



Risk assessment form (H&S)

Name of assessor(s)	Callum McMillan	Group / Establishment:	SSE Outdoors
Date	January 2025		

What is the workplace / activity:	How was the assessment done?	Next review date:
Kilve Court's purpose-built lake can run up to two 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.	January 2026
		Is the assessment 'generic' or specific to the situation?

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	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
All participants – Clothing/ hair entrapment & jewellery.	<ul style="list-style-type: none"> COP guidance regarding clothing to be followed. Hair to be tied back and/or tucked out of the way throughout session. Wetsuits to be worn in correct weather conditions. 	2	2	4							

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		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> Any jewellery to be removed at start of session. 										
All participants – Slips, trips, falls & minor injuries	<ul style="list-style-type: none"> Walking always expected. Group to be always kept under control. Briefed to take care moving on uneven ground. All staff to have first aid kit on session. 	2	2	4							
All participants – Extreme weather.	<ul style="list-style-type: none"> Check weather prior to start of session/day Cease activity if lightening is within 2 miles (1 mile per second from thunder to lightening) Alternative activity identified if winds are high 	2	3	5							
All participants – being struck by equipment	<ul style="list-style-type: none"> Regular instructor refreshes A clear demonstration of correct use of paddles. Correct use and fitting of all PPE Continuous monitoring throughout the session Helmets to be worn for all on water activities 	2	3	6							

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		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> Manual handling techniques demonstrated for moving equipment to activity bases 										
All participants – hyperthermia / heatstroke	<ul style="list-style-type: none"> Instructors trained aware of weather and temperature; group kit needed for suitable conditions. Continuous monitoring of participants in all weather conditions Covering legs and arms in the sun, application of sun cream throughout the day, remove from sun if needed Follow guidelines for health & safety issues regarding sun exposure Wetsuits and cags are available when cold. 	3	2	6							
All participants – Capsized boat	<ul style="list-style-type: none"> Instructor trained for competency Constant monitoring of whole group Instructor to utilise Position of Most Usefulness. 	2	3	6							

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		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> Bank based instructors must have a throwline. Ratios to be always adhered to 										
All participants – Injury from heavy lifting	<ul style="list-style-type: none"> Safety brief for all participants on correct manual handling, with demonstration. At least 2 participants per craft when lifting Follow correct manual handling procedures when lifting heavy objects. Ensure boats have been emptied of water and lifted using correct technique. 	2	2	4							
All participants - Drowning	<ul style="list-style-type: none"> Instructor training for competency Constant monitoring, using good group control and ensuring position of most usefulness to be quick to respond to any capsize. Correct use and fitting of PPE 	5	1	5							

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		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> Qualified with a min of FSRT/PRSC Ratios to be adhered to at all times 										
All participants - Entrapment	<ul style="list-style-type: none"> Instructor training and regualry observed All staff on water must have a approiate knife on their person to release any straps or ropes. Correct use and fitting of PPE Ensuring that all lines are clean Improvised rafts are to made of a secure design to minimise entrapment risk Improvised rafting checked by instructor prior to use Ratios to be adhered to at all times 	5	1	5							

* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

Please now pass this assessment to your manager for approval				
Name of assessor's manager:	Karl Watson	Date:	17/02/2025	Manager's comments
Signature:	K Watson			

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 16-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptor		Consequence Descriptor		• Near Miss. • No treatment required.	• First-Aid treatment (e.g. minor cuts, bruises, bumps)	• Medical treatment • Lost time of >3 working days.	• Serious injury/ medical treatment. • Hospitalisation. • Lost time (RIDDOR)	• Loss of life. • Permanent disability.
Likelihood (Probability/Chance)	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	Almost Certain	M-5	H-10	VH-15	VH-20	VH-25
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	Likely	L-4	M-8	H-12	VH-16	VH-20
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	Possible	L-3	M-6	M-9	H-12	VH-15
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	Unlikely	L-2	L-4	M-6	M-8	H-10
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	Rare	L-1	L-2	L-3	L-4	M-5