

Preamble

- Adventure RMS have been authorised by the Adventure Activities Licensing Authority to carry out inspections, conduct investigations and make decisions on licence applications. This is in accordance with the Adventure Activities Licensing Regulations 2004 and the Adventure Activities Licensing (Amendment) Regulations 2007.
- Adventure RMS inspectors are qualified and experienced outdoor professionals. Their role is to sample the applicant's safety management system and explore management arrangements. They do this to make a judgement about whether these management arrangements are compliant with the adventure activities licensing regulations.
- The inspectors' role is not to audit every aspect of an applicant's safety system or verify every piece of information supplied or item of equipment used by the applicant.
- A successful application review does not:
 - a. confer a judgement on the quality of what is provided; or
 - b. provide a guarantee of health and safety in the operation of the duty holder's arrangements.
- Responsibility for health and safety can only lie with the duty holder.

About this report

- This report contains the findings of the authorised inspector and the final decision on the licence application.
- The report is written for the licensing authority. The applicant may find the report narrative a useful summary of the application review process.
- In all cases the standard conditions of regulation 9(1) apply. In some cases, this report will also set out additional non-standard conditions.
- The management of safety remains the responsibility of the applicant/licence holder, not the licensing authority nor its inspectorate (Adventure RMS).



Report summary

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| <i>Applicant name</i> | Canoe Sports Trust CIC | <i>Ref No:</i> | R2698 |
| <i>Centre name / trading name</i> | Canoe Sports Trust | | |
| <i>Address of licence holder</i> | <i>Address of centre (if different)</i> | | |
| The Old Butchers Shop 5 New Hall Mews High Street, Bovingdon, Hemel Hempstead, Hertfordshire, HP3 0HG | Bury Lake Young Mariners Frogmore Lane, Rickmansworth, Herts, WD3 1NB | | |

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|----------------------------|----------------|-------------|-----|
| <i>Size</i> | Large (51-150) | | |
| <i>Activity categories</i> | | | |
| Trekking | No | Caving | No |
| Climbing | No | Watersports | Yes |

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|-------------------------------------|--|-----------------|---|
| <i>Inspector</i> | Andy White | | |
| <i>Consulting inspector</i> | David Crossland | | |
| <i>Core inspection completed on</i> | 31/03/25 | | |
| <i>Contact person</i> | Paul Childerhouse Duncan Wakeling | <i>Position</i> | Managing Director Lead Instructor |
| <i>Further inspection?</i> | Yes | <i>Date</i> | 10/04/25 |
| <i>Contact person</i> | Paul Childerhouse Aled Johnson Jess Duxberry Tanisha Vakani | <i>Position</i> | Managing Director Instructor Instructor Assistant instructor |
| <i>Time on site</i> | 1h 30m | | |

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| <i>Consulting inspector comments</i> | Agreed | | |
| <i>Date</i> | 10/04/25 | | |

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| <i>Adventure RMS endorsement given by</i> | Tim Morton | <i>Date</i> | 14/04/25 |
| <i>Comments</i> | This licence duration has been calculated implementing the AALA's new arrangements for licence duration. It has been adjusted so that future reviews are more likely to take place during the applicant's operating season for licensable activity delivery. | | |
| <i>Final decision</i> | Licence is granted | | |
| <i>Duration</i> | 28 months | <i>From</i> | 29/06/25 |
| | | <i>To</i> | 28/10/27 |

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| <i>Relevant action to be taken by the licensing authority (Regulation 14)</i> |
| None |
| <i>Reason(s) for any relevant action</i> |
| |
| <i>Remedial action to be taken by the applicant</i> |
| None |



List of activities

Activities to appear on the licence

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|--------------------------|--|
| <p>Trekking category</p> | <p>Caving category</p> |
| <p>Climbing category</p> | <p>Watersports category Kayaking Canoeing Stand Up Paddleboarding (not including foiling) Mega/Giant SUP Bell boating / Katanuung Dragon boating Improvised rafting Coracle paddling</p> |

Out of scope activities (not on the licence)

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| <p>Activities at height</p> | <p>None.</p> |
| <p>Water activities</p> | <p>'One-piece, two-lane inflatable assault course' and Kayak polo.</p> |
| <p>Other</p> | <p>None.</p> |

Report narrative

1. About this applicant

- 1.1 The Canoe Sports Trust CIC (CST) was incorporated as a limited company in 1996 but changed its name and legal status to become a Community Interest Company (CIC) in 2024. Paul Childerhouse is the Managing Director who holds responsibility for managing the provision. Day to day responsibility is delegated to the ‘Base Supervisor’ role. Paul was the main point of contact for this application review.
- 1.2 CST is based within shared facilities that are owned by Bury Lake Young Mariners (BLYM) on Bury Lake at Rickmansworth aquadrome. CST provide paddlesport activities on Bury Lake and the adjacent Grand Union Canal. Activity programmes include taster sessions, birthday parties, multi activity days, school holiday activities, and corporate days. Client groups consist of schools, youth groups, families, and corporate groups. CST operate from May to October with the centre being closed from November to April. The maximum number on activities at one time is one hundred participants although the usual operating number is around sixty-five. There are also opportunities for voluntary youth organisations to self-lead activity using CST facilities; these activities do not fall under the scope of the licensing regulations and have not been considered as part of this application review.
- 1.3 Paul is supported by the other Directors who take on various management roles and responsibilities in CST. Five of the Directors are currently able to undertake the ‘Base supervisor’ role. This role holds day to day responsibility for health and safety at CST. There is a team of twenty-one occasional instructors who lead activities at CST.
- 1.4 CST do not currently hold any external accreditations.

2. Core inspection

2.1 Evidence considered

| <u>Evidence</u> | <u>Y/N</u> | <u>Comments</u> |
|---|------------|---|
| Application form | Yes | The inspector read the application form provided and sampled Instructor induction forms and the CST health and safety policy. |
| Previous reports | Yes | The inspector read previous reports dated 23/03/22, 18/04/23 and an ad hoc report dated 06/05/24. |
| RIDDOR notifications | None | Confirmed during the Teams meeting. |
| Any visits by EHO/HSE | None | Confirmed during the Teams meeting. |
| Operating procedures / risk assessments | Yes | The inspector sampled: <ol style="list-style-type: none"> risk assessments, operating procedures, and method statements for all licensable activities including variations of activities for different age groups; emergency procedures for onsite activity; an equipment inventory and checklist. |



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| Staff competency information | Yes | The inspector noted the minimum required instructor qualification stated in CST instructor contract of engagement. |
| Researched the applicant on-line | Yes | <p>On 26/03/25, the inspector:</p> <ul style="list-style-type: none"> a. read CST information held on the Companies House website; b. viewed CST and Bury Lake on Google maps; c. sampled images and text from the provider’s website, CST Google reviews, and the CST Instagram page. This included safety information and advice for participants. |
| Communication with applicant (management interview) | Yes | <p>Email correspondence to arrange a Teams meeting. During the Teams meeting with Paul Childerhouse (Managing Director) and Duncan Wakeling (Lead Instructor) on 31/03/25, the inspector confirmed understanding of the application review process. The inspector then asked them about:</p> <ul style="list-style-type: none"> a. their roles, experience, qualifications and time in post; b. the activities applied for, CST structure, staffing numbers, client base, normal operating areas, capacity, and the centre name noting that ‘Bury Lake Young Mariners’ had been stated on the application form but was not the correct trading name; c. the process for how CST assess the risks involved in their activities and then communicate the findings to staff; d. the competence and experience of instructors including the role and remit of a ‘base supervisor’; e. the competence of people who advise on safety; f. the deployment of instructors; g. the locations and operational limits of activities afloat; h. how relevant client medical information is captured and communicated to instructors; i. first aid provision including instructors first aid qualifications and their suitability for activities delivered; j. accidents and incidents and how they are reviewed; k. how CST monitor the application of safety management arrangements; l. arrangements for equipment provision, checks, maintenance, and retirement procedures; m. how CST supervise larger craft including dragon boats and mega SUPs, including the management of capsizes; noting that the method statement document details Mega SUP activity that does not reflect current practice at CST; n. the management of the risk of head injury noting the current Mega SUP risk assessment states that helmets are used but this does not reflect current practice; |



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| Previous knowledge of applicant | <ul style="list-style-type: none"> o. how CST manage the use of CST’s ‘slide’; p. emergency procedures for both on and off-site activity; q. possible dates for a further inspection after the inspector explained the next steps. <p>The inspector has previously spoken with Duncan, sampled CST SUP equipment, and visited Bury Lake as part of a 2024 application review for R0605 Bury Lake Young Mariners (BLYM). BLYM share facilities with CST and CST provide SUP equipment and staff for BLYM activities.</p> |
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2.2 Having completed the core inspection and considered the evidence outlined in 2.1 above, the inspector is satisfied that the applicant has:

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| a. made a suitable and sufficient assessment of the risks involved in their licensable activities; | Satisfied |
| b. identified control measures to manage these risks; | Satisfied |
| c. appointed competent person/s to advise on safety; | Satisfied |
| d. appropriate arrangements for effectively implementing, controlling, monitoring and reviewing the safety management of their activities. | Not yet satisfied |

2.3 The inspector is also satisfied that the applicant has suitable and sufficient arrangements for:

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|--|-----------|
| a. appointing sufficient number of competent instructors; | Satisfied |
| b. giving safety information to instructors and participants; | Satisfied |
| c. providing sufficient equipment to deliver activities safely and for maintaining this; | Satisfied |
| d. providing first aid; | Satisfied |
| e. calling medical and rescue services and dealing with emergencies. | Satisfied |

2.4 Where sections 2.2 or 2.3 above indicate that the inspector is not yet satisfied a further inspection will be carried out, and outlined in section 3 of this report, before a final decision is reached (see section 4).

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| 2.5 <i>Date of application consultation meeting</i> | 31/03/25 |
| 2.6 <i>Further inspection required?</i> | Yes |
| <i>Rationale</i> | To corroborate the practical application of the safety management arrangements including mega SUP activity, activity method statements, and offsite emergency procedures. |

3. Further inspection

Description and evidence considered

3.1 The further inspection consisted of:

- a. a review of further information supplied following the management interview;
- b. a site visit;
- c. the consideration of further information provided following the site visit.

3.2 Following the management interview, the inspector received and reviewed the following:

- a. a risk assessment for offsite paddlesports trips;
- b. updated method statements for the management of incidents and emergencies, group activities including mega SUP, and offsite trips which also included emergency procedures.

3.3 During the site visit on 10/04/25, the inspector toured the site with Aled Johnson (Instructor) and sampled wetsuits, buoyancy aids, SUPs, mega SUPs, sit on top kayaks, canoes, raft building equipment, coracles, kata kanu's, dragon boats, paddles, the contents of the main CST first aid kit, an offsite trip first aid kit, equipment check forms and the CST defect log. During the tour, the inspector also asked Aled about:

- a. his qualifications, experience and length of service at CST;
- b. access and egress points on the lake and the usual operating areas using the lake as a visual reference;
- c. fixed rope loops which were noted on some equipment sampled by the inspector during the tour;
- d. how entrapment issues are managed by instructors.

3.4 During separate conversations with Jess Duxberry (Instructor) and Tanisha Vakani (Assistant instructor) the inspector asked them about:

- a. their qualifications, experience, and length of service at CST;
- b. paddlesports session structure and their roles in these sessions;
- c. their experiences of training and induction at CST;
- d. the management of emergencies afloat;
- e. their awareness of the recently edited method statements.

3.5 During a meeting with Paul Childerhouse (Managing Director) the inspector:

- a. asked about the management of entrapment hazards with reference to fixed rope loops noted during the site tour;
- b. asked about record keeping arrangements for CST staff qualifications;
- c. sampled instructor qualification records for Aled, Jess, and Tanisha which also included an annual competency assessment completed by Paul for Aled from June 2024;
- d. sampled the contents of the 'what to do if something goes wrong folder';
- e. asked about the use of additional buoyancy in canoes.

3.6 Following the site visit via email correspondence with Paul, the inspector asked about the arrangements for the management of hazards posed by fixed rope loops. Paul informed the inspector of the remedial action taken and how CST plan to highlight this type of hazard to staff in future.

4. Outcome

The core inspection and, where necessary, the further inspection have satisfied the inspector that the applicant has demonstrated their compliance with the requirements of the Adventure Activities Licensing Regulations (2004). Yes

Inspector recommended decision Licence is granted

This licence duration will be calculated using the AALA’s new arrangements for licence duration, for licences starting on, or after, 01/04/25.

Date report submitted by inspector 10/04/25

The following sections of this report are only relevant where the inspector has identified guidance for the applicant (section 7) or where the licensing authority is recommended to take action.

5. Relevant action for the licensing authority

Adventure RMS recommends that the licensing authority takes the following action.

None

6. Remedial actions for the applicant

Remedial actions are identified when the inspector is unable to recommend granting a licence or recommends imposing a non-standard condition or variation to a licence. These explain the issues and remedial action(s) that the licensing authority believe the applicant/licence holder should make to their operation.

None

7. Guidance for the licence holder

Guidance is only included where the inspector wishes to draw the attention of the applicant, and the AALA, to issues not directly pertinent to the recommendation of this report.

None