

# Water Safety (Incorporating Life Jackets and Buoyancy Aids)



Item Code FS120603 Mar/11 Edition no 8

0845 300 1818

## Introduction

This factsheet provides the requirements for buoyancy aids and lifejackets when taking part in water activities. It also provides background information regarding such products.

Information regarding waterborne diseases and immersion into water can be found in factsheet FS120629 Water Safety (Waterborne disease and immersion).

## General

From July 1995 suppliers have only been allowed to sell lifejackets and buoyancy aids that have been tested to European specifications and carry the CE mark of approval. The International Standards Organisation (ISO) standards have replaced this.

When ne buoyancy aids and life jackets are purchased they must have been tested and show the appropriate mark of approval. Old buoyancy aids and life jackets not showing ISO marks of approval can continue to be used as long as they have been properly maintained and tested to show they confirm to the appropriate standard.

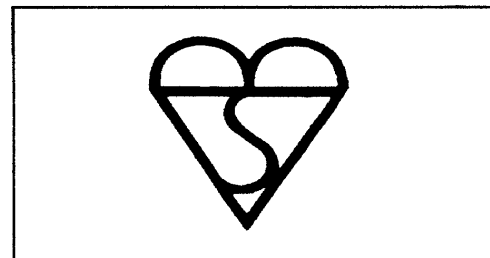
## ISO Label diagrams



European standard for life jackets  
and Buoyancy aids



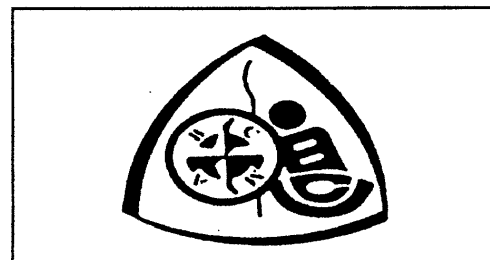
British standard for life jackets



British Marine Industry Federation  
for buoyancy aids



British Canoe Manufacturers Association  
for buoyancy aids



### **CE and ISO standards explained**

The CE and ISO standards use Newtons as the form of measurement. A Newton is a measured unit of force. 10 Newtons are approximately equal to 1 kg (2.2 lbs) of buoyancy. The CE and ISO standards cover four levels of minimum buoyancy performance. The higher the Newton number the higher the buoyancy rating. The buoyancy rating quoted is for adult size only. Smaller sizes will have proportionally less buoyancy.

#### **Level 50 Buoyancy Aid**

CE 50 Newton (11lbs buoyancy)

EN393 ISO 12402-5

- Only suitable for competent swimmers.
- Recommended for use in sheltered water where help is close at hand.
- Only provides support to conscious people who can help themselves.
- Inferior in performance to life jackets or the previous BMIF Standard for Buoyancy aids.

#### **Level 100 Buoyancy Aid (Lifejacket)**

CE 100 Newton (23lbs buoyancy)

EN395 ISO 12402-4

- Suitable for swimmers.
- Increased buoyancy for use in general inshore conditions.
- Gives a reasonable assurance of safety from drowning in relatively calm waters.
- Not guaranteed to self-right an unconscious user wearing waterproof clothing and should not be expected to protect the airway of an unconscious person in rough water.

#### **Level 150 Lifejacket**

CE 150 Newton (33lbs buoyancy)

EN396 ISO 12402-3

- Suitable for swimmers and non-swimmers.
- For use in all but most severe conditions.

- Will give reasonable assurance of safety from drowning to a person not fully capable of helping themselves.
- May not immediately self-right an unconscious user wearing heavy waterproof clothing.

#### **Level 275 Lifejacket**

CE 275 Newton (62lbs buoyancy)

EN399 ISO 12402-2

- A high performance device for offshore and severe conditions, when maximum protection is required or where heavy waterproof clothing is worn.
- Has sufficient buoyancy to counteract the effect of trapped air in clothing.
- Gives improved assurance of safety from drowning to people who are not able to help themselves.
- While they cannot be guaranteed to self-right an unconscious user wearing heavy waterproofs, the buoyancy they provide should ensure they will in the great majority of cases.

#### **Maintenance**

It is important that all lifejackets or buoyancy aids are repaired as necessary. They should be independently inspected in accordance with County or District arrangements. If there is any doubt, the advice of the Assistant County Commissioner (Water Activities) or County or District Water Activity Adviser should be sought.

It is important that any damage to the outer skin of the lifejacket or buoyancy aid is repaired immediately. Delays will only compound the damage and possibly damage the internal buoyancy material or air chambers. The annual inspection should check for any damage and for standard of repairs, particularly to stitching and zips.

A simple test for a lifejacket or buoyancy aid is to hang on an appropriate weight, squeeze out all the air and see if it floats. If it does float it is OK. If it fails to float it needs replacing, (see chart on page 7)

It is also recommended that all life jackets and buoyancy aids are individually marked with an identification system and that a record is kept of the date of purchase, any repairs and the dates of the annual inspections. This will assist with the long term planning for renewal and the budget implications associated with such renewals.

### Lifejacket or Buoyancy Aid

Where the use of a buoyancy aid is specified by The Scout Association, a lifejacket may be substituted but not *vice versa*. Where a CE and ISO standard is specified, a higher specification may be substituted but not *vice versa*.

### Safety notes

All garments should be worn correctly in accordance with the manufacturer's instructions.

Lifejackets are no substitute for proper discipline, correct training, good organisation, use of correct facilities, qualified leadership and correct briefing, which are paramount for water safety.

### Lifejacket and Buoyancy Aid requirements

The chart contained in page 4 indicates the minimum level of standard of buoyancy aid or lifejacket which must be worn, or carried, when

undertaking activities within The Scout Association.

Where a CE/ISO 50 Newton standard buoyancy aid or CE/ISO 150 Newton standard lifejacket is stipulated it is recommended that the lifejacket or buoyancy aid should be tailored to the size and weight of the person undertaking the activity.

Where possible, it is recommended that an approved CE or ISO lifejacket or buoyancy aid tailored for the activity (windsurfing, personal watercraft, rowing etc) should be worn.

The Permit holder leading or supervising the activity may, at any time, insist on a stricter requirement than those listed.

A Permit holder who holds BCU Competition Coach Award may apply BCU standards for competition training and events provided he or she is present for the activities on water for which his or her qualifications are valid

Lifejackets are to be worn in all boats when there is low visibility.

### Weights for Buoyancy Aid Testing – 50N Standard

	Minimum buoyancy	Lead weight	Iron or steel weight	Cast iron weight
Weights can be manufactured locally using this chart.  (If you wish to use other metal, please contact the County Water Adviser for values).	50N	5.5kg	5.7kg	5.8kg
	45N	4.9kg	5.2kg	5.2kg
	40N	4.4kg	4.6kg	4.6kg
	35N	3.8kg	4.0kg	4.1kg

Scout water classification	C	B1	B2	B2 (Non tidal)	B3	A
Bell Boating / Canoeing / Kayaking	Level 50 Buoyancy aids to be worn					
Dinghy Sailing (open craft under 20') See note ii	Level 50 Buoyancy aids to be worn				Level 100 Buoyancy aids to be worn	
Dragon Boats See note vi	Level 50 Buoyancy aids to be worn					
Keelboat Sailing See notes vii and viii	Level 150 Lifejackets to be carried					
Kite Surfing	Level 50 Buoyancy aids to be worn				Level 150 Lifejackets to be worn	
Motor Cruising See note vii	Level 50 Buoyancy aids to be carried				Level 150 Lifejackets to be carried	
Narrow Boating	Level 50 Buoyancy aids to be carried				Level 150 Lifejackets to be carried	
Personal Watercraft	Level 50 Buoyancy aids to be worn				Level 150 Lifejackets to be worn	
Powerboat (Planing) See note v	Level 150 Lifejackets to be worn					
Powerboat (Displacement) See note vii	Not Mandatory	Level 50 Buoyancy aids to be carried			Level 150 Lifejackets to be carried	Level 150 Lifejackets to be worn
Pulling Boats (small)	Level 50 Buoyancy aids to be worn				Level 150 Lifejackets to be worn	
Pulling Boats (large) See vii	Not Mandatory	Level 50 Buoyancy aids to be carried			Level 150 Lifejackets to be carried	
Rafting (Traditional and White water) See note iv	Not Mandatory	Level 50 Buoyancy aids to be worn			Level 150 Lifejackets to be worn	
Rowing / Sculling	Level 150 Lifejacket to be worn					
Water Skiing	Level 50 Buoyancy aid to be worn				Level 150 Lifejackets to be worn	
Windsurfing See note iii	Level 50 Buoyancy aids to be worn				Level 100 Buoyancy aids to be worn	
Yachting See notes vii and viii	Level 150 Lifejackets to be carried					
Safety Boats See note v	Level 50 Buoyancy aids to be worn				Level 150 Lifejackets to be worn	

- **NOTE i:** For definitions of each activity please refer to the activity factsheet for the activity.
- **NOTE ii:** In certain capsize situations with a low boomed sailing dinghy, it is possible for the collar of a lifejacket to cause the wearer to become trapped under the sail. All sail people should be aware of this problem and be ready to offer quick assistance in the event of such a problem.
- **NOTE iii:** When paddling or board sailing on B3 or A Class Tidal Waters, all Members of the Movement must wear an approved buoyancy aid of the type with no inherent buoyancy capable of inflation to 150 Newton or a lifejacket with inherent buoyancy and capable of inflation to full 150 Newton buoyancy.
- **NOTE iv:** When white water rafting in rubber rafts on inland water specification B3 or A, a buoyancy aid should be worn for added protection in the event of being ejected into the moving water.
- **NOTE v:** When operating as a safety boat the category refers to fast craft, typically rigid inflatable or dory, this does not include displacement boats used for general escort duty.  
  
Such safety boats should have minimum of 2 crew and a spare dead mans key on board.
- **NOTE vi:** When actually racing under the auspices of the British Dragon Boat Racing Association the requirement to wear a buoyancy aid may be relaxed for the paddlers. The drummer and the steersman must wear a buoyancy aid at all times.
- **NOTE vii:** Where lifejackets are to be carried, they should be worn as directed by the permit holder. This decision should take into consideration the weather and water conditions, local hazards, the age, ability and experience of the crew.
- **NOTE viii:** Safety harnesses should be worn during the hours of darkness and at the direction of the permit holder.

# Canal and River Licences

**info**

Scout  
Information  
Centre

0845 300 1818

## INTRODUCTION

This Canal and River Licences factsheet updates and replaces the version coded FS 120152 April 1993. The factsheet specifically refers to England and Wales. For information on Scotland and Northern Ireland, contact Scottish Scout Headquarters and Northern Ireland Scout Headquarters.

The factsheet provides a schedule for the access to inland waters in England and Wales with references to the local authorities to be contacted for permission and licences where appropriate.

Further editions will be published as necessary due to notified changes relating to the issuing of licences. The issue of replacement factsheets will be notified in SCOUTING Magazine, Talking Points and the Activities Newsletter.

## ACCESS

Most inland waters in England and Wales are privately owned and permission must be gained from the owner before carrying out any water activities. There are some places where permission is not required:- the sea, most stretches of tidal water and some public and common law navigations. There are also waters where licences are readily available. This paper attempts to give details of these waters and the licensing authorities.

## IDENTIFICATION OF CRAFT

The rules of The Scout Association relating to the identification of Scout owned and operated craft are contained in the Policy, Organisation and Rules, Chapter Ten Rule 42.3. On certain waters in order to qualify for nationally agreed access the purple boat identification plate available from the Information Centre at Gilwell Park must be displayed.

## LICENSING AUTHORITIES

### British Waterways Board

In 1971, as a result of the British Waterways Act the British Waterways Board were given control, and empowered to charge fees for canals and certain rivers and waterways.

#### a) Concessions on certain waterways

At the time of the Act, The Scout Association negotiated special concessions for its Members in view of previous usage of certain waterways. Headquarters therefore pay to the Board a compounded fee every three years, thus saving individual units registering their own boats and canoes.

The concession applies to all "Scout" craft identified by the purple identification badge on the following waterways:-

- The River Avon, from the tail of Hanham Lock to the tail of the bottom lock at Bath.
- The Fossdyke Navigation.
- The River Lea Navigation from Hertford to the River Thames at Limehouse and the tail of the Bow Locks.
- The River Severn from S to its junction with the Gloucester and Sharpness Canal at Gloucester.
- The River Soar Navigation from its junction with the River Trent to Leicester.
- The River Stort Navigation.
-

- The Trent Navigation from Shardlow to Gainsborough Bridge.
- The River Ure Navigation from Ripon to Swale Nab.
- The Weaver Navigation from Winsford Bridge to its junction with the Manchester Ship Canal at Marsh Lock and at Delamere Lock.
- The Witham Navigation from Lincoln to Boston.
- The Yorkshire Ouse Navigation.

**b) Other British Waterways controlled water**

The remaining waters controlled by the British Waterways Board, i.e. the majority of En( Welsh Canals require a separate licence. This can be obtained in a number of ways. For powered craft, dinghies, rowing boats and canoes, long or short term licences are available directly from the British Waterways Board, Craft Licensing Officer, Willow Grange, Church Road, Watford, Herts WD1 3QA.

In addition Members of the Movement may apply for Canoe licences from the British Canoe Union, John Dudderidge House, Adbolton Lane, West Bridgford, Notts NG2 5AS.

Those groups which do a considerable amount of canoeing on British Waterways Board Canals should consider Youth Affiliation to the British Canoe Union which can bring more savings and support. The British Canoe Union Canal Licence covers the canals administered by the British Waterways Board, the lower parts of the River Trent and Severn, the Basingstoke Canal, the Rochdale Canal, part of the upper Avon (Evesham to Alveston), the lower Avon Trust Waters, the Wey and Godalming Navigation, the River Medway and the National Rivers Authority Anglian Rivers (Ancholme, part of the Cam, Glen, Great Ouse below Bedford plus other tributaries, Nene, Suffolk Stour and Welland).

**River Thames**

All craft using water above Teddington must be registered or exempted by the Thames Region, National Rivers Authority.

Scout Groups should apply to the National Rivers Authority for exemption of craft which are owned by the Group and are used solely for training purposes. Craft which are privately owned by individuals are not eligible for exemption and they must be registered at the full statutory rate.

Details are available from:-

National Rivers Authority, Thames Region, Kings Meadow House, Kings Meadow Road, Reading, Berkshire RG 1 8DG.

**Wey and Godalming Navigations**

Licences are available from National Trust Navigation Manager, Dapdune Lea, Wharf Road, Guildford, GUI 4RR.

River Medway, Navigation, and the Royal Military Canal

Licences are issued by the National Rivers Authority, Southern Region, Gilborne House, Worthing, West Sussex BN1 1LD. Scout Association Craft with the purple registration plate and a registration number identifiable by the Kent Scout Water Authorities are exempt from further charges.

**Stratford Avon below Evesham**

There is a public right of passage from Evesham to the Severn at Tewkesbury (subject to charges), applied to the Lower Avon Navigation Trust, The Holloway, Pershore, Worcestershire.

**River Severn**

There is a public right of passage from Welshpool to Gloucester.

Scout Association identified craft are covered by the British Waterways Board Act 1971 concession.

### **River Wye**

This is a statutory navigation. The exact status of the River above Hey is disputed and local advice should be taken.

### **Bridgewater Canal**

Licences available from the Manchester Ship Canal Company, Trafford Road, Manchester 5.

Craft in possession of a British Waterways Board licence are covered under a reciprocal arrangement.

### **River Trent**

Scout Association identified craft are covered by British Waterways Board Act 1971 concession downstream of Derwent mouth at Shardlow.

### **Anglian Rivers**

For the Bedford Ouse below Kempston, Ancholme, Nene, Welland, Glen, Little Ouse and Cam up to the first lock a permit is required from the National Rivers Authority, Anglian Region, Aqua House, London Road, Peterborough PE2 8AG.

### **Norfolk Broads and Rivers**

Licences from-n the Yare, Bure and Waveney Commissioners, 24 South Quay, Great Yarmouth, Norfolk.

### **All Other Waters**

It should not be assumed that because a waterway does not come under any of the above authorities then no permission is required. Only local sources and enquiries will enable you to ascertain if permission can be granted, whether a licence is required and if any charge is made. Enquiries should be made through the County Water Activities Adviser of the area you wish to visit. Water Activities Advisers can normally be contacted through the County Secretary.

## **PUBLICATION CROSS REFERENCE**

Current edition of:-

Policy, Organisation and Rules of The Scout Association



# Class C Waters



Item Code FS120623 Mar 11 Edition no 3

0845 300 1818

## Introduction

This factsheet provides information about the operation of activities on and in Class C waters.

## What are Class C Waters

The definition of Class C Waters can be found in POR Rule 9.44. All waters must be classified prior to their use and the classification may change due to factors such as the time of year and weather. The National Directory of Waters [www.scouts.org.uk/waterways](http://www.scouts.org.uk/waterways), list waters which have been classified by Counties and Areas. These waters should still be classified before use by the activity leader to ensure that the appropriate rules are followed.

## Activities on Class C Waters

All water activities taking place in or on Class C waters must be operated under these guidelines, with the exception of swimming, SCUBA and motorised water activities (as defined in POR Rules 9.45).

This allows for a variety of activities on waters classified as Class C - kayak practice in swimming pools, traditional rafting or canoeing at the local campsite - without the requirement for the leader of the activity to hold an activity permit. It is required that those in charge of the activity have the appropriate skills and knowledge of the activity taking place and a knowledge of and ability to conduct appropriate risk assessments.

The District Commissioner is responsible for approving all activities. This will usually be by means of an informal system agreed between the District Commissioner and each Group Scout Leader. Activities organised at a County, Region

or Country level will need the approval of the County, Region or Chief Commissioner, as appropriate. There are additional requirements for those activities which fall within the scope of the Association's *adventurous activity permit scheme* (see POR Rule 9.7).

When delivering activities on or in Class C waters it is required that:

- Participants have received (basic) instruction and appropriate briefing.
- Suitable equipment is used.
- The activity is appropriate to the ages of the participants.
- All participants have been briefed.
- There is appropriate supervision by a person who has sufficient skill/knowledge of the water activity.

## Swimming ability

POR Rule 9.42 outlines the swimming requirements for those wishing to take part in water activities. It is important that the swimming ability of the participants is considered when the activity is planned. This will result in appropriate ratios and supervision being applied.

## Planning an activity on Class C waters

When planning an activity on or in Class C waters (As defined in POR) the organiser must:

- Ensure that the Rules contained in POR are followed.
- Ensure that a Risk Assessment is carried out (see later).

## The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email [info.centre@scout.org.uk](mailto:info.centre@scout.org.uk) [www.scoutbase.org.uk](http://www.scoutbase.org.uk)

- Ensure other users of the water do not constitute a hazard.
- Meet any local operating procedures (if using, for example, a swimming pool).
- Ensure that the activity is supervised by someone who has sufficient skill/knowledge of the water activity.
- Ensure that a safety briefing is given to all participants and people in charge.
- Ensure that participants do not move into any adjacent waters not classified as Class C (which are thus, at a minimum, Class B1).
- Be in a suitable position to oversee the area in which the activity is taking place.
- Be prepared to stop the activity if and when required.
- Ensure that there is a person who has received emergency aid training and that a first aid kit is available.
- Have access to a telephone for use in the event of an emergency.

### **Supervision of the Activity**

Activities taking place on Class C waters should not exceed the maximum leadership ratios outlined within the appropriate activity factsheet. You should also consider the overall group size and ensure that if larger groups are operating with multiple leaders that it is clear which young people are within each group and that a clear area of operation is defined.

### **Buoyancy Aids**

Buoyancy aids and life jackets must be worn in accordance with the requirements in Factsheet FS120603 *Water Safety (Incorporating Life Jackets and Buoyancy Aids)*.

### **Approving an Activity on Class C Waters (Commissioners)**

Before approving an activity to take place on Class C waters the commissioner should be confident that there is appropriate safety cover in

place with the relevant skills and knowledge to perform rescues and recoveries if needed.

### **Further Information**

Further information should be sought from Assistant Area / County Commissioner (Activities).

# Boat and Canoe Registration and Inspection Scheme



Item Code FS120627 Oct/03 Edition no 2

**0845 300 1818**

## Introduction

This is the second edition of the factsheet that provides information and support for those who have been appointed as County/Area Boat Inspectors and County/Area Boat Registrars.

This edition has been revised on the experience gained from using the previous edition. Further editions may be issued in light of experience from this edition. Publication of further editions will be notified in Talking Points and the Activities Newsletter.

The Registration and Inspection Scheme for boats and canoes has been updated significantly in order to keep up with government legislation and to increase the overall efficiency and ease of operation.

## Registration

All water borne craft owned or operated by the Scout Movement are required to be registered under this scheme. This includes the following craft and their derivatives:

1. Canoes and Kayaks
2. Dragon Boats and Bell Boats
3. All Rowing and Pulling craft
4. Sailing Dinghies and Cruisers
5. Power Boats, inboard and outboard engined and Motor Cruisers

Registration also extends to personally owned craft that are used as part of a Scouting activity.

## Arrangements for Registration:

1. Will take place in accordance with County/Area or District procedures and the scheme outline as provided in this factsheet.
2. It is for the County/Area Commissioner to ensure implementation of the scheme, in conjunction with the Assistant County/Area Commissioner (Activities) where appropriate. A register of all craft must be kept within the County/Area. All boats owned or operated by the Scout Movement must be registered annually.
3. All craft will be issued with a unique identification sticker (known as the Boat Sticker). This sticker will show the County/Area, District and Group, and the number assigned to the craft by the County Registrar.
4. The sticker will be fixed where it can be easily seen.

Guidance to those registering craft:

1. Use a permanent black marker.
2. Require the return or removal of stickers from any craft that has been sold or otherwise removed.
3. Stickers available from the Information Centre ST120154.

## Inspection Scheme

All craft owned or operated by the Scout Movement, whether at Group, District or County/Area level, are required to be inspected at least every three years, by an appointed, independent County/Area Boat Inspector.

Inspection also extends to personally owned craft that are used as part of a Scouting activity.

In the intervening years, a self-assessment of the craft should be carried out in accordance with the testing information at the back of this factsheet. This should be duly recorded and reported to the County/Area Boat Registrar. This will include all necessary and associated equipment.

The fact that an examination has taken place, does not absolve the person in charge of an activity using water borne craft, from ensuring that the craft and equipment are in good condition and suitable to be used in the area of activity concerned, on each occasion of use.

The Inspector will, where necessary, limit the number of persons to be carried and indicate the area of operation, according to The Scout Association Classification of Waters. Craft registered must not be used beyond the limits set by the Boat Inspector.

### **Boat Safety Certificates**

Any craft with a safety certificate, from a recognised issuing authority, deemed to be to the **same level or greater** than The Scout Inspection Scheme are exempt from being inspected on production of a copy of that report or annual update. Where this exemption is valid, craft must still be registered with the County/Area Boat Registrar.

### **Qualifications of a Boat Inspector**

Different Inspectors can be appointed for the various types of craft depending on their skills and experience. All Inspectors must be able to demonstrate detailed knowledge of the boats they are expected to inspect, and must inspect within these limits. Inspectors should ideally have at least three years experience in the boat concerned.

### **The Role of the County/Area Boat Inspector**

The role of the independent County/Area Boat Inspector is to inspect the boats and canoes in the County/Area at least every three years in

order to ensure that the vessel is in a condition suitable for the activity that it is intended for. Although the maximum period of time between inspections is three years, flexibility over this period should be encouraged and Inspectors should be prepared to authorise the use of the craft for a lesser period until the next inspection. Self-assessments should be carried out in the intervening years.

Depending on local circumstances, they may be the only Boat Inspector in the County/Area or you may be working as part of a team of Inspectors possibly working under the direction of the County/Area Water Activity Adviser or County/Area Water Activity Committee.

When conducting an inspection, Inspectors must take into consideration the locality and usage of the craft. Patently a dinghy being used to transfer crew from the shore to a vessel moored some distance off, needs to be looked at in a different light from that used in a shallow creek or river where it never ventures more than forty or fifty metres from dry land.

A constructive dialogue between the independent Inspector and the owner/operator of a craft is essential if safety issues and the desire to provide activities to young people are not to come into conflict.

### **So what is an Inspector looking for?**

Basically, the overall soundness of the hull, condition of associated equipment and correct fitments, to ensure that a person would not be placed in any danger when using them. A small hole or split, taped over may solve an immediate problem during camp, but would not be acceptable as part of an inspection and may be removed in order to complete an examination.

Rough edges or damaged wood creating splinters, frayed ropes, delamination of ply, sharp glass fibres or gel coat blips, rusted fittings, insecure fixings and illegal foot rests are not acceptable.

## Examinations

The following methods of testing will help you to complete your own examination. There are two examination criteria for the different type of craft used; boats and canoes.

### Examination of Boats

- (a) Water Leak Test – This is to establish whether the boat lets water in and can be simply done, by pouring at least four litres of water into the boat, laying it on each side and on each end, to see if any comes out.

Test (b) is essential where Poured Expanded Polystyrene has been used for buoyancy, as opposed to Polyethylene that is part of the structure.

- (b) Absorption Test – This would normally only apply to boats with buoyancy at each end and formed from Poured Expanded Polystyrene, and is to establish whether the material has deteriorated and absorbs water. Its can simply be done by pouring at least four litres of water, into the boat and observing the area the water takes up on the bottom, and marking it, if necessary. By standing the boat on each end for ten minutes, and then returning it to its normal resting position, the area the water takes up on the bottom of the boat will indicate if any has been absorbed by the Polystyrene. Allowance must be made, of course, for any that has leaked out, which could be saved and put back to produce a more accurate measurement.

Test (c) is **not** required where it would be inappropriate (e.g. craft with engines, electrical fittings, etc.) to invert the craft.

- (c) Swamp Test – This requires the whole Boat to be put in the water and completely filled, i.e. “sunk” for at least ten minutes. This is to establish that the buoyancy of the craft is sufficient to keep it afloat (and support people where appropriate) when waterlogged. If test (b) has proved that the buoyancy has deteriorated, then boat will most likely fail this test.

Any craft using Air Bags, will need these to be inflated at least half an hour before this test is taken. Craft moulded in one piece, or sealed so as to prevent access will need to be subjected to test (d).

- (d) Air Leak Test – This test applies particularly to any craft that is moulded in one piece, or sealed so as to prevent access to the buoyancy. The Boat should be weighted down under water for at least half an hour to prove any air leaks. If there is sufficient solid buoyancy contained within the structure, minor air leaks may not cause it to fail test (c).

Particular attention should be given to dinghies with sealed hollow buoyancy tanks, where one only may take in water, as this could create a problem with righting after a capsize situation.

If it is not possible to inspect boats under these conditions on the day of the inspection, then confirmation that these tests have been satisfactorily carried out at a another time must be provided.

### Examination of Canoes

All tests (a to c) should be completed at the discretion of the Boat Inspector.

#### K – Applies to Kayaks Only

#### OC – Applies to Open Canoes Only

- (a) Saturation Test – Boat to be completely swamped to ensure buoyancy is sufficient to keep it floating at the surface. Buoyancy must remain in place throughout with only minimal movement.
- (b) Internal Inspection – Buoyancy must be secure and not hinder exit from the craft. Foam buoyancy must be inspected for signs of deterioration. Where buoyancy bags are fitted these must be inflated a minimum of thirty minutes to test their integrity. All internal surfaces must be free from sharp edges and splinters.

**K:** There must be nothing within the cockpit area which prevents an easy exit from the craft in the event of a capsize. Seats (where

present) must be secure and free from cracks and splinters. Footrests (where present) must not be able to entrapped a foot. Where a foot can pass beyond a footrest, a “fail safe” release system should be in place.

**OC:** Seats and thwarts must be secure and free from cracks and splinters, and must be at a height which will allow a kneeling paddler to remove their feet without hindrance.

Any internal fittings not mentioned above must be in good condition and must not hinder a capsized paddler exiting their upturned craft.

- (c) External Inspection – Hull to be inspected to ensure there are no cracks and splinters. Where doubts as to the integrity of the hull exist, the craft should be subjected to a Water Leak Test to ensure that no holes are present. This involves pouring a minimum of four litres of water into the boat, and then tilting the craft on its sides and ends to see if any water escapes. Any repairs which have been made to the craft should not adversely affect its structural integrity. End loops or grabs must be fitted at both the bow and the stern of the craft. It is recommended that they are not big enough for a paddler to get their entire hand through which could potentially cause entrapment.

**K:** The cockpit rim must be free from any splinters and sharp edges which could cause damage to spraydecks, buoyancy aids and clothing. Decklines are only recommended where boats are being used on the sea or open water or for the purpose of touring. Where these are fitted they must be secure and tight to the main deck so as to cause minimal risk of entanglement to a paddler who has exited their capsized craft.

**OC:** At least one painter should be fitted which will ideally consist of a minimum of 3 metres of 10mm diameter floating rope and should adhere to a “clean line” principle i.e. no knots along its length.

## Associated Equipment

Associated equipment would include paddles, spray decks, buoyancy aids, Life jackets, hard hats, oars, anchors, engines, air horns, repair kit, fire extinguishers, etc., and should be made available for inspection. They should be in date where appropriate and inspected in accordance with manufacturers recommendations or as per Scout Association factsheets where applicable. Life jackets and buoyancy air bags will need to be inflated at least half an hour before examination.

## Buoyancy Aids and Life Jackets

Please refer to factsheet FS120603 Water Safety (Incorporating lifejackets and buoyancy aids).

## Boat Sticker

The Boat Sticker should be displayed so that it can be easily seen and as an extra security, the number repeated with a waterproof pen in a less conspicuous place. These are available to purchase from the Scout Information Centre, product code ST120154.

The following guidance will help when completing each of the fields on the sticker.

**County/Area** – The full name of the Scout County/Area in which the craft is registered.

**District** – The full name of the Scout District (if applicable).

**Group** – The full name of the Scout Group (if applicable).

**Craft Type** – The type of craft.

**Number** – The number assigned to the craft provided by the County Boat Registrar.

**Expiry Date** – The date on which the inspection of the craft expires.

## Access to Licensed Waterways

Displaying a valid (i.e. in date) Scout registered Boat Sticker, allows free navigation on certain named British Waterways/Environment Agency Rivers. The full extent of the free navigation agreement is available in factsheet FS120617

which is available from the Scout Information Centre or ScoutBase UK.

### **Boat Certificate**

Boats should be listed on the appropriate Certificate with all relevant information, whether they are to be examined or not. You may find it useful to keep these listed on a “master” Certificate, and then photocopy two copies, which can be used by the Examiner on each occasion. Certificates are available from Boat Examiners and County/Area Adviser for Water Activities. Example copies are located at the back of this factsheet. Two copies of these should be sent to the County/Area Boat Registrar for recording when one copy signed by the Registrar will be returned to the boat owners.

Suitable electronic database systems that have the same functionality as the paper based system may be used to support the scheme.

### **A Guide To The Boat Certificate (for craft other than canoes)**

These guidance notes provide additional information for the correct completion of a Boat Certificate.

It is advised that supplementary notes are provided on a separate sheet where appropriate (e.g. if craft fails an inspection).

#### **Area/County Boat Number:**

Issued by the Area/County Boat Registrar. It would be good practice to allocate personally owned craft a prefix (e.g. P) to the Area/County boat number.

#### **Name/Serial/Sail No.:**

Name of boat if applicable, or Group number if more than one boat of the same type, and registered Sail number of Dinghy, etc.

#### **Length:**

Overall length measured on dry land or overall length below water line (LOA).

#### **Beam:**

Overall width.

#### **Draft (Others):**

Depth below water line. Not applicable for small craft.

#### **Boat Type:**

Sailing Dinghy/Cruiser (S)  
Rowing/Pulling Boat (R)  
Power Boat (P)  
Narrow Boat (N)  
Dragon Boat (D)  
Bell Boat (B)

#### **Colour Deck/Hull:**

Top colour and base of hull.

#### **Construction:**

Wood/Steel//Aluminium/GRP/Plastic/Rubber etc. or combination.

#### **Buoyancy Type:**

Solid/Tanks/Air Bags/other.

#### **Max Grade Water:**

Based on the present system of classification of waters; “C”, “B1”, “B2”, “B3”, “A”.

#### **Max Persons:**

Maximum number of persons to be carried at any time related to the grade of water.

#### **Swamp Tested:**

To prove buoyancy. See also “Examination of Boats (c)”.

#### **Not Examined:**

Boats listed irrespective of examination or use.

#### **Failed Test:**

To record information for future examination.

#### **Associated Equipment:**

As applicable for the type of boat in a particular class or condition of water. See “Associated Equipment”.

## **A Guide To The Boat Certificate (for canoes)**

These guidance notes provide additional information for the correct completion of a Boat Certificate.

It is advised that supplementary notes are provided on a separate sheet where appropriate (e.g. if craft fails an inspection).

### **Area/County Boat Number:**

Issued by the Area/County Boat Registrar. It would be good practice to allocate personally owned craft a prefix (e.g. P) to the Area/County boat number.

### **Name/Make:**

i.e. Perception Dancer .

### **Length:**

Overall length measured on dry land or overall length below water line (LOA).

### **Boat Type:**

Open Canoe (OC), Closed Cockpit Kayak (CCK), Open Cockpit Kayak (OCK), Closed Cockpit Canoe (CCC).

### **Colour:**

Top colour/ Bottom colour.

### **Construction:**

Plastic, Fibreglass, Wood, etc.

### **Buoyancy Type:**

Closed Cell Foam, Buoyancy Bags, etc.

### **Footrest Type (if present):**

Full sticker, ladder, peg.

### **Lines/Toggles:**

Are these present?

### **Max Grade Water:**

Based on the present system of classification of waters; "C", "B1", "B2", "B3", "A".

### **No Persons:**

The maximum number of people that the craft is permitted to carry.

### **Swamp Test:**

Pass or Fail.

### **Not Examined:**

Boats listed irrespective of examination or use.

### **Failed Test:**

To record information for future examination.



# Job Description for a County/Area Boat Inspector



**0845 300 1818**

<b>Job Title:</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Inspector</li> </ul>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• County/Area Commissioner</li> <li>• Assistant County/Area Commissioner (Activities) <i>or</i></li> <li>• Assistant County/Area Commissioner (Water Activities) <i>or</i></li> <li>• County/Area Water Activities Adviser</li> </ul> <p><i>As agreed locally</i></p>
<b>Main Contacts (Internal):</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Registrar</li> <li>• Other County/Area Boat Inspectors</li> <li>• Assistant County/Area Commissioner (Activities)</li> <li>• Assistant County/Area Commissioner (Water Activities)</li> <li>• County/Area Water Activities Adviser</li> <li>• All owners/operators of Scout craft</li> </ul>
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>• To inspect all Scout owned craft in the County/Area at least once every three years (possibly as part of a team)</li> <li>• To offer support to owners and operators of craft in performing self assessments</li> </ul>
<b>Support Material:</b>	<ul style="list-style-type: none"> <li>• BR120151 National Directory of Waters</li> <li>• ST120154 Registered Craft Stickers</li> <li>• Relevant Water Factsheets</li> </ul>
<b>Key Knowledge:</b>	<ul style="list-style-type: none"> <li>• A sound understanding of the craft type to be inspected</li> </ul>

# Job Description for a County/Area Boat Registrar



**0845 300 1818**

<b>Job Title:</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Registrar</li> </ul>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• County/Area Commissioner</li> <li>• Assistant County/Area Commissioner (Activities) <i>or</i></li> <li>• Assistant County/Area Commissioner (Water Activities) <i>or</i></li> <li>• County/Area Water Activities Adviser</li> </ul> <p><i>As agreed locally</i></p>
<b>Main Contacts (Internal):</b>	<ul style="list-style-type: none"> <li>• County/Area Boat Inspector</li> <li>• Assistant County/Area Commissioner (Activities)</li> <li>• Assistant County/Area Commissioner (Water Activities)</li> <li>• County/Area Water Activities Adviser</li> <li>• All owners/operators of Scout craft</li> </ul>
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>• To maintain an accurate and up to date register of Boat Inspectors</li> <li>• To manage and record the inspection of Scout craft</li> <li>• To maintain an accurate and up to date registrar of Scout craft registered in the County/Area</li> <li>• To ensure that registrations are kept up to date and reminders are made where appropriate</li> <li>• To offer practical support to owners and operators in relation to the registration process</li> </ul>
<b>Support Material:</b>	<ul style="list-style-type: none"> <li>• BR120151 National Directory of Waters</li> <li>• ST120154 Registered Craft Stickers</li> <li>• Relevant Water Factsheets</li> </ul>