



Risk assessment form (H&S)

Name of assessor(s)	Annouska Evans	Group / Establishment:	SSE Outdoors
Date	18/2/26		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2026
<p>Congresbury- River Yeo – This is the main location used by groups- Stand up paddleboarding (SUP) – this activity is outsourced and run by Ollie Footitt Coaching who hold their own AALA Licence and risk assessments.</p> <p>Onsite lake at Kilve Court –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>	Onsite RA, site knowledge & personal training and experience.	Mobile reception / nearest landline
		<p>Congresbury- good mobile reception</p> <p>Kilve Court – 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 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				
All participants – Slips, trips & falls	<ul style="list-style-type: none"> Safety brief given to all – causeways, grass banks can be slippery Walking advised at all times Different locations to be briefed as to where PPE needs to be worn 	2	3	6				

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	<ul style="list-style-type: none"> Continuous monitoring of all throughout the activity Encouragement, advice & guidance throughout the session When handling equipment or moving past the designated safety area, PPE must be worn 							
All participants – being struck by equipment	<ul style="list-style-type: none"> Regular instructor refreshes Safety brief given to all – teach participants how to hold paddles when not on the water A clear demonstration of correct use of paddles Correct use and fitting of all PPE Continuous monitoring throughout the session Helmets to be worn where necessary – instructor discretion/relevant to conditions and craft Manual handling techniques demonstrated for moving equipment to activity bases 	2	3	6				
All participants – Adverse Weather conditions	<ul style="list-style-type: none"> Instructors trained – aware of weather for the day – the temperature – group kit needed & water temperature Safety brief given to all and weather conditions & temperatures highlighted – hot or cold Continuous monitoring of participants, especially in extreme weather conditions Application of sun cream throughout the day – find shade if needed Follow guidelines for health & safety issues regarding sun exposure Wetsuits and cags are available 	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.			

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All participants – foreign bodies in the water / water borne viruses	<ul style="list-style-type: none"> Instructor training Safety brief given to all Hands to be washed before food or drink is consumed at the end of the session Continuous monitoring throughout the session and on return to base 	2	2	4				
All participants – medical issues	<ul style="list-style-type: none"> Instructor to be aware of any medical issues amongst group including their supporting staff Safety brief for all participants Individual risk assessments completed where appropriate 	3	2	6				
All participants – Direct contact with other water users	<ul style="list-style-type: none"> Safety brief (being aware of who is using the water, keeping group together and sharing the working area) Constant monitoring of whole group 	2	2	4				
All participants – Capsized boat	<ul style="list-style-type: none"> Instructor training and competency Safety brief for all participants Constant monitoring of whole group Instructor to utilise Position of Most Usefulness when managing groups on the water. 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) 	1	5	5				
All participants – Injury from heavy lifting	<ul style="list-style-type: none"> Instructor training and competency Safety brief for all participants Constant monitoring of whole group At least 2 participants per craft when lifting 	2	2	4				

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	<ul style="list-style-type: none"> Coach participants to follow correct manual handling procedures when lifting heavy objects 							
All participants - Drowning	<ul style="list-style-type: none"> Instructor training and competency Constant monitoring (by using good group control and ensuring position of most usefulness to be quick to respond to any capsized.) Safety brief for all participants Correct use and fitting of PPE 	5	1	5	Instructors to ensure that between them they can easily and quickly reach any participant and that all PPE is correctly fitted.			
All participants - Entrapment	<ul style="list-style-type: none"> Instructor training and competency 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 Safety brief for all participants Correct use and fitting of PPE Ensuring that all lines are clean Improvised rafting – no seatbelts, group to made aware of entrapment risk 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) 	5	1	5				
All participants – Stranger danger	<ul style="list-style-type: none"> Instructor training and competency Safety brief for all participants Constant monitoring of whole group 	3	1	3				

* [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](#).

Please now pass this assessment to your manager for approval

Name of assessor's manager:	Annouska Evans	Date:	18/2/26	Manager's comments	
Signature:	AEvans				