

Sealion Scouts

Water Activity

Operating

Document

Authors:

Shane Murphy - Water Team Leader

Warran Taylor- Water Team Leader

Tom Horne - Team Leader (Scouts)

Dinyar Byramji - Team Leader (Scouts)

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Purpose

This document exists to outline the Thames areas in use from Sealion Scouts water activities centre on Raven's Ait Island.

All leaders must read and be familiar with the Operating Procedures.

Definitions

- **Leader In Charge (LIC)** : each session will have a dedicated leader in charge who will assign roles and responsibilities for instructors.
- **Instructor** : adult who is leading a water activity session, with relevant permits.
- **Participant**: a person who is taking part in an activity (this could be an adult or young person).
- **Scout**: for the purpose of this document "scout" refers to any young person within the scouting movement.

Checklist One Pager

Instructors Checklist:

- ☐ LIC to be assigned to the session.
- ☐ Complete a Register of all participants (including adults) at the start of the session.
- ☐ Instructor Groups only leave the boating base with permission from Leader In Charge.
- ☐ LIC to assign training areas & participant/instructor groups.
- ☐ Instructors to be aware of relevant extraction points (Safe Havens) along the river.
- ☐ Sessions to be run by Instructors who have appropriate scouting permits.
- ☐ Instructors to be aware of other craft & people that use this stretch of the river.
- ☐ Safety & Power boats to take care when in proximity to persons in the water.
- ☐ Instructors to ensure groups follow "Rules of the road".

Participant Briefing Notes:

- ☐ Walk don't run policy on the island
- ☐ Make participants aware of muster points on the island.
- ☐ All participants correctly wear Buoyancy Aids or Life Jackets, as appropriate, when on or near the water's edge (e.g. Slipways & Pontoons).
- ☐ Practise appropriate manual handling.
- ☐ All cuts and scratches to be covered by waterproof plasters
- ☐ Participants to avoid swallowing water where possible.
- ☐ Avoid immersion in stagnant or slow moving water.
- ☐ All to wash or shower after immersion or exposure to the water.
- ☐ Instructors to mention water borne disease within the activity briefing.
- ☐ Appropriate footwear to be worn at all times.
- ☐ Appropriate clothing for activity & conditions

- ☐ "Hands in the boat" rule to avoid crush/pinch injuries.

Evening Running Order

- ☐ LIC to be agreed (in advance).
- ☐ All to cross onto the island.
- ☐ Flag Break
- ☐ Uniform Away/Clothes Change
- ☐ Leaders Briefing (during clothes change)
- ☐ Participant briefing (by specific activity instructor)
- ☐ Activity
- ☐ Debrief + Notices
- ☐ Flag Break
- ☐ Scouts to depart the island.
- ☐ Leader Debrief.
- ☐ Leaders end of night check.

End of the Night Checklist:

Surbiton Slip

- ☐ Pulling boats tied up.
- ☐ Pulling Boats equipment away.
- ☐ Powerboats tied up.
- ☐ Powerboats locked up.
- ☐ Powerboats equipment away.
- ☐ Slipway gate shut.

Home Park Slip

- ☐ Slipway clear.
- ☐ Slipway gate shut.
- ☐ Kayaks away and locked.
- ☐ Canoes away and locked.
- ☐ Check Radios away x6
- ☐ Check boat lights are packed away

Main Mustering Point

- ☐ Check for any personal belongings

Stores

- ☐ All Lights turned off
- ☐ Radios Returned and on Charge
- ☐ Changing Rooms Locked
- ☐ WT Boathouse Locked
- ☐ Main Stores Locked (both doors).
- ☐ Fuel is all in the fuel store.
- ☐ Fuel Store Locked.

Activity Risk Assessment: General Watersports

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Drowning	Young People, Adult volunteers, Visitors	All participants correctly wear Buoyancy Aids or Life Jackets, as appropriate, when on or near the water's edge (e.g. Slipways & Pontoons). Exception for ferry travel to/from the island.	
Lifting Injuries	Young people, Adult volunteers	Practise appropriate manual handling. Choose appropriate loads to the size and strength of the person lifting. Everyone should be aware of manual handling when moving craft. Trailers and trolleys are available to assist in movement. When lifting, ensure that: • There are enough people to carry the load safely • One person is in control of the lift. • Clear instructions are given. • Lifters are briefed to keep straight backs • Lifters are briefed to watch out for feet & fingers when the boat is set down.	
Missing Participant/Group		Leader in charge (LIC) to be assigned to the session. Complete a register of all participants at the start of the session. Instructor Groups only leave the boating base with permission	

		from LIC. LIC to assign training areas and participant/instructor groups.	
Water Activities	All on water	All instructors (in charge) to hold relevant Scout Water Permits for the activity they are instructing.	
Falling In	All on/near water	Avoid standing within pulling boats, unless changing position. One person standing within the boat, only standing when changing positions. Proper supervision by instructors in line with ratios.	
Slipping or stepping on sharp objects	All	Appropriate footwear to be worn at all times , including when on/in the water.	
Head or other injury	All	Avoid paddlesports in shallow areas. Care to be taken when carrying large objects (e.g. Oars)/ No running on Ravens Ait Island. Consider the use of helmets when sailing in rough conditions. Consider use of helmets when there is an increased risk of head injury, including: • Canoe Polo • Beginners sailing. However careful consideration should be given to the risks of insulating beginners from learning about the risks from a boom. • When playing games in any discipline where there is increased risk of slips trips and falls in, on or around the boats. This includes games where there is a significant risk of capsizing unexpectedly.	
Collisions		Instructors to ensure groups follow “Rules of the road”. Keep boats to specified boating areas, when arranging multiple groups. All craft to be aware of their surroundings and other river users. Pulling - Cox and bowman to keep look out at all times when in	

		pulling craft. Move towards the bank out of the way of all large boats and allow plenty of room to hire craft.	
Heat I Cold I Hypothermia		Appropriate clothing for activity & conditions. Participants bring complete change of clothes for all water activities. Encourage use of hats & suncream if hot weather. Falling in - back to base and get dry if cold.	
Spray Decks		Instructors should only allow spray decks to be used by individuals who have demonstrated capability to exit while wearing a spray deck in a safe and calm manner. This must be demonstrated separately for the use of a cloth spray deck and neoprene spray deck. Wearing of spray decks in colder weather should be encouraged.	
Crush/Pinch Injuries		Fenders on all boats. "Hands in the boat" rule. Safe procedures to be followed when storing equipment on racks.	
Propeller injuries		Powerboats to only be operated under instruction of suitably qualified & permitted persons. Safety and power boats careful never to turn boat into path of swimmer/kayaker/paddelboarder or others on water - care when in proximity to persons in the water. Engine should be switched off when rescuing persons from the water or is in very close proximity to people in the water.	
Capsize (Paddlesports)		Practice capsize drill as part of training with participants. No spray decks until spray deck test has been passed.	
Illness/Infection		Observe warnings for water conditions where applicable. Keep out infection - no open cuts and sores. Apply waterproof	

		dressings prior to water activities.	
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Checklist:

- ☐ LIC to be assigned to the session.
- ☐ Complete a Register of all participants (including adults) at the start of the session.
- ☐ Instructor Groups only leave the boating base with permission from Leader In Charge.
- ☐ LIC to assign training areas & participant/instructor groups.
- ☐ All participants wear Buoyancy Aids or Life Jackets when on or near the water's edge (e.g. Slipways & Pontoons).
- ☐ Practise appropriate manual handling.
- ☐ Appropriate footwear to be worn at all times.
- ☐ Appropriate clothing for activity & conditions
- ☐ Instructors to ensure groups follow "Rules of the road".
- ☐ "Hands in the boat" rule to avoid crush/pinch injuries.
- ☐ Safety & Power boats to take care when in proximity to persons in the water.

Location Risk Assessment: Sealion Watersports Centre Ravens Ait

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Slips, Trips & Falls	Young people, Adult volunteers, Visitors	<i>Walk don't run policy on the island</i>	
Cuts & Scrapes	Young people, Adult volunteers, Visitors	First aid kit + Defib available.	
Lifting Injuries	Young people, Adult volunteers	Use appropriate manual handling techniques. Everyone should be aware of manual handling when moving craft. Trailers and trolleys are available to assist in movement. When lifting, ensure that: • There are enough people to carry the load safely • One person is in control of the lift. • Clear instructions are given. • Lifters are briefed to keep straight backs • Lifters are briefed to watch out for feet & fingers when the boat is set down.	
Drowning	Young People, Adults, Visitors	All participants wear Buoyancy Aids or Life Jackets when on or near the water's edge (e.g. Slipways & Pontoons). <i>Exception for ferry travel to/from the island.</i>	
Equipment Storage (Damage Avoidance)		Store all equipment in assigned areas and follow best practice for	

		storage.	
Buoyancy Aids		Ensure regular inspection for damage.	
Security		Ensure that all equipment is stowed away and the entire building & centre is checked for security after each use.	
Toilets		Good levels of hygiene by regular inspections and cleaning. Encourage and promote hand washing Ensure adequate supplies of hand washing materials	
Hazards		Clear spills. Mark hazards with tape. Ensure that all persons walk not run at all times on the island. Ensure clutter is promptly tied away to minimise trip hazards.	Spill Kit Located in the stores.
Fire		Make all people aware of muster points in case of a fire. Fire fighting equipment Fire alarm tests.	
Fuel Store		Fuel to only be stored in the external fuel store. No fuel inside buildings.	

Checklist:

- ☐ Walk don't run policy on the island
- ☐ First aid kit available.
- ☐ Use appropriate manual handling techniques.
- ☐ Make participants aware of muster points on the island.
- ☐ All participants wear Buoyancy Aids or Life Jackets when on or near the water's edge (e.g. Slipways & Pontoons).
- ☐ Ensure that the entire building & centre is checked for security after each use.
- ☐ Fuel to only be stored in the external fuel store.

Location Risk Assessment: Thames Boating Area (Hampton - Teddington)

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<i>A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.</i>	<i>For example: young people, adult volunteers, visitors</i>	<i>Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.</i>	<i>Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.</i>
Loss of Participant/Group		LIC to be assigned to the session. Complete a Register of all participants at the start of the session. Instructor Groups only leave the centre with permission from LIC. LIC to assign training areas & participant/instructor groups.	
Drowning	Young People, Adults, Visitors	All participants wear Buoyancy Aids or Life Jackets when on or near the water's edge (e.g. Slipways & Pontoons). <i>Exception for ferry travel to/from the island.</i>	
Incident on the water	Young People, Adults, Visitors	Instructors to be aware of relevant extraction points and how to instruct emergency services to those locations (reference Training Area doc). Each group to be in contact with the LIC.	
Adverse River Conditions & High Flow Stream Strength.	Young People, Adults, Visitors	Sessions to be run by Instructors who have appropriate scouting permits. Instructors to operate within their abilities and permit restrictions. Stream strength can be checked on the Environment Agency website. No boating to take place on red or yellow warnings.	
Water Activities Risks	Young People, Adults, Visitors	Refer to Water Activity RA.	

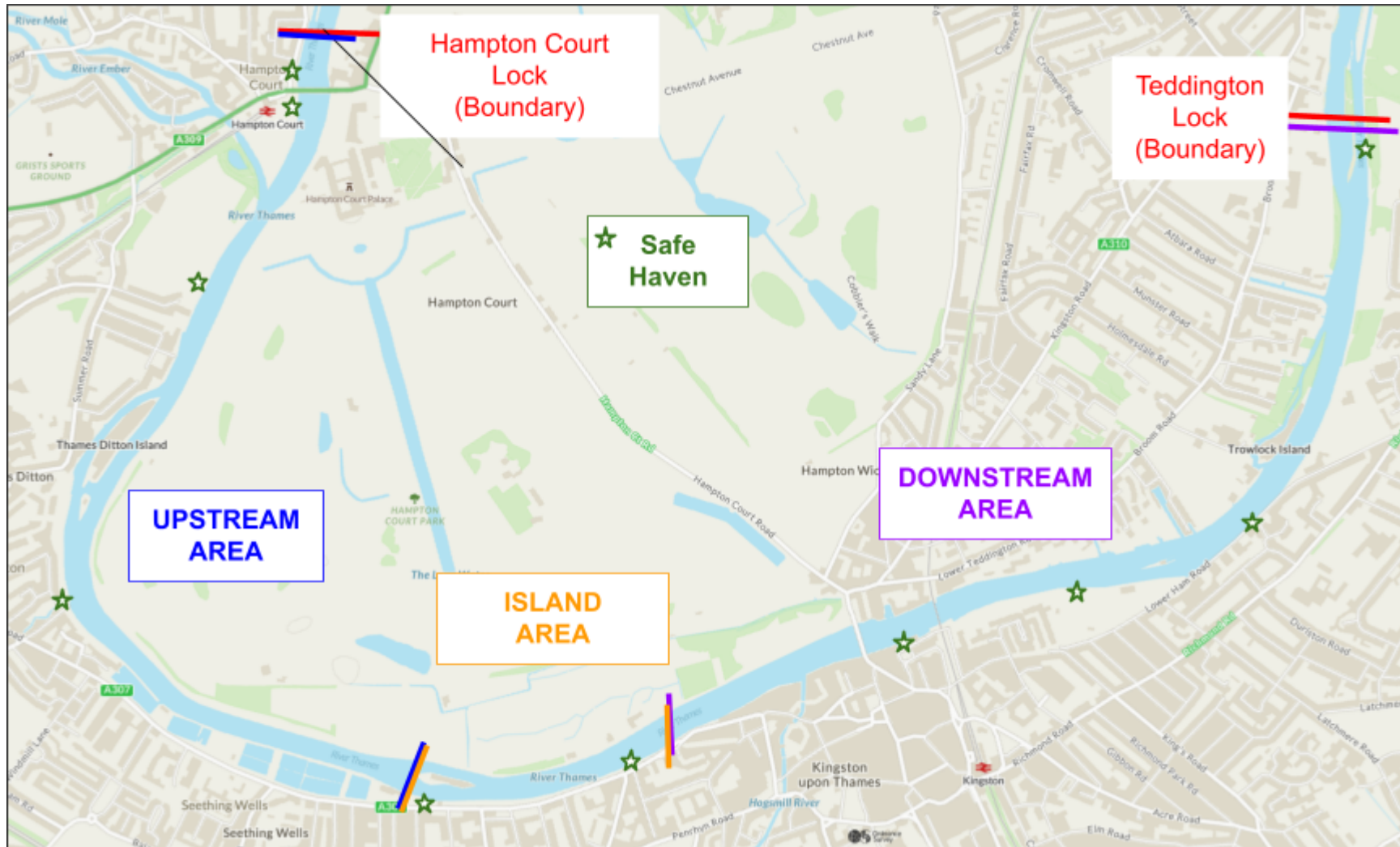
Water Borne Diseases (e.g. Weil's disease & Ecoli)	Young People, Adults, Visitors	There is a risk of water borne diseases either through open cuts or via ingestion. All participants who have been on or near the water should be aware of this risk. All cuts and scratches to be covered by waterproof plasters. Participants to avoid swallowing water where possible. Avoid immersion in stagnant or slow moving water. All to wash or shower after immersion or exposure to the water. Instructors to mention water borne disease within the activity briefing. NOTE: Increased risk of immersion when taking part in specific activities e.g. SUP or Swimming.	
Commercial Passenger Traffic - Limited Ability to Stop. <i>Mooring Points at end of Queens Prom & Kingston Bridge</i>	Young People, Adults, Visitors	Instructors to be aware of types of craft on the water and ensure their groups are operating in safe positions given the other water users. All craft to have lights on them, including individual kayaks and paddleboards, when dark	
Small Self Hire Vessels - <i>Limited knowledge and unpredictable.</i> Racing Craft Under Oars - <i>very fast, restricted manoeuvrability and often poor awareness of river traffic.</i>			
Heavy Traffic Flows - <i>especially summertime & weekends</i>			
Fisherman - <i>being caught in lines.</i>	Young People, Adults, Visitors	Instructors to be aware of types of craft on the water and ensure their groups are operating in safe positions given the other water users.	

Checklist:

- ☐ LIC to be assigned to the session.
- ☐ Complete a Register of all participants at the start of the session..
- ☐ Instructor Groups only leave the island with permission from LIC.
- ☐ LIC to assign training areas & participant/instructor groups.
- ☐ Everyone wears buoyancy aids when near or on the water.
- ☐ Instructors to be aware of relevant extraction points (Safe Havens) along the river.
- ☐ Sessions to be run by Instructors who have appropriate scouting permits.
- ☐ All cuts and scratches to be covered by waterproof plasters

- ❑ Participants to avoid swallowing water where possible.
- ❑ Avoid immersion in stagnant or slow moving water.
- ❑ All to wash or shower after immersion or exposure to the water.
- ❑ Instructors to mention water borne disease within the activity briefing.
- ❑ Instructors to be aware of other craft & people that use this stretch of the river.

Training Areas



ISLAND AREA

Boundaries:

Area immediately surrounding the Island. Front of Island to Coffee shop on queens promenade.

Classification: B1 Waters

Hazards

Commercial Passenger Traffic - Limited Ability to Stop. *Mooring Points at end of Queens Prom & Kingston Bridge*

Small Self Hire Vessels - *Limited knowledge and unpredictable.*

Racing Craft Under Oars - *very fast, restricted manoeuvrability and often poor awareness of river traffic.*

Heavy Traffic Flows - *especially summertime & weekends*

Stream Strength - during periods of high flow

Fisherman - *being caught in lines.*

Uses

Power	Paddlesports	Pulling	Sailing	Other
Yes	Yes	Yes	Yes	Raft Building, Swimming

Restrictions

No coming alongside moored boats.

Use Authorised by: LIC

Safe Havens/ Emergency Rendezvous Points ★

Point	WhatThreeWords
Ravens Ait Island	///awake.apple.degree
Westfield Landing	///lasted.globe.milk
Queens Promenade (Turks Mooring Point)	///meant.faced.island

Other Information

Rowing clubs sometimes use the bottom of the island as a marker to turn around.

DOWNSTREAM AREA

Boundaries: Queens Prom Coffee Shop to Teddington Lock

Classification: B1 Waters

Hazards

Commercial Passenger Traffic - Limited Ability to Stop. *Mooring Points at end of Queens Prom & Kingston Bridge*

Small Self Hire Vessels - *Limited knowledge and unpredictable.*

Racing Craft Under Oars - *very fast, restricted manoeuvrability and often poor awareness of river traffic.*

Heavy Traffic Flows - *especially summertime & weekends*

Stream Strength - during periods of high flow

Fisherman - *being caught in lines.*

Teddington weir

Uses

Power	Paddlesports	Pulling	Sailing	Other
Yes	Yes	Yes	Yes	

Restrictions

No coming alongside moored boats.

Use Authorised by: Leader In Charge

Safe Havens/ Emergency Rendezvous Points ★

Point	WhatThreeWords
Sea Cadet Unit by kingston bridge	///loving.heap.trap
Canbury Gardens Mooring	///gaps.chained.speech
Leander Sea Scouts	///super.tend.crowds
Teddington Lock Mooring	///badly.enter.decay

Other Information

Rowing clubs operate opposite Leander Scout Group

UPSTREAM AREA

Boundaries: Turks Pontoon to Teddington Lock

Classification: B1 Waters *Weir pool area by Hampton Lock is B2 - requires express permission from the LIC ahead of the session.*

Hazards

Commercial Passenger Traffic - Limited Ability to Stop. *Mooring Points by Hampton Court Bridge (both banks).*

Small Self Hire Vessels - *Limited knowledge and unpredictable.*

Racing Craft Under Oars - *very fast, restricted manoeuvrability and often poor awareness of river traffic.*

Heavy Traffic Flows - *especially summertime & weekends*

Stream Strength - during periods of high flow

Fisherman - *being caught in lines.*

Hampton lock weir

Uses

Power	Paddlesports	Pulling	Sailing	Other
Yes	Yes	Yes	Yes	

Restrictions

Weir pool area by Hampton Lock is B2 - requires express permission from the LIC ahead of the session.

Use Authorised by: LIC

Safe Havens/ Emergency Rendezvous Points ★

Point	WhatThreeWords
Warspite & Ajax Sea Scouts	///giving.slate.scar
Albany Reach (Where regatta is held next to KGS Boathouse)	///copper.advice.broker
Mooring Point (kingston side) of Hampton Court Bridge	///credit.again.enable
Hampton Court Lock Mooring Point	///steer.voting.dare

Other Information

We are aware of large boats mooring and manoeuvring by Hampton Court