enable substances to be used with safety, the supplier should provide this information. (This is required under Section 6 of The Health and Safety at Work etc. Act 1974.)

Material Safety Data Sheets are held in the **COSHH folder** which is part of the **General Site Manual** held in the office.

STAYING SAFE AND SAFEGUARDING

The accident procedure adopted by WL is that of the Scout Association POR Chapter 7.

Any Staff, Instructor, helper, participant or visitor to the centre must report any health and safety issues to the Office or person in charge of the activity

[LINK TO SCOUTING POLICIES](#)

ACCIDENTS AND INCIDENTS - REPORTING AND INVESTIGATION

WL views accident and incident investigation as a valuable method of the prevention of future incidents.

Any incident, accident, or near miss must be reported to the Duty Warden present at the time or to the Office.

The person receiving the report will complete the **Accident or Near miss/Incident book**, which will be checked by the Board at regular meetings. If appropriate the accident should be reported following Scout procedures

When there is no personal injury, relevant details of any incident are to be recorded by the Duty Warden or person becoming aware of the incident.

The Accident Book is kept in the Leader room.

The Incident (Near Miss) book is also kept in the Leader room.

FIRST AID

First Aid stations are located at key points throughout the building. All first aid equipment is clearly marked and readily accessible to staff at all times.

First aid kits are checked regularly. See the **Emergency Procedures folder** for locations and contents.

Defibrillators One kept in the corridor near the office, one kept in the CPAD box outside.

CENTRE AND EQUIPMENT

The policy of Waterside Lodge Ltd is to endeavour to ensure that all equipment used at Waterside Lodge is safe and suitable for purpose for which it is intended.

All staff will be provided with adequate information to enable them to use equipment safely

The use of any equipment, which could pose a risk to the wellbeing of persons in or around WL, will be restricted to authorized persons.

All equipment will be maintained in good working order and repair and will be inspected annually in accordance with POR. Any faulty equipment will be quarantined and either repaired or withdrawn. **Equipment logs** are held in the office

All equipment is to be stored in its allocated position and returned after use.

SECURITY OF THE BUILDING.

At the end of each day (except when there is a group in residence), all buildings and storage facilities are to be left secure, with lights turned off and the alarm system activated.

In the event of the alarm being 'triggered', the commercial call centre will notify key holders. The nominated key holder will attend and will assess the building and storage. The key holder will not leave the building until the alarm is re-set.

MONITORING THE POLICY

Health and safety will be a fixed agenda item for all Board meetings.

The Board will receive and review any problems highlighted to them

The Board will undertake an annual review of the Health and Safety Policy.

Reviews of risk assessments will take place:

- Annually
- Following an incident or near miss
- When significant changes in use occur
- When there are changes to the National Governing Body rules and guidelines
- When the Scout Association activity rules change
- When there are significant changes to the layout of the site or the range of activities being undertaken.

RISK MANAGEMENT

Absolute safety can never be guaranteed.

Risk management and risk assessment is an ongoing process and the undertaking and communicating of that assessment is the responsibility of every leader/Instructor.

Results of Risk Assessment are recorded in the **Instructor Handbook** and the **General Site Manual**.

All Instructors must have read the policies and risk assessments contained in the Instructor Handbook, they should acknowledge reading and understanding them by signing the appropriate document.

STAFF

QUALIFICATIONS

All Staff (instructors, safety boat personnel, activity leaders and others charged with the instruction, supervision, safety or care of Users) must be appropriately qualified for role. A record will be maintained of qualifications and permits held. Waterside Lodge Staff will be required to take part in periodic training exercises and safety procedures. Satisfactory participation in training sessions is a requirement for continued participation in Waterside Lodge activities.

Leaders of external groups are required to meet similar standards and to produce qualifications prior to utilising Waterside Lodge facilities and craft.

TRAINING DEVELOPMENT AND ASSESSMENT OF LEADERS

Training opportunities take place in two ways:

- Specific Training Opportunities
- 'On the job' informal training.

Leaders are strongly encouraged to undertake the Training Opportunities available.

Training reviews and training needs analyses will take place throughout the year. Positive encouragement is given to leaders to improve their level of qualification held.

Where available, the coaching/leadership qualifications of the national governing bodies (NGB's) will be the focus of training activity.

COMPLAINTS PROCEDURE

The Complaints Procedure for Waterside Lodge is based on the Scout Association's Complaints Procedure – Resolving Complaints. (Code FS 140100).

<https://www.scouts.org.uk/about-us/policy/scouts-complaints-policy/>

Complaints about the service at Waterside Lodge (Commercial complaints on service given, business procedures etc. including Scouting business.)

It is hoped that any concerns with the service offered by Waterside Lodge can be resolved by discussion and mutual agreement. If this is not possible the complaint should be addressed, in writing, to either the Administrator or a member of the Management Committee.

The complaint will be acknowledged within 7 working days and investigated as soon as possible and the resolution will be advised to the Complainant. Any subsequent action to resolve the complaint will be taken promptly.

If, the Complainant is dissatisfied with the outcome he/she may appeal to the Board of Directors of Waterside Lodge Ltd. within 3 months of receipt of the resolution.

QUALIFICATIONS MATRIX

All in scope activities

Activity	Senior Instructor	Activity Lead	Activity Assistant	Safety Boat Required
Air Rifle Shooting	Range Officer	Range Officer	Assistant Range Officer	N/A
Archery	Archery GB Instructor	Archery GB Instructor		N/A
Bell Boating	BC Level 3 Coach	BC/UKCC Level 2 Coach or BC Coach	BC Explore plus FSRT	No
Canoeing	BC Level 3 Coach	BC/UKCC Level 2 Coach or BC Coach	BC Explore plus FSRT	No
Dinghy Sailing	RYA Senior Instructor	RYA Instructor	RYA Assistant Instructor	Yes
Dragon Boating	Level 2 Coach	Dragon Boat Helm	Experience only required, but must be supervised by a Level 2 Coach, who must be in close proximity at all times	Yes Must be the big RIB
Kayaking	BC Level 3 Coach	BC/UKCC Level 2 Coach or BC Coach	BC Explore plus FSRT	No
Pioneering	Scout Leadership Training	Scout Leadership Training	Scout Leadership Training	No
Power Boating	RYA Power Boat Instructor	RYA Power Boat Instructor	RYA Level 2	No
Rafting (Traditional)	Scout Leadership Training	Permit Holder	Permit Holder	Yes
Stand-Up Paddleboarding	BC Level 3 Coach	BC/UKCC Level 2 Coach or BC Coach plus SUP module	BC Explore, FSRT, SUP module	No
Windsurfing	RYA Senior Instructor (Windsurfing)	RYA Instructor (Windsurfing)	RYA Assistant Instructor	Yes

For all NGB courses the relevant NGB rules must be followed.

STANDARD OPERATING PROCEDURES

STANDARD OPERATING PROCEDURES-GENERAL

Operations are covered in the **General Site Manual** and **the Instructor Handbook**.

Printed copies are held in the office. Electronic copies are also available [here](#)

STANDARD OPERATING PROCEDURES - ACTIVITY SPECIFIC

Instructors should be fully aware of the **Instructor Handbook** which contains SOP's and Risk Assessments for each Activity, as well as any relevant National Governing Body guidelines. They should read and sign the manual at least annually.

Any Staff, Instructor, helper, participant or visitor to the centre must report any health and safety issues to the Office or person in charge of the activity

Each activity is listed below with the relevant Scout Fact Sheet references.

Further details for all activities are on the Scout Website in the [Activities Pages](#)

The Scout Association rules and guidelines are reviewed at regular intervals and occasionally change. Please always check the latest rules at www.scouts.org.uk

Waterside Lodge accepts no responsibility for Leaders/Instructors acting outside these procedures.

Scout Association Activity Rules and Guidance Relevant to water activities at Waterside Lodge Southport

This is a quick reference with hyperlinks to Scout Association rules which apply to activities at Waterside Lodge.

The factsheets and POR rules can all be viewed and downloaded at www.scouts.org.uk

The following rules and factsheets apply to all Scout activities:

POR RULES		FURTHER GUIDANCE	
9.1	Activity Rules	FS120000	Risk Assessment
9.2	Preparations	FS120007	Joint Adventurous Activities with Girlguiding UK
9.3	In Touch	FS120013	Joint Activities with other Organisations
9.4	Risk Assessment	FS120075	In Touch
9.5	Emergency Procedure	FS120081	Activity Information Form
9.76	Joint Activities or Joint Use of Facilities with other Youth Organisations	Safe Scouting Cards	Safe Scouting and Emergency Procedures Cards
9.77	Other Activities	Safety Checklist	Safety Checklist for Leaders

Adventurous Activity Permits

All activities at Waterside Lodge must be led or supervised by the holder of a relevant permit.

Below are general Scout rules which apply to all Activity Permits:

POR RULES		FURTHER GUIDANCE	
9.7	Adventurous Activity Permit Scheme	FS120100	Adventurous Activity Permit Scheme
		FS120101	Adventurous Activity Permit Scheme – Applicants’ Guide
		FS120102	Adventurous Activity Permit Scheme – Assessment Guide
		FS120103	Adventurous Activity Permit Scheme – Commissioners’ Guide
		FS120104	Adventurous Activity Permit Scheme – Approved Assessors
		ADACTPERMIT	Application for an Adventurous Activity Permit

POR RULES	
9.42	Water Activities General
9.43	Life Jackets and Buoyancy Aids
9.44	Classification of Waters
9.45	Activities on Class C Waters
9.46	Boats

FURTHER GUIDANCE	
FS120603	Water Safety (inc. Lifejackets and Buoyancy Aids)
FS120627	Boat Checking Guidance
FS120629	Water Safety (Waterborne Diseases and Immersion)

Southport Marine Lake is classed as a B1 water. However, dynamic risk assessment should be made before and during water activities. Sessions may be halted if conditions become too extreme.

Ability to Swim

[POR Rule 9.42 Water Activities - General](#)

a) Members taking part in any water activity (those which take place on or in the water) must be able to demonstrate to a suitable person their ability to swim 50 metres in clothing and equipment appropriate to the activity (where a buoyancy aid or life jacket is worn for the activity this may be used for the demonstration) and keep afloat for five minutes. Anyone unable to meet these requirements is classified as a non-swimmer and must follow Rule 9.42(b).

b. A non-swimmer may take part in water activities, at the discretion of the person in charge, only if certain precautions are taken;

- any non-swimmer must wear a lifejacket or buoyancy aid of approved design and be in the charge of an adult (this does not apply for swimming, paddling or activities near water).
- there must be no more than one non-swimmer in any craft, unless a one-to-one ratio is maintained (one competent adult to one non-swimmer).
- in the case of single-handed craft this should only be on C or B1 Waters (see Rule 9.44 (b)) with supervision on a one-to-one basis (one competent adult to one non-swimmer).
- Where non-swimmers are taking part in swimming activities (as defined in Rule 9.50) they must be under the direct supervision of an adult in the water. This must not exceed two non-swimmers to one adult.

All participants are required to complete a consent form, signed by parent or guardian if they are under 18 years of age. This includes confirmation that they can swim 50 metres. For group events it is the responsibility of the leader in charge to ensure all members can swim.

Scout Factsheets

The below factsheets and activity checklists cover specific water activities undertaken

Bell Boating	FS 120650 AC120901	Bell Boating Assessment Checklist For Bell Boating
Canoeing	FS 120651 AC120902	Canoeing Assessment Checklist For Canoeing
Dinghy Sailing	FS 120652 AC120911	Dinghy Sailing Assessment Checklist For Dinghy Sailing
Dragon Boating	FS 120653 AC120912	Dragon Boating Assessment Checklist For Dragon Boating
Kayaking	FS 120654 AC120919	Kayaking Assessment Checklist For Kayaking
Power Boating	FS 120659 AC120928	Power Boating Assessment Checklist For Power Boating
Rafting (Traditional)	FS 120668 AC120950	Rafting (Traditional) Assessment Checklist For Rafting (Traditional)
Safety Boat	FS120631	Safety Boat Guidance
Stand-Up Paddle boarding	FS 120654 AC120919	See Factsheet and Activity Checklist for kayaking
Windsurfing	FS 120666 AC120945	Windsurfing Assessment Checklist For Windsurfing

The factsheets and activity checklists below cover specific land activities undertaken

Archery	POR 9.36	FS120406 AC120953 Rule 9.36	Archery Assessment Checklist
Pioneering			
Shooting	POR9.37	FS120004	Shooting

Guidance, Factsheets and Activity Checklists for all other Scouting activities not specifically mentioned above can be found in the Activities pages of the Scouts.org website

<https://www.scouts.org.uk/activities>

Scout association key policies

(Policy, Organisation and Rules: The Scout Association – Key Policies 2.)

[Scouts.org.uk](https://www.scouts.org.uk)

[Following Rules and Policy](#)

[Staying Safe and Safeguarding](#)

[Inclusion and Diversity](#)

[Equal Opportunities-Policy/](#)

Waterside Lodge Lone Worker Policy

On occasions the Administrator may be working alone in the building, Waterside Lodge, and its surroundings. It is your responsibility to take all reasonable steps to ensure your own wellbeing however below are the safe working practices you should adhere to in order to ensure your health and safety.

When you are working alone in the office you must take all reasonable security precautions.

The front window and door should be closed and locked until you are happy to open either in order to speak to a person in the foyer or allow access to the office.

Any money should not be left on open view, if leaving the office the cash drawer should be secured.

If you are going to be in the building for more than 3 hours on your own you should make arrangements to contact someone to let them know you are safe and well. That person should be aware that if you don't contact them by a pre-arranged time they should try and make contact with you. If they cannot contact you then arrangements should be made for either them or someone else to visit the building as soon as possible.

If you leave the office at any time you must be in possession of either the portable Waterside Lodge office phone or your own fully charged mobile phone in order to make contact with someone in the case of an accident or other unforeseen event.

When entering the building alone, particularly if it is dark, you should be vigilant for other persons in the area, you should park your vehicle near the main door, have keys ready, enter the building asap and put appropriate lighting on.

When exiting the building alone, particularly if it is dark, you should park your vehicle close to the main door, be vigilant for any other persons in the area, have keys ready for securing the building and put the outside lights on using the timer switch situated by the front entrance before exiting the building.

If moving cash off the premises for banking:- vary times that you are leaving the building with cash, disguise cash in a carrier bag or other holdall, vary the route you take to the bank where possible.

Reviewed Jan 2021

Appendix 1 National Governing Bodies

Name	Contact Details
British Canoeing	National Water Sports Centre Adbolton Lane Holme Peirpoint Nottingham NG12 5AS Tel:0300 0119500 email: info@britishcanoeing.org.uk
Royal Yachting Association	RYA House Ensign Way Hamble Southampton SO31 4YA Tel: 023 8060 4100 Website: www.rya.org.uk
Royal Life Saving Society UK	RLSS UK Red Hill House 227 London Road Worcester WR5 2JG Tel: 0300 3230 096 Email: customerservices@rlss.or.uk
British Dragon Boat Racing Association	The British Dragon Boat Racing Association Red Hill House 129 Greythorn Drive West Bridgford Nottingham NG2 7GA Tel: 0300 3230 096 email: info@thebda.or.uk
The Scout Association	Gilwell House Gilwell Park Chingford London E4 7QW Tel: 020 8433 7100 Email: scout.association@scout.org.uk website: www.scouts.org.uk
Adventure Activities Licensing Authority	Contact via: aala@hse.gov.uk website: www.hse.gov.uk
Merseyside County Scout Council	Spaces 301, Tea Factory, 82 Wood Street, Liverpool L1 4DQ Tel: 0151 707 2671 Email: office@merseysidescouts.com Website: www.merseysidescouts.com

