

Lincoln Adventure Centre		Used for Bell Boats		
This Risk Assessment should be read in conjunction with the generic assessment for BELL BOATING				
Customers usually meet at the centre at the beginning of the day or course, occasionally staff collect customers from nearby hotels or the train station.				
Limited car parking is available at the centre				
There are changing facilities and toilets at the centre				
The site has a reception area with basic café facilities				
<b>GENERIC OFF SITE RISKS</b>				
Hazard	Risk LMH	To Whom	Control Measures	Residual Risk
Travel to/from location	M	Staff + Participants	Ensure drivers are experienced in the use of company vehicles Ensure all passengers are wearing seat belts prior to departure Ensure driver knows the intended route and expected time of arrival/departure Ensure driver departs in good time	L
Vehicle breakdown	M	Staff + Participants	Ensure all vehicles are fuelled prior to journey Ensure vehicles are covered by appropriate breakdown/accident recovery scheme	L
Road traffic accident	M	Staff + Participants Public	Ensure drivers are experienced in the use of company vehicles Ensure all passengers are wearing seat belts at all times Ensure every vehicle has a first aid kit Ensure vehicles are covered by appropriate breakdown/accident recovery scheme	L
Car parking	M	Staff + Participants Public	Ensure drivers are aware of site specific details including where to park Ensure vehicles are parked in appropriate areas Ensure all valuables are removed and/or hidden from view while parked	L
<i>The centre is situated alongside the A46 bypass just outside Lincoln although access is off Thorpe Lane in North Hykeham</i>				
<i>There is limited parking on site - please refer to the separate risk assessment for car parking at Lincoln.</i>				
<b>SITE SPECIFIED RISKS</b>				
Unloading, changing & kitting up	M	Staff + Participants	Customers are requested to 'sign in' on arrival Customers are to use the changing facilities provided at all times Ensure any personal kit is packed away as soon as possible to avoid slips and trips	L
Ramp down to launch area Can be slippery in the wet and/or ice	H	Staff + Participants	Ensure all participants are briefed prior to participation in this activity Helmets that carry the CE 1395 standard label of approval must be worn by persons under 18 years whilst participating in this activity Staff in charge should assess the condition of the slope and take appropriate action to safely launch the group. Staff should consider gritting the area if required in icy weather using the grit provided at this time of year Ensure bell boats are positioned in such a way that they are not able to slide down the slope if they are out of the water During breaks ensure bell boats are positioned in such a way that they do not obstruct others using launching area	L
Pontoon areas	M	Staff + Participants	Ensure all participants are briefed prior to commencing their activity that all pontoons are 'out of bounds' unless needed in an emergency Bouyancy aids must be worn at all times if on the pontoon area Ensure bell boats are positioned in such a way that they do not obstruct others using the pontoons	L
Conclusion of activity	M	Staff + Participants	Remind all participants to be careful of other people when maneuvering bell boats and paddles. Use the designated debriefing area on the block paving in front of the reception building to debrief groups. Remind all participants to use the changing facilities provided	L
Mobile phone coverage is GOOD				
Radio coverage (person to person) is GOOD				
Nearest TELEPHONE is in the reception area				
Key to risk value - L=Low M = Medium H = High				
Prepared by - STEVEN POULTON				
Last Update Jan 2012				
Next update Jan 2013				
Unless work practices change before review date				

