# RISK ASSESSMENT FORM

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| **Workplace** | Buzz Active | **Likelihood (L)** | **X** | **Severity (S)** |
| **Department** | Children's Services | Almost Impossible | 1 | Insignificant (minor injury, no time off) |
| **Risk Assessor** | R Wilson | Unlikely | 2 | Minor (injury and up to 7 days off) |
| **Area** | SUP at the Cuckmere | Possible | 3 | Moderate (injury causing more than 7 days off) |
| **Activity/Task** | SUP | Likely | 4 | Major (death or serious injury) |
| **Date reviewed** | 20/06/2025 | 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?** ***(the dangers that can cause harm)*** | **Who is at Risk?** | **Current control measures** ***(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** | | |
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| | | | **L** | **S** | **R** | | **L** | **S** | **R** |
| On land – Manual handling<br><br>Lifting and carrying the SUPS on the slipway and in the storage area - possible back injury. Collision and impact to the head or body, crushing of digits etc while moving boats in the storage area. | Staff/ client | Instructor to brief on how to carry the boards from the racks - 1 person to carry one board by middle handle trapping board between body and arm. Lift and carry with bent knees and straight back. Where staff deem it safe to do so, two boards can be carried from the central handle.<br><br>Communication is key while moving boards through the doorways. Ensure all areas clear of clients when moving to or from the racks, belongings, and other equipment. Communicate with those around you, and do not rush. | **1** | **3** | **3** | | | | |

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| | | | Stand upwind of boards when carrying them. | | | | | | | |
| | Storage | | At least 2 people to help get the boards down from the racks above head height. No clients climbing up the racks. Good communication and clearing of the area of people.<br>Staff must only stand on the racks with other staff supporting on ground level | **1** | **2** | **2** | | | | |
| | Storage of boards on the slipway-<br>Wind effects on boards | | Area to be kept tidy and boards kept on racking or stacked on slipway neatly with fins up to prevent damage. Leashed stowed properly by attaching to middle handle to prevent trip hazards.<br>Group briefing and control from instructor. Boards not to be outside in anything above a force 3 due to the danger of the boards moving involuntarily. In windy conditions boards may be moved by the wind and can become a hazard | **1** | **2** | **2** | | | | |
| | When on the water<br><br>Collision with other water users.<br><br>The water is shallow<br><br>Steep banks at points.<br><br>Wind trapping/grazing fingers and hands<br><br>Drowning | | Brief clients about collision dangers, falling onto other boards, clients, or the slipway/ banks. Always adopt a safe position when near the bank or in shallow water.<br>Advise where to stay whilst on the water.<br>Inform clients about the dangers of shallow water and the slipway. Three points of contact when getting on to the board and returning to the slipway. Demonstrate or instruct a safe position at a slow pace suitable for access and egress of slipway or banks. | **1** | **4** | **4** | | | | |

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| | | | What to do when waiting for the coach to rescue them.<br>Inform clients of wind direction and how to compensate with position on the board, and paddle/ stance techniques to avoid trapping hands and finger keeping arms and hands above the rails of boards.<br>Importance of a properly fitted buoyancy aid being worn at all times and leg straps if fitted to be properly affixed and tightened. | | | | | | | |
| | The main river is steep and slippery with only one access egress point. The steps are slippery below high tide | | Steps at the bridge are slippery and present a hazard; clients are to be assisted in egressing here by staff. Use at high tide if possible. 2 people to lift and portage the boards. | **1** | **4** | **4** | | | | |
| | Paddles can present a risk if handled incorrectly | | Clients to be briefed on collisions on the water as this can present an impact injury even at slow speed. How and where to place your paddle when close to other water users, how to carry your paddle and best use. | **1** | **4** | **4** | | | | |
| | Leashes can become an entrapment hazard- Drowning | | While it is important to keep a leash on while paddling to avoid separation from the board, the type of leash is important. Waist leashes may be more suitable on moving where obstructions may cause an entrapment hazard / flowing water. Ankle leashes on placid water of the meander, where leashes may become tangled in other users' equipment. Group control and sight of clients for safe monitoring. Correct stowage of leashes. Leashes to be removed for games under the | **2** | **2** | **4** | | | | |

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| | | | discretion of the instructor. BA's to be worn and excessive webbing to be tucked away from the side to prevent catching.<br>Waist leashes may be more suitable on moving where obstructions may cause an entrapment hazard / flowing water | | | | | | | |
| | Main river has a flow. The current can present a risk to weaker paddlers | | Coaches to determine skill level and tidal flow and water level before entering main river or sea. When moving a group onto the main river or sea. Follow NGB guidelines | **1** | **5** | **5** | | | | |
| | Risk of group separation on all areas of water due to the bends in the meander and flow on the river | | Good group control and pacing of movement. Briefings to clients and clear signals and communication. | **3** | **1** | **3** | | | | |
| | The equipment being used can present different hazards. SUP boards are inflatable and there is a risk of deflation.<br>Equipment Failure | | Buoyancy is inherent only if the board remains inflated. Should a board become deflated persons will be required to double up or move to the bank and return to the centre by land. Avoiding hazards which are likely to deflate the board, IE any sharp objects located are to be removed or groups marshalled away from them. Visual inspection every time they are used, annual inspection recorded, any defects reported and addressed. | **1** | **1** | **1** | | | | |
| | Adverse Weather<br>Exposure, cold, hypothermia and hyperthermia, sunstroke, Thunderstorms, lightning | | Make sure clients are dressed appropriately, with correctly fitting buoyancy aids. Windproof tops to be provided if a risk of cold effecting clients or session. Instructor to keep an eye on possible hypothermia/sunstroke symptoms. If | **1** | **4** | **4** | | | | |

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| | | | noticed, instructor to remove client from activity and inform senior management who will advise further. Long sleeves, water to drink, and sunglasses can aid in preventing hyperthermia and heat stroke. Extra layers, or spare layers can be taken by clients and staff for cold weather/exposure. If paddling to the beach or upriver an emergency shelter can be deployed. If lightning, SI to monitor lightning tracker and update group. Get everyone off the water if nearby. | | | | | | | |
| | Capsize/falling off, Drowning | | SUP clients are briefed on turning the board over and methods for re-mounting. Using rescue methods, correct sizing of boards and safety equipment. Leash use and type of leash in flowing water. | **1** | **2** | **2** | | | | |
| | Other water users | | Good group control, communication with other water users, and a good look out. | **1** | **1** | **1** | | | | |
| | Foreign bodies and water quality | 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. 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. Visual check to be done before the session and any foreign bodies removed if possible. Wash hands before eating. Water testing is carried out for E.coli and | **1** | **5** | **5** | | | | |

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| | | | intestinal enterococci. Levels are monitored Monthly.<br>Blue green algae is visually monitored and if concerns arise test can be carried out.<br>IF levels are detected however fall below 20,000 cells per 100ml which is the threshold for harm. staff will mitigate by not participating in activity in these areas to account for the low risk presence. Utilising other areas know to be free of algae. If levels are reported over this we will cease activity. | | | | | | | |
| | Public | All | Good group control and briefing to avoid members of the public. | **1** | **1** | **1** | | | | |
| | Wildlife | All | Avoid the banks where possible during nesting season, avoid water fowl and other birds whilst on the water. Do not deliberately approach wild birds. Good briefing and group management. | **2** | **1** | **2** | | | | |
| | Darkness and paddleboarding with glow boards | All | • All participants to be briefed on always staying together as a group, unless instructed otherwise.<br>• Special consideration to the wildlife and environmental hazards as stated above.<br>• All to wear head torch and reflective bands.<br>• Staff members to have radio and be in communication with centre staff at regular intervals.<br>• Country park made aware of our operating times. | **1** | **5** | **5** | • All participants to be briefed on always staying together as a group, unless instructed otherwise.<br>• Special consideration to the wildlife and environmental hazards as stated above.<br>• All to wear head torch and reflective bands.<br>• Staff members to have radio and be in communication with centre staff at regular intervals. | **1** | **5** | **5** |

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| | | | • Additional torch and radio to be carried in grab bag for use in an emergency.<br>• Session only to be run on the meander.<br>• All persons on site to wear a head torch or have additional hand held torches while operating on the slipway | | | | • Country park made aware of our operating times.<br>• Additional torch and radio to be carried in grab bag for use in an emergency.<br>• Session only to be run on the meander.<br>• All persons on site to wear a head torch or have additional hand held torches while operating on the slipway | | | | |

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

| Action | By Whom? | Deadline | Date Completed |
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| **Add dark/ glow session considerations** | R Wilson | 21/6/25 | 18/6/25 |
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**Signature and review**

| **Name of Manager:** | R Wilson | **Date:** | 22/02/2022 |
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| **1st review undertaken by:** | P Lansdown | **Date:** | 18/01/2023 |
| **2nd review undertaken by:** | P Lansdown | **Date:** | 25/1/2024 |
| **3rd review undertaken by:** | R Wilson | **Date:** | 13/01/2025 |
| **4th review undertaken by:** | R Wilson | **Date:** | 23/02/2026 |