

## 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>           | Cuckmere / Eastbourne                                                                                                          | Possible              | 3             | Moderate (injury causing more than 7 days off) |
| <b>Activity/Task</b>       | Raft Building                                                                                                                  | Likely                | 4             | Major (death or serious injury)                |
| <b>Date created</b>        | 12/1/19                                                                                                                        | Almost Certain        | 5             | Catastrophic (multiple deaths)                 |
| <b>Benefit of activity</b> | 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?<br><i>(the dangers that can cause harm)</i> | Who is at Risk?                            | Current control measures<br><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 |  |  |
| 1. | Manual Handling - Carrying equipment to the designated raft- building area.                 | All participants, members of staff, public | Instructor to brief clients on carrying equipment properly and sensibly. Clients briefed on being aware of others when handling the poles. All clients to be wearing closed toe shoes, helmets, and buoyancy aids. Strong group control. Participants to lift equipment in pairs. Keep the build area tidy. Clients are briefed to carry any equipment the short distance to the water by bending the knee and keeping a straight back wherever possible. Slow and careful movements minimise twisting or swinging with poles. | 2           | 3 | 6 |                                                                                  |                     |   |   |  |  |

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|---|---------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--|--|--|
| 2 | Members of public around the meander and on the slipway/ right of way.                                  | All participants, members of staff, public | Instructor brief to include awareness of other users, advising of right of way, set out clear boundaries, leaving clear path.                                                                                                                                                                                                                                                                | 3 | 2 | 6 |  |  |  |
| 3 | Building of the raft                                                                                    | Participants and staff                     | Clients to take care when handling poles and feeding ropes through hands when building/dismantling the raft as splinters and rope burns can happen. Working together and communicating is key to the success of this task, and this will also prevent rope burn, trapping fingers and most build associated injury. Staff or helpers to monitor each team. Brief group on entrapment issues. | 3 | 3 | 6 |  |  |  |
| 4 | Participant's behaviour - Jumping/climbing on the barrels on land. Throwing swinging kit/ poles around. | All participants, members of staff, public | Strong group control and brief – equipment area for building.                                                                                                                                                                                                                                                                                                                                | 3 | 3 | 9 |  |  |  |
| 5 | Tripping on loose rope on floor in build area. Slipway, edges. Rope burn.                               | All participants, members of staff, public | Instructor to keep area tidy, designated area for building and visual check of equipment before use.                                                                                                                                                                                                                                                                                         | 3 | 3 | 9 |  |  |  |
| 6 | Equipment failure                                                                                       | Participants                               | Visual check of equipment for signs of damage and excessive wear                                                                                                                                                                                                                                                                                                                             | 2 | 3 | 6 |  |  |  |
| 7 | The meanders are shallow may cause risk to ankles and legs when falling off the raft                    | All participants, staff                    | Instructor to indicate rafting area on the meander opposite the slipway and denote paddling area for best depth of water.<br><br>Clients entering the water must have helmets and closed toe footwear. Awareness of water depth and how to get on and off the raft safely.                                                                                                                   | 3 | 3 | 9 |  |  |  |

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|----|-------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--|--|--|
| 8  | Concrete slipway area is a slip and trip hazard | All participants, members of staff, public | Strong brief by instructor. Demonstration of how to get in the water and on the equipment. Instructor to help launch.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 3 | 3 | 9 |  |  |  |
| 9  | Meander banks - slippery                        | Participants and staff                     | Clients to be briefed on unstable nature of opposite riverbank and informed this is not to be used as egress as part of the national park conservation area. Reinforce good communication between team members.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2 | 3 | 6 |  |  |  |
| 10 | Under water foreign objects                     | Participants and staff                     | Appropriate footwear to be worn at all times. Visual check of the area before use.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 | 3 | 6 |  |  |  |
| 11 | Drowning – raft flipping, or entrapment         | Participants                               | A strong design encouraged by the instructor to limit the movement of barrels and poles when on the water. Knots shown to participants to help with the strength. Strong brief to group of awareness of pinch points on the raft when on the water. Signals to be used if there is a problem. Head count all the time and good instructor positioning to visually check participants when on the water. Knife and whistle to be carried on all instructors. Staff member to be on the water before launching. Importance of a properly fitted buoyancy aid being worn at all times and leg straps if fitted to be properly affixed and tightened. excessive webbing to be tucked away from the side to prevent catching. | 2 | 4 | 8 |  |  |  |

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|----|----------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|--|--|--|
| 12 | Equipment      | Participants, instructors                  | Good brief on how to hold and use paddles. What to do when not paddling, helmets to be always worn. No paddles to be thrown or used inappropriately.                                                                                                                                                                       | 2 | 3 | 6 |  |  |  |
| 13 | Weather        | All participants, members of staff, public | Be aware of the wind strength and direction before session so designated paddling area can be assigned. Safety measures in place with tow and throw lines. Procedures covered in staff induction. Cags available for warmth, water and sun cream advised if weather is hot. Appropriate clothing worn. Wetsuits available. | 3 | 1 | 3 |  |  |  |
| 14 | Foreign bodies | All                                        | Visual inspection of slipway and water for any hazards. Remove if possible and/or alert SI on site if it may impact on the session. Clients to wash their hands before eating.                                                                                                                                             | 1 | 2 | 2 |  |  |  |
| 15 | Public         | All                                        | Good group control and briefing to avoid members of the public.                                                                                                                                                                                                                                                            | 1 | 1 | 1 |  |  |  |
| 16 | Wildlife       | All                                        | Avoid the banks where possible during nesting season, avoid water foul and other birds whilst on the water. Do not deliberately approach wild birds. Good briefing and group management.                                                                                                                                   | 2 | 1 | 2 |  |  |  |

**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>                     | Richard Wilson        | <b>Signature of Manager:</b> | R Wilson | <b>Date:</b> |  |
| <b>1<sup>st</sup> review undertaken on:</b> | 10/11/2020            | <b>Signature of Manager:</b> | R Wilson | <b>Date:</b> |  |
| <b>2<sup>nd</sup> review undertaken on:</b> | 12/01/2021            | <b>Signature of Manager:</b> | R Wilson | <b>Date:</b> |  |
| <b>3<sup>rd</sup> review undertaken on:</b> | 09/03/2022            | <b>Signature of Manager:</b> | R Wilson | <b>Date:</b> |  |
| <b>4<sup>th</sup> review undertaken on:</b> | 18/03/2023 P Lansdown | <b>Signature of Manager:</b> |          | <b>Date:</b> |  |
| <b>5<sup>th</sup> review undertaken on:</b> | 23/01/24 P Lansdown   | <b>Signature of Manager:</b> |          | <b>Date:</b> |  |