East Sussex County Council

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	River Cuckmere Meanders, tidal river, beach and sea.	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Open canoeing Cuckmere	Likely	4	Major (death or serious injury)
Date reviewed	23/02/2026	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Gain skills, fun, team work, communication	**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**
	Manual handling - Lifting and carrying the craft on the slipway and in the storage area – personal injury	Staff/ Clients	Instructors to remove boats from container or racking, brief on how to carry the craft from the container and racks - 1 adult at front and 1 adult at the back to carry one or 4 students, preferably use the trolley wheels if possible. Lift and carry with bent knees and straight back. Communication while moving boats is key. Ensure all areas clear of clients, belongings, and other equipment. Always help one another, communicate, and do not rush.	**1**	**3**	**3**				

	Other Water users - When on the water, possible collision with other water users. The water is shallow and has steep banks at points.	All	Brief clients about collision dangers and where to stay whilst on the water. Keep fingers on the inside of boats when rafting up. Demonstrate how to enter the craft and enter the water. Also how to exit the craft in a safe way.	**1**	**4**	**4**				
	Portage and egress onto the river - The main river is steep and slippery with only one access egress point. The steps are slippery below high tide	All	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. Boats must be moved with long lines and always moved together. Never put yourself underneath or downhill of a boat being moved manually.	**1**	**4**	**4**				
	River- has a flow. The current can present a risk to weaker paddlers, who may become fatigued and separated from the group	All	Coaches to determine skill level and rate of tidal flow and water level before entering main river or sea	**1**	**4**	**4**				
	The equipment - The equipment being used can present different hazards. Canoes have no inherent buoyancy	All	Buoyancy bags should be used in open boats with no built in foam or buoyancy tanks/bags to mitigate swamping or sinking, staff to ensure all boats have buoyancy in good condition before going afloat. Paddles to be used and carried appropriately. If playing games then paddles should be placed on the floor of the boat Correct rescuing techniques to be used to prevent injury from manual handling.	**1**	**4**	**4**				
	Weather - Exposure, cold, hypothermia and hyperthermia, sunstroke	All	Make sure clients are dressed appropriately, Windproof tops to be provided. Instructor to keep an eye on							

			possible hypothermia/sunstroke symptoms. If 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.	**1**	**4**	**4**				
	Possible injury to head, hands, and other body parts due to collisions with others or the banks	All	Clients briefed about trapping fingers etc. and collision between crafts at the gunwale. Fingers kept inside the boats. Proper paddling techniques to be shown to avoid paddles trapping fingers and hands Instructor to maintain good group control always. Instructor coaching from the bank to have ready a throw bag always. Coaching from a boat, the coach must have a tow line/ tow sling available. Footwear advised to be worn. Safety helmets to be worn by clients.	**1**	**4**	**4**				
	Capsize/falling off, entrapment, drowning	All	Instructor to brief on capsize drill and how to exit the craft whilst in the water. Inform clients of water depth. Brief and ensure BA's are fitting correctly 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.	**1**	**4**	**4**				

			Using correct rescue methods, weight distribution, safety equipment. And control signals.							
	Foreign bodies- 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. Water testing is carried out for E.coli and intestinal enterococci. Levels are monitored Monthly. Blue green algae is visually monitored and if concerns arise test can be carried out. 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.	**1**	**2**	**2**				

	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:	R Wilson	**Date:**	22/02/2020
1st review undertaken by:	R Wilson	**Date:**	12/01/2021
2nd review undertaken by:	R Wilson	**Date:**	19/03/2022
3rd review undertaken by:	P Lansdown	**Date:**	18/01/2023
4th review undertaken by:	P Lansdown	**Date:**	23/1/2024
5th review undertaken by:	R Wilson	**Date:**	13/01/2025
6th review undertaken by:	R Wilson	**Date:**	23/02/2026