

## RISK ASSESSMENT FORM

|                            |  |  |          |  |
|----------------------------|--|--|----------|--|
| <b>Workplace</b>           | Buzz Active                                  | <b>Likelihood (L)</b>  | <b>X</b> | <b>Severity (S)</b>                            |
| <b>Department</b>          | Children's Services                          | Almost Impossible  | 1        | Insignificant (minor injury, no time off)      |
| <b>Risk Assessor</b>       | R Wilson                                     | Unlikely   | 2        | Minor (injury and up to 7 days off)            |
| <b>Room/Area</b>           | Princes Park and Buzz Active Eastbourne site | Possible   | 3        | Moderate (injury causing more than 7 days off) |
| <b>Activity/Task</b>       | Stand up Paddleboard                         | Likely   | 4        | Major (death or serious injury)                |
| <b>Date</b>                | 20/4/2023                                    | Almost Certain   | 5        | Catastrophic (multiple deaths)                 |
| <b>Benefit of activity</b> | Activity session                             | <div style="background-color: #90EE90; padding: 2px;">Low = 1-8</div> <div style="background-color: #FFFF00; padding: 2px;">Medium = 9-14</div> <div style="background-color: #FF0000; padding: 2px;">High = 15-25</div> |          |  |

| What are the significant, foreseeable, hazards?<br>(the dangers that can cause harm) |   | Who is at Risk? | Current control measures<br>(What is already in place/done)   | Risk Rating |   |   | What additional control measures can be put in place to reduce the risk further? | Revised Risk Rating |   |   |  |  |
|--|---|-----------------|---|-------------|---|---|--|---------------------|---|---|--|--|
|  |   |                 |   | L           | S | R |  | L                   | S | R |  |  |
| 1.   | Manual handling - Lifting, carrying, and storing the boards - possible back injury. | All             | <p>Instructor to brief on how to carry the boards - 1 person at front, 1 person at back to carry one, straight backs, bent knees while lifting and placing down. Use the trolley if available. Be careful when moving in stronger winds as boards can take off or cause uncontrolled twisting. Be careful of the fins and other people around when moving to avoid collisions.</p> <p>Inform clients of wind direction and how to compensate.</p> | 3           | 2 | 6 |  |                     |   |   |  |  |

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|----|---|-----|---|---|---|---|--|--|--|--|
| 2. | Slips trips and falls   | All | <p>Check the site for any unforeseen loose debris and remove away from the group. Check for loose slabs and brief the group of uneven surfaces and about the area. Brief the group away from the waters edge to avoid distractions. Wear appropriate footwear, leave equipment neatly stacked at the edge of the lake out of the way of the public and other users. When using the equipment make sure clients are kneeling or walking in the water when close to the edge of the lake. When standing brief group of depth of water and to bend knees if they fall in. An ankle leash to be worn to prevent the equipment straying too far.</p> | 2 | 2 | 4 |  |  |  |  |
| 3. | Collision with other water users – damage to kit and risk of unforeseen accidents | All | <p>When close to others keep paddles low and drop to knees if possible. Encourage separation before lifting the paddles again. Brief the group to reduce their speed or stop when close to others.</p> <p>Keep group away from other people using the lake. Brief the group on paddling area and what to do if they get too close. If another group impede on the session then ask a senior to intervene if necessary.</p>  | 2 | 2 | 4 |  |  |  |  |

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| 4  | Impact from object  | All | Helmets to be worn, correct use only, Close supervision from instructor. If doing balance games paddle to be kept separately.   | 2 | 3 | 6 |  |  |  |
| 5  | Depth of water – risk of hurting ankles or knees due to being shallow | All | Lake is shallow, brief the group so the dangers are understood and to bend knees if falling into the water.   | 2 | 2 | 4 |  |  |  |
| 6  | Hidden underwater objects – Risk of cutting feet                      | All | Wear appropriate footwear. Must be closed toe and well fastened. Session to be stopped if any submerged objects found, items removed or isolated before session continues.  | 2 | 2 | 4 |  |  |  |
| 7. | The concrete sides of the lake  | All | Inform clients about the dangers of shallow water and demonstrate how to get onto the board, enter the water launching and landing safety. Kneeling or walking in the water when close to the edge to limit chances of falling. Staff can assist with clients. No running along the side or jumping from the crafts near the sides. | 2 | 3 | 6 |  |  |  |
| 8  | Water Quality   | All | Staff to check water surface visually prior to session for foreign objects. Water tests carried out periodically. Any concerns inform a member of the senior team. Wash hands after session. Limit the amount of immersion in the water.  | 2 | 3 | 6 |  |  |  |

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|----|---|------------------|--|---|---|---|--|--|--|--|
| 9. | Injuries from falling from the board. Entrapment and entanglement and drowning. | All participants | <p>Instructor to brief on what happens if you fall into the water. Ensure safety equipment is fitted including leashes and explain the possibility of entanglement. Make sure there is good communication between instructor and group with appropriate methods and what to do if they get stuck.</p> <p>Instructors to always carry a knife on them. Lake first aid kit to be available.</p> <p>. Helmets worn and correctly fitted, Importance of a properly fitted buoyancy aid being always worn and leg straps if fitted to be properly affixed, and excessive webbing to be tucked away from the side to prevent catching.</p> <p>Head count.</p> <p>Instructor to maintain good group control always. Using recall signals and sounds.</p> <p>Instructor to have ready a throw bag Brief students on how to assist one another, or to alert the team to any issues.</p> | 1 | 4 | 4 |  |  |  |  |
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| 10. | Heat stroke or hypothermia due to the weather or risk of injury due to adverse weather conditions | All participants | Dress appropriately for the conditions. Have sunscreen and hats if hot. Take water if necessary. Wetsuits available if cold. Instructor to limit time of exposure in necessary. If lightening stop the session and return to base. Use the appropriate side of the lake for shelter. Brief the group on boards moving due to windy conditions and the possibility of boards lifting out of the water. Stop session if conditions are likely to cause injury. | 1 | 4 | 4  |  |  |  |
| 11. | Walking to the site which includes crossing the road (RTA)  | All participants | Staff to cross clients in a walking bus style ensuring no running and all are paying attention. Ensure a sufficient gap in traffic or traffic stopped in both directions before stepping into the road only using the crossing on Royal Parade.  | 2 | 5 | 10 |  |  |  |
| 12  | Public – risk of negative interaction   | All              | Keep group away from members of the public, keep kit tidy and off the top promenade. If anyone is impacting your session get a senior member of the team to help. Keep pets away from the group and challenge anyone taking photos or behaving strangely.  | 1 | 2 | 2  |  |  |  |
| 13  | Wildlife – risk of unforeseen harm  | All              | Keep group away from the wildlife, Don't encourage feeding or interaction.   | 2 | 1 | 2  |  |  |  |
| 14  | Biohazards – risk of disease  | All              | Keep group away from any mess that may have been left. If appropriate move group session location, report to a senior if object needs removing if beyond capability of instructor. Wash hands after session, limit ingestion pathways.   | 2 | 2 | 4  |  |  |  |

**Action Plan (when will the above additional control measures be implemented and by whom?)**

| Action | By Whom? | Deadline | Date Completed |
|--------|----------|----------|----------------|
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**Signature and review**

|   |                     |                              |              |              |            |
|---|---------------------|------------------------------|--------------|--------------|------------|
| <b>Name of Manager:</b>                     | R Wilson            | <b>Signature of Manager:</b> | R Wilson     | <b>Date:</b> | 10/3/2020  |
| <b>1<sup>st</sup> review undertaken on:</b> | 10/11/2020          | <b>Signature of Manager:</b> | O Richardson | <b>Date:</b> | 10/11/2020 |
| <b>2<sup>nd</sup> review undertaken on:</b> | 12/1/21             | <b>Signature of Manager:</b> | R Wilson     | <b>Date:</b> |            |
| <b>3<sup>rd</sup> review undertaken on:</b> | 12/01/2022          | <b>Signature of Manager:</b> | R Wilson     | <b>Date:</b> |            |
| <b>4<sup>th</sup> review undertaken on:</b> | 20/04/23 P Lansdown | <b>Signature of Manager:</b> |              |              |            |
| <b>5<sup>th</sup> review undertaken on:</b> | 25/1/24 P Lansdown  | <b>Signature of Manager:</b> |              |              |            |