



Risk Assessment Form

SITE/ LOCATION: Slow moving (green water) rivers and Inland Lakes

ASSESSORS NAME: .Andrew Devereux.....

ASSESSORS SIGNATURE: 

ASSESSMENT DATE: .17/12/15.....

ACTIVITY: Kayaking, Canoeing, Rafting & Bellboating

HEAD COACH and DIRECTOR: .Andrew Devereux.....

PROCEDURES:

1. Identify potential hazards which could reasonably be expected to result in significant harm
2. Identify who might be harmed
3. Consider existing controls - is the risk of significant harm low/ unlikely, medium/ possible or high/ probable
4. Where the risk is identified as medium or high, identify the action required
5. If the risk is low, further precautions are optional and the activity may proceed
6. Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
7. If the risk is high, it is essential that the activity does not proceed until the risk has been significantly reduced



TASKS UNDERTAKEN: activity/ area assessed	HAZARDS IDENTIFIED: NB: Any serious or imminent danger will need a procedure	RISK: Low/ Medium/ High	PERSON(S) AT RISK: i.e. coach, juniors, adults with special needs	EXISTING CONTROLS:	ADDITIONAL CONTROL MEASURES REQUIRED:	TARGET DATE: for action by	COMPLETED ON: date and initial
Weather Conditions including extreme conditions.	To be assessed on the day. E.g. High winds or high flow will result in cancellation. Sunburn Hypothermia Hyperthermia Dehydration	Low / medium	All	Code of Practice applies Suitably qualified & experienced instructor (includes First Aid) Clear briefings & supervision at all times. All accidents, near misses and incidents are recorded and appropriate action undertaken as required. Safety reviewed in staff meetings. Seek & share information with similar providers.	Check the weather forecast on the morning before the session and that the participants are suitably dressed and ongoing precautions e.g. Sun Cream , drinking water	On-going	Ongoing
Equipment Failure on water e.g. Buoyancy Aid not performing, broken paddle	Possible submersion and in water rescue needed. Cuts or bruises	Low / medium	All	All equipment checked prior to use. Regular checks, maintenance & renewal schedule All equipment to correspond to required standards	Ensure all of the participants inform the instructor if there is a fault or	01/11/15	01/11/15



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				Personal protective equipment checked for correct fitting & monitored throughout activity by the instructor and the participants. Correct briefing at the beginning of the session.	problem with the equipment.		
Equipment checks before entering the water, e.g. A damaged or faulty helmet	Possible broken or faulty equipment	Low / Medium	All participants	All equipment will be inspected by the staff prior to use and this will be checked on a regular basis as per the guidelines established by the centre.	Quick regular visual checks of equipment prior to use and during the sessions ongoing.	01/11/15	Ongoing
Staffing and ratios	Inappropriate staff / ratio numbers – the sessions will not take place unless the ratios can be met.	Medium	All participants	The correct number of staff to participants will not be above the recommended levels depending on the size of the group. All staff will be DBS cleared and qualified with specific Water-based activity qualifications.	All staff training will be annually updated and regular sharing and CPD sessions will take place between staff.	Checks to be taken place by 01/11/15	Ongoing



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Participants on and before entering the water, e.g. medical conditions such as asthma and listening during the briefing.	Unknown medical or behavioural condition resulting in problem / Injury	Low	Participants	Participants asked to share relevant previous & existing medical issues. Visiting group leaders asked any other (eg behavioural) issues Staff ratios (group size) amended as required. Info shared with all staff.	All background checks, including consent forms will be read, shared and checked prior to use. Staff trained in First Aid. Reporting procedures in place as per the Centre guidelines.	01/11/15	Ongoing as per the session.
Embarking (getting in) and Disembarking (getting out)	Falling or capsizing	Low	Participants	Clear instruction given and assistance provided as necessary for the appropriate method for the craft and conditions	Ensure craft remains level and stable throughout Consider order and location for each participant	Ongoing for each session	17/12/2015



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Activities moving into deep water	Falling or capsizing from the activity craft	Low / Medium	All	Buoyancy aids (and helmets for under 18s) must be worn and checked prior to launch. Instructor to monitor throughout activity. Information about how to recover the craft given during the briefing and all participants aware of how rescues are to take place and how to let the instructors know that they are in trouble on the water.	Close supervision by the instructors and no instructor is to be too far from any participant.	Ongoing for each session	01/11/15
Submerged objects such as trees and rocks in the water	Various	Low / Medium	All	Venue choice – the river will be checked along with the weather conditions and hazards in the water identified on that day. Correct helmets, clothing and footwear to be worn.	Pre-water checks will have taken place and the instructors will be aware of the most suitable route for the day.	Ongoing for each session.	01/11/15
Paddles colliding on the water between participants	Minor injuries such as bruising or cuts.	Low	All	Clear briefings & supervision on the water and participants are given the code of conduct and	All paddles are to be kept in the water for the	01/11/15	01/11/15



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				safety info in the briefing. Helmets and buoyancy aids provide some protection	majority of the session.		
Water borne disease (Weils) or contamination	Illness from drinking some of the water.	Low	All	Consider cleanliness of new / infrequently used venues Cover cuts Always tell participants to wash hands before eating, and shower after session. All participants have been briefed about not drinking the water and to rinse out with clean water if they do. Also ensure participants drink Coke if possible immediately after drinking.	Participants reminded not take drink any of the water and to let the instructor know if they have swallowed a large amount of water.	01/11/15	01/11/15
Lifting & carrying of the equipment	Various injuries such as slipping, tripping or falling.	Low / Medium	All	Briefing on correct manual handling technique for the craft involved. Ensure all participants use the correct footpaths to carry the equipment and the correct method is used for each craft. No crowding, racing or overtaking!	All participants will be monitored to and from the Centre and they will be shown how to safely walk and carry the equipment	Ongoing as and when the sessions take place	.17/12/2015



					and place it back in the correct way.		
River Tees – Paddling areas and launching	Open water and slow moving. Can be used by other users.	Low / medium	All	Instructors will be clear on the specific areas to launch and paddle from on that day. This will depend on water levels, the weather, the ability of the group, and any other clear users and timescales. Group communication mechanism agreed	No paddling will take place in an un-tested and inappropriate area for the ability of the group. All group members will be informed about safety before going on the water and what to do if there are other users on the water.	Ongoing depending on the day / times of the session.	01/11/15

Continuous dynamic risk assessment will take place during every session by a qualified and experienced member of staff