

RISK ASSESSMENT FORM

Workplace	Buzz Active	Likelihood (L)	X	Severity (S)
Department	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	Pip Lansdown	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Cuckmere	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Katacanoe	Likely	4	Major (death or serious injury)
Date created	6/5/22 revised 18/01/2023	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Teambuilding, learning new skills, fun, balance. Co-ordination, communication, trust, self-esteem, problem solving, confidence	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	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		
Environment – weather, temperature	Staff and Clients	Suitable clothing and safety equipment. Checking the weather before session and making the appropriate decisions for the group involved. Advising the use of sunscreen or extra clothes. Following the BC guidelines for environmental definitions and using the appropriate instructor and experience.	4	2	8						
Water	Staff and Clients	Explain the depth and the temperature and procedures if you come out of your craft. Make sure all Buoyancy aid's are done up correctly and fit. Good group control and visual on the group at all times	2	4	8						

	Manual handling	Staff and clients	Staff to move equipment. Minimum of 4 to lift. Slide using the mats and rollers provided with 2. Following the health and safety training for best manual handling. Using correct towing techniques whilst on the water.	5	2	10			
	Public	Staff and clients	Keep the group separate from members of the public. Good group control and awareness.	4	1	4			
	Entrapment/ drowning	Staff and Clients	Only 6 people to a craft. Strong briefing of entrapment from instructor before session. Staff to carry a knife in their BA at all times, and radio. BA's to be worn and excessive webbing to be tucked away from the side to prevent catching. SWIMMING BETWEEN THE HULLS DURING SUPERVISED SESSIONS ONLY. CRAFT MUST BE STATIONARY, ONE PERSON AT A TIME AND THE INSTRUCTOR MUST BE ON THE CRAFT WITH EYES ON AT ALL TIMES	1	4	4			
	Slips scrapes and falls	Staff and clients	Make sure that good briefings are done before each game. Good group control and appropriate safety equipment.	4	1	4			
	Equipment	Staff and clients	Paddles to be used appropriately following BC and inhouse training. The use of effect communication to limit the mis-practise of equipment. Helmets to be worn. Importance of a properly fitted	4	1	4			

	Hire – solo paddling	Clients	Maximum 6 people, minimum 3 people. Appropriate briefing before going on the water. Buoyancy Aids to be worn at all times. Appropriate craft for use NO SWIMMING BETWEEN THE HULLS . Not to be taken on the river	2	1	2			
	Flipping of craft	Staff and clients	No more than three adults on one side only. Make sure that weight distribution is good across the raft. Good briefing with safety signals.	2	3	6			
	Slip way	Staff and clients	Briefing for clients. When getting in and out of the boats make sure you have three points of contact to help balance. Suitable footwear to be worn at all times.	5	2	10			
	Field	Staff and clients	Visual check before use every time. Any foreign bodies removed from the site. If it is of concern, then report to the senior on the day.	2	1	2			
	Wildlife	Staff and clients	Be considerate to wildlife on the meanders especially around Spring due to nesting. Keep clear if possible and have good group management to avoid Swans and geese.	3	2	6			
	Other water users	Staff and Clients	Stay clear of other users, keep the groups separate. Good group control and clear communication to limit any contact.	2	2	4			
	Insects and pollen – stings and allergic reactions	Staff and clients	Carry any medication that is needed in the group. Ask before session if there is anything medically you need to know.	3	4	12			

	Water quality	Staff and clients	The water quality is checked periodically. Clients asked to wash hands before eating. All equipment sprayed down after use and dunked to keep clean. Visual inspection before launching. Anything of concern is removed.	2	2	4				
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:		Signature of Manager:		Date:	
1 st review undertaken on:	06/06/2022	Signature of Manager:		Date:	
2 nd review undertaken on:	30/ 01/2023 P Lansdown	Signature of Manager:		Date:	
3 rd review undertaken on:	6/4/23 R Wilson (adding drowning)	Signature of Manager:		Date:	
4 th review undertaken on:	23/1/24 P Lansdown	Signature of Manager:		Date:	