



# Lakeside Country Park



Water Sports  
Regulations, Booking Information &  
Guidance Notes for Groups  
2009/2010

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# **IMPORTANT CONSIDERATIONS BEFORE YOUR ACTIVITY**

## **INTRODUCTION**

These notes have been included to provide guidelines about what preparations and considerations should be made when organising a group water sports activity at Lakeside Country Park.

If it is considered by the Countryside Service that the practices of groups using the Lakes are unsafe then activities will be stopped immediately and groups will be prevented from using Lakeside Country Park again until appropriate safe practices are adopted.

**It is the responsibility of the group leader to do all that is reasonably practicable to ensure the safety of all those taking part and their possessions. Eastleigh Borough Council takes no responsibility for any loss, damage or injury occurring on the site.**

Eastleigh Borough Council **IS** responsible for the material features of Lakeside Country Park including footpaths, signage, infrastructure etc. It is also responsible for the water quality of the lakes. Site checks are conducted by staff on a weekly basis.

Eastleigh Borough Council **IS NOT** responsible for any activities carried out by groups on the lakes.

## **Insurance**

Eastleigh Borough Council has its own public liability insurance in case of accidents resulting from the Council's negligence.

**The Council's insurance DOES NOT provide cover for activities run by organised groups booked to use the lakes.**

It is important that organised groups take out their own insurance cover relevant to the activity being run. Group leaders shall be responsible for satisfying the requirements of their own insurance before using the lakes.

A copy of the current Public Liability Insurance Certificate **MUST** be provided with the completed User Application Form

## **Pre-Visit**

Thorough planning and preparation are essential for the safety and welfare of all participants in any activity. **Pre-visits are a key safety factor.** Leaders must be familiar with the site in similar conditions before they take responsibility for a group. Experienced leaders still need to review their practice and not become over confident.

## **Risk Assessments**

Leaders must complete a comprehensive Risk Assessment for each activity and ensure that this information is explained to all participants.

Risk Assessments should be reviewed regularly and amended/updated as required

For further information on Risk Assessments visit the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) or call the HSE Info line on 0845 345 0055

A copy of your Risk Assessment **MUST** be provided with the completed User Application. Eastleigh Borough Council reserve the right to request further information if the Risk Assessment is considered inadequate.

## **Minors/Parental Consent**

In accordance with The Children Act, all Leaders/Instructors working with children must hold a current CRB certificate.

When minors (under 18 years of age) are involved, parental consent must be obtained. When consent is requested, parents must have the full details of the activity and a copy of the Risk Assessment. It is vital that the nature and extent of supervision are made clear.

In some situations parental consent cannot be obtained. Young people may no longer be living at home or have contact with their parents. In these cases, consent must be obtained by an appropriate adult acting *in loco parentis*.

## **Medical Information**

It is important that leaders take reasonable steps to ensure that a participant's health is appropriate for a proposed activity. They must give adults advance notice of how much fitness is required for a proposed pursuit.

## **Reporting of Accidents/Incidents**

Users should be aware of the statutory requirements for reporting accidents. If users are not, they should obtain this information before using Lakeside Country Park; the local office of the Health and Safety Executive can help with this.

It is important that users send in copies of reports of any accidents involving any activity at Lakeside Country Park. Some accidents that although may not be legally reportable to the Health and Safety Executive, might be the subject of future legal action, or might be part of an unknown trend that the Countryside Service should investigate. Near misses should also be reported, because although injury did not occur in this instance it could occur in the future.

**Copies of all accidents and near misses must be recorded on one of the incident forms held in the Pavilion kitchen and returned to:**

Eastleigh Countryside Service  
Park Office  
Lakeside Country Park  
Wide Lane  
Eastleigh  
Hants.  
SO50 5PE

Tel/Fax No. (023) 8061 7882

Similarly, we ask that all incidents - such as anti-social behaviour by members of the public - be recorded and sent to the Countryside Ranger. This will allow future management of the park to take into account any trends or occurrences so that the frequency of future incidents are reduced.

## **HEALTH AND SAFETY**

It is the responsibility of the Group to ensure that all of its Leaders/Instructors are qualified to the appropriate level required by the governing body of the relevant sport/activity and that any other regulations/safety requirements are adhered to.

The British Canoe Union (BCU) is the lead body for canoeing and kayaking in the UK. Further information can be found on their website: [www.bcu.org.uk](http://www.bcu.org.uk)

The RYA is the UK's national association for all forms of recreational and competitive boating, representing sailing, motor cruising, sports boats, windsurfing, inland boating, powerboat racing and personal watercraft. It coordinates competition and/or development for all of the above at local, national and international level and is recognised by government as the negotiating body for these groups.

The RYA's training schemes for powered and sailing craft provide the de-facto qualifications for skippers, instructors and water sports professionals worldwide.

Further information can be found on their website: [www.rya.org.uk](http://www.rya.org.uk)

## **Site Checks**

Eastleigh Countryside Service staff carry out a thorough site check at least weekly, looking for hazards that present a health and safety risk to visitors. Repairs are carried out as soon as possible (usually within a week) to try to ensure no one is injured as a result. User groups should report any problems or damaged/missing equipment to a member of staff.

## **Water Quality**

An independent water quality test is carried out during the months of May to September to ensure the lakes are safe for use.

There is a possibility that some infectious diseases/bacteria (e.g. Leptospirosis or Weil's disease) may be present at Lakeside Country Park, which due to their infrequency/rarity might not be identified by the water quality test. It is therefore advisable that those taking part in an activity cover any cuts or wounds with a suitable waterproof dressing and that everyone washes their hands after completing an activity and before eating.

## **Access**

It is important that users are aware of the location of all access points in case they need to summon the emergency services, who might need precise details of how to get to the water's edge.

## **Throw lines**

There are three throw lines in situ around the lakes at Lakeside Country Park. Staff from the Eastleigh Countryside Service inspect the throw lines weekly to ensure they are present and in a working condition. It is important that prior to beginning an activity group leaders make

everyone aware where the throw lines are, and a check is made to ensure that they are all present.

### **Telephones**

There is an emergency 999 telephone located on the outside of the pavilion by the entrance doors which is checked weekly for faults.

If this phone is faulty then the nearest telephones are in the park office (if the Countryside Ranger is on duty), at the Eastleigh Lakeside Railway station (open most weekends and school holidays) or at Parkway Station on Wide Lane. It is important that leaders familiarise themselves with the location of the telephones prior to beginning an activity.

If a user has access to a mobile telephone, it is highly advisable that they take one with them just in case of any unforeseen problems.

### **The Building**

The pavilion building has escape and fire action notices, a methane gas detector, an emergency lighting system, fire extinguishers and fire blanket (in the kitchen). Leaders should familiarise themselves with the evacuation procedure before allowing their group to enter the building. If the red light on the inside of the main entrance is flashing or begins flashing the building must be evacuated immediately and no one is to enter the building. A member of staff if present should be notified immediately or if outside normal working hours the 24-hour emergency number on the notice board should be used.

### **Dogs**

Eastleigh Borough Council byelaws state that dogs are not allowed by the lakes unless they are on a lead and restrained from behaviour giving reasonable grounds for annoyance. All owners must pick up after their dogs and use the dog bins provided on site.

## **BOOKING INFORMATION**

### **Sessions**

#### **Monday – Friday**

Session 1	0900-1200
Session2	1215-1515
Session 3	1530-1800
Session 4	1815-2130

#### **Saturday, Sunday & Bank Holidays**

Session 1	0900-1300
Session 2	1315-1715
Session 3	1730-2130

There are three areas of the lakes which can be booked:

The northern area of Lake Villeneuves-St-Georges  
The southern area of Lake Villeneuves-St-Georges  
The northern area of Concorde Lake

### **Fees**

Each Group must pay an Annual Registration Fee of £50.00 which goes towards staffing and administration costs associated with watersports.

To book any one of the areas per session, per group the following charges apply:-

#### **1<sup>st</sup> April 2009 – 31<sup>st</sup> March 2010**

Full Fee (per session per area)	£50.00
Concession* (per session per area)	£15.00

\* Concessions apply to charities and non-profit making organisations  
Any concessions must be confirmed by the Countryside Officer before a provisional booking is made.

Groups will be invoiced QUARTERLY for their Fees.

## **Booking Procedure**

- The Group must telephone, email or write first to make a provisional booking. Emailing is preferred as it reduces paper and time, making the booking quicker to process. An email version of the booking form is available by request from the Countryside Officer or can be downloaded from the web site.
- If applying for the first time that year, a **User Application/Key Confirmation Form** needs to be filled in and returned with copies of the groups **Public Liability Insurance** certificate and current **Risk Assessment**. These are available by request from the Countryside Officer or can be downloaded from the web site.
- The booking form will be checked by the Countryside Officer and any amendments made, this will be sent back to the groups for them to confirm.
- **All Forms** must be received within TEN DAYS of the provisional enquiry to confirm the booking. If this does not occur then the provisional booking becomes void, and another user may book the session.
- Keys must be collected for prior to the activity date by arrangement with the Countryside Officer.

## **On the Day of the Water Sports**

**All users must confirm their attendance** by signing the booking sheet in the appropriate column. This is located in the entrance lobby.

The Group is permitted to park **ONE** vehicle at the lake side during the hours of use for the purpose of providing first aid/safety.

**NO** other vehicles are to be parked at the lake side; all vehicles used for the purpose of loading and unloading craft onto the lake should be removed from the lake side during the hours of use and be kept in the main visitors' car park.

No motorised or inflated craft will be allowed on the water unless powered by an electric outboard.

## **Parking at Lakeside Country Park**

Parking is free in the car park, but restricted to a maximum of four hours. If you think your sessions will run over four hours please let the Countryside Officer know at the time of booking so that a Parking Permit can be issued.

## Procedure for Access to Lakes and Pavilion

- The metal barrier by the pavilion is opened using the key marked S9.
- **The metal barrier must remain closed and locked at all times.** Each group is responsible for the security of the site if they do not immediately lock the barrier. Financial compensation will be sought should any incidents occur through it being left open or unlocked, e.g. costs for the removal of itinerant travellers and/or the reinstatement of land.
- Use the small silver key to remove the bullet lock and open the metal shutter over the front door. **Re-insert the bullet lock in the shutter frame to prevent loss.**
- The brass key must then be used in the Chubb lock before opening the door. This will disarm the alarm system. **Failure to do this will activate the alarm.**
- Use the remaining key to open the main double doors and the door to the changing rooms.
- Window shutters are operated from inside by use of a key located by each window.

### **BEFORE LEAVING THE SITE YOU MUST:-**

- Make sure your entire group and their belongings are removed from the pavilion.
- Secure all fixtures and fittings inside the building (to avoid false alarms).
- Switch off all lights, ensure no water is left running and that radiators have been turned down.
- Make sure all windows and their shutters are closed.
- Make sure the double doors are closed and locked.
- Lock the Chubb lock (using the brass key) to alarm the premises.
- Close and lock the metal door shutter.
- Ensure all relevant barriers are closed and locked before leaving the site.

## **IMPORTANT NOTES**

### **Keys**

**In case of loss, keys are not to be labelled with any reference to Lakeside Country Park or Eastleigh Countryside Service.** It is recommended that the Group puts the name of their organisation and their post code so that any lost key may be returned.

Keys are of a secure type and cannot be copied without authorisation by the Countryside Officer.

If the keys are lost including locker keys, the Group will be held responsible for the cost of replacing all relevant locks and cutting of new keys as necessary and invoiced accordingly.

The keys do not allow access to the park office, which remains locked and alarmed at all times.

Changing rooms, etc. will be inspected after each use and any loss, breakage or damage to the building or its contents, apart from normal wear and tear will be chargeable to the Group. Therefore, Groups are advised to check the rooms themselves before use, and to report any damage or defects to the Countryside Officer. Normal maintenance of the building and its contents is the responsibility of the Council.

If the building is not locked and alarmed during and after use when the Countryside Officer is not on duty, then the Group will be held responsible for the security of the building and any subsequent insurance claims that may arise due to the inoperation of the alarm system.

### **Cancellations**

If a booking is cancelled more than ten days before the booking date a full session credit will be given.

If a booking is cancelled more than 48 hours, but less than ten days, before the booking date a ½ session credit will be given.

No session credit will be given if a booking is cancelled less than 48 hours before the booking date.

No session credit is available for cancellations due to adverse weather conditions.

### **Craft Limits**

All areas: 20 Canoes or 10 dinghies or 10 windsurfs.

Information relating to holding raft races or equivalent is available on request.