



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Callum McMillan	<b>Group / Establishment:</b>	SSE Outdoors
<b>Date</b>	January 2024		

<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 2025
Kilve Courts purpose-built lake can run up to two sessions different sessions at one time. Sit on top kayaking, Stand up paddleboarding and Raft building). Sit on Kaysk 15, Sit in Kayaks 3, SUPS 30 Off site Locations include Bridgewater and Exeter Canals	Onsite RA, site knowledge & personal training and experience.	<b>Mobile reception / nearest landline</b>
		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)

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> Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> <li>COP guidance regarding clothing to be followed.</li> <li>Hair to be tied back and/or tucked out of the way throughout session.</li> <li>Wetsuits to be worn in correct weather conditions.</li> <li>Any jewellery to be removed at start of session.</li> </ul>	2	2	4				
<b>All participants –</b> Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> <li>Walking always expected.</li> <li>Group to be always kept under control.</li> <li>Briefed to take care moving on uneven ground.</li> <li>All staff to have first aid kit on session.</li> </ul>	2	2	4				

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<b>All participants – Extreme weather.</b>	<ul style="list-style-type: none"> <li>Check weather prior to start of session/day</li> <li>Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening)</li> <li>Alternative activity identified if winds are high</li> </ul>	2	3	5				
<b>All participants – being struck by equipment</b>	<ul style="list-style-type: none"> <li>Regular instructor refreshes</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				
<b>All participants – hyperthermia / heatstroke</b>	<ul style="list-style-type: none"> <li>Instructors trained aware of weather and temperature; group kit needed for suitable conditions.</li> <li>Continuous monitoring of participants in all 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 when cold.</li> </ul>	3	2	6				
<b>All participants – foreign bodies in the water / water borne viruses</b>	<ul style="list-style-type: none"> <li>Hands to be washed before food or drink is consumed at the end of the session</li> <li>Watersports lake regularly checked in summer month for algae.</li> </ul>	2	1	2				

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		S	L	S x L				
<b>All participants – Capsized boat</b>	<ul style="list-style-type: none"> <li>Instructor trained for competency</li> <li>Constant monitoring of whole group</li> <li>Instructor to utilise Position of Most Usefulness.</li> <li>Bank based instructors must have a throwline.</li> <li>Ratios to be always adhered to</li> </ul>	2	3	6				
<b>All participants – Injury from heavy lifting</b>	<ul style="list-style-type: none"> <li>Safety brief for all participants on correct manual handling, with demonstration.</li> <li>At least 2 participants per craft when lifting</li> <li>Follow correct manual handling procedures when lifting heavy objects.</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 for competency</li> <li>Constant monitoring, using good group control and ensuring position of most usefulness to be quick to respond to any capsize.</li> <li>Correct use and fitting of PPE</li> <li>Qualified with a min of FSRT/PRSC</li> <li>Ratios to be adhered to at all times</li> </ul>	5	1	5				
<b>All participants - Entrapment</b>	<ul style="list-style-type: none"> <li>Instructor training and regularly observed</li> <li>All staff on water must have a appropriate knife on their person to release any straps or ropes.</li> <li>Correct use and fitting of PPE</li> <li>Ensuring that all lines are clean</li> <li>Improvised rafts are to made of a secure design to minimise entrapment risk</li> <li>Improvised rafting checked by instructor prior to use</li> <li>Ratios to be adhered to at all times</li> </ul>	5	1	5				

Please now pass this assessment to your manager for approval

<b>Name of assessor's manager:</b>	<b>Ack Moore</b>	<b>Date:</b>		<b>Manager's comments</b>	
<b>Signature:</b>					

\* [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](#).