



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Tom Tier	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2021		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2022
Durleigh reservoir – Maunsel lock – Bridgwater canal YMCA Durleigh is our main venue for kayaking but if weather conditions are not suitable the other 2 venues are the next option.	Onsite RA, site knowledge & personal training and experience.	<b>Mobile reception / nearest landline</b>
		Varied in all locations – YMCA landline – Maunsel café landline

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
<b>All participants</b> – Slips, trips & falls	<ul style="list-style-type: none"> <li>Safety brief given to all – causeways, grass banks can be slippery</li> <li>Walking advised at all times</li> <li>Different locations to be briefed as to where PPE needs to be worn</li> <li>Continuous monitoring of all throughout the activity</li> <li>Encouragement, advice &amp; guidance throughout the session</li> <li>When handling equipment or moving past the designated safety area, PPE must be worn</li> </ul>	2	3	6				
<b>All participants</b> – being struck by equipment	<ul style="list-style-type: none"> <li>Regular instructor refreshes</li> <li>Safety brief given to all – teach participants how to hold paddles when not on the water – helmets to be worn before paddles are picked up</li> </ul>	2	3	6	Before any equipment is used ensure all helmets & PPE equipment is fitted			

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		S	L	S x L				
	<ul style="list-style-type: none"> <li>A clear demonstration of correct use of paddles</li> <li>Correct use and fitting of all PPE</li> <li>Continuous monitoring throughout the session</li> </ul>				correctly and worn at all times			
<b>All participants – Adverse Weather conditions</b>	<ul style="list-style-type: none"> <li>Instructors trained – aware of weather for the day – the temperature – group kit needed &amp; water temperature</li> <li>Safety brief given to all and highlight weather conditions &amp; temperatures – hot or cold</li> <li>Continuous monitoring of participants, especially in extreme weather conditions</li> <li>Covering legs and arms in the sun, application of sun cream throughout the day – remove from sun if needed</li> <li>Follow guidelines for health &amp; safety issues regarding sun exposure</li> </ul>	3	2	6				
<b>All participants – foreign bodies in the water / water borne viruses</b>	<ul style="list-style-type: none"> <li>Instructor training</li> <li>Safety brief given to all</li> <li>Hands to be washed before food or drink is consumed at the end of the session</li> <li>Continuous monitoring throughout the session and on return to base</li> </ul>	2	2	4	Speak to staff at all water based activities to inform them of algae blooms and other issues that they need to be made aware of			
<b>All participants – medical issues</b>	<ul style="list-style-type: none"> <li>Instructor to be aware of any medical issues amongst group including their supporting staff</li> <li>Safety brief for all participants</li> </ul>	3	2	6	Be aware of any issues beforehand and set out session accordingly.			

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		S	L	S x L				
<b>All participants – Direct contact with other water users</b>	<ul style="list-style-type: none"> <li>Safety brief (being aware of who is using the water, keeping group together and sharing the working area)</li> <li>Constant monitoring of whole group</li> </ul>	2	2	4	Liaise with other water users and have a defined working area that doesn't interfere with them.			
<b>All participants – Capsized boat</b>	<ul style="list-style-type: none"> <li>Instructor training and competency</li> <li>Safety brief for all participants</li> <li>Constant monitoring of whole group</li> <li>Instructor to be on the water at all times with the group</li> </ul>	1	5	5				
<b>All participants – Injury from heavy lifting</b>	<ul style="list-style-type: none"> <li>Instructor training and competency</li> <li>Safety brief for all participants</li> <li>Constant monitoring of whole group</li> </ul>	2	2	4	Ensure boats have been emptied of water and lifted using correct technique.			
<b>All participants - Drowning</b>	<ul style="list-style-type: none"> <li>Instructor training and competency</li> <li>Constant monitoring (by using good group control and ensuring position of most usefulness to be quick to respond to any capsize.)</li> <li>Safety brief for all participants</li> <li>Correct use and fitting of PPE</li> </ul>	5	1	5	Instructors to ensure that between them they can easily and quickly reach any participant and that all PPE is correctly fitted.			
<b>All participants - Entrapment</b>	<ul style="list-style-type: none"> <li>Instructor training and competency</li> <li>All staff on water must have a knife on their person to release any straps or ropes. Safety foldaway knives or ones with sheath and blunt tip</li> <li>Safety brief for all participants</li> <li>Correct use and fitting of PPE</li> <li>Ensuring that all lines are clean</li> </ul>	5	1	5	Make sure all lines used are clean and each instructor carries a knife.			
<b>All participants – Stranger danger</b>	<ul style="list-style-type: none"> <li>Instructor training and competency</li> <li>Safety brief for all participants</li> <li>Constant monitoring of whole group</li> </ul>	3	1	3	Close supervision and group control throughout session including when on and off the water.			

\* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

<b>Please now pass this assessment to your manager for approval</b>				
<b>Name of assessor's manager:</b>		<b>Date:</b>		<b>Manager's comments</b>
<b>Signature:</b>				