

Water Safety Policy in Scotland —A Guide



Introduction

Scotland is surrounded by coastal water – the North Sea, the Irish Sea and the Atlantic Ocean. In addition, there are also numerous bodies of inland water including rivers, burns and about 25,000 lochs. Being safe around water should therefore be a key priority.

However, the management of water safety is a major concern for Scotland. Recent research has found a mixed picture of water safety in Scotland with little uniformity or consistency across the country.¹

In response to this research, it was suggested that a framework for a water safety policy be made available to local authorities.

The Royal Society for the Prevention of Accidents (RoSPA) has therefore created this document to assist in the management of water safety. In order to support this document, RoSPA consulted with a number of UK local authorities and organisations to discuss policy and water safety management.

Each council was asked questions around their own area's priorities, objectives and policies. Any policy specific to water safety was then examined and analysed in order to help create a framework based on current practice.

It is anticipated that this framework can be localised to each local authority in Scotland which will help provide a strategic and consistent national approach which takes account of geographical areas and issues.



Section A: The Problem



In recent years the number of drownings in Scotland has remained generally constant. Tables 1—5 show recent data from years 2010—2013 on accidental drowning fatalities in Scotland (not including crime or suicide).

The direct economic costs of drowning incidents are unknown but recent studies have estimated that the cost of a single drowning is somewhere between $\pm 1 - 1.6$ million⁴.

Table 2 provides data on accidental fatalities by age over the years 2010—2013. As can be seen, ages 40—49 and 50—59 have the highest fatalities in Scotland. This suggests that these age groups are at the highest risk for accidental drowning fatalities.



Data from National Water Safety Forum, WAID database, July 14

Section A: The Problem



Table 3: Fatalities by Gender

Data from National Water Safety Forum, WAID database, July 14

As can be seen in table 3, drowning is predominately a male dominated phenomenon with over 80% of accidental fatalities in the past four years .

Table 4 uses the averages of four year data (2010 –2013) with the 2011 census in order to show the rates of fatalities per 100,000 capita. Scotland ranks higher than England, Wales and Northern Ireland, as well as higher than the UK with Scotland combined.



Table 4: Fatalities Per Capita

Data from National Water Safety Forum, WAID database, July 14 & Office for National Statistics, 2011

Table 5 breaks down the fatalities into activities. Walking/running near water is the biggest causes of fatalities. The majority of these incidents happen at the Coast/Shore/Beach followed by Rivers suggesting that both inland and coastal waters are of high risk.

Section A: The Problem

At Sea Bath Inc. Jacutis Hot Lubsi At Sea Bath Canal Aquaduct cases on Ground 1 Beach pock Marinal Port round up pock Marinal Port Harbour Dock Marinal Port Harbour Dock Marinal Pool Swimmingh Harbour Dock Marinal Pool Swimmingh Location Type & Activity River Stream Dich Burn Walking/running Person/object in water, person of uncertain status Angling Commercial Manually powered boats Sub aqua diver Swimming Waterside activity/in water play Motorboating Sailing Motor vehicle Bath Jumping/diving in Animal rescue Flooding Climbing/cliff Cycling Person on ice Grand Total

Table 5: Fatalities by Activity, Years 2010-2013

Data from National Water Safety Forum, WAID database, July 14

Section B: Benefits of a Policy

In order to prevent accidental drowning, action and commitment is needed. As noted above, the cost of a single drowning to society can be immense. However, this does not include the human cost to victims and their families. Every statistic represents a real person and having the correct management and approach can help prevent such unnecessary suffering and costs.

There are a number of key benefits of having a water safety policy in place. These include:

- Reduced risk risk assessing areas of water will help create a proactive approach to the management of water safety which seeks to identify and manage any risks before accidents occur
- Consistency a clear and consistent policy can set out all communications to members of staff who are involved in water safety sites in local authorities
- Understanding of roles having a coherent policy will help to clarify set roles and responsibilities of local authorities, private land owners and other organisations
- Fewer accidents creating a policy will help to shed light on hot spots and accident areas which can then be targeted through education campaigns and public rescue equipment
- Better reputation having safer waters in a local authority can help boost reputation for recreational and leisure investors, communities and tourists
- Lessened threat of legal action having a policy in place can lessen any legal action which may result from a death or accidental injury on local authority land.

Section C: The Law

Both inland and coastal waters are affected by Scots **common law** and **statutory requirements**. Local authorities should consider these laws.

 Under common law, "duty of care" applies to members of the public and to site operators (this falls to the local authority if they own the body of water). This duty is described as follows: "to take reasonable care to avoid acts of omissions which you can reasonably foresee would be likely to injure your neighbour".

The duty notes that "reasonable care" is defined as "what the reasonable person would have foreseen as being necessary". This means that a certain level of risk is acceptable but that safety measures should be applied where reasonably expected. It is the responsibility of the site operator to assess these risks.

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Section C: The Law

There are also a number of statutory requirements to be aware of.

- Employers who own or have responsibility for water bodies need to follow **The Health and Safety at Work Act** (1974). This act also attempts to ensure that members of the public are not exposed to risks to their health and safety.
- **Occupiers Liability Scotland Act** (1960) imposes a duty of care to any visitor for the purpose of which they are visiting. At water sites, the operator may be relieved of liability if a hazard is brought to the visitor's attention.
- The Public Health Scotland Acts (1897, 1945) offer local authorities the power to regulate water users. Local authorities can create byelaws to regulate areas and times of swimming as well as providing public rescue equipment.
- **Civic Government (Scotland Act)** (1967) permits a local authority to provide public rescue equipment at places they see fit.
 - Land Reform (Scotland Act)
 (2003) permits a local authority to make byelaws in relation to land which access rights are exercisable. The local authority may take steps (such as putting up fences, and signs) if appropriate to warn the public of danger. They can provide written notice to a land owner to require that owner to take reasonable action.
 They may also provide staff and/or equipment for life saving purposes.
- The Management of Health and Safety at Work Regulations (1999) demands that risk assessments be completed



where significant risk exists and that a system of safety management be in place.

• The Health and Safety (Safety Signs and Signals) Regulations (1996) require that employers use safety signs when there is a significant risk to the health and safety of their employees. The regulations do not require employers to provide signs to warn visitors of their risk to health and safety.

Section D: Roles and Responsibilities

There are a number of key players that take responsibility over water bodies. These include:

National Park Authorities	Table 6 : Cairngorm Nat	Table 6 : Cairngorm National Park	
Private Landowners	Local Authority	Number of members	
Harbours	Highland	2	
Scottish Water	Aberdeenshire	2	
Scottish Canals	Moray	1	
The Crown	Perth and Kinross	1	
National Park Authorities	Angus	1	

Scotland has two national parks – Loch Lomond and The Trossachs National Park and The Cairngorms National Park. This was designated by the National Parks (Scotland) Act (2000). The four aims of the National parks are the following:

- To conserve and enhance the natural and cultural heritage of the area
- To promote sustainable use of the natural resources of the area

• To promote understanding and enjoyment (including enjoyment in the form of recreation) of the special qualities of the area by the public

To promote sustainable economic and social development of the area's communities⁵

The National Park Authority can also make byelaws for purposes of security, safety and protection. The local authority in question must be consulted over the proposal of byelaws. Currently only Loch Lomond has introduced byelaws. They can be accessed here: <u>http://www.lochlomond-trossachs.org/images/stories/Visiting/PDF/</u><u>Byelaws 2013.pdf</u>

The National Park Authority takes responsibility for water bodies within the area. The local authority however is expected to provide assistance and information when reasonably expected.

Each National Park is made up of 25 members. Each local authority nominates a certain number of members to the National Park Authority.

Section D: Roles and Responsibilities

Table 6 and Table 7 show the representation from local authorities on the National Park Authority Board.

Private Landowners

For private landowners, Common law, Occupiers Liability Scotland Act (1960) and the Public Health Act (1936) apply.

Harbours

Scotland has more than 50% of the UK's harbours and ports. Port safety is reserved to the UK Government. The Scottish Government however provides guidance on governance of harbours⁶ and has powers under the **Harbours Act (1964)** to add or revise the powers of specific harbour authorities. The day to day management and operations however are managed by the harbour authority. A harbour authority may be a trust, local authority or private owner.

Appendix 1 outlines an up-to-date list of ports and harbours by area and harbour authority.

Scottish Water

Scottish Water owns and operates many reservoirs of varying sizes throughout Scotland. Although some of the reservoirs are natural water courses many of these reservoirs are manmade features which, because of their purpose, have unique dangers such as dams, spillways, overflows, hidden water intakes, underwater pipe work and other hazards common to natural bodies of water, for example reeds, strong currents, steep banks and deep cold water, even on hot sunny days. Also, as many of Scottish Water's reservoirs are situated in remote locations there may be a lack of immediate assistance available in an emergency. Winter sports, such as ice-skating, are also not encouraged on frozen reservoirs due to the immediate risk of injury and drowning from freezing water. For these reasons, and in the interests of public safety, **Scottish Water does not encourage swimming or diving in any of its reservoirs.**

It should be noted that due to the requirements of the Land Reform Act (Scotland), Scottish Water is not allowed to prohibit swimming or other water activities in their reservoirs; they do however actively display warning signage highlighting the dangers to the public and are actively involved in educational programmes and campaigns such as "Go safe Scotland". Scottish Water also takes steps to ensure the safety and integrity of the built structures such as dam heads, spillways, weirs with fanned gates also erected on draw-off tower walkways to protect the public.

Information supplied by Grant Murray, Scottish Water

		BE AWARE !
S		Deaths
	Danger	have occurred at
	Deep water	reservoirs
	Deep	cold water: risk of drowning
	Keep	off ice in winter
	A Steep dange	sides and embankments can be rous, falls from height may be hidden
	Hidder under	hazards may be present under water such as: currents, weeds, algae, debris, structures
	Reduc silt	ed water levels can cause dangerous mud and
	IN EMERCEN	

Scottish Water

Table 7: Loch Lomond and the Trossachs National Park

Local Authority	Number of members
West Dunbartonshire	1
Stirling	2
Argyll and Bute	2
Perth and Kinross	1

Section D: Roles and Responsibilities

Scottish Canals

Responsibility for the Scottish Canals falls to the Scottish Ministers who sponsor the public body - **Scottish Canals**to manage these waters. This is constituted under the British Waterways Board Order (2012) and the Transport Act (1962). Table 8 gives a breakdown of the 5 canals in Scotland and the Local Authority areas they run through.

The Crown

The Crown Estate owns about 50% of the foreshore around the UK. In Scotland, the foreshore boundaries are between mean high water and mean low water.

The Territorial Sea Act (1987) states that the seaward limit of the foreshore and the outer limit of the UK's territorial waters is 12 nautical miles. There is a further 12 nautical miles from this called the contiguous zone in which the state can continue to enforce laws. Beyond this, countries signed up to the United Nations Convention on the Law of the Sea (UNCLOS) can claim an exclusive economic area of up to 200 nautical miles from the territorial sea baseline giving them sole exploitation rights over natural resources.

The land (Seabed and Foreshore) belongs and is owned by either the Crown or a private landowner. The water however belongs to no-one. Responsibility for any incidents therefore fall outside of the Crown Estate's remit.



Table 8 : Scottish Canals		
Canal	Local Authority	
Caledonian	Highland	
Crinan	Argyll and Bute	
Forth and Clyde	East Dunbartonshire, Falkirk, Glas- gow, North Lanarkshire, West Dunbartonshire	
Monkland	Glasgow, North Lanarkshire	
Union	City of Edinburgh, Falkirk, West Lothian	

Section E: Rescue

For coastal waters responsibility lies with the Department for Transport (DfT). The Maritime and Coastguard agency (MCA) co-ordinates and initiates civil maritime search and rescue. There are three Maritime Rescue Coordination Centres (MRCC) in Scotland. Table 9 shows a breakdown of areas.

MCA also has responsibility for some inland waters. This is currently restricted to Loch Ness, Loch Oich and Loch Lochy.

Table 9 : MRCC Station	
Station	Coverage
Shetland	South of Brora to English border
Stornoway	Outer Hebrides, the Isle of Mull, Luing and the mainland from Cape Wrath to Ardfern
Aberdeen	Shetland Islands, Fair Isle, Orkney Islands and mainland Scotland from Cape Wrath to Brora

The overall responsibility of inland water rescue and coordination rests with the **Police Scotland**. They coordinate all other emergency services where appropriate.

The Scottish Fire and Rescue Service also has a role in water safety.

Although the **Fire (Scotland) Act 2005** does not list water incidents as a principle rescue function, under section 11, Scottish Ministers have enforced **The Fire (additional function) (Scotland) Order 2005.** In this Order, the Fire Service is to make provision for "rescuing people trapped, or likely to become trapped by water"⁷.

Their **Prevention and Protection Directorate Strategy** (2013 – 2016) lists Water Safety as a very High priority along with home and road safety in order "to reduce the risks associated with serious flooding and other water related incidents"⁸.

Special Cases

In Loch Lomond, overall responsibility lies with Police Scotland. However the Loch Lomond Rescue Boat, which is an independent charity, provides 24/7 search and rescue cover. Based in Luss, this charity offers assistance to the police whenever there is an incident.



Section E: Rescue

The Royal National Lifeboat Institution (RNLI)

The RNLI is the charity that saves lives at sea. Volunteers provide a 24-hour search and rescue service in the United Kingdom and Republic of Ireland from 236 lifeboat stations, including four along the River Thames and inland lifeboat stations at Loch Ness, Lough Derg, Enniskillen and Lough Ree. Additionally the RNLI has more than 1,000 lifeguards on over 180 beaches around the UK and operates a specialist flood rescue team, which can respond anywhere across the UK and Ireland when inland flooding puts lives at risk.



The RNLI's main objective is to prevent loss of life at sea and it carries out the task using its four strands of operation which are Lifeboats, Lifeguards, Flood Rescue and Prevention to reach the target of a 50% reduction in loss of life by 2024.

Lifeboats are situated in key areas around the coast and react to launch requests by HM Coastguard. In Scotland there are 46 operational stations which operate offshore and inshore lifeboats where appropriate. (Stonehaven is to become operational in 2014 which will bring the total to 47). Lifeguard units are also deployed in key areas and the first in Scotland opened in 2013 at Coldingham Bay in the Scottish Borders.

Flood rescue teams are in place in Scotland and have the kit and trained personnel to respond to requests of assistance. Boats and equipment are kept in the charity's headquarters in Perth where they are ready for immediate deployment.

Prevention is the 4th strand of operations, promoting increased safety and accident prevention before an incident. All three other strands deliver preventative activity as well but coastal safety has the overall responsibility for collating and targeting interventions to prevent loss of life or serious injury.

The RNLI relies on public donations and legacies to maintain its rescue service. As a charity it is separate from, but works alongside, government controlled and funded coastguard services. Since the RNLI was founded in 1824, lifeboat crews and lifeguards have saved at least 140,000 lives. Volunteers make up 95% of the charity, including 4,600 volunteer lifeboat crew members and 3,000 volunteer shore crew. Additionally, tens of thousands of other dedicated volunteers raise funds and awareness, give safety advice, and help in museums, shops and offices.

Recent Rescue Numbers

RNLI lifeboats in Scotland were launching nearly three times a day during 2013 to attend incidents, according to the charity's official statistics. The charity's volunteers attended 996 call outs during which they rescued 1007 people and saved 29 lives. This is the first time since 2008 that there have been fewer than 1,000 call outs for the Royal National Lifeboat Institution in Scotland. The busiest year was 2009 with 1,121 launches, and the record number of people rescued was in 2012 with 1,055.

Information supplied by Michael Avril, RNLI

Section F: Leisure and Recreation

Boating

Under the **Public Health Acts Amendment Act (1907)** local authorities can grant licenses for boats to be let out for hire or to carry passengers. **The Public Health Act 1961 (Section 54)** also notes that local authorities may also provide boating pools in any park under their management.

Any local authority who provides activities for under 18s that include water sports on the sea or in inland waters are required by the **Adventure Activities Licensing Regulations (1996)** to hold a license.

Such licenses and regulations are not applied to voluntary organisations, schools or parents. In National parks, the National Park Authority is responsible for boating and vessel safety.

Bathing

Under the **Bathing Waters (Scotland) Regulations (2008),** The Scottish Government is responsible for administering bathing waters including setting up the bathing season and identifying bathing waters. They work with the Scottish Environment Protection Agency (SEPA) who monitor and report water quality at each bathing site. Local authorities and health boards are also made aware of bathing waters in their council areas. An updated list of designated bathing waters can be accessed at <a href="http://www.scotland.gov.uk/Topics/Environment/Water/15561/bathingwaters/designatedbathingwaters/locationofbat

Both SEPA and the Scottish Government are only responsible for water quality.

Charitable organisations can help promote water safety in these areas. For example, **Keep Scotland Beautiful** is an organisation core funded by the Scottish Government. It provides safety advice and assesses beach awards based upon water quality and safety. The two awards include:

- Blue Flag beach meets the Directive's higher guideline water quality status
- Seaside Award requires that water quality meets the Directive's mandatory standard.

As part of these awards, a risk assessment is required as part of submission to the awards as well as relevant safety operating procedures such as public rescue equipment.

Local Authorities also have power to promote water safety and bathing. Under **section 231** of the **Public Health Act (1936)** local authorities can make byelaws to regulate the times and places that bathing is allowed. Under **section 233**, a local authority may also make byelaws with respect to public swimming and bathing areas which are not under their direct management for the prevention of accidents.

Section 234 makes provisions for life saving equipment in which "A local authority may provide life saving appliances at such places, whether places used for bathing or not, as they think fit".

Section F: Leisure and Recreation

Water Sports

Responsibility for the management and regulation of individual sports rests with each sport's governing body. For example, The Royal Yachting Association produces boating safety guidance for inland waters and safety for all leisure craft.

Local water sports clubs have responsibility for their own activities. However the **site owner** will still have responsibility to ensure basic health and safety standards are attained.

Angling

There is no official angling body in Scotland although there are several trusts, federations and associations. Recent data has shown that the rate of accidental death for leisure angling is "high"⁹. This suggests that angling should be a high priority for improved safety.

When angling is permitted on owned land, it is suggested that any hidden dangers or hazards be made explicitly clear to the site user.



A water safety policy should link into your Health and Safety Policy and to the Community Planning Partnership. Drafting a policy should be led by a senior member of the management team working with a wider group of individuals to develop a policy which reflects the needs of the organisation.

In addition to devising the policy, this individual or group is responsible for the implementation and integration of the policy into practise. Responsibilities for planning, reviewing and auditing the policy will fall to this individual or group and any new or revised procedures will also be included in this responsibility. When writing a water safety policy, you should aim to include the following information:

Introduction

This should introduce the local authority area and provide some background to the geography, water bodies, leisure and tourism of the area.

Statement of Intent

This section should clearly lay out the reasons for the water safety policy. It should include reference to the local authority providing **reasonable** steps to protect and manage council owned water sites to ensure the safety of the public.

It is important to mention that the policy will look only to council owned water sites unless otherwise stated. It is possible to provide reference to working with other responsible bodies for water sites not currently owned by the local authority.

Legal Responsibility

The policy should note and refer to the Acts covered in **section C** of this document. If boating is being considered under this policy, you should refer to the **Public Health Acts amendment Act** (1907), **The Public Health Act (1961)** and the **Adventure Activities Licensing Regulations (1996)** which can be found in **section F** of this document.

If bathing is being considered under this policy, you should refer to **Section 231 - 234** of the **Public Health Act** (1936).

Risk Assessment

Under the Health and Safety at Work Act (1974), the requirement for risk assessment is implied under the general duties of employers to their employees and to anyone else affected by the activities of the employer. These requirements are made clear in the Management of Health and Safety at Work Regulations (1999) which under regulation 3, requires employers to make a "suitable and sufficient" risk assessment of employees and other person (e.g. members of public).

There are no fixed rules about how a risk assessment should be carried out but there are general guidelines that should be followed.

A hazard is defined as a source of potential harm.

A **risk** is defined as the likelihood that a hazard will give rise to an incident with a harmful outcome.

There are several reasons why you should risk assess. These include:

- To help prioritise unacceptable risks identified by the assessment
- To help decide what is needed to reduce any risks to an acceptable level
- To check if existing measures are satisfactory
- To ensure understanding of potential hazards.

The Health and Safety Executive gives free practical guidance on assessing risks and recording the findings. This can be found here: <u>http://www.hse.gov.uk/pubns/indg163.pdf</u>

Hazards	
Coastal	Inland
Rip currents—fast moving water which moves out to sea.	Cold water—Scottish waters are very cold and entering the water suddenly can lead to cold body shock.
Undertow or backwash—usually occurs with high tides on beaches.	Accessibility—access may be restricted or open which needs to be assessed.
Waves— can be highly intense and energetic causing a threat to swimmers and walkers.	Water edge—banks may cause slipping or give false impression of the water edge.
Offshore winds—hazard for those using inflatables which are easily picked up by the wind and can out to sea quickly.	Depth—sheer drops from the edge (or close to the edge e.g. Reservoirs) into deep water is a significant risk.
Beach gradient—beaches that have changes to depth as a result of sandbars and sandbanks can be hazardous to swimmers.	Alcohol—impairs abilities and can encourage dangerous risk-taking behaviour.
Beach composition—quicksand is a particular concern as is uneven entry and exit points to swimmers and paddlers. Rocky and bouldered beaches provide falling hazards.	Currents—moving water is hazardous and currents may not always be apparent from the bank. Heavy rain and floods can also drastically change the nature of the water body.
Estuaries—usually fast flowing and can be extremely dangerous.	
Tides—the tides reaches its highest level on shore twice every day. It can lead to tidal cut-offs leaving people stranded.	

When carrying out a risk assessment, it is suggested that you do the following:

- Identify the hazards in and around the water
- Identify those who may be exposed (e.g. public, employees, etc)
- Analyse the likelihood and the severity of exposure to the hazard
- Consider appropriate measure to reduce or eliminate the risk to an acceptable level
- Record your findings
- Implement control measures
- Monitor and measure for effectiveness
- Review and correct any actions.

The site manager or officer should be responsible for carrying out the risk assessment.

Risk Inspection and arrangements

The policy should state the frequency of risk assessment and hazard identification. This should be reviewed depending on the level of risk. It is also worthwhile to note that when an incident or near miss occurs, a risk assessment should be reviewed.

The length of time that records of risk assessments are kept should also be stated here.

The policy should note that Inspections should also aim to monitor the conditions and any changes to the following:

- Water Edge
- Planting
- Footpaths and Accessibility to water
- Fencing and barriers
- Signage
- Public Rescue Equipment

Any changes in the conditions of these should be identified and given to the site manager to carry out a further risk assessment. Appropriate recommendations to reduce any high level risk should then be considered.

Signage



A section detailing signage is recommended in any water safety policy. Signage is particularly important to improve awareness of danger and hazards. **The Health and Safety (Safety Signs and Signals) Regulations** (1996) is a useful means of regulating such signs. This implements the European Directive 92/58/EEC which came into force in April 1996. It standardises safety signs through the European Union.

In addition, the British Standard BS5499-11:2002 was published on 20/07/2002 and RoSPA recommends that any new signage should conform to this standard.

There are three types of signs that should be noted and considered:

Access signs – a graphical sign/map at the entrances to the site e.g. carpark which explains the risks and safety features of the site. This can include information on where the visitor currently is , location of public rescue equipment (if applicable), what to do in an emergency, nearest public phone, general advice and warnings such as "No Swimming" or "Danger – Deep Water".

Signs at key Locations – these should be located at the risk area in a prominent position where the visitor can

see. This should repeat the information in "Access signs" and where recommended provide public rescue equipment.

Nag signs – are smaller signs that repeat the reinforcements of key safety messages displayed. The location for these should be strategic with appropriate locations selected.

Public Rescue Equipment

The policy should detail information on Public Rescue Equipment and include reference to the following:

Public Rescue Equipment is only useful as part of a drowning prevention strategy and policy and not a key risk control measure in itself.

The provision of public rescue equipment will need to be identified through the risk assessment process.



Where public rescue equipment is considered as part of the risk assessment process, it should include the following information:

• Equipment – Lifebuoys are designed to be dropped into the water from a steep bank and throw lines are designed to be thrown on the same level e.g. from a river bank

- Location this will be determined by the risk assessment and will reflect points of access
- Signage public rescue equipment should be considered along with safety signage and located at key risk locations



- Inspection public rescue equipment should be checked and results documented weekly at well used locations in summer. To help with this, signage can be numbered to reflect documented checklists
- Vandalism should equipment need regular replacement, the location and alternative safety methods should be considered.

Edge Protection

A key consideration for accident prevention is edge protection. Although the water edge itself is a key risk, other methods of control such as signage, rescue equipment and education should be used.

Where risk is considered high, it is suggested that a gentle underwater gradient from the edge is maintained. This should allow a person to stand with their head above water at a distance of two body lengths from the shore. The shallow water should allow for protection from the deep water. Grading above or below the line can also control the risk of falling in.

Shallow water (less than 0.66m) should extend a minimum of 2m from the water edge with a 1:3 Gradient. With depths from 0.65m to 1.36m a margin of 1.75 m should be maintained from the edge with a 1:2.5 gradient.

Planting – as an alternative to grading where a steep gradient or shallow gradient (swimming temptation) exists the planting of vegetation can act as a deterrent.

Pathways - where public rights of way permit, pathways should be defined away from the water edge to create a distance of vegetation between the two. Where a high risk is identified the footpath can lead visitors away from the water.

Fencing – where the risk is high, fencing can be used. However it should be noted that this is an expensive option that needs careful consideration.

Reference to edge protection and these different treatments should be made in the policy document.

Seasonal Considerations

Seasonal considerations may also need mentioned. For example, temporary signage may be used at specific locations as found in the risk assessment e.g. areas prone to ice in winter or attracting swimmers in summer.

Educational Awareness

The most effective form of water safety is through education. A commitment to fully engage safety messages to the public should be noted here.

Safety education can be done through council websites, partner websites, social media at certain times of the season (e.g. hot weather, high tides), through school visits, leaflets at specific locations, warning signs and rescue equipment.

Detail of this and how safety messages will be achieved should be noted in this section.

Open Water Activities

Here activities and/or clubs which use any water body should be detailed.

In addition should any group or event wish to take place, how they apply to the council should be made clear e.g. application to the council as well as any relevant time constraints e.g. one month advance of an event.

First Aid

If you have areas near water which have permanent staff on site e.g. a visitor centre when open – First Aid equipment and trained staff should be provided.

Recording and Reporting of Accidents

Any incidents involving staff or the public must be reported and recorded in line with the council procedures. Site users should be encouraged to report any accident or incident to the council through email/telephone number on signage.

Monitoring

The policy should be monitored and reviewed periodically depending upon the level of risk. Any amendments should be reported.

Section H: Forming The Policy

Once the draft policy is complete it should be circulated to the management team and employee representatives for comment. Any appropriate comments should be embedded into the document and reviewed. The document should then be accepted by the council cabinet or chief executive and published.

References

¹The Royal Society for the Prevention of Accidents (2013). Local Authority Approaches to Managing Water Safety <u>http://www.rospa.com/leisuresafety/info/watersafety/approaches-to-managing-water-safety.pdf</u>. Accessed 24/03/2014

² Water Incident Database Report (2013). UK Water Related Fatalities 2012. <u>http://</u> www.nationalwatersafety.org.uk/waid/info/waid_fatalincidentreport_2012.pdf Accessed 24/03/2014

³ The Royal Society for the Prevention of Accidents (2013). Assessing Inland Accidental Drowning Risk. <u>http://www.rospa.com/leisuresafety/Info/Watersafety/inland-waters-risk-assessment.pdf</u> Accessed 24/03/2014

⁴ The Royal Society for the Prevention of Accidents (2013). Delivering Accident Prevention at local level in the new public health system. Part 2: Accident prevention in practice. <u>http://www.rospa.com/about/</u> <u>currentcampaigns/publichealth/info/ws1-factsheet-water-safety.pdf</u> Accessed 24/03/2013

⁵ National Parks (Scotland) Act 2000. <u>http://www.legislation.gov.uk/asp/2000/10/pdfs/asp_20000010_en.pdf</u> Accessed 26/03/2014

⁶ Transport Scotland (2012) <u>http://www.transportscotland.gov.uk/files/documents/reports/j249946/</u> j249946.pdf . Accessed 04/03/2014

⁷ The Fire (Additional Function) (Scotland) Oder (2005) <u>http://www.legislation.gov.uk/ssi/2005/342/contents/</u> made Accessed 15/04/2014

⁸ Scottish Fire and Rescue Service (2014) <u>http://www.firescotland.gov.uk/media/568156/</u> <u>PP_Strategy_final_v1.0_20Feb2014.pdf</u> Accessed 15/04/2014

⁹ The Royal Society for the Prevention of Accidents (2013). Assessing Inland Accidental Drowning Risk. <u>http://www.rospa.com/leisuresafety/Info/Watersafety/inland-waters-risk-assessment.pdf</u> Accessed 24/03/2014

Local Authority	Harbour	Ownership
Aberdeenshire	Banff	Council
	Gourdon	Council
	Johnshaven	Council
	Macduff	Council
	Portsoy	Council
	Rosehearty	Council
	Stonehaven	Council
	Boddam	Private
	Buchanhaven	Private
	Cairnbulg	Private
	Catterline	Private
	Cove bay	Private
	Crovie	Private
	Sandend	Private
	Sandhaven	Private
	Aberdeen	Trust
	Colliestone	Trust
	Fraserburgh	Trust
	Gardenstown	Trust
	Pennan	Trust
	Peterhead	Trust
	Port Erroll	Trust
Angus	Abroath	Council
	Whitehills	Trust
	Montrose	Trust
	Auchmithie	Unknown
	Usan	Unknown
Argyll and Bute	Achnacroish (Lismore)	Council
	Ardminish (Gigha)	Council
	Baile Mor (Iona)	Council
	Bruichladdich	Council
	Bunessan	Council
	Campbeltown	Council
	Carradale	Council
	Craighouse	Council
	Craignure Ferry Termi-	
	nal	Council
	Cuan	Council
	Dalintober	Council
	Ellenabeich	Council
	Feolin Ferry	Council
	Fionnphort	Council

Keills Council Kilcreggan Council Council Lagg Luing Council **Oban North Pier** Council Otter Ferry Council Point (Lismore) Council Port Appin Council Port Askaig Council Port Charlotte Council Rothesay Council South Pier (Gigha) Council Tayinloan Council Tighnabruaich Council West Loch Tarbert (Argyll Council Ardlussa Private Ardrishaig Private Arinagour (Coll) Private Barcaldine Private Blairmore Private Bowmore Private Campbeltown Loch POL private Claonaig Private Colintraive Private Coulport Private Crinan Private **Crinan Ferry** Private Dunoon Private Easdale Private Faslane Private Finnart Private Fishnish Private Gallochoille (Gigha) Private Glenmallan Private Gott Bay (Tiree) Private **Grass Point** Private Holy Loch Port Private Hunter's Quay Private Hynish (Tiree) Private Keillbeg Private Kennacraig Private Kerrera Slip (mainland) Private Kerrycroy Private Kilmun Private Milton (Tiree) Private

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	Port Ellen	Private
	Portavadie	Private
	Portnacroish	Private
	Rhubodach	Private
	Rosneath	Private
	Salen	Private
	Salen (Mull)	Private
	Scalasaig (Colonsay)	Private
	Tayvallich	Private
	Tobermory	Private
	, Toberonochy (Luing)	Private
	Ulva	Private
	Tarbert (Loch Fyne)	Trust
	Caol Ila	Unknown
	Carsaig (Argyll)	Unknown
	Cove	Unknown
	Craignure (old pier)	Unknown
	Croig	Unknown
	Cullipool (Luing)	Unknown
	Kilchattan	Unknown
	Orsay	Unknown
	, Port Bannatyne	Unknown
	Port Weymss	Unknown
	Portnahaven	Unknown
	Scarinish (Tiree)	Unknown
	Staffa	Unknown
	Ulva Ferry	Unknown
	,	
	Granton	Private
City of Edinburgh	Leith	Private
, ,	Newhaven	Private
East Lothian	Cockenzie	Council
	Fisherrow	Council
	North Berwick	Council
	Seacliff	Private
	Dunbar	Trust
	Port Seton	Trust
Dumfries and Gallo-		
way	Garlieston	Council
	Isle of Whithorn	Council
	Kirkcudbright	Council
	Port William	Council
	Cairnryan	Private
	Drummore	Private

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	Palnackie	Private
	Port Logan	Private
	Portpatrick	Private
	Stranraer Ferry Termi-	
	nal	Private
	Annan	Trust
	Glencaple	Trust
	Kingholm Quay	Trust
	Kippford	Unknown
	Stranraer (West Pier)	Unknown
Dundee	Dundee	Private
	Brought Ferry	Unknown
Fife	Pettycur	Council
	Pittenweem	Council
	St Monans	Council
	Wormit	Council
	Tayport	Private
	West Wemyss	Private
	St Andrews	Trust
Highlands	Achiltibuie	Council
	Ackergill	Council
	Ardgour	Council
	Auckengill	Council
	Aultbea	Council
	Badluarach	Council
	Balintore	Council
	Bettyhill	Council
	Broadford	Council
	Brora	Council
	Camus Mor	Council
	Camusnagaul	Council
	Clachan (Raasay)	Council
	Colbost	Council
	Corry	Council
	Culkein	Council
	Diabaig	Council
	Dornie	Council
	Droman	Council
	Drumbeg	Council
	Dunbeath	Council
	Dwarwick	Council
	Elgol	Council
	Embo	Council

Fort William Council Fortrose Council Gairloch Council Glenuig Council Golspie Council Harrow Council Helmsdale Council Hilton Council Huna Council Inveralligin Council Inverasdale Council Inverie Council John O Groats Council Keiss Council Keoldale East Council **KeoldaleWest** Council Kilmaluag Council Kinlochbervie Council Kyle of Lochalsh Council Kyleakin Council Kylerhea Council Kylesku Council Laide Council Latheronwheel Council Littleferry Council Loch Caroy Council Loch Clash Council Loch Coruisk Council Lochailort Council Lochinver Council Meanish (Loch Pooltiel) Council Meikle Ferry (south) Council Nairn Council Nether Lochaber Council Old Dornie Council Portmahomack Council Portree Council Portskerra Council Scarfskerry Council Sconser Council Scoraig Council Scourie Council Shieldaig Council Staffin Council Staxigoe Council Stein Council 27

Stromeferry North Council Stromeferry South Council Suisnish (Raasay) Council Talmine Council Tarbert Council Thurso Council Uig Council West Suisnish (Raasay) Council Airor Private Altnaharrie Private Applecross Private Ardmair Private Arisaig Private Armadale Private Arnisdale Private Balblair Private Berriedale Private Brough Private Camusrory Private Canna Private Cape Wrath Private Castlehill Private Corpach Private Doune Private Drimnin Private Garadheancal Private Gill's bay Private Private Glenelg Glensanda Private Isleornsay Private Kentallen Private Kilchoan Private Kilchoan (Mingary Pier) Private Kirtomy Private Kishorn Private Leckmelm Private Loch Ewe Private Lochaline Private Lybster Private Nigg Private Port Grant Private Port Mor (Muck) Private Portnankon Private Rispond Private Rockfield Private Salen Private

Skirza Strontian Struan Tarbet Tigh an Quay Avoch Trust Cromarty Invergordon Inverness Trust Mallaig Trust Trust Scrabster Skerray Ullapool Wick Acairseid Mhor Ard Neakie Ardarroch Armadale Bay Badachro Camas Glas Carbost Dunvegan Fanagmore Galmisdale (Eigg) Glencoe Kentra Bay Kinloch (rum) Laga Lamigo bay Liddesdale Loch Laxford Mallaigmore Meikle Ferry (north) Plockton Portnalong Reiff Toscaig West Harbour (Ballachulish) Gourock

Inverclyde

Greenock McInroy's Point Port Glasgow Weymss Bay

Unknown Unknown Unknown Unknown Unknown Private Private Private

Private

Private

Private

Private

Private

Private

Private

Trust Trust

Trust

Trust

Trust

Unknown

Unknown

Unknown

Unknown

Unknown

Unknown

Unknown

Unknown Unknown

Unknown

Unknown

Unknown

Unknown

Unknown Unknown

Unknown

Unknown

Unknown

Unknown

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	Burghead	Council
	Cullen	Council
	Findochty	Council
	Hopeman	Council
	Portknockie	Council
	Findhorn	Private
	Lossiemouth	Private
	Portgordon	Private
North Ayrshire	Saltcoats	Council
	Ardrossan	Private
	Blackwaterfoot	Private
	Brodick (Ferry Terminal)	Private
	Corrie	Private
	Cumbrae Slip	Private
	Hunterston	Private
	Irvine	Private
	Lamlash	Private
	Largs	Private
	Lochranza	Private
	Millport (Cumbrae)	Private
	Sannox	Private
	Corrie - Sandstone Jetty	Prviate
	Auchagallon	Unknown
	Brodick (Old Quay)	Unknown
	Brodrick (Old Harbour)	Unknown
	Portencross	Unknown
Orkney	Backaland (Eday)	Council
	Balfour (Shapinsay)	Council
	Burray	Council
	Burwick (South Ronald-	
	say)	Council
	Egilsay	Council
	Flotta - Gibraltar Pier	Council
	Flotta - Sutherland Pier	Council
	Graemsay	Council
	Holm	Council
	Houton	Council
	Kettletoft (Sanday)	Council
	Kirkwall	Council
	Kirkwall - Hatston Pier	Council
	Longhope (Hoy)	Council
	Loth (Sanday)	Council
	Lyness (Hoy)	Council
	Moaness (Hoy)	Council

	Nouster (North Ronald-	
	say)	Council
	Pierowall (Westray)	Council
	Rapness (Westray)	Council
	Rousay	Council
	Scapa	Council
	Stromness	Council
	Stronsay West Pier	Council
	Tingwall	Council
	Whitehall Ferry Termi-	
	nal	Council
	Wyre	Council
	St Margaret's Hope	Trust
Perth and Kinross	Perth	Council
Scottish Borders	Cove	Private
	Bunrmouth	Trust
	Eyemouth	Trust
	St Abbs	Trust
Shetland	Aith	Council
	Baltasound (Unst)	Council
	Belmont (Unst)	Council
	Brae	Council
	Bruray (Out Skerries)	Council
	Burravoe (Yell)	Council
	Collafirth	Council
	Cullivoe (Yell)	Council
	Dales Voe	Council
	Grutness	Council
	Gutcher (Yell)	Council
	Ham Voe (Foula)	Council
	Hamnavoe (N.	
	Mainland)	Council
	Hamnavoe (S.	
	Mainland)	Council
	Housa Voe (Papa Stour)	Council
	Laxo (Flugarth)	Council
	Maryfield (Bressay)	Council
	Mid Yell	Council
	North Haven (Fair Isle)	Council
	North Roe	Council
	Oddsta (Fetlar)	Council
	Ollaberry	Council
	Quoys (Billister)	Council

	Skeld	Council
	Sullom Voe	Council
	Symbister (Whalsay)	Council
	Toft	Council
	Ulsta (Yell)	Council
	Uyeasound (Unst)	Council
	Vidlin	Council
	Walls	Council
	West Burrafirth	Council
	Aithsvoe	Private
	Busta	Private
	Mousa	Private
	Ronas Voe	Private
	Sandsayre	Private
	Voe	Private
	Brownies Taing	Trust
	Heogan (Bressay)	Trust
	Lerwick	Trust
	Melby	Unknown
	Sparl	Unknown
	Wadbister	Unknown
	Whalefirth	Unknown
South Ayrshire	Girvan	Council
•	Ayr	Private
	Ballantrae	Private
	Dunure	Private
	Maidens	Private
	Troon	Private
	Ailsa Craig	Unknown
	0	
Western Isles	Acarsaid	Council
	Aird Ma Ruibhe	Council
	Aird Mhor (Ardmhor)	Council
	Ardveenish	Council
	Bayble	Council
	Berneray	Council
	Breasclete	Council
	Brevig (Lewis)	Council
	Callanish	Council
	Caolas (Vatersay)	Council
	Carloway	Council
	, Ceann a Gharaidh	Council
	Cheesebav	Council
	Cromore	Council
	Cromore	Council
	-	-

Eoligarry Council Gravir Council Griminish Council Haun Council Hushinish Council Kallin Council Kirkibost Council Leverburgh Council Loch Ceann Dibig Council Lochboisdale Council Lochmaddy Council Ludag Council Miavaig Council Newton Council Orosay Council Otternish Council Petersport Council Pol nan Crann Council Port of Ness Council Portnaguran Council Rodel Council Scalpay Council Council Scarp Skigersta Council Stockinish Council Valtos Council West Loch Tarbert (Harris) Council Ardhasaig Private Ardhasaig Private Canna Private Castlebay Private Geocrab Private Tarbert (Harris) Private Stornoway Trust Brevig (Barra) Unknown Drinishadar Unknown Northbay (Barra) Unknown Shillay (island) Unknown Uidh Unknown

This list was accumulated from http://www.ports.org.uk/ on 04/04/2014

Prepared by Carlene McAvoy Community Safety Development Officer for The Royal Society Of The Prevention of Accidents

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