



Rules and Code of Conduct

for Paddlesport Operations at 'The Bont', Glasbury-on-Wye

Introduction

These Rules and associated Code of Conduct apply to all paddlesport operators using the river under the terms of the formal concordat arrangement between SWOAPG and Powys County Council, of which this document (as amended from time to time) forms an integral part.

Upper Glas-y-Bont Common ("The Bont") is owned by Powys County Council. Arrangements for paddlesport access have been made in liaison with the owners of the land and fishing rights downstream. They relate only to the section of the River Wye from Glasbury to Hay-on-Wye; there is no confirmed public right of navigation along this stretch of the river.

The requirements herein are about safety; protection of wildlife and the environment; and respect for landowners and other river users.

Restrictions imposed for the purpose of protecting river habitats have been derived from a Habitat Regulations Assessment conducted by Powys County Council (which concluded that paddlesport operations on the river could potentially disturb fish breeding and nursery habitats; disrupt migration and foraging; and spread invasive non-native species) as well as advice provided to the Council by Natural Resources Wales from their own environmental assessments. Operators could find themselves in breach of environmental law if they do not abide by these arrangements.

The River Wye and most of its tributaries have been designated a Site of Special Scientific Interest (SSSI) and also a Special Area of Conservation (SAC). These sites are strictly protected by law and are environmentally important. Several designated habitat sites on the river have been identified as being sensitive to potential disturbance by paddlesport operations at certain times of year and water levels and particular care is required by paddlers in these sensitive areas (see Annex A – Site Map).

Interpretation

In this document the following terms have these specific meanings:

Affiliation Arrangement	An arrangement agreed between SWOAPG and a membership organisation which defines how the terms of the Concordat will be applied to the organisation's subsidiaries or constituent members (for example a national Paddlesport Association or Voluntary Association entering into the Concordat on behalf of its constituent members, clubs, units, etc.)
Competent paddler	An individual who has demonstrated competence – through a process endorsed by an appropriate Technical Adviser – to be able to control their paddle-craft sufficiently to negotiate designated routes on the river (e.g. recognising and using deep-water routes to avoid shallow areas)
Operator	See 'paddlesport operator'
Paddle-craft	Canoes, kayaks, paddleboards or similar craft propelled or steered by paddles held in the hand (including those which are inflatable, but <u>excluding</u> rowing-boats propelled or steered by oars, rafts, craft improvised from various materials or those propelled by means of a motor or towed by a motor-boat)
Paddlesport	Activity conducted on the river using paddle-craft
Paddlesport Operator	Organised group, organisation or business conducting paddlesport on the river (for the avoidance of doubt, this is intended to cover all paddlesport activity by commercial, educational, military and voluntary entities which is being guided by a designated leader, whether paid or voluntary; and all craft hired for paddlesport)
River guide	One or more competent paddlers(s) appointed by an operator organising a journey on the river, who has undertaken training requirements specified by SWOAPG to ensure understanding and compliance with the terms of the concordat arrangements ¹ and is abreast of developments published by SWOAPG relating to these rules and Code of Conduct ; and has demonstrated competence – through a process endorsed by an appropriate Technical Adviser – in guiding paddlers on the river.
Sensitive sites	Habitat sites on the river identified as being sensitive to potential disturbance by paddlesport operations at certain times of year and water levels
SWOAPG	South Wales Outdoor Activity Providers Group
Technical Adviser	An individual having the qualifications and experience necessary to qualify as a technical expert in one or more paddlesport activities ² ; experienced in the provision of adventure activities to clients; and competent in safety management assessment.
Technical Consultant	A Technical Adviser (as defined above), competent in assurance and with no financial or other direct interest in any operator for whom they are tasked to provide assurance under the terms of the concordat arrangements
The Bont	Upper Glas-y-Bont Common, Glasbury-on-Wye
The Concordat	The Memorandum of Understanding for a Concordat Arrangement for Management of Paddlesport Operations at Upper Glas-y-Bont Common between Powys County Council and South Wales Outdoor Activity Providers Group dated TBC
The Council	Powys County Council
The River	The stretch of the River Wye between its confluence with the Llynfi at Glasbury-on-Wye and the public access at 'The Gliss', Hay-on-Wye
WATO	Wales Adventure Tourism Organisation (of which SWOAPG is a core member)

¹ Any training specified, provided or published by SWOAPG will be intended solely to enable operators and river guides to understand and comply with the terms of the concordat arrangements including this code of conduct and rules; as such it will be concerned with quality assurance requirements for operators; the protection of wildlife and the environment; and respect for landowners and other river users. Operators remain responsible for ensuring that river guides and other paddlers are appropriately trained and experienced to navigate the river safely – although SWOAPG may also from time-to-time share information about conditions on the river to assist operators in fulfilling their safety responsibilities.

Operator Quality Assurance

Powys County Council requires assurance that good practice is being followed by all paddlesport operators using The Bont, so that those involved can experience paddlesport activities while neither being exposed to undue risks nor causing environmental damage to the river.

Paddlesport operators wishing to take advantage of the access arrangements provided by the concordat between SWOAPG and the council must therefore, each year:

- be a SWOAPG Member who has agreed to the terms of the Concordat arrangements, either as an individual entity or by virtue of being a subsidiary or constituent member of a SWOAPG Member that has agreed an Affiliation Arrangement relating to the Concordat (see Appendix 2 to Annex B – Affiliation Arrangements for Membership and 'Umbrella' Organisations);
- fulfil training requirements specified by SWOAPG to ensure understanding and compliance with the terms of the concordat arrangements¹;
- provide evidence of £5m public liability insurance covering their operations on the river; and
- satisfy one or more of the options set out in Annex B – Assurance of Operator Competence, as may be amended and agreed from time-to-time between SWOAPG and the Council.

Timing of Paddlesport Activity

The Council permits launching of paddle-craft from the Bont **between the hours of 10am and 4pm**. Operators should ensure that journeys are planned to make sure that their clients are off this section of the river **no later than 5pm**.

From 1 April to 30 June, no paddle-craft launched at the Bont may use the river downstream of Glasbury bridge unless they are either:

- a) private individuals using their personal paddle-craft (defined as "owner/occupiers" by NRW); or
- b) in an organised group being led through sensitive sites by one or more river guides; or
- c) competent paddlers supported by such information, support and/or signage as may be agreed from time-to-time by the Council to be sufficient to enable them to identify and avoid damaging sensitive sites³.

Landing and Launching

Landing and re-launching is permitted only at the following sites (see Annex A – Site Map), except for reasons of health and safety (e.g. capsize and rescue, medical emergency, route inspection), unless operators have gained consent at other sites from individual landowners:

- the shingle beach on the right at Middle Gro Common (from SO1836 4035 to SO1848 4039);
- other sites as may be identified by the Council and notified by SWOAPG from time-to-time.

Landing is expressly prohibited at the following sites (see Annex A – Site Map), except for reasons of health and safety (e.g. capsize and rescue, medical emergency, route inspection):

- **between 15 March and 15 August** (inclusive), the shingle beaches in the vicinity of the oxbow lake (both banks of the river and lake between approx. SO186 404 and SO190 402) – to avoid disturbing nesting of protected bird species); and
- other sites as may be identified by the Council and notified by SWOAPG from time-to-time.

Operators should ensure their staff and clients are aware of these permitted and prohibited sites; and advise them to avoid trespassing elsewhere.

² The river is generally accepted as falling within the definition of grade 1 – moving water with occasional small rapids and few or no obstacles to negotiate. For qualifications and experience required of a Technical Adviser in this environment, refer to British Canoeing Awarding Body (BCAB) (see [Environmental Definitions and Technical Advice \(britishcanoeingawarding.org.uk\)](https://www.britishcanoeingawarding.org.uk) and [Qualification and Awards Matrices for Paddlesport led activity \(britishcanoeingawarding.org.uk\)](https://www.britishcanoeingawarding.org.uk)).

³ Although not in place immediately, this option is included to allow for the potential that the Council might in future be assured (e.g. by successful demonstrations) that a combination of briefing information; in-situ direction or signage; and competence assessment by operators could be sufficient to enable some 'unguided' paddlers to negotiate the river without risking damage to sensitive sites.

Identification of Craft

All paddle-craft being used on the river under the concordat arrangements should, wherever practicable, be marked with the name of the operator in a way that can be read clearly at a distance. This might be achieved by marking either the craft themselves or items such as buoyancy aids or helmets worn by paddlers. Craft should also be marked by any method specified by SWOAPG to show that they are being operated under the concordat arrangements⁴.

Preventing the Spread of Invasive Species

Invasive plants and animals – which can cause harm to the river environment – can be transferred on craft and other equipment. Operators should ensure that craft and equipment that have been used at other sites are clean and dry before use on the river between Glasbury and Hay (and again before using at other sites):

- CHECK equipment and clothing visually for live organisms, particularly in areas that are damp or hard to inspect – if possible, leave any organisms at the water body where you found them;
- CLEAN (e.g. by washing thoroughly) all equipment (including footwear and clothing) either on-site or 'back-at-base';
- DRY all equipment and clothing – some species can live for many days in moist conditions – make sure you don't transfer water elsewhere.

Parking and Unloading of Vehicles and Trailers

The Bont, Glasbury-on-Wye

Parking space in the car park beside the common at Glasbury is very limited and is shared with other members of the public, so respect is needed.

The gateway onto the common must be kept clear, as it is needed for private access and importantly, for access to the riverside in an emergency. If a member of the public on the common requires emergency assistance, an ambulance or other emergency vehicle will need to be able to get to, or through the gate. Because of that, operators must ensure that:

- Vehicles and trailers are only parked in the car park for the minimum time necessary to unload craft and ensure that clients are on the river safely;
- If pre-trip briefings need to be given at the riverside, the vehicle and trailer are moved and parked at another location during the briefing;
- Vehicles and trailers are not left unattended in front of the access gate, or in front of the toilet block or the Scout gates, for more than the absolute minimum amount of time needed to unload or load craft;
- Trailers are not unhitched from vehicles and left unattended in the car park at any time.

The Gliss, Hay-on-Wye

The following key principles were agreed between SWOAPG and Hay Town Council in 2021 and are included here for reference until such time as other arrangements are agreed:

1. *Treat residents, other users and the site with the respect they deserve.*
2. *Don't arrive on site before 8.30am.*
3. *Don't leave vehicles in the 'launch area' (trailers without wheel-clamps are fine, since they can be manoeuvred manually out of the way by other users if necessary – maximum one trailer per operator, please, but not attached to a vehicle).*
4. *Park as few vehicles as possible on site – take your own vehicles away whenever you can; and ask your clients to park elsewhere (e.g. shuttle them from your own sites or ask them to use the town's main car park).*
5. *Operators do not have permission to "carry on business" from the site (i.e. please use it only for drop-off and pick-up, not as a venue from which to operate hire business).*

⁴ SWOAPG may, for example, provide annual 'boat stickers' and/or ID cards to indicate that operators have signed-up to the concordat.

Code of Conduct

Operators should ensure that their clients are aware of – and river guides should ensure that their groups comply with – the 'good practice' set out in Annex C – DRAFT Paddlers' Code for the River Wye, Glasbury-Hay (adopted from *The Paddlers' Code* published by British Canoeing⁵), particularly the following advice relating specifically to protection of wildlife and the environment; and respect for landowners and other river users; on this section of river:

Respect

- Change in a discreet and considerate way.
- Minimise noise and avoid offensive language near others – both on the river and at the access points, which are close to residents' homes.
- Keep a look-out for other users, including swimmers and anglers (and their fishing lines). Give other users space and avoid lingering and causing a disturbance near anglers.
- Be friendly, be welcoming and respectful of those you meet along the way. Follow directions from anglers who may signal how, which side and when they want paddlers to pass them. Be nice, say hello and share the space!
- Don't paddle under the influence of alcohol or drugs, nor consume alcohol on your journey downriver – this could put you and your companions in danger. *NB it is the operator's responsibility to assess whether clients are, or appear to be, under the influence of alcohol and decide whether to permit use of their craft or not. If paddlers are observed on the river under the influence of alcohol, the police can take action under welfare powers, as this is considered to be a serious safety issue.*
- Use toilet facilities (at Glasbury and at Hay-on-Wye) rather than the riverbanks, except in emergencies.

Protect

- Take your litter home: keep it securely in your craft until you can dispose of it; and secure all loose items so they don't become litter if you capsize: no glass bottles, please!
- Don't light fires on the common at Glasbury or anywhere along the river.
- Be kind to nature, minimise noise and keep a distance – including at the Glasbury launch site, where wildlife takes refuge in the opposite bank.
- Take special care (following any directions you may be given) not to disturb sensitive habitats (shown on Annex A – Site Map) – which could be considered a criminal act:
 - beds of gravel or waterweed used by spawning and juvenile fish: avoid grounding, trampling or landing on these – or using paddleboards with long fins – when water levels are low, particularly from 1 April to 30 June; and
 - gravel banks used by nesting birds: avoid landing on these between 15 March and 15 August.
- Avoid walking on riverbanks, which can be sensitive to erosion or home to vulnerable species: use only the agreed landing and launching points shown on Annex A – Site Map (except in emergencies); and don't pick plants!
- Avoid dragging or sliding craft on the bankside. Try to float your craft for launching and landing.

⁵ See <https://paddlerscode.info/>

Activities Outside these Rules and Code of Conduct

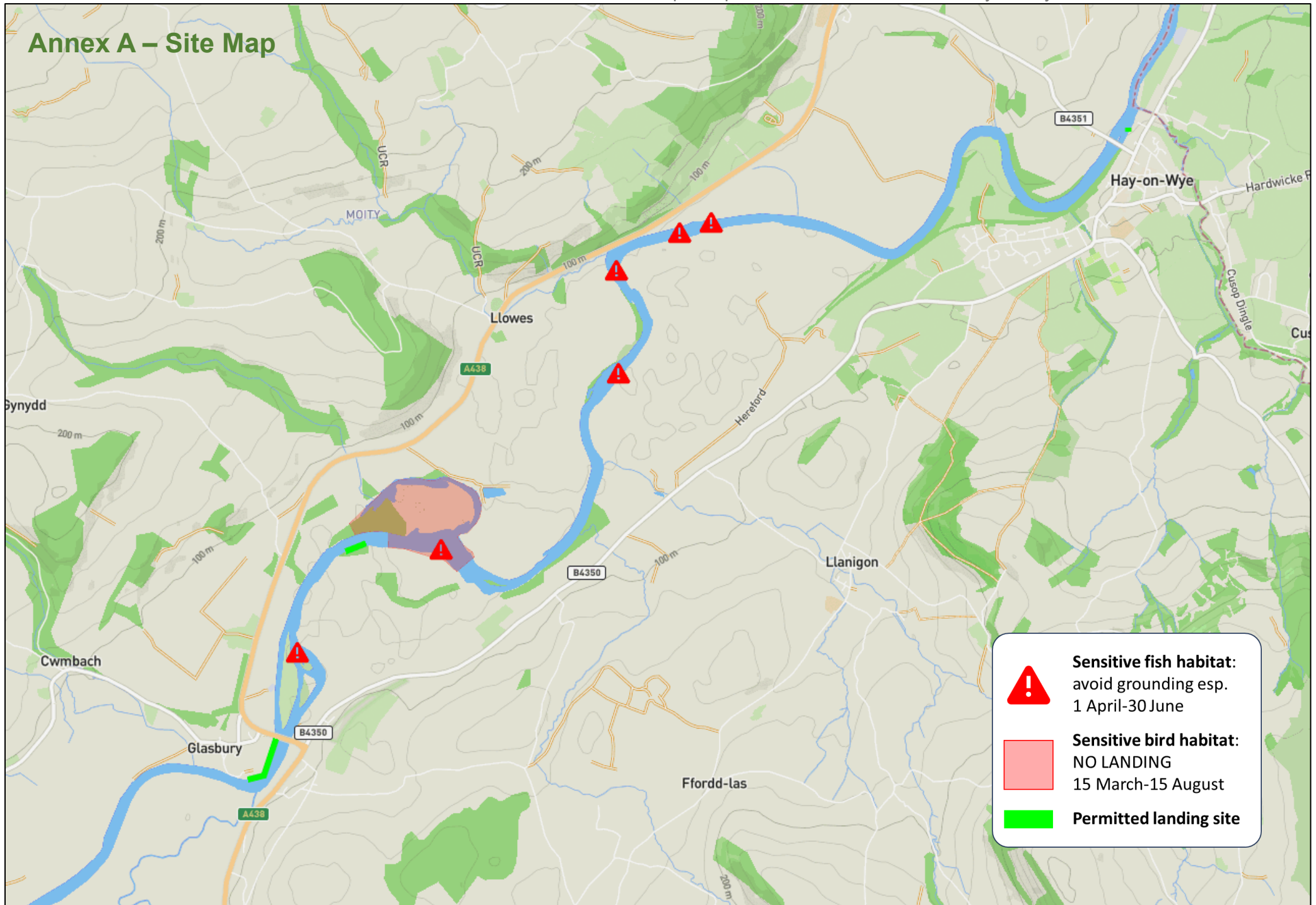
Nothing in these Rules and Code of Conduct prevents individual owners of land or fishing rights from granting express permission for activities outside of this code of conduct, as long as they have the legal power to grant that permission and are not in breach of the law.

However, permission must be obtained by the operator in advance of carrying out that activity and it is the operator's responsibility to be able to provide proof that all relevant permissions or consents have been granted. In particular, please note that as the river is designated as a SSSI and SAC, Natural Resources Wales consent may be required in addition to that of the owner of land or fishing rights.

Specific permission for activities that are outside these Rules and Code of Conduct and taking place on, or in front of Upper Glas-y-Bont common can be sought from Powys County Council. To seek permission, please contact Powys County Council's Countryside Services team, during office hours, on 01597 827500 or by email at cefngwlad@powys.gov.uk. However, this does not include canoeing downstream of Glasbury Bridge or above the Afon Llynfi confluence, outside of the launch times of 10am-4pm. The Council's consent must be sought no less than 2 weeks in advance of the activity taking place, to allow time for officers to consider the request and seek additional information if needed. If the Council is content to grant permission, then it will be provided in writing. Again, it is the operator's responsibility to be able to provide proof that consent has been both sought and obtained before activities are carried out.

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Annex A – Site Map



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Annex B – Assurance of Operator Competence

In addition to training and insurance requirements set out in the Code of Conduct and Rules, paddlesport operators wishing to take advantage of the access arrangements provided by the concordat between SWOAPG and the council must, each year, satisfy one or more of the following requirements:

For operators offering guided paddlesport activities:

- a) Provide evidence of existing accreditation/assurance from one or more of the schemes listed at Appendix 1 to Annex B – Approved Quality Assurance Schemes, valid for the paddlesport activity being conducted on the river; or
- b) Comply with an Affiliation Arrangement relating to the Concordat agreed between SWOAPG and a membership or 'umbrella' organisation, as listed in Appendix 2 to Annex B – Affiliation Arrangements for Membership and 'Umbrella' Organisations; or
- c) Submit to SWOAPG for approval (for which an administrative fee may be charged⁶) a self-assessment checklist (see Appendix 3 to Annex B – DRAFT Self-Assessment Checklist for verification by an Operator's nominated Technical Consultant) accompanied by a report from a Technical Consultant who has, within the last 3 years, assessed the operator's policies and procedures and witnessed the safe delivery by the operator of relevant paddlesports on the river; or
- d) Submit for verification by a SWOAPG-nominated Technical Consultant (for which a fee will be charged⁷) a suite of documentation (see Appendix 4 to Annex B – Documentation expected to be required for verification by SWOAPG-nominated Technical Consultant) providing evidence of appropriate policies and procedures for the safe delivery by the operator of relevant paddlesports on the river.

For operators offering unguided craft hire

- e) Provide evidence of membership of the British Canoeing Delivery Partner scheme⁸; or
- f) Submit to SWOAPG for approval [for which an administrative fee may be charged] evidence of compliance with either WATO *Generic Guidance and Assurance for Adventure Activity Equipment Hire Businesses and Clients* or British Canoeing *Delivery Partner Hire Company Standards and Guidelines for Hire Providers*.⁹

⁶ SWOAPG will require operators to contribute to the costs it incurs in approving assurance evidence offered by operators' own Technical Consultants. Our charging regime is still to be agreed but this is expected to be a nominal fee in the region of £50 per year and may even be included as one of the inherent benefits of full SWOAPG membership.

⁷ The option for SWOAPG to verify operators' documentation is intended only for small-scale operators who do not wish to pursue a more formal accreditation; and who may not have access to their own Technical Consultant; it is not intended to be merely a 'cheaper' option for operators who should more appropriately pursue one of the other assurance routes. Our charging regime is still to be agreed but is likely to cost at least £150 for the first review but possibly less in future years if little changes; however for all but the simplest applications the cost could possibly exceed the 3-yearly £275 cost of the Visit Wales / WATO scheme.

⁸ An appropriate listing on the website of <https://gopaddling.info/find-local-paddling-centres/> would provide evidence of British Canoeing Delivery Partner scheme membership

⁹ Appropriate evidence could be completion of a self-assessment checklist confirming compliance with the required hire company standards and guidelines, together with samples of documentation provided to and agreed by clients.

Appendix 1 to Annex B – Approved Quality Assurance Schemes

Appropriate evidence of accreditation in one or more of the following schemes, valid for the paddlesport activity being conducted on the river, will automatically meet the Council's requirements for Assurance of Operator Competence.

Scheme	Example of evidence to be provided	Scheme Information
Adventure Activities Licensing Authority (AALA) licence	Listed on https://aala.hse.gov.uk/aala/provider_search.php as having valid licence covering relevant paddlesport activities	https://www.hse.gov.uk/aala/general-information.htm
Adventuremark badge	Copy of certificate confirming the included scope of paddlesport activities and environment	https://www.adventuremark.co.uk/adventuremark-badge/adventuremark-badge/
Learning Outside the Classroom (LOtC) Quality Badge	Copy of certificate confirming the included scope of paddlesport activities and environment	https://www.lotc.org.uk/providers/lotc-quality-badge-2/
Association of Heads of Outdoor Education Centres (AHOEC) Gold Standard	Copy of AHOEC Gold Standard inspection report confirming the included scope of paddlesport activities and environment	https://ahoec.org/about/gold-standard/
British Activity Providers Association (BAPA) Accreditation	Copy of BAPA activity observation report form or certificate confirming the included scope of paddlesport activities and environment	https://www.thebapa.org.uk/membership/safety-quality/
Visit Wales/WATO Adventure Activity Assurance	Report from Visit Wales/WATO nominated Technical Consultant confirming the included scope of paddlesport activities and environment	Visit Wales Adventure Activities Assurance Scheme – see https://businesswales.gov.wales/tourism/aaas-homepage
British Canoeing Delivery Partner Scheme	Listed as a Delivery Partner on https://gopaddling.info/find-local-paddling-centres/	https://gopaddling.info/british-canoeing-delivery-partner/

Appendix 2 to Annex B – Affiliation Arrangements for Membership and 'Umbrella' Organisations

SWOAPG is in discussion with the following organisations regarding the potential for including their subsidiaries or constituent members under 'umbrella' Affiliation Arrangements relating to the Concordat.

NONE OF THESE ARRANGEMENTS OR THE SUGGESTED WORDING HAVE YET BEEN AGREED.

Canoe Wales

Arrangement [to be] agreed between SWOAPG and Canoe Wales on [DD MMM YYYY].

Concordat Sign-Up

Canoe Wales (CW) shall maintain SWOAPG Membership and act as the Concordat Signatory on behalf of:

- its own staff and those of British Canoeing (BC), Scottish Canoe Association (SCA) and the Canoe Association of Northern Ireland (CANI);
- clubs affiliated to CW, BC, SCA and CANI; and
- British Canoeing Delivery Partners which are operating under the cover of public liability insurance maintained by CW, BC, SCA or CANI.

Concordat Training:

Leaders of all CW, BC, SCA or CANI groups launching paddle-craft at the Bont shall undertake training specified by SWOAPG to ensure understanding and compliance with the terms of the Concordat arrangements.

CW shall disseminate this requirement (via BC, SCA and CANI where appropriate) to staff, clubs and Delivery Partners.

Public Liability Insurance:

CW, BC, SCA and CANI provide Public Liability Insurance for their staff, clubs and members, including those operating as professional coaches within terms prescribed by the insurance companies (**Terms TBC** e.g. sole traders within maximum turnover threshold).

Assurance of Competence:

1. **[TBC pending publication of Standards]** CW, BC, SCA and CANI staff and affiliated clubs complying with *British Canoeing Standards of Deployment* will automatically meet the Council's requirements for Assurance of Operator Competence.
2. Delivery Partners complying with the terms and conditions of the British Canoeing Delivery Partner scheme will automatically meet the Council's requirements for Assurance of Operator Competence.

ScoutsCymru

Arrangement [to be] agreed between SWOAPG and ScoutsCymru on [DD MMM YYYY].

Concordat Sign-Up

ScoutsCymru shall maintain SWOAPG Membership and act as the Concordat Signatory on behalf of all [Wales-based] Scout Association groups launching paddle-craft at the Bont (excluding those operating under separate arrangements agreed with Powys County Council, such as might be negotiated by 1st Glasbury and Hereford Scout Group for regular use of the River upstream of Glasbury Bridge).

Concordat Training:

Leaders of all Scout Association groups launching paddle-craft at the Bont shall undertake training specified by SWOAPG to ensure understanding and compliance with the terms of the Concordat arrangements.

ScoutsCymru shall disseminate this requirement to appropriate Scout Association units [in Wales].

Public Liability Insurance:

The Scout Association provides Public Liability Insurance for all its constituent units and members.

Assurance of Competence:

Scout Association groups complying with requirements set out in the Scout Association's Policy, Organisation and Rules and its Adventurous Activities Permit Scheme will automatically meet the Council's requirements for Assurance of Operator Competence.

UK Armed Forces

Arrangement [to be] agreed between SWOAPG, the DSA Adventurous Training Safety Regulator (ATSR) and the DIO Training on Private Land (TOPL) Team for Wales & West Midlands on [DD MMM YYYY].

Concordat Sign-Up:

HQ DIO SD TRG W&W (TOPL) shall maintain SWOAPG Membership and act as the Concordat Signatory on behalf of all UK Armed Force Units launching paddle-craft at the Bont.

Concordat Training:

Nominated representatives of those UK Armed Forces Units regularly operating paddlesports at the Bont (such as the South Wales AT Units listed below); and all personnel (whether military, civilian or contracted) leading UK Armed Forces groups launching paddle-craft at the Bont shall undertake training specified by SWOAPG to ensure understanding and compliance with the terms of the Concordat arrangements.

DSA DLSR ATSR shall disseminate this requirement to appropriate UK Armed Forces Units; and HQ DIO SD TRG W&W (TOPL) shall ensure this requirement is conveyed to any UK Armed Forces Units applying for land clearance to launch paddle-craft at the Bont.

Public Liability Insurance:

As a Government Department, the Ministry of Defence has no need to maintain Public Liability Insurance.

Assurance of Competence:

1. Regulated Adventurous Training (AT) Units automatically meet the Council's requirements for Assurance of Operator Competence by virtue of holding a *License to Deliver Adventurous Training*, issued by ATSR (copies available on request). These include the following Units in South Wales:
 - Soldier Development Wing, Sennybridge
 - Adventurous Training Foundation Wing (Brecon)
 - RAF Robson Resilience Centre, Crickhowell
 - Royal Navy Outdoor Leadership Training Centre, Talybont-on-Usk
2. Other UK Armed Forces Units conducting paddlesport on the River for the purposes of either AT or sport automatically meet the Council's requirements for Assurance of Operator Competence by virtue of compliance with Joint Service Publications JSP419 (AT in the UK Armed Forces) or JSP660 (Sport in the UK Armed Forces) and subsidiary single-service policies and procedures.

Appendix 3 to Annex B – DRAFT Self-Assessment Checklist for verification by an Operator's nominated Technical Consultant

[The following checklist has been developed by SWOAPG's nominated Technical Consultant for generic use by non-accredited operators in other scenarios; it still needs to be checked for consistency with other similar schemes such as the SWOAPG arrangements for non-AALA-licenced providers using the Mellte gorge for gorge-walking; and the checklist at Appendix 4 to Annex B – Documentation expected to be required for verification by SWOAPG-nominated Technical Consultant; and if appropriate tailored specifically to the river Wye environment]

1. **Competence of Instructional staff:** I maintain suitable and sufficient arrangements for the recruitment, training (including induction training) and ongoing development, assessment, and management of staff, which ensures that all staff with direct involvement in the provision of adventure activities are assigned to duties within their proven competence.
2. **Risk Management:** I have procedures in place for assessing risk and benefiting record the findings in relation to each of the activities provided and the locations for provision and demonstrate that such an assessment has been 'suitable and sufficient'.
3. **Technical Advice:** The management of safety is in the hands of, or effectively advised by, one or more competent people with sufficient knowledge of safety matters in relation to the facilitation of adventure activities.
4. **Operational Procedures:** I have agreed operational procedures which are implemented, regularly reviewed and responsive to changing events and circumstances.
5. **Emergency Procedures:** I have arrangements in place for the abandonment or modification of activities to ensure participants' well-being and their withdrawal to safety in the event of an emergency. These arrangements may differ between water-based and land-based activities.
6. **Internal and external communications:** I have appropriate internal and external communication systems in place that enable effective communication of information on health and safety issues.
7. **Provision:** I have safety arrangements in place appropriate to the size of the organisation and the extent of activity programmes offered and there is a clearly defined chain of responsibility for management of any preventive measures required to ensure participants' safety.
8. **Safety critical equipment, facilities and services:** I have sufficient personal and other safety equipment, appropriate to the activity and the client / participant, available for use and that checks are in place to ensure it is well maintained and fit for purpose.
9. **Insurance:** I hold appropriate levels of public and employers' liability, professional indemnity, product and third party insurance cover where the scale and extent of cover is appropriate to the target market and activities provided.

Appendix 4 to Annex B – Documentation expected to be required for verification by SWOAPG-nominated Technical Consultant

[The following indicative list is based on information currently requested by the nominated Technical Consultant of Bannau Brycheiniog National Park Authority when assessing Reservoir Passport Applications from operators not having existing accreditations]

- Certificates of Competencies/Qualifications, including first aid qualifications of all instructional staff you are planning to deploy to use the river for paddlesport activities (see link for clarity as to the relevant competencies of an instructor: <https://www.britishcanoeingawarding.org.uk/qualification-and-awards-matrices-for-paddlesport-led-activity/>)
- Procedures for assessing and controlling risks for each of the planned activities e.g. kayaking, open canoeing, stand up paddleboarding etc. 'Good practice' would expect a distinct assessment of risk for each of these activities as some of the risks will differ between the activities.
- Where additional site-specific risks are identified as part of your procedures for assessing and controlling risks for each of the sites you plan to use, 'good practice' would suggest that these are recorded in relation to each of the activities and venues.
- Operational procedures for all planned paddlesport activities
- Emergency Action Procedures
- Age range of participants
- Period of operation
- Ratios for each of the planned activities
- Who has day-to-day responsibility for health and safety for paddlesport activities?
- Who provides specialist health and safety assistance and guidance i.e. your technical advisor for each of the paddlesport activities (see link for clarity as to the relevant competencies of a technical advisor: <https://www.britishcanoeingawarding.org.uk/qualification-and-awards-matrices-for-paddlesport-led-activity/>)
- Evidence of your equipment inspection and maintenance processes to ensure all PPE, which includes craft, buoyancy aids and helmets are deemed 'fit for purpose'. This should include: how you ensure that equipment meets any relevant standards, e.g. EN BSi etc.; inspection schedules (when is it inspected, by whom and what is included e.g. buoyancy aid flotation checks etc.); pre-use checks (including who is responsible for this); what happens to defective or obsolete equipment (how is it isolated to prevent inadvertent use?); disposal and replacement policy.

Annex C – DRAFT Paddlers' Code for the River Wye, Glasbury-Hay

See overleaf for a draft *Paddlers' Code for the River Wye, Glasbury-Hay*, adopted from *The Paddlers' Code* published by British Canoeing⁵ and the Countryside Code¹⁰, to emphasise advice to all paddlers (not just those for whom operators are responsible) relating specifically to protection of wildlife and the environment; and respect for landowners and other river users, on this section of river.

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¹⁰ <https://naturalresources.wales/days-out/the-countryside-codes/the-countryside-code-advice-for-countryside-visitors?lang=en>

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Paddlers' Code for the River Wye, Glasbury-on-Wye

Powys County Council has granted permission for paddlers to launch craft from – and to use the river adjacent to and downstream of – Glas-y-Bont Common, provided they follow this code, designed to respect and protect the river environment, landowners and other river users.

NB organised groups (those with a designated leader, whether paid or voluntary), organisations or businesses (whether commercial, educational, military or voluntary, - including all hire operators) may only launch here after signing-up to a concordat arrangement operated for the Council by South Wales Outdoor Activity Providers Group, or by making alternative arrangements with the Council.

The River Wye is a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC), environmentally important and strictly protected by law. Several habitat sites on the river are sensitive to potential disturbance by paddlers, so particular care is required in these areas (shown on the map – which also shows areas on the river where landing is permitted or prohibited).

The following 'good practice' guidelines have been adapted from **The Paddlers Code** and the **Countryside Code** as they apply specifically to this section of river:

Respect

- Launching of canoes, kayaks and paddleboards (but no other type of craft) is permitted **only between 10am and 4pm**.
- If you need to drive, team up with others.
- There is limited parking space at the access points in Glasbury and Hay. Don't cause obstruction – and leave space for emergency vehicles. If there's no space, unload quickly and park respectfully elsewhere (in Hay, the town car parks are only a few minutes' walk away).
- Unload and load equipment and change in a discreet and considerate way.
- Minimise noise and avoid offensive language near others – both on the river and at the access points, which are close to residents' homes.
- Keep group sizes small and discreet where possible – but do stay together as a group to minimise disturbance to others.
- Keep a look-out for other users, including swimmers and anglers (and their fishing lines). Give other users space and avoid lingering and causing a disturbance near anglers.
- Be friendly, be welcoming and respectful of those you meet along the way. Follow directions from anglers who may signal how, which side and when they want paddlers to pass them. Be nice, say hello and share the space!
- Don't paddle under the influence of alcohol or drugs, nor consume alcohol on your journey downriver – this could put you and your companions in danger.
- Use toilet facilities (at Glasbury and at Hay-on-Wye) rather than the riverbanks, except in emergencies.

Protect

- Take your litter home: keep it securely in your craft until you can dispose of it; and secure all loose items so they don't become litter if you capsize: no glass bottles, please!
- Don't light fires on the common at Glasbury or anywhere along the river.
- Be kind to nature, minimise noise and keep a distance – including at the Glasbury launch site, where wildlife takes refuge in the opposite bank.
- Take special care (follow any directions you may be given) not to disturb sensitive habitats (shown on the map) – which could be considered a criminal act:
 - beds of gravel or waterweed used by spawning and juvenile fish: avoid grounding, trampling or landing on these – or using paddleboards with long fins – when water levels are low, particularly from 1 April to 30 June; and
 - gravel banks used by nesting birds: avoid landing on these between 15 March and 15 August.
- Avoid walking on riverbanks, which can be sensitive to erosion or home to vulnerable species: use only the agreed landing and launching points shown on the map (except in emergencies); and don't pick plants!
- Avoid dragging or sliding craft on the bankside. Try to float your craft for launching and landing.
- Always check, clean, & dry your kit after each trip. Inspect for plant fragments and critters. Washing and drying all equipment is key to helping stop the spread of invasive, non-native species.
- Fishing from canoes is not permitted without a valid Environment Agency rod licence, landowner consents and the relevant fishing permits for the stretch of river concerned.

Enjoy

- Be prepared! Always wear a buoyancy aid and carry a means of contacting the emergency services on your person
- Check your craft/equipment before each trip – and that you have a waist leash for the river environment if paddling SUP
- Plan your adventure! The weather can change rapidly due to rain or wind. Check the **Wye at Glasbury - River levels**
- Ensure you are equipped for the trip and that it is within the capabilities of you and your group.
- Be aware of potential hazards such as overhanging trees and the weir at Hay Warren.
- Look out for bacteria, viruses or toxic algae. Don't enter water that looks or smells bad. **Report to Natural Resources Wales** (0300 065 3000)
- Leave no trace, take only photographs and leave only ripples.

All paddlers launching at Upper Glas-y-Bont Common must follow this code, designed to respect and protect the river environment, landowners and other river users.

Organised groups, organisations or businesses may only launch after signing-up to a Concordat arrangement with South Wales Outdoor Activity Providers Group (<https://swoapg.com>) or by making alternative arrangements with Powys County Council.

First bend after bridge: avoid shallow areas beside main flow throughout the S-bend, especially April-June

Access to launch & land (left bank) at Upper Glas-y-Bont Common, Glasbury
[W3W unclaimed.display.gear](https://www.w3w.unclaimed.display.gear)
Toilets, limited parking.
Keep access gate clear.
Launching permitted 10am-4pm

Powys County Council has granted permission to launch paddle-craft at Upper Glas-y-Bont and to use them on the river downstream of this point (where the Afon Llynfi meets the Wye)

Middle Gro: landing permitted on right (advertised by sign 200m upstream)

'Oxbow bend': avoid shallow areas as flow again bends left then right, especially April-June

Llowes bend: avoid shallow areas and route, especially April-June

Site of 'oxbow lake': bird breeding habitat – DO NOT LAND IN THIS AREA from 15 March to 15 August

Access to land & launch (right bank) at The Gliss, Wyeford Road, Hay-on-Wye
[W3W scornful.chipper.messy](https://www.w3w.scornful.chipper.messy)
Limited parking on site; car parks & toilets in town

Digeddi campsite: avoid shallow areas both sides, especially April-June

Sheephouse fishery: avoid shallow areas, especially April-June

[For Information only] The Warren: small weir around corner (deepest route far right)

RESPECT

- Launch canoes, kayaks and paddleboards **only between 10am and 4pm**
- Avoid obstructing parking areas and access gates
 - Move equipment and change discreetly
- Minimise noise and avoid offensive language
- Keep group sizes small – but stay together
- Give other users space; avoid lingering near anglers
 - Be friendly, welcoming and respectful
 - Avoid alcohol or drugs


PROTECT


- Take litter home, don't light fires
- Be kind to nature – especially at the sensitive sites
- **Avoid walking and dragging on riverbanks and gravel beds; land & launch only where shown (except in emergency)**
 - Check, Clean & Dry your kit after use

ENJOY

- Be prepared with the right equipment and plan
- Beware of hazards such as trees, rapids and weirs
 - Leave no trace

To recognize the deepest water channels in shallow areas, look generally for the largest waves and the 'V' of smoothest water pointing downstream

 **Sensitive fish habitat:** avoid grounding esp. 1 April-30 June

 **Sensitive bird habitat:** NO LANDING 15 March-15 August

 **Permitted landing site**