

Exercise criteria

Harbour Crossing

Task Aim

To move the whole team, and all your equipment, from the drop-off point (035863) to the beach at Cleavel Point (003860)

Task Standards

- You are required to construct multi-hull vessel(s) with the equipment provided.
- Only Two of the team may touch (other than hands) the water between the and the Landing Point.
- Only the equipment provided may be used
- To cross the harbour between the appointed start point and the beach at Cleavel Point
- Safety for ALL your team is of the highest priority
- You are to liaise with the safety staff to ensure that they approve any action that has a health and safety factor
- You are to ensure that you are always in touch with the safety boat (provided and manned by Centre Staff) so that it is able to provide adequate cover.

Information

- You have 60 minutes to achieve your objective including time for aim – plan – do - review.
- Your Safety Adviser or Coach will give you Health and Safety directions if asked - to avoid adverse comment - if they have to step in to stop and infringement to Health and Safety good practice.
- You must not start the task until the Safety Adviser is in attendance including safety cover on the water.
- Safety Advisers and Coaches are authorised to give you additional relevant information if you ask in an appropriate manner, and provided (a) the information is not already given to you on the brief and (b) it is not of a nature that will give you a solution to the task.
- You should be aware that any request for external support (advice or material) is likely to be subject to a financial charge which will be accounted against your budget. Your coach facilitator will advise you on the cost of the support you want to negotiate.

Extracts from the Health and Safety Commission's "Guidance to the Licensing
Authority on The Adventure Activities Licensing Regulations 1996"

Watersports - canoeing and kayaking

(See paragraphs 15-28)

<i>Hazard level</i>	<i>Group instructor/ leader</i>	<i>Technical expert</i>
Advanced sea	Level 3 Sea Coach <i>SI</i> <i>Sea</i> with 5 star (Sea) (<i>Advanced sea proficiency</i>)	Level 5 Sea Coach <i>Coach Sea</i>
Sea - journeys	As above or Level 3 Sea Coach <i>SI Sea</i>	As above or Level 3 Sea Coach <i>SI Sea</i> with 5 star (Sea) (<i>Advanced sea proficiency</i>)
Large lochs - journeys (kayaks only, see below for open canoes)	As above or Level 3 Coach <i>SI Inland</i>	As above or Level 3 Coach <i>SI Inland</i> with 5 star (<i>Advanced inland proficiency</i>)
Sea and large lochs - activities close to suitable beaches	As above or Level 2 Coach <i>Instructor</i> trained for area with 4 Star (Sea) (<i>Sea Proficiency</i>) or (appropriate S/NVQ Level 2 Canoeing Coach)	As above or Level 3 Sea Coach <i>SI Sea</i> or Level 3 Coach <i>SI Inland</i> with 4 Star (Sea) (<i>Sea Proficiency</i>)
Sheltered tidal waters	As above or Level 2 Coach <i>Instructor</i> or (appropriate S/NVQ Level 2 Canoeing Coach)	As above
Large lochs - journeys (open canoes)	Level 3 Canoe Coach <i>SI</i> <i>Canoe</i> with 5 Star Canoe (<i>advanced canoe proficiency</i>)	Level 4 Canoe Coach <i>Advanced senior instructor</i>
Advanced surf (>1 metre)	Level 3 Surf Coach <i>SI</i> <i>Surf</i> (or until 1/4/98 a Coach <i>SI</i> with equivalent surfing ability)	Level 3 Surf Coach <i>SI Surf</i>
Surf	As above or Trainee Level 3 Surf Coach <i>TSI Surf</i>	As above or Level 3 Surf Coach <i>SI Surf</i>

<i>Hazard level</i>	<i>Group instructor/ leader</i>	<i>Technical expert</i>
Advanced white water (Grade III and above)	Level 3 Coach <i>SI Inland with 5 Star (Inland) (Advanced Inland Proficiency)</i>	Level 5 Coach <i>Coach Inland</i>
White water (Grade II)	As above, or Level 3 Coach <i>SI Inland</i>	As above or Level 3 Coach <i>SI Inland</i> with 5 Star (Inland) (<i>Advanced Inland Proficiency</i>)
Sheltered inland water	As above or Level 2 Coach <i>Instructor</i> or (appropriate S/NVQ Level 2 Canoeing Coach)	As above or Level 3 Coach <i>SI</i>

Notes

- 1 BCU introduced new names for their qualifications in 1996. Awards with the old names (shown above in italics) will be valid until the conversion is completed.
- 2 Instructor qualifications referred to above must be relevant to the discipline being delivered, ie canoeing or kayaking.
- 3 BCU star gradings given as an indication of level of competence required; not pre-requisites.
- 4 Surf qualifications are for repeated manoeuvring through waves on recognised surf beaches; sea qualifications cover access through surf for sea journeys etc.
- 5 White water grades as defined by International Canoe Federation.

Extract from BCU's CG/005/02/1
- Checklist for the Guidance of Relevant Authorities

Ames D

The upper reaches of some suitable slow moving estuaries. In all cases the wind and weather conditions must be favourable

SHELTERED TIDAL WATER areas are suitable for BCU Level 2 Kayak Coaches to supervise groups, or for BCU Trainee Level 2 Coaches to supervise groups when authorised by a Level 3 Coach.

Other requirements

Tow lines must be carried by coaches, and a first aid kit and emergency equipment be available close at hand when operating away from an immediate base.

MODERATE TIDAL WATER*

The definition involves:

- a stretch of coastline or estuary in close proximity to the shore, with easy landing, not involving fast tidal streams, tidal races, or overfalls, winds not above force 3 (force 2 if offshore, when the greatest of caution must be exercised).
- the upper reaches of some estuaries

It is recognised that as coaches progress through level 3 Sea Coach training towards assessment they will develop skills, knowledge, and experience that will increasingly equip them for taking greater responsibility for groups on the water.

Other requirements

For journeys, a Level 3 Sea Coach must be in charge on the water.

ADVANCED SEA

The definition involves:

Any journey on the sea where tidal races or overfalls may be encountered, which cannot be avoided.

Sections of coast line where difficult landings may be encountered or where landings may not be possible.

Difficult sea states and/or stronger winds (force 5 or above)

For ADVANCED SEA areas a Level 3 Sea Coach holding the 5 Star Certificate, or with equivalent experience and ability, is required to be in charge on the water.

STAFF RATIOS FOR SEA KAYAKING

The following staff ratios are suggested as ideal for practical teaching purposes. BCU Coaches and above are, however, trained to recognise when circumstances allow these guidelines to be safely exceeded, or when lower limits should be applied. The person in charge should always be allowed to exercise discretion.

DEFINITIONS FOR SEA KAYAKING

The sea is a very different environment from inland waters. It can easily ensnare the unwary, the uninitiated, or the careless, with its sometimes apparently tranquil appearance. It can change, often gradually and imperceptibly, at other times dramatically and suddenly, with devastating consequences. For these reasons the BCU has always operated a separate syllabus for awards for sea canoeing.

A Level 3 Sea Coach is the qualification for the member of staff responsible for choosing kayak venues and their suitability for sea canoeing activities.

SHELTERED TIDAL WATERS

The definition involves:

Small enclosed bays where there is minimal possibility of being blown offshore

Enclosed harbours where there is minimal possibility of being blown off shore

*Defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls, in conditions in which swimmers and beach craft could be happily operating) - winds not above force 3 (force 2 if offshore when the greatest of caution must be exercised)

USE OF ESCORT BOATS

Provided staff are appropriately qualified and experienced, the proper equipping, training, gradual building up and reinforcement of experience of the students renders escort boats unnecessary.

INFORMING HM COASTGUARD

A BASE LEADER must be appointed who is acquainted with the itinerary, and has access to full details of the names of all involved, types of kayak used, and the emergency equipment carried.

JOURNEY LEADER must inform HM Coastguard by telephone of group numbers and itinerary and update Base Leader if plans are changed.

If group is overdue, Base Leader is responsible for raising the alarm and must not go off duty until the group is accounted for.

HM Coastguard to be informed as soon as practicable on completion of journey.

There is no need to inform HM Coastguard of 'static' activities, such as surfing sessions, basic skills work, and similar, close inshore. It is advisable to let Coastguards know if you are going to be carrying out a number of rescue practises, particularly in situations where a member of the public could become concerned.

Groups should conform with the BCU/HM Coastguard 'Code of Safe Practice'.

DEFINITIONS FOR THE CONDUCT OF SURFING

A Level 3 Surf Coach should give authorisation for each and every session, having regard to the prevailing wind and wave conditions, and the competence of those running the session. (A Level 3 Coach may undertake this role provided he or she has appropriate surfing experience and ability).

Sheltered Tidal Waters 1:8 (students)
Level 2 Coach

Moderate Sea
Level 3 Sea Coach

For journeying along a stretch of coastline or estuary in relatively close proximity to the shore, with easy landing, not involving tidal races or overfalls, winds not above force 4, a Level 3 Sea Coach should be in charge supported by competent paddlers* on a ratio of about 1:6 students in accordance with the conditions and the ability of the group

Advanced Sea
Level 4 Coach

For journeys, a Level 3 Coach with 5 Star Sea or equivalent ability and experience should be supported by *competent paddlers on a ratio of about 1:4 in accordance with conditions, and the ability of the group.

*A competent paddler may be a canoeist, or coach under training, who is at home in the conditions likely to be encountered, and well able to undertake rescues and assist as necessary. If there is a necessity to split the group, or a possibility that adverse conditions could make this likely, the supporting paddler must hold the relevant qualification.

SIZE OF PARTY

Large fleets of kayaks on the sea should be avoided - groups of 6-8 are ideal.

JOURNEYING ON THE SEA - other requirements

Buoyancy Aids or Life Jackets must always be worn.

All kayaks should have the telephone number of the owner marked on or in them, and comply with BCU recommendations (see appendix 1).

Kayaks must be fitted with suitable foot rests, and the entire group must wear spray decks.

Kayaks must possess maximum buoyancy (single pillar buoyancy should be supplemented with air bags).

Bow and stern toggles are essential, as are adequate spray decks. Deck lines, when fitted, must be taut and not able to foul the cockpit area.

Each member of the group should carry all the equipment listed in the BCU 4 Star Sea test syllabus, and a suitable means of pin-pointing one's position when in the water. At the discretion of the leader, taking into account the type of group involved, and the nature of the journey being tackled, a hand held flare may be appropriate.

Spare split paddles carried by other persons in the group is also suggested.

These may be in the boats, but should be easily accessible.

2 parachute flares and two hand-held flares must be carried by the leader.

Tow lines must be carried by all coaches and/or supporters.

Extracts from BCU's CG/002/02/2
- Tests and Awards Synopsis

Tests and Qualifications Synopsis

The tests and qualifications are agreed jointly within the BCU Coaching Service, consisting of the National Associations for Northern Ireland, Scotland, Wales and England.

TESTS OF PERSONAL PERFORMANCE

There are five levels of personal performance tests. They gradually build up the range and level of performance of the strokes and techniques necessary for successful paddling in the canoeing discipline concerned. The first three levels are assessed on flat water, while the 4 and 5 Star are assessed in the real situation to which they relate. There are no age restrictions on BCU tests.

The levels are intended as 'milestones' to indicate when natural learning plateaus have been reached, as follows:

1 Star	Beginner (encouragement test)
2 Star	Improver
3 Star	Intermediate
4 Star	Proficient
5 Star	Advanced

TYPES OF CANOE AND KAYAK

The tests and qualifications system is based on the need to cater for devotees of three main types of craft, with further sub-divisions among them. The three main types are:

Closed Cockpit Kayak Kayaks designed for use on white water or the sea where a large measure of the control of the kayak is gained by use of the lower body through the knees and thighs gripping firmly within the boat. (For practical purposes, decked canoes also come within this definition)

Canoe An open boat derived from the traditional craft of the indigenous peoples of North America, which is propelled with a single bladed paddle, and can also be poled or sailed.

Open Cockpit Kayak Kayaks designed for touring or racing which have large cockpits, where the knees are not engaged under the deck. In the event of a capsizing the occupant falls freely out. Canoes which are used for fast touring and racing also fall within this category.

DEFINITIONS FOR INLAND CANOEING

Very Sheltered Water

The definition involves:

Quiet canals with easy bankside access and egress.

Small lakes, which are not large enough, and do not have difficult landing areas, for problems to occur if there is a sudden change in conditions.

Specified sites on gentle, slow moving rivers.

The definition implies weather conditions which are not in themselves likely to cause problems. Care must be exercised when water temperatures are low.

Sheltered Inland Water

The definition involves:

Flat water rivers, faster flowing, but not involving the shooting of, or playing on weirs or running rapids.

Lakes. Discretion and commonsense must apply when considering the use of lakes. To operate further than 200 yards from shore on a large lake can be a serious undertaking. To paddle in offshore breezes on large lakes requires the same degree of caution as for the sea. Water temperature (especially in Scottish Lochs) must always be a consideration. Suitable lagoons, or sections of sheltered bays, of large lakes can sometimes be designated 'Sheltered' or even 'Very Sheltered' water by careful and sensible selection.

The definition implies normal conditions. Care must be exercised when water temperatures are low.

Moderate Inland Water

The definition involves:

Grade II white water, and equivalent weirs

Advanced Inland Water

The definition involves:

Very large lakes

Grade III white water and above

DEFINITIONS FOR SEA KAYAKING

The sea is a very different environment from inland waters. It can easily ensnare the unwary, the uninitiated, or the careless, with its sometimes apparently tranquil appearance. It can change, often gradually and imperceptibly, at other times dramatically and suddenly, with devastating consequences. For these reasons the BCU has always operated a separate syllabus for awards for sea canoeing.

Sheltered Tidal Waters

The definition involves:

Small enclosed bays where there is minimal possibility of being blown offshore

Enclosed harbours where there is minimal possibility of being blown off shore

Defined beaches (a short section of beach with easy landing throughout, no tide races or overfalls, in conditions in which swimmers and beach craft could be happily operating) - winds not above force 3 (force 2 if offshore when the greatest of caution must be exercised)

The upper reaches of some suitable, slow moving estuaries

In all cases the wind and weather conditions must be favourable

Moderate Tidal Water

The definition involves:

A stretch of coastline or estuary in close proximity to the shore, with easy landing, not involving fast tidal streams, tidal races, or overfalls, winds not above force 3 (force 2 if offshore, when the greatest of caution must be exercised)

The upper reaches of some estuaries

Advanced Sea

The definition involves:

Any journey on the sea where tidal races or overfalls may be encountered, which cannot be avoided

Sections of coastline where difficult landings may be encountered or where landings may not be possible

Difficult sea states and/or stronger winds (force 4 or above)

DEFINITIONS FOR THE CONDUCT OF SURFING

MODERATE SURF

The definition involves:

Beaches which are free of significant hazards (strong rips or undertow, tidal streams, rocks, groins). An area of beach must be marked out with flags to contain the group and prevent any loss of communication

The area selected must not interfere with other beach users - swimmers and surfers in particular (Third party insurance is required on some beaches to indemnify against damage caused to other beach users)

Small to moderate waves - 1 metre maximum (see BCU guidelines for assessing surf height and character).

ADVANCED SURF

The definition involves:

The surfing of reefs, points, and off-shore features

Surfing from beaches where surf height exceeds 1 metre or where stronger winds, cold conditions, rips, long shore drift, rocks or other potential hazards are involved

QUALIFICATIONS FOR THE COACHING OF CANOEING

There are five levels of coaching qualification for the teaching of canoeing, the first four of which are related to competence to be in charge of canoeing groups on the type of water involved; or in the case of the Placid Water progression, a wider range of experience and use of increasingly specialist craft:

Level 1 Coach*	Very Sheltered Water
Level 2 Coach Trainee	Very Sheltered Water
Level 2 Coach	Sheltered Water
Level 3 Coach Trainee	Sheltered Water
Level 3 Coach	Moderate Water
Level 4 Coach	Advanced Water
Level 5 Coach	A qualification to indicate an extensive all-round level of knowledge and ability, able to train others for advanced qualifications.

* The Level 1 Coach is intended for teachers and youth leaders for whom canoeing is not a main activity. Club canoeists may enter the scheme at Trainee Coach Level 2.

The teaching qualifications are sub-divided to cater for the differing disciplines within canoeing as follows:

Level 1 Coach	Closed Cockpit Kayak (can also supervise canoes and open cockpit kayak) Canoe Placid Water (Open Cockpit) (also includes canoes used for racing)
Level 2 Coach	Closed Cockpit Kayak (can also supervise canoes and open cockpit kayak) Canoe Placid Water (Open Cockpit) (also includes canoes used for racing)

Level 3 Coach

Closed Cockpit Kayak (can also supervise canoes and open cockpit kayaks on Sheltered Water) separates into:

White Water

Sea

Surf

Canoe

Placid Water (Open Cockpit kayak)

Level 4 Coach As for Level 3

Level 5 Coach As for Level 3 (except Placid Water)

OBTAINING BCU QUALIFICATIONS FOR THE COACHING OF CANOEING

In order to obtain a coaching qualification it is necessary to become a comprehensive member, be 16 years of age and first hold the pre-requisite Star Test, the Canoeing Safety Test, and a current First Aid Certificate, in order to attend a 2-day Training course. The Level 1 Coaching Award can be obtained either by doing a one day evaluation course if the pre-requisites are already held or on a 2-day course when a First Aid certificate, and membership or registration are the only pre-requisites. It is necessary to be 18 years of age for assessment. Minimum age for level 5 is 21

Star Tests can be undertaken locally. A list of courses appears in the BCU Yearbook, or the name and address of the Local Coaching Organiser, who can put the enquirer in touch with a local examiner, may be obtained from the relevant national association.

The pre-requisites are:

Level 1 Coach

2 Star Test
Canoeing Safety Test
First Aid Certificate*

Level 2 Coach

3 Star Test
Canoeing Safety Test
First Aid Certificate*

Level 3 Coach

Level 2 Coach Award (in the relevant discipline)
4 Star Test
First Aid Certificate*

Level 4 Coach

Level 3 Coach Award (in the relevant discipline)
5 Star Test
Coaching Processes Course

Level 5 Coach

Level 4 Coach Award (in the relevant discipline)
Alternate 4 Star Test
First Aid Certificate*

Extract from BOC's Code of Practice and Safety Policy 2005
- Activities Requiring BOC Endorsement

Brenscombe Outdoor Centre

Instructor Qualifications

Permanent and seasonal staff employed by Centre meet the minimum qualifications/experience levels set out below. A member of staff will oversee all activities with at least the qualifications/experience stated.

As well as the National Governing Body (NGB) qualifications laid down for each activity we also have our own in-house training policy. All instructors undergo a direct assessment by the Centre's approved assessor to ensure they are able to instruct groups in a safe and competent manner. We only employ staff that we believe have the necessary personal qualities to work with young people and adults alike. As well as having the relevant qualifications, all activity staff are First Aid trained and qualified. All sessions follow a lesson plan and have clear aims and objectives.

The Centre is licensed by the Adventure Activity Licensing Authority (reg. No. L1555/R0269) to provide the following activities within their scope: Kayaking, Dragon Boating, Open Canoeing, Improvised Rafting, Rock Climbing, Abseiling.

Licensing details can be confirmed by calling the Licensing Authority on 02920 7755715.

Please contact us directly on 01929 481222 if you would like more information on our safety standards, level of instruction, instructor qualifications and insurance cover.

Note: BOC= Brenscombe Outdoor Centre

ACTIVITY	MINIMUM QUALIFICATIONS/EXPERIENCE LEVELS
All Terrain Vehicles	ATV Training Leisure Instructor or relevant experience and BOC qualification.
Archery	GNAS Leaders Award or relevant experience and BOC qualification.
Air Rifle Shooting	Relevant experience (service/leisure) and BOC qualification or Air Rifle Range Conducting Officer's course and direct assessment.
Horse Riding	BHSAI or Pony Trekking Grade 11 and relevant experience.
Initiative Exercises	Ropes Course Instructor Level 1 or relevant experience and BOC qualification.
Night Exercise & Navigation (local area)	BELA or ML(s) and direct assessment or relevant experience and BOC qualification.
Orienteering	BOF instructor or relevant experience and BOC qualification.
Overnight Exercise (local area)	BELA or ML(s) and direct assessment or relevant experience and BOC qualification.
Power Boat Driving	RYA Advanced Power Boat Certificate (commercially endorsed) and Sea Survival Course for RIB. RYA Level 2 or Safety Boat for rescue craft.
Raft Building	BCU Level 2 Coach or RYA Safety Boat or relevant experience and BOC qualification.
Climbing and Abseiling	BMC SPA and direct assessment; assistant—relevant experience and BOC qualification.
Ropes Course	Ropes Course Instructor Level 2 or speciality award.
Sea Canoeing	BCU Level 3 Coach (min) (Open Water)
Kayaking	BCU Level 2 Coach and Direct assessment (sheltered water)
Swimming (sheltered) water)	RLSS Bronze Medallion
Dragon Boating	Relevant experience and BOC qualification.
Water Skiing	BWSF Ski Boat Driver Award or RYA Advanced Powerboat and BOC qualification.
Windsurfing	RYA Windsurfing Instructor and Direct Assessment.

Canoeing/Kayaking, Rafting and Safety Boat
Risk Assessments in force on 6 April 2005

4R) SAFETY BOAT

SIGNIFICANT HAZARDS

1. Weather – wind strength and direction
2. Tidal conditions, sea state
3. Capsize
4. Condition of boat and engine
5. Lack of communications
6. Other water users
7. Water temperature
8. Contact with propeller

These and other hazards are controlled through ensuring the following:

Relevant Qualifications (minimum)

RYA Level 2 Powerboat

RYA Safety Boat (or higher)

The above qualifications are only valid with a current First Aid certificate and BOC assessment including local knowledge.

Ratios

One coxswain per rescue boat. An assistant is desirable, if available, but is not essential.

Activity Sites

Dragon Boat Rescue – Cleavel Point, Newton Bay and adjacent sheltered water

Canoe/Kayak Rescue – Poole Harbour, River Frome to Wareham Bridge

Any operations outside the harbour are to be approved by one of the Powerboat assessors.

Session Details

Activity Equipment

- ☐ GRP dinghy with 15 hp Mariner outboard and fuel tank
- ☐ VHF radio or mobile phone in waterproof container
- ☐ First Aid kit
- ☐ Buoyancy aids for crew
- ☐ Oars and rollocks
- ☐ Anchor and cable
- ☐ Tool kit
- ☐ Cut off cord
- ☐ Towlines 2x10 m
- ☐ Bailer
- ☐ Hot drink – dependant on weather conditions
- ☐ Knife
- ☐ Waterproofs

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Session Outline

- ☐ Check weather forecast
- ☐ Attend briefing by session leader (Dragon Boat or canoe/kayak expedition). Ensure that your role is clear
- ☐ Test engine, check equipment is in the craft
- ☐ Ensure boat is seaward to the trailer with working lights and correct number plate
- ☐ Transport and launch boat in good time
- ☐ Escort – remaining in good visual and verbal communication
- ☐ Carry out task
- ☐ Recover boat, to trailer then Brenscombe Outdoor Centre
- ☐ Rinse engine back and equipment with fresh water
- ☐ Refill fuel tank with correct fuel and oil mixture
- ☐ Report any lost or damaged equipment to the office

Session Considerations

- ☐ Check tidal state for launch/recovery at Cleavel Point
- ☐ Avoid putting trailer wheel bearings in the water
- ☐ Consider manual handling precautions in moving recovery boat from/to the trailer
- ☐ Ensure that the anchor cable is seaward to the boat and bung is in
- ☐ Keep to the speed limits in the harbour (unless carrying out urgent rescue)
- ☐ Check circulation of cooling water regularly, particularly if operating in muddy/shallow water
- ☐ Ensure that the fuel tank vent is open
- ☐ If landing on private beaches do not proceed above the high water line – unless required for safety reasons
- ☐ Advise unskilled canoeists of approaching traffic.

4E) CANOEING / KAYAKING

SIGNIFICANT HAZARDS

1. Inexperienced participants
2. Water - temperature, depth
3. Weather, particularly wind strength and direction, and tidal conditions
4. Poor group management
5. Other water users
6. Equipment - carrying, suitability and fitting; loading and unloading trailers
7. Weak and or non swimmers

These, and other hazards, are controlled through ensuring the following:

Relevant Qualification

British Canoe Union Level 3 coach

British Canoe Union Level 2 Coach (Minimum Qualification)

Minimum Level 2 Coach, assistant may be Level 2 Trainee Instructor/

SEA - Level 3 Coach, Sea

The above qualifications are only valid at Brenscombe with a current First Aid certificate, local knowledge and if BOC assessed.

Ratios

The following staff ratio is suggested as ideal for practical teaching purposes. British Canoe Union coaching personnel are, however, trained to recognise when circumstances allow these guidelines to be safely exceeded (e.g. motorised rescue craft available), or when lower limits should be applied.

The person in charge should always exercise discretion.

For initial training on sheltered waters 1:8

SEA - Kayaking on the sea 1:6 within 400m of the shore

Activity Site

Brenscombe Outdoor Centre has access to various excellent water sites. Cleavel point is our Primary site. If due to the weather conditions (strong winds) Cleavel Point becomes unsuitable, the River Frome (Redcliffe Boat Yard) and Bramble Bush Bay are two good substitutes.

SEA - Poole Bay, Studland Beach to Hengistbury Head. Any area along this stretch of coastline that allows easy access to the shore, i.e.. a beach that **does not** involve areas of cliffs or advanced sea conditions such as tidal races or over falls. In adverse weather conditions, trips will be restricted to within Poole Harbour.

Session Details

Activity Equipment

- ☐ Water sports equipment (pig shed 4)
- ☐ Kayaks, 6 X Piranha Master, 4 X Piranha Master Lite 4 X 415
- ☐ Canadian Canoes, Coleman 16 ft / 17ft
- ☐ Split Paddles -SEA
- ☐ Canoe/Kayak paddles
- ☐ Buoyancy Aids
- ☐ Spray Decks -SEA
- ☐ Throw line
- ☐ Tow Line
- ☐ Canoe Trailer and Transport
- ☐ First Aid Kit

- ❑ Hot Drink (inclement weather)
- ❑ Spare clothes -SEA
- ❑ Emergency shelter -SEA
- ❑ Flares - red parachute, red smoke -SEA
- ❑ NB SEA indicates extra equipment required for kayaking sessions in Poole Bay

Session Outline

- ❑ Notify location on location board
- ❑ Prepare equipment according to the specifics of the group
- ❑ Meet group and transport to the canoeing venue
- ❑ Group to assist with unloading of equipment
- ❑ Introduction to equipment
- ❑ Games or warm up exercises
- ❑ Safety rules
- ❑ Paddling and skills on water
- ❑ Return to land
- ❑ Load trailer with equipment
- ❑ Conclude session
- ❑ Return to Centre, wash equipment in fresh water then pack away when dry
- ❑ SEA - Obtain weather forecast from Marine Call - fax 0336 400 457
- ❑ SEA - Inform coast guard 01305 760439 Fax 01703 233143
- ❑ SEA - fill out route planner in addition to notifying location on Location board

Specific Briefing / Session Details

- ❑ All staff must conduct their sessions in conjunction with BCU guidelines.
- ❑ Cleavel Point is unsuitable if the tide is below 1.3m. The area becomes muddy and so becomes hard to launch or recover the canoes.
- ❑ Footwear should be worn at all times - there are sharp stones and shells in the sand and mud.
- ❑ Poole Harbour is relatively open and can become very windy. It is important that this is taken into consideration before leaving the Centre
- ❑ Sessions within Poole Harbour must take place within 250m of the shore
- ❑ Sessions are often run in conjunction with Raft Building or Power Boating
- ❑ Duration of session must be shown on the location board in the Office.
- ❑ Instructors must use their experience to assess weather conditions and the suitability of the session, if in any doubt consult a senior member of staff (Activities Manager or Director)
- ❑ Capsize drill must be covered (practically or verbally).
- ❑ Mobile Phone or transport must be available at all times as a minimum.
- ❑ River Frome at Redcliffe will often be more suitable than the harbour in breezy conditions due to the high reed banks
- ❑ Instructors may not use Swanage Bay during an off shore wind or whilst there is surf.
- ❑ Instructors should not land on any of the Poole Harbour Islands (which are all private), except Long Island, unless there is an emergency. However private land does not extend beyond mean high water mark.
- ❑ Whilst using different craft and varying abilities, instructors must ensure that the group stays together and has received an adequate level of supervision with instruction, regarding safety and control of the craft.
- ❑ SEA – Sea trips must take place within 1 mile of the coast and in favourable sea and weather conditions
- ❑ SEA - particular care needs to be taken at the entrance for Poole Harbour, with due consideration for other water users in the area.
- ❑ Instructors must take care not to strain themselves when rescuing capsized boat.

Brenscombe Outdoor Centre – Code of Practice and Safety Policy

- ☐ **Instructors must read and follow the manual handling guidelines as far as it practicable (Chapter Three).**

40) RAFT BUILDING

SIGNIFICANT HAZARDS

1. Poorly designed rafts
2. Water - temperature, depth
3. Weather, particularly wind strength and direction, temperature and tidal conditions
4. Poor group management
5. Other water users
6. Equipment - carrying, suitability and fitting
7. Weak and non swimmers
8. Capsizing rafts
9. Trapping limbs

These, and other hazards, are controlled through ensuring the following:

Relevant Qualification (all require BOC assessment)

British Canoe Union Awards

Royal Life Saving Awards

BOC competence assessment and qualification

The above qualifications are only valid with a Current First Aid Certificate.

Ratios

The following staff ratio is suggested as ideal for practical teaching purposes.

The ratio is based on the actual persons on the raft or in the water. No ratio is stated for persons involved in the land-based portion of the activity, but numbers should be practical so that the whole group receive a safe, well-structured session. Experienced personnel are, however, trained to recognise when circumstances allow these guidelines to be safely exceeded, or when lower limits should be applied.

The person in charge should always exercise discretion.

Instructor's ratio for persons on raft or in water 1:8

Activity Site

Brenscombe Outdoor Centre has access to various excellent water sites. Cleavel Point is only suitable when the tide is relatively high, the River Frome (Redcliffe Boat Park and Wareham Bridge-grass to the south east) and Bramble Bush Bay are good substitutes if required.

Session Details

Activity Equipment

- ☐ Blue plastic barrels
- ☐ Pioneering poles
- ☐ Water based ropes
- ☐ Canadian paddles
- ☐ Throw line
- ☐ Tow line
- ☐ Raft rope
- ☐ Safety knife
- ☐ Water sports helmets
- ☐ Trailer and transport
- ☐ Buoyancy Aids for each participant

Session Outline

- ❑ Prepare all equipment
- ❑ Meet group
- ❑ Book out/in on Location Board in Office
- ❑ Transport group and equipment to site
- ❑ Introduce session including guidelines, safety rules and useful knots
- ❑ Group to construct raft
- ❑ Paddle raft
- ❑ Return to land
- ❑ Dismantle raft, pack equipment onto transport
- ❑ Conclude session
- ❑ Return to Centre
- ❑ Wash down and store away equipment
- ❑ Ensure raft Ropes get reset for next session.

Specific session / Briefing Details

- ❑ Session must be briefed according type of group/programme (development, fun, race).
- ❑ No person may enter the water without wearing a buoyancy aid.
- ❑ All participants going afloat on the raft must wear canoeing helmets.
- ❑ Footwear should be worn - there are sharp stones and shells in the sand and mud.
- ❑ All limbs must be free of the raft in case it capsizes.
- ❑ Supervisor/instructor must be present on the water or equipped with throw lines and buoyancy aid in case assistance is required.
- ❑ Participants must be made aware of the correct use and dangers when using canoeing paddles.
- ❑ A rescue boat should be used (powerboat, Canadian canoe or kayak) if a transit is planned in the raft. With no rescue craft the raft should be tethered to a fixed point to restrict it from drifting too far.
- ❑ Manual handling guidelines to be adhered to by staff and participants alike. (Chapter three).

Report of AALA inspection conducted on 30 March 2005

Adventure Activities Licensing Authority

17 Lambourne Crescent, Cardiff Business Park, Llanishen, Cardiff CF14 5GF
Telephone (029) 20755715 Fax (029) 20755757 e-mail : info@aala.org.uk website : www.aala.org.uk

INSPECTION REPORT

Name of Licence Applicant

Timothy John Hughes

Inspected establishment / company / person

- 8 APR 2005

Name Brenscombe Outdoor Centre Limited
Address Studland Road
Corfe Castle
WAREHAM
Dorset
BH20 5JG

- 8 APR 2005

Reference Number R0269

Operational Base Brenscombe Outdoor Centre, Studland Rd, Corfe Castle.

Type of Provider Medium

Normal Capacity 50

Contact person during inspection Tim Hughes

Contact's position Director

Enforcement Authority Purbeck D.C.

Inspector

Ian Read

Date of inspection

30.03.05

Time on Site

2 hour(s)

About this Report

- In making this report the Licensing Authority has considered a report(s) made to it by an Inspector authorised in accordance with the Adventure Activities Licensing Regulations 1996 (or the updated 2004 Regulations).
- You should act on the requirements of this report which supersede any previous discussions or verbal instructions.
- The report may not constitute a final decision by the Licensing Authority. The final decision will generally be in the form of a licence document, where applicable, or a refusal notice where not. A licence will be forwarded to the provider when all required information has been received and full payment has been made.
- In some cases you may be instructed to make changes to the way you operate and you should note any required time scale. In other cases you may be offered advice. In these cases you should use your own expertise to decide if it is applicable or necessary.
- In cases where there is no apparent seasonal or geographical restrictions in respect of activities in the activity matrix of this report (or any subsequent licence document), the standard conditions attached to all licence documents will apply.
- In all cases the continued management of safety remains the responsibility of the provider and not the Licensing Authority.
- Your licence, where one is applicable, will show the licence holder as **Timothy John Hughes** and the operational base as **Brenscombe Outdoor Centre Limited**.

Please advise us as a matter of some urgency if these details are not correct.

- Similarly, you should check that the "Activities offered by the provider" section, if shown, is accurate. The matrix may contain activities which are not licensable. These will not appear on any subsequent licence document and may not have been considered as part of this inspection.
- You should be aware that you have the right to make a representation to the Licensing Authority on any decisions made by them. In the first instance representations should be to the Head of Inspection Services.

Marcus Bailie
Head of Inspection Services.

Activity	Geographical Restrictions	Seasonal Restrictions	In Scope
Kayaking			Yes
Open Canoeing			Yes
Improvised Rafting			Yes
Dragon Boating			Yes
Rock Climbing			Yes
Abseiling			Yes
Ropes Course			No
Power Boating			No
Water Skiing			No
Windsurfing	Sub Contracted		No
Horse Riding	Sub Contracted		No
Off Road Cycling			No
Camp craft			No
Archery			No
Air Rifle Shooting			No
Initiative Exercises			No

During an inspection on 30.03.05 the following aspects of the organisation were considered.

1. About this provider.

Brenscombe Outdoor Centre is located in the Purbeck Hills near Corfe Castle. There is easy access to the local facilities in Dorset. These include local climbing, the Channel coast and Poole Harbour. The work of the centre is divided between the "Corporate" market and groups of young people.

2. About this inspection

This inspection was undertaken following an application to renew the license held by Brenscombe Outdoor Centre Limited and consisted of a meeting with Tim Hughes, the Director and an examination of a sample of the providers equipment.

The meeting included:

- Confirmation of the size of the operation and the extent and scope of the activities provided.
- reviewing the make up of the proposed staff team.
- examining the staffing arrangements, including the qualifications records.
- reviewing the procedures for assuring the ongoing competence of staff.
- reviewing operating procedures and risk assessments.
- considering the arrangements for recording accidents and other incidents and how this information will be used

- reviewing the daily operations, including allocation of staff and choice of activities.
- considering the process of operational review.
- reviewing inspections carried out by other agencies.
- the equipment sampled appeared to be in good condition and sufficient for the range of participants.

3. Issues arising from this inspection.

There are no issues arising from this inspection.

Recommendations and conditions regarding the granting of a licence

The inspector recommended that the licence is renewed

Duration 2 years

Additional Conditions

Notes

Report prepared by

Ian Read

Date report prepared

31.03.05

Further action to be taken by the Licensing Authority

Further action taken

=====

Endorsement by The Adventure Activities Licensing Authority

Date received 01.04.05

Reviewed by Marcus Bailie

Date 05.04.05

Comments

AALA Licence 6 May 2003 - 6 May 2005

Schedule

Licence Holder

TIMOTHY JOHN HUGHES

Brenscombe Outdoor Centre Limited, Studland Road,
Corfe Castle, WAREHAM, Dorset, BH20 5JG

Activity Provider

BRENSCOMBE OUTDOOR CENTRE
LIMITED

Studland Road, Corfe Castle, WAREHAM, Dorset,
BH20 5JG

Specified Activities

Kayaking

Open Canoeing

Improvised Rafting

Dragon Boating

Rock Climbing

Abselling

The Adventure Activities Licensing Authority recognises that other activities may be offered which do not come within scope of the Adventure Activities Licensing Regulations 1996.

LICENCE

The undermentioned is a licensed provider of specified adventure activities to young people under the age of 18 years pursuant to the Activity Centres (Young Persons' Safety) Act 1995 and the Adventure Activities Licensing Regulations 1996

Registration number: **L3912/R0269**

The Adventure Activities Licensing Authority, acting under the auspices of Tourism Quality Services Limited, and in pursuance of the powers conferred upon them by regulation 4 of the Adventure Activities Licensing Regulations 1996, licenses

TIMOTHY JOHN HUGHES

*to provide facilities for adventure activities at,
or from, the activity centre known as*

BRENSCOMBE OUTDOOR CENTRE LIMITED

to undertake the provision of the adventure activities specified in the Schedule to this licence, subject to the adjacent conditions.

This licence is effective from

6 May, 2003

to

6 May, 2005

unless revoked in writing by authorised persons.

DATE June 23, 2004

James Vento

SIGNED

ON BEHALF OF THE ADVENTURE ACTIVITIES LICENSING AUTHORITY




**Any complaints or queries please contact the
Adventure Activities Licensing Authority**

**17 Lambourne Crescent, L1
Telephone (029) 2075 571**

Purbeck District Council's Health and Safety Report dated 7 October 2003

Summary Report of a Health & Safety Inspection



1	Name and address of premises	Brenscombe Outdoor Centre Limited, Studland Road, Corfe Castle, Wareham, Dorset BH20 5JG		
	Telephone number	01929 481222	Reference number	03210030
2	Type of premises	Activity Centre		
3	Person(s) seen / interviewed	Mr Tim Hughes Designation Company Director		
4	Proprietor (if different)	Brenscombe Outdoor Centre Limited		
	Registered office	----- No 3536955		
5	Reason for visit	Programmed Inspection		
6	Date and time of inspection	7/10/2003 10.20 – 11.50		
7	The inspection was carried out to assess compliance with the following legislation	The Health and Safety at Work etc. Act 1974		
8	Areas inspected	Whole of premises		
9	Records/documents examined	Code of practice and safety policy. Code of conduct. Risk assessment and Maintenance Reviews. Accident books		
10	Summary of matters discussed at closing meeting	Well documented H&S management system. Some advisory leaflets left		
11	Summary of action to be taken by Purbeck District Council	Premises & systems satisfactory. Need to display new Health & Safety law poster		
12	Inspection rating summary	Total score	134	which gives a risk category of B4
13	Next inspection due by	07/10/2006		
14	The inspection was carried out by	Matthew Palmer title Senior Environmental Health Officer		
15	Signature of inspector			

This report only covers the areas inspected at the time of inspection it does not indicate compliance with any provision of the Health and Safety at Work etc. Act 1974 or of any regulations under it.

This is not a notice requiring works to be carried out. Notices requiring works would be issued separately.

PLEASE SEE THE ATTACHED GUIDANCE NOTE

GUIDANCE NOTE

The summary report has been prepared following a health and safety inspection. It confirms the date and time of the inspection, which parts of the premises were inspected and a summary of any follow up action necessary.

To ensure consistency the inspection had been carried out in accordance with a national guidance issued to local authorities on the frequency and nature of inspections carried out to assess health and safety risks at premises and compliance with health and safety law. The guidance (HELA 67/1 [rev2]) contains a scheme to determine the minimum frequency of inspection based on an evaluation of the potential risk. The *Inspection Rating Scheme* gives a score for various aspects of the business:

- **Safety hazard.** The *potential* of a machine, activity or method of work to cause harm to employees or contractors.
- **Health hazard.** The *potential* of a substance, noise method of work etc. to cause harm to employees or contractors.
- **Safety risk.** The *likelihood* that the most hazardous activity will cause harm.
- **Health risk.** The *likelihood* that the most hazardous activity will cause harm.
- **Welfare provision.** Quantifies the standard of welfare provision for staff.
- **Public risk.** The *likelihood* that the public will be harmed by activities at a workplace.
- **Confidence in management.** Quantifies the enforcement officer's confidence in management.
- **National Accident Data.** A weighting is added to the score based on the accident rates for that particular industry.

Your premises will have been allocated a score for each of the above categories. The range of scores available are shown below, and the actual score allocated is shown on the inspection report (point 12). The score determines the date by which the premises will next be inspected. You will notice that the higher the score allocated, the more frequent will be the visits made to your premises.

Score	Risk Category	Frequency for inspection
186 or more	A	1 year
171 – 185	B 1	18 months
156 – 170	B 2	18 months
141 – 155	B 3	3 years
126 – 140	B 4	3 years
125 or less	C	5 years

This information is intended to assist you in understanding the Inspection Rating Scheme scoring system. However, if you require further clarification please do not hesitate to contact one of the Officers of the Environmental Services Commercial Team - telephone 01929 557270 / 277. Officers are also very willing to offer help and advice about other health and safety issues.

Purbeck District Council Environmental Services department has a statutory obligation to inspect businesses within its area in order to ensure compliance with health and safety law. The purpose of the law being to prevent accident and injury, improve welfare provision and to hold those responsible for unsafe practices to account. This is consistent with the Environmental Services mission statement to protect and enhance the health, safety and welfare of people at home and at work.