

**Organisation:** Lee Valley Regional Park Authority,  
**Venue:** Lee Valley White Water Centre Station road, Waltham Cross, EN9 1AB  
**Website:** [gowhitewater.co.uk](http://gowhitewater.co.uk)  
**Email:** [whitewater@leevalleypark.org.uk](mailto:whitewater@leevalleypark.org.uk)  
**Telephone:** 0300 003 0616

This document outlines the Risk Management processes operated by Lee Valley Regional Park Authority and delivered through a commitment to the development of a positive health and safety culture within all venues and services operated under their management. The intention of this document is to satisfy clients that risk management processes are adequately robust. It does not cover services offered by third parties such as coach or rail travel.

The person with overall accountability for health and safety at Lee Valley Park Authority is:

**Shawn Dawson, CEO**

The person with responsibility for the delivery of health and safety and ensuring that this process is in place is:

**Bill Moran, Director of Operations**

The person within the venue with responsibility for implementing these processes is:

**Jon Lea, Venue Manager**

*For your own peace of mind, information which may be required as part of your visit is summarised*

### **Health and Safety Policy**

Lee Valley Park Authority has a Health and Safety Policy statement which is monitored and renewed annually, this is available for inspection on site.

### **Risk Assessment**

Lee Valley Park Authority identifies and manages risks associated with its operation. The findings of this investigation are recorded in suitable Risk Assessment documents. Any relevant risk assessments are available for inspection on request.

### **Staying Covid-19 Secure in 2020**

We confirm we have complied with the Government's guidance on managing the risk of COVID-19

#### **FIVE STEPS TO SAFER WORKING TOGETHER**

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

### **Operating Procedures**

Lee Valley Park Authority have Operating Procedures documents which provide statements regarding how it conducts its activities within what is regarded as current best practice and industry norms. These documents are available for inspection on request. Activity safety, including location choice, is discussed during staff meetings and may be altered due to external influences.

### **Insurance**

Lee Valley Regional Park Authority holds Public and Products Liability Insurance to the value of £10m.

Insurer: **Travelers Insurance Company Limited**

Policy Number: **UCPOP3344584**

A copy of this insurance certificate is displayed at all premises and is available for inspection on request.

### **Staff Competence and Qualifications**

As stated in our Operating Procedures documents, staff are deemed competent for the activities which they deliver by either holding nationally recognised qualifications, or by having site specific endorsements approved which have been approved and are regularly refreshed.

### First Aid

All teaching staff are first aid trained with a nominated First Aider in the Workplace. First aid kits will always be available during activities whether within premises or on location. Records of accidents are kept on file, and reported to the Senior Management Team.

### Equipment

All equipment used on activities conforms to the relevant safety standard, is fit for purpose, and is formally inspected periodically, with written records kept. Equipment is withdrawn if it becomes damaged, or when it reaches the maximum age recommended by the manufacturer in line with established practice.

### Child Protection

Lee Valley Regional Park Authority has a Child Protection & Safeguarding Policy and Procedure document in place. This policy is consistent with current practice and is available for inspection at any time. All staff undergo enhanced DBS checks upon recruitment and full Safeguarding training delivered as part of induction and ongoing training.

### Roles and Responsibilities

Lee Valley Regional Park Authority have written policies outlining the division of roles and responsibilities of staff and visiting leaders, including handover and break-time responsibilities. This is made available and brought to the attention of visiting staff upon arrival.

### Emergencies and Security

All premises used can be made secure, whilst still providing a means of escape in the event of an emergency. Any activities taking place outside are fully risk assessed and include a plan for action in the event of an emergency or critical incident including escalation and communication with support services.

### Audit and Assurance

The Health & Safety Team undertake annual Audits of all Venues to validate statutory inspections and records are in place and up to date. This is independent and is benchmarked against other services within Lee Valley Regional Park Authority Venues with actions and recommendations recorded.

### Other Accreditation and Membership

Lee Valley White Water Centre is a member or holder of:

- British Safety Standard 5 Star Award
- Quest "Excellent"
- Food Hygiene 5 Star Award
- AALA license
- Trip Advisor 5 Star Award
- Visit England- Covid-19 Industry Standard

Risks associated with other aspects of the team operation, including manual handling, lone working and fire safety, are dealt with in specific risk assessment documents. These documents are available for inspection on request.

I certify that, to the best of my knowledge, the above information is correct

Jon Lea  
Venue Manager