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# Emergency Action Plan



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Revision Date

24/11/2018

Please note this plan does not replace individual company risk or management procedures it is purely there as a communication method between users as a planned manner to work together in the case of an emergency situation.

## **KEYNES COUNTRY PARK**

### **WATER SAFETY & EMERGENCY ACTION PLAN FOR SITE**

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### Introduction

#### The Site

Keynes Country Park covers an area adjacent to Somerford Keynes Village. Formulated from a number of gravel pits and used for recreation for the local populace and the public at large, the site covers three areas, Lake 32 Lake 31 and Lake 34. The owners of the site are the Gloucestershire County Council and Somerford Keynes Parish Council and the area leased by the Cotswold Water Park Trust which is a fully owned subsidiary of the Cotswold Water Park Trust and subleased to Waterland, Head 4 Heights and Licensed to Ashton Keynes Angling Club

#### Site History

The Site was bought by Gloucestershire County Council, and was designated a Country Park in 1969. Several Green flag awards were achieved between 2000-2007 and a Blue Flag award was received in 2003. The Park came under the auspices of the Cotswold Water Park Society Ltd after its formation in 1996 prior to 1996 there was use of the site by a windsurfing club and prior to that a sailing club. There was an onsite Ranger team from 1983 employed by Gloucestershire County Council which was supported by the Cotswold Water Park Joint Committee. The area has also been fished pre the formation of the Water Park Society by Ashton Keynes Angling Club as is still the case to this day.

Between 1996 - 2008 the Water Park Society has managed the Country Park to a high standard, achieving a 'Green Flag' award in 2000.

During the year 2011 the Cotswold Water Park Society has now changed to Cotswold Waterpark Trust and will be referred in this document as such

To date the park has had no significant problems with unauthorised use of its water bodies (unauthorised swimming etc.).

#### Staffing

Currently the Park is managed by Waterland Outdoor Pursuits and Cotswold Water Park Trust. General maintenance of the site is carried out by Waterland Outdoor Pursuits and The Cotswold Water Park Trust and  
Includes grass cutting, litter picking and play facility inspection.

#### Public Use

The public currently utilise the Park for informal recreation and it is a popular site for walkers, dog walkers and family trips out.

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## Sporting Activities

Sporting activities take place on Lake 32 or its shores. These include:

- a) Sailing
- b) Open water swimming (regulated training)
- c) Angling
- d) Windsurfing
- e) Archery
- f) High Ropes Course (Head for Heights)
- g) Survival and woodcraft skills
- h) General Outdoor Pursuits
- i) Cotswold Rowing Club
- j) Public open use
- k) Public Swimming
- l) Public Boating

Cotswold Water Park Trust regulates these activities through external bodies/groups which are subject to formal agreements.

## Legal Considerations

### Common Law Duty of Care

Under common law the Water Park Trust and the operators recognises that they have a 'duty of care' to members of the general public visiting the Country Park.

The 'duty' specified is to take 'reasonable' care, and this can be defined as "what the reasonable person would have foreseen as being necessary". A certain level of risk is acceptable and it is expected that safety measures will be applied 'so far as is reasonably practicable'.

A set of park rules is operated as up to date guidance for visitors'

### Statutory Requirements

The general principles of the common law duty of care are also reflected in statutory duties. Public safety at water sites is a statutory duty placed on the operators (Waterland Outdoor Pursuits & Head For Heights ) in so far as they have effective control of the site.

The following legislation will be taken into consideration:

- a) Health and Safety at Work etc. Act 1974 Section 3

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Section 3 states the duty of all employers and self employed persons to ensure, as far as is reasonably practicable the safety of persons other than employees, for example, contractors, visitors, the general public and clients.

b) The Management of Health and Safety at Work Regulations 1999 (Risk Assessments)

Where two or more employers share a workplace (whether on a temporary or a permanent basis) each such employer shall—

co-operate with the other employers concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions

c) Occupiers Liability Act 1957

**Occupiers' liability** is a field of tort law, codified in statute, which concerns the duty of care that those who occupy (through ownership or lease) real property owe to people who visit or trespass. It deals with liability that may arise from accidents caused by the defective or dangerous condition of the premises. In English law, occupiers' liability towards visitors is regulated in the Occupiers' Liability Act 1957. In addition, occupiers' liability to trespassers is provided under the Occupiers' Liability Act 1984. Although the law largely codified the earlier common law, the difference between a "visitor" and a "trespasser", and the definition of an "occupier" continue to rely on cases for their meaning.

c) Public Health Act 1936 Section 231

d) A local authority may make byelaws with respect to public bathing, and may by such byelaws—

e) regulate the areas in which, and the hours during which, public bathing shall be permitted;

f) prohibit or restrict public bathing at times when and places as respects which warning is given, by the display of flags or by other means specified in the byelaws, that bathing is dangerous.]

g) fix the places at which bathing-machines may be stationed, or bathing huts or tents may be erected;

h) regulate the manner in which bathing-machines, huts or tents may be used, and the charges which may be made for the use thereof;

i) regulate, so far as decency requires, the costumes to be worn by bathers;

j) require persons providing accommodation for bathing to provide and maintain life-saving appliances, or other means of protecting bathers from danger; and

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- k) regulate, for preventing danger to bathers, the navigation of vessels used for pleasure purposes within any area allotted for public bathing during the hours allowed for bathing.
- l) If and so far as a by-law made under the preceding subsection is inconsistent with a by-law made by dock undertakers, the latter shall prevail.

## Risk Management

The following need control placed upon them and recognised action in the event of accident.

- Traffic management Plan (Complete Site)
- Unauthorised access into the water
- Access to an area to pick up a casualty
- Communication between the main operators
- First Aid Services
- Fire services

## Signage

It is recommended that multi signs are positioned at the main car park and entrances to the site.'

Multi signs should indicate safety messages relating to the danger of the water, including:

- Your location by postcode and map reference.
- Do not enter the water showing deep water signs, boat use signs, windsurf signs and powerboat use
- No swimming unless authorised Triathlon or open water Swimming
- Actions to be taken in an emergency Showing contact number during opening hours
- Location of nearest telephone

All sign locations will be selected in liaison with the Council's Health and Safety Officer following a tour of the site.

It is recommended that space be provided for the positioning of temporary notices such as 'Danger – Ice take care!' – 'Footpath and surrounds flooded- take care!'

Temporary signage will be stored on site and be installed as conditions dictate

Additional 'deep water' pictograms should be positioned where

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necessary’

”Deep water” pictograms to be incorporated on all nag signs in identified locations.

All new signage (and when replacing old signage) will conform with BS 5499: 2002 Part ii Water Safety Signage.

### Rescue Equipment

At present selective rescue equipment is located along the banks at the Country Park for public use. Following the site assessment carried out by the Cotswold Water Park Trust it is proposed to maintain the existing level of provision at this time. There may be a requirement to extend that provision in future risk assessments. Currently CWPs carries out checks, on their management area, once a week

Rescue equipment is checked twice a week with any issues/problems reported to Cotswold Water Park Trust. The procedure will require a walk round by Cotswold Water Park

### Emergency Plan

In the event that an incident does occur at Keynes Country Park (Cotswold Country Park and Beach) an Emergency Action Plan’ needs to be in place to advise the correct procedure to follow.

This Emergency Action Plan is to be developed in liaison with other site users agreed and staff trained in its implementation see Appendix (5) flowchart

### Monitoring/Inspections

It is recognised that all advisory signage on site must be maintained to a sufficient standard, so that the public are able to clearly view them. Advisory signage is included within regular inspections of the site.

### Incident Reporting

All reported incidents within the Park are recorded and are used in management meetings to effect future decisions An example of an Incident Report Form is shown at Appendix 2  
Review

It is appreciated that circumstances may alter and it will be the intention to Review this document following the recruitment of new staff and simulations of 2011.

### Air ambulance landing locations:

Locations for the air ambulance to land will be decided by the air ambulance crew as they can assess more appropriately the capabilities of the helicopter, their own skill and the weather conditions at the time. But a site which can be cleared is the Parish Council field and Cullumores field map references to follow

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## Emergency Co-ordination

All vehicle access gates

All main gates and internal access gates locks to been changed to combination lock with a numbers as specified on Emergency Plan

## Communication

The commander will have a PMR radio which communicates site wide.

The commander is the person to whom the incident is first communicated to and becomes responsible for all paperwork and incident co-ordination.

## Channel 5.5 Waterland

In the event of an emergency, the commander will take charge be deemed the “incident coordinator” and shall co-ordinate first aid treatment, incident management, rising of any relevant alarm and the contact and direction of emergency services.

In the event of a major incident, emergency services shall be directed to the most appropriate zone to affect swift and efficient handling of the problem and accelerate casualty evacuation to hospital if required.

In order to co-ordinate the arrival of emergency services it may be necessary for the “incident coordinator” to liaise with the following:

Manager Waterland – Jo Pendlebury Telephone 01285 861202

Manager Head For Heights – Rod Baber Telephone 01285 770007

Manager Cotswold Waterpark Trust Ben Welbourne 07919087161

Head Ranger Cotswold Water Park Trust 07789511566

All employees and contractors shall respond to the requests of the “incident coordinator” and shall act swiftly upon any commands that are deemed appropriate to effect easy access by emergency services e.g. unlocking gates, moving cars/obstacles etc.

Having been contacted during the course of an incident employees and/or contractors shall remain “on station” for further contact throughout the incident and do so until told to “stand down” by the “incident coordinator”.

It shall be the responsibility of the “incident coordinator” to decide when to “stand down” once the incident has passed and emergency vehicles have left the site. This should only be done once the “incident coordinator” has confirmed that the site is secure, gates locked etc.

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It shall be the responsibility of the “Commander” who will as soon as possible after the event who will write up the incident and complete any paperwork

The Commander shall be responsible for informing the Council’s Health and Safety Officer of any such incidents, emergencies or near misses on the appropriate forms (RIDDOR)

## Water Emergency Guidelines

Water activities at Keynes Country Park can be high during the peak summer months.

Authorised water activities are run by Waterland Outdoor Pursuits who lease the lake from the Cotswold Water Park Trust. Waterland runs the membership of the triathlon & open water swimming group that also uses the water. The area is also used by the Cotswold Rowing Club. These companies/clubs are checked on a regular basis to ensure their insurance and health & safety policies are up to date and acceptable and the water activities company has a current AALS license

Unauthorised water activities may consist of recreational swimming and inflatable boats (not inflatable kayaks) within the lakes of the Country Park. In this event qualified boat staff will ask for their removal, if refused the unauthorised access will be monitored until Police presence is obtained. Any violent or abusive behaviour towards staff will not be tolerated and a prosecution sought.

### In the Event of a Water Emergency

If you are alerted to a water incident you should attend the scene as quickly as possible.

Using the information received decide whether to contact the Police, Ambulance and Fire Services on your way to the emergency.

When on the scene, assess the situation and possible options. Where possible, remain on the lake’s / water’s edge to co-ordinate the rescue; requesting safety boats and any other emergency services available to help any person(s) in difficulty.

If available, use any relevant safety equipment to bring the casualty to shore.

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Emergency Action Plan Information  
20<sup>th</sup> June 2013  
Keynes Country Park

The operators at the Country Park have an obligation to provide suitable measures in the event of an emergency occurrence within the public area of the water park.

The subscribers to these proposals are

**All internal barriers within the park combination locked**

1. Head4Heights located GR SU 026 955
2. Waterland Outdoor Pursuits SU 027 953
3. Somerford Keynes Parish Council SU 027 952 (Parish Field)
4. Cotswold Water Park Trust Access Gate Lower Car park SU 027 952

First Aid Posts in the Park      Waterland Outdoor Pursuits Contact 01285 861202 or 07778 206460  
Head For Heights Contact, 01285 770007

The address of the site is: -

Waterland Outdoor Pursuits, Cotswold Country Park  
Spratsgate Lane  
Shorncote  
Nr Cirencester  
GL7 6DF

Nearest Hospital Cirencester Map ref SP01747 01554

Helicopter landing site for air ambulance the Parish Council West Bank Field Map Ref SU 02782 95323

Helicopter landing site for air ambulance main country park Map Ref SU 025 959

Location	Grid Ref	Access For	Description	Lock code	Barrier
Park Entrance South End East side of Lake	32 SU 031 952	By foot	Access from the B4696		
1.26 km from Ashton Keynes cross Roads		Not Locked			
Park Entrance South End Of Lake West Side of lake	32 SU 028 951	By Foot	Just as you turn into Spratsgate lane		
1.59 km from Ashton Keynes Cross Roads		Not Locked			
Park Entrance West Side Of Lake	SU 027 952	By Foot or vehicle	Adjacent to parish council field		
Car park Fisherman's Car park		Locked	From Car park to South End Of lake		
Park Entrance Waterland West side of Lake	SU 027 953	By vehicle and foot	Waterland Outdoor Pursuits Entrance		
		Locked			

Park Entrance West side of Lake      SU 026 955      Access by foot only      From Spratsgate Lane  
Not locked

Track Gate Lower Car Park To Waterland      SU 027 952      Access By vehicle and foot      Service Road  
1264

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**Section A Personal Details Of Casualty**

Surname..... First name(s) .....  
Home Address..... Telephone Number .....  
..... Age .....  
.....

**Section B Incident Details**

Date of Incident or Accident ..... Incident Number .....  
Time of Accident .....  
Where did the Incident/Accident happen .....  
Was First Aid Rendered YES [ ] NO [ ]  
Was the casualty sent to hospital YES [ ] NO [ ]  
Name of hospital .....  
What was the injury or incident.....  
Activity engaged on when incident/accident happened .....  
.....  
Witness(s).....  
.....

**Section C Classification Of Incident**

Fatality [ ] Over Three Day Injury [ ] Specified Major Injury [ ]  
Non Injury incident [ ] Reported to HSE by .....  
Severity of injury Major [ ] Serious [ ] Minor [ ] Near Miss [ ]  
Likelihood of repeat Frequent [ ] Occasional [ ] Rare [ ]

**Section D Investigation Details**

To be completed by nominated manager

Immediate cause (what actions equipment may have contributed to the accident/ near miss  
.....  
.....

Basic causes who were the persons in charge of the activity  
.....  
.....

Remedial Action (What by Whom When By).....

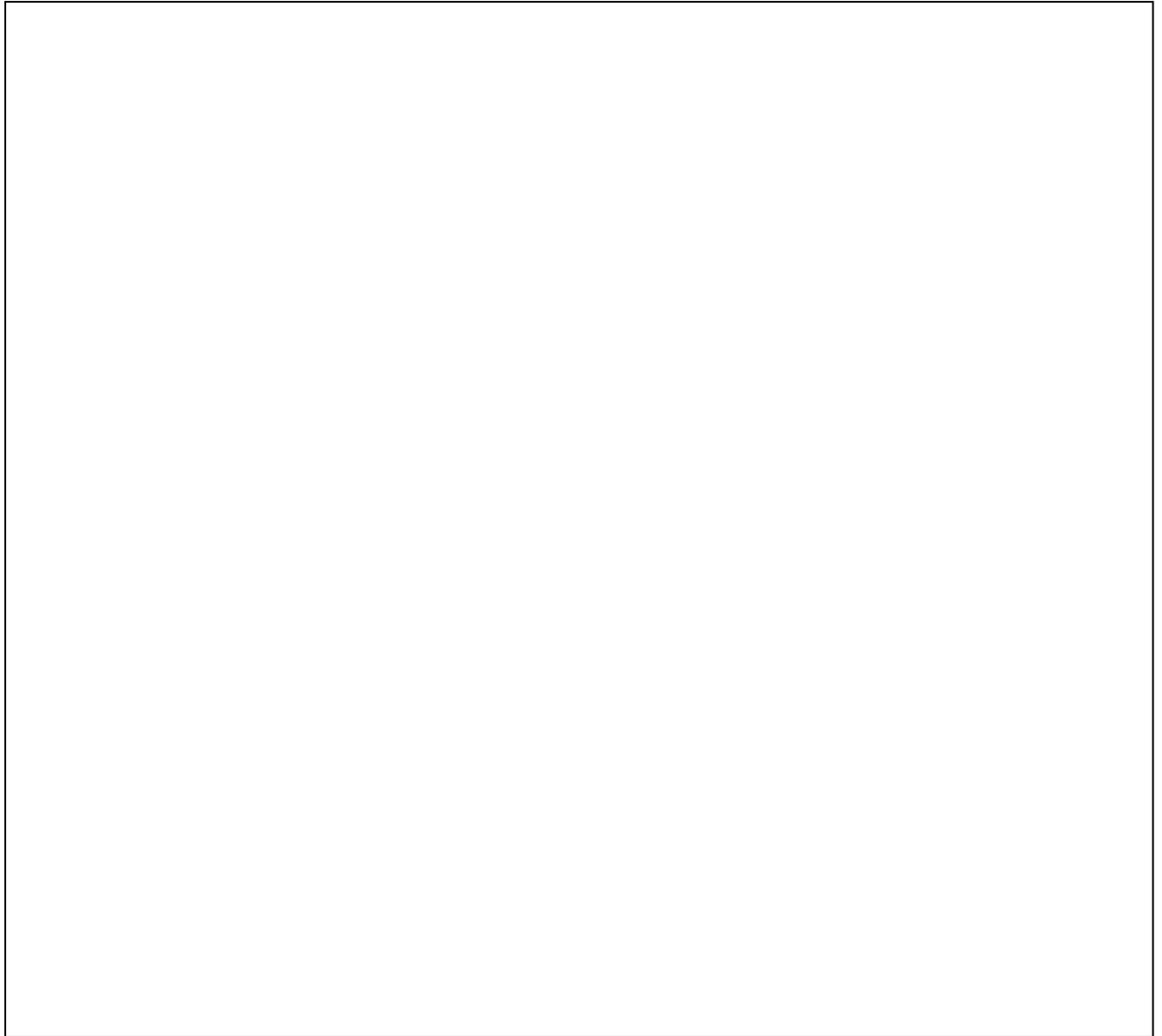
Signature of person making out this form.....

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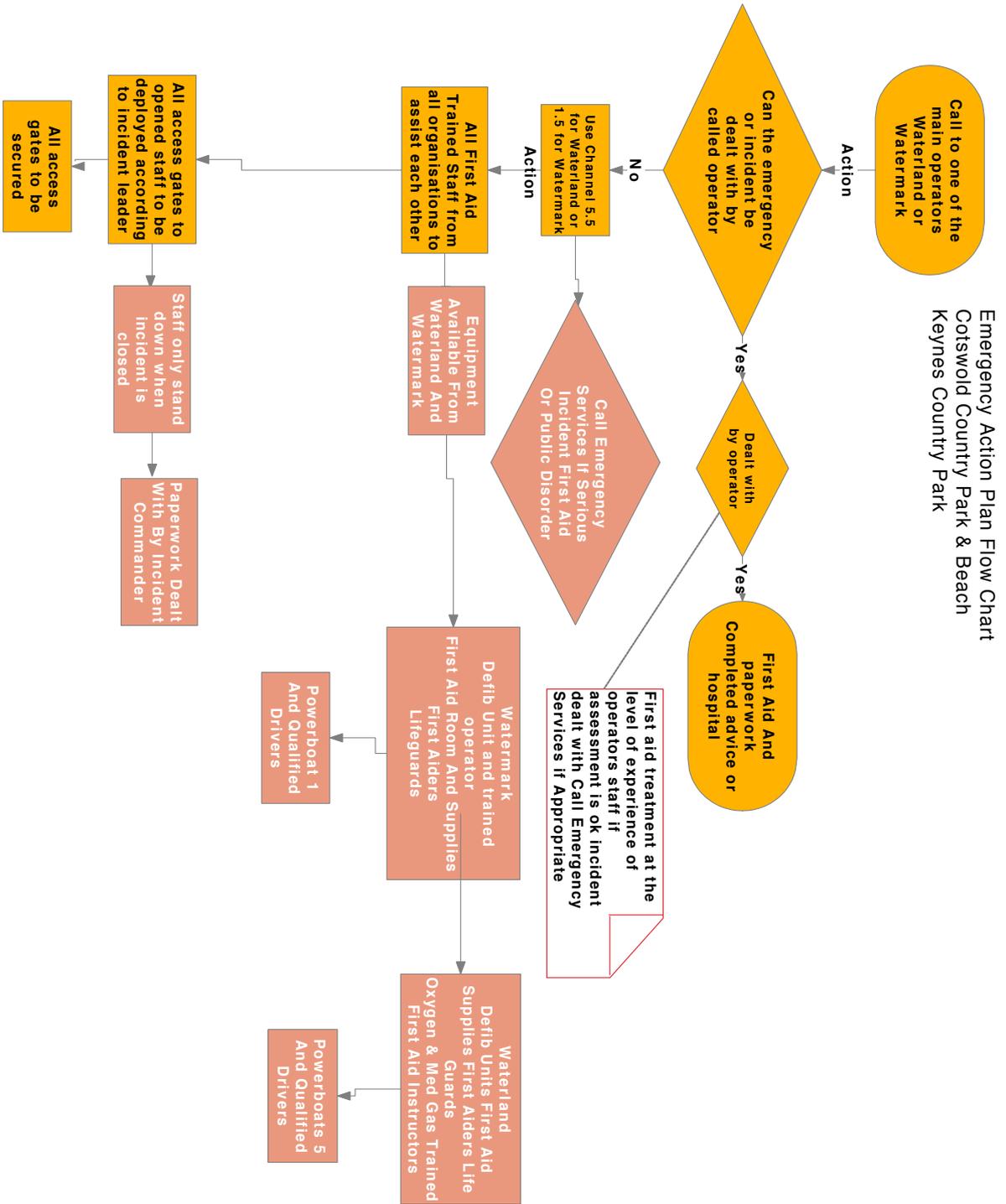
## Areas of Responsibility

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## Nag Board



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