



# Lakeside Country Park



Water Sports  
Regulations, Booking Information &  
Guidance Notes for Groups  
2022/23

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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 members of the Country Parks 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. 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. A minimum of £5 million Public Liability is required by any group using the site. Any employees of an organisation must also have Employees Liability cover relevant to the activity being carried out. 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 (and Employees Liability where applicable), **MUST** be provided with the completed User Application Form. On Submission, acceptance of any Insurance documentation **DOES NOT** imply any-level of validation by Eastleigh Borough Council of the appropriateness of the level of cover provided, responsibility for the appropriateness of the cover and adherence with any conditions of cover, remains that of the group.

## **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 overconfident.

## **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 annually 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. While Eastleigh Borough Council reserve the right to request further information if the Risk Assessment is considered inadequate. On Submission, acceptance of any Risk Assessment **DOES NOT** imply any-level of validation of the content by Eastleigh Borough council, responsibility for the appropriateness of the content and adherence with, remains that of the group.

### **RAFT BUILDING & RACING**

**A 'waterside hire charge' along with a 'lake hire charge' will be levied for this type of activity. Current prices can be obtained from The Country Parks Service and bookings need to be made through a Country Parks Officer and not on the booking system.**

A separate Risk Assessment and Method Statement detailing how the event is to be carried out must be completed and given to the Lakeside Country Park Service in advance of the booked session. Eastleigh Borough Council reserves the right to determine if the event will take place based on the provided Risk Assessment and Method Statement.

The raft **MUST** be of a design and construction that poses no danger to the crew or other participants. There should be no sharp edges, points or thin wires etc. that might cut or entangle the occupants. This applies when the raft is in one piece and if it should come apart during the race. The design should ensure that no part of the body can become trapped by or below the raft. The method of propulsion must be blunt paddles no longer than 6 feet. All team members must be able to swim 25 metres. Life jackets/buoyancy aids must be provided to, and worn by, all team members. It is highly recommended that all minors also wear a safety helmet. Crews must not be secured to the raft with belts, ropes etc. All equipment used for rafts must be recovered from the area of operation and removed from the site at the end of the session.

There **MUST** be sufficient safety craft in attendance to rescue all participants involved in the event of a raft 'failing', e.g. breaking up in the water.

### **Minors/Parental Consent**

In accordance with The Children Act, all Leaders/Instructors working with children must hold a current DBS 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 and their responsibility for reporting them. 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 incidents/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 Country Parks 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 incidents, accidents and near misses must be recorded and emailed to:**

[lakeside@eastleigh.gov.uk](mailto:lakeside@eastleigh.gov.uk)

or posted to

The Lakeside Centre  
Lakeside Country Park  
Wide Lane  
Eastleigh  
Hampshire  
SO50 5PE

Similarly, we ask that all incidents - such as anti-social behaviour by members of the public - be recorded and sent to one of the above contacts. This will allow future park management to take into account any trends or occurrences, so that steps might be taken to address the frequency in the future.

## **HEALTH AND SAFETY**

It is the responsibility of the Group to ensure that all 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 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)

RLSS UK - The UK's premier Education and Training Skills organisation for Water Safety, Aquatic Supervision and Drowning Prevention. RLSS UK is a Charity and the Governing

Body for Lifesaving Sport and Lead Industry Body for training Lifeguards, setting standards and providing guidance and advice on aquatic safety

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

Open Water Swimming is one of the fastest growing mass participation sports at the present time. The National Open Water Coaching Association (NOWCA) aims to help improve safety standards at open water swimming venues around Great Britain.

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

### **Site Checks**

Staff from the Country Parks Service, carry out a routine site check at least fortnightly, 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 park staff.

### **Water Quality**

There is a possibility that some infectious diseases/bacteria (e.g. Leptospirosis or Weil's disease) may be present at Lakeside Country Park. It is therefore advisable that steps taken to manage this risk are covered in your risk assessment. Eastleigh Borough Council **DO NOT** conduct any form of water quality testing. If testing is a condition of any club's insurance or risk mitigation, it is the club's duty to seek and pay for appropriate testing.

### **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. This should be included in your Risk Assessment.

### **Throw lines**

There are three throw lines in situ around the lakes at Lakeside Country Park. Staff from the Country Parks Service routinely inspect the throw lines to ensure they are present and in a working condition. It is important that prior to commencing activities group leaders make everyone aware where the throw lines are, and a check is made to ensure that they are all present.

### **The Lakeside Centre**

The building has escape and fire action notices, an emergency lighting system, fire extinguishers. Leaders should familiarise themselves with the evacuation procedure before allowing their group to enter the building. The 24-hour emergency number is on the notice board.

### **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**

### **Daily Sessions (Apr 1<sup>st</sup> – Mar 31<sup>st</sup>)**

Session 1	0600-0845
Session 2	0900-1145
Session 3	1200-1445
Session 4	1500-1745
Session 5	1800-2045

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

The northern area of the Watersport Lake  
The southern area of the Watersport Lake

The northern area of Concorde (angling) Lake - **ONLY** to be booked when both North & South sections of the Watersports lake are unavailable).

### **Fees**

#### **From the 1<sup>st</sup> April 2022**

Each Group must pay an Annual Registration Fee of £80.00 which covers staff time and the administration costs associated with the booking system, and maintenance of the lakes, changing rooms and access.

To book any one of the above areas. The following charges apply (per session, per group):-

<b>Lake and Changing Rm Hire</b>	<b>3 Hour session</b>
Commercial	£80
Registered Charity	£26
Education/Club	£26

<b>Lake Hire</b>	<b>3 Hour session</b>
Commercial	£80
Registered Charity	£10
Education/Club	£10

Any concessions must be confirmed by the Country Parks Service before a provisional booking is made. It is expected that any group whose participants enter the water, should on health and safety grounds, be wherever possible, making bookings which include changing room hire.

Groups will be invoiced QUARTERLY for their Fees. Late payment may impact on the groups ability to book future sessions.

## Booking Procedure

- Availability can be viewed, and bookings made via the internet and through the Bookings Live system. Group Admins will be provided with details of how to register their group in the system, following which a password and username will be given.
- A **User Application Form** needs to be filled in and returned with copies of the group's **Public Liability Insurance** certificate and current **Risk Assessment**. The User Application Form can be downloaded from the web site.
- The User Application Form will be checked by a Country Parks Officer and any amendments will be made before being returned to the group for them to confirm changes.
- **All Forms** must be received and approved before any bookings can be made.
- Site Keys, if required must be collected prior to the 1<sup>st</sup> booking by arrangement with the Country Parks Service.

## On the Day of the Water Sports

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, without prior consent; 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 and having been included in the Risk Assessment.

## Parking at Lakeside Country Park

Parking is free in the car park but restricted to a maximum of four hours on a weekday with no time restriction on a weekend or Bank Holiday. If you think your sessions will run over four hours, please let the Country Parks Service know at the time of booking so that a Parking Permit(s) can be issued.

## Procedure for Access to Lakes and The Lakeside Centre

- 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. Financial compensation will be sought should any incidents occur through it being left open or unlocked at any time, e.g. costs for the removal of itinerant travellers and/or the reinstatement of land.
- Using the key, unlock the main door to the changing rooms, then swipe the wand on the electronic door pad to release the magnet-lock and open the door.



- Unset the alarm by holding the alarm fob against the bottom right corner of the alarm control panel (just inside the door, on the wall to the right)
- Use the wand to open the secondary door into the changing room corridor.
- To lock up hold the alarm fob by the alarm panel for a few seconds, once set and counting down leave the building promptly and lock the door with the secondary lock from the outside.

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

- Make sure your entire group, their belongings and any rubbish are removed from both the building and lake area.
- Ensure no water is left running in the changing rooms.
- Make sure lockers if used are empty.
- Close all doors to prevent the alarm not setting.
- 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 Country Parks 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. 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.

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 a Country Parks Service. Normal maintenance of the building and its contents is the responsibility of Eastleigh Borough Council.

If the building is not locked and alarmed during and after use then the Group will be held responsible for the security of the building and any subsequent security call-out fees and insurance claims that may arise due to the inoperation of the alarm system.

##### **Cancellations**

If a booking is cancelled more than ten days in advance no charge will be made.  
If a booking is cancelled less than ten days in advance a full charge will be made.

##### **Considerations**

Please be considerate of other groups. The lakes, shore area and changing rooms should all be left as they were found and be vacated before the start time of the following session, to allow ease of access to the facilities by groups arriving for bookings immediately following yours. For example, a booked session between 06:00am & 08:45am, means the entire group should not only be clear of the water by 08:45am, but also be clear of the changing rooms and access gate by 9am.