



# Risk assessment form (H&S)

|                            |                               |                               |              |
|----------------------------|-------------------------------|-------------------------------|--------------|
| <b>Name of assessor(s)</b> | Tom Tier                      | <b>Group / Establishment:</b> | SSE Outdoors |
| <b>Date</b>                | May 2021 – Onsite lake update |                               |              |

|  |   |  |
|--|---|--|
| <b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>   | <b>How was the assessment done?</b><br>e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives? | <b>Next review date:</b>   |
|  |   | January 2022   |
| <p>Onsite lake at Kilve Court – This is the main location used by groups. It is a purpose-built lake onsite of Kilve Court Residential Education Centre and will have 3 different types of craft delivery sessions (Sit on top kayaking, Stand up paddleboarding and Raft building).</p> <p>Durleigh reservoir – alternative lake with Sailing provision if needed (See sailing RA)</p> <p>Maunsel lock – used if poor wind conditions at Durleigh reservoir</p> <p>Bridgwater canal YMCA - – used if poor wind conditions at Durleigh reservoir</p> | Onsite RA, site knowledge & personal training and experience.   | <b>Mobile reception / nearest landline</b>   |
|  |   | <p>Varied in all locations – YMCA landline – Maunsel café landline</p> <p>Onsite Kilve – Instructor must ensure there is a mobile phone by the lake for use in case of an emergency (Contact details to be updated on staff room board when delivering sessions)</p> |

| Who could be harmed, and how? | What is already being done to control the risks? | *Risk Rating<br>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 |   |                 |                 |                  |

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|   |   | 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> <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> <li>Helmets to be worn for all on water activities</li> <li>Manual handling techniques demonstrated for moving equipment to activity bases</li> </ul> | 2                                     | 3 | 6     |   |                 |                 |                  |

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|---|---|---------------------------------------|---|-------|---|-----------------|-----------------|------------------|
|   |   | S                                     | L | S x L |   |                 |                 |                  |
| <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> <li>Wetsuits and cags are available</li> </ul> | 3                                     | 2 | 6     | Instructor can pause the activity/tailor the content if needed where the group are at risk of being too cold or hot.            |                 |                 |                  |
| <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.  |                 |                 |                  |
| <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                                       |                 |                 |                  |

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|   |  | S                                     | L | S x L |   |                 |                 |                  |
|   |  |                                       |   |       | 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 utilise Position of Most Usefulness when managing groups on the lake at Kilve Court. This could include coaching from the bank or being on a craft. (If the instructor is coaching from the bank then they must have a throwline)</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> <li>At least 2 participants per craft when lifting</li> <li>Coach participants to follow correct manual handling procedures when lifting heavy objects</li> <li>Instructor to coach lifting procedures</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/cutter 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.   |                 |                 |                  |

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|   |   | S                                     | L | S x L |   |                 |                 |                  |
|   | <ul style="list-style-type: none"> <li>Improvised rafts are to made of a secure design to minimise entrapment risk</li> <li>Improvised rafting – no seatbelts, group to made aware of entrapment risk</li> <li>Improvised rafting – no water users on the water without the instructor being on first / in windy conditions the instructor may 'leash' the raft with a clean line (no knots)</li> </ul> |                                       |   |       |   |                 |                 |                  |
| <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>                                  | Kirsty darlington | <b>Date:</b> | 5/5/2021 | <b>Manager's comments</b> |
| <b>Signature:</b>   | kdarlington       |              |          |                           |