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	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Cuckmere / Eastbourne	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	XL SUP	Likely	4	Major (death or serious injury)
Date reviewed	23/02/2026	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**		
			L	**S**	**R**		**L**	**S**	**R**
Slips, Trips and Falls - participants falling onto paddles or XL board	all	Brief clients on how to sensibly paddle and work in unison. Pace session so clients have the chance to practice standing while others are upright but kneeling. Staging session in phases, to practice safe stances and process of standing up. Decks can be slippery despite their nature. Reduce dynamic movement. Gentle movement around the board while stood up. Avoid carrying momentum, including standing across onto a board from other craft or the bank. Slipway is slippery, advise group when carrying and entering the water	**2**	**3**	**6**				

	XL board – all in falls- risk of drowning	all	Staff to brief on sensible behaviours and buddy system. To bend knees and drop to knees if all falling. Remove paddles for game likely to result in all in participants falling together. Staff to head count regularly. Buoyancy aid to be always worn correctly.	**2**	**3**	**6**				
	Paddle impact	All	robust briefing by instructor and management of equipment. Paddle to be removed when playing team games by discretion of the instructor. Helmets to be worn at all times.	**2**	**2**	**4**				
	Entrapment under the board- drowning	all	Strong brief. Good group control and clear instruction. Pace of sessions and buddy system. Always head count. Buoyancy aids to be always worn. Importance of a properly fitted buoyancy aid being always worn and leg straps if fitted to be properly affixed and tightened. and excessive webbing to be tucked away from the side to prevent catching.	**1**	**4**	**4**				
	Stepping/ Falling from board to slipway or bank	all	Board must be fully afloat before getting on. All users to use three points of contact and step slowly and gently off the board from a safe position. Approach any edges or shallow area kneeling in a safe position. Clients are advised not so step onto the board from the bank	**1**	**3**	**3**				

	Adverse Weather -	all	Instructor to monitor if clients are cold and remove from water if necessary. Water can be taken with group, long sleeves and sunscreen is advised in hot weather. Extra layers can be taken in cold weather, wetsuits and spray jackets provided. Careful carrying the board in windy conditions, SI to monitor lightning and storms.	**2**	**3**	**6**				
	Lifting and carrying the board	Staff/ clients	This must be done as a team, slowly and with a briefing to ensure all understand their role and what to do with paddles. Paddles must be placed in the centre of the board while carrying, and the board carried parallel with the floor. Staff will put the board away as it involved tilting the board. Correct manual handling used.	**1**	**3**	**3**				
	Water	All	Good brief on temperature and depth. BA's correctly fitting and fastened. Make sure the clients wash their hands after the session.	**1**	**2**	**2**				
	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**				
	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 waterfowl 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

Signature and review

Name of Manager:	Richard Wilson	**Date:**	22/02/2022
1st review undertaken by:	R Wilson	**Date:**	12/01/2021
2nd review undertaken by:	R Wilson	**Date:**	09/03/2022
3rd review undertaken by:	P Lansdown	**Date:**	18/01/2023
4th review undertaken by:	P Lansdown	**Date:**	25/1/2024
5th review undertaken by:	R Wilson	**Date:**	13/01/2025