

Linnet Clough

Water Activity Risk Assessments (Generic and Element Specific)





This document contains the risk assessment and controls for each water activity base on the centre. It covers:

- o Canoe
- o Kayak
- o Raft Building

To use this risk assessment:

- 1) Read the Generic on ground risk assessment, **THEN**
- 2) Read the Activity specific risk assessment for the activity.

The controls in the risk assessments are split into 4 categories:

	Systematic Controls – these are processes or management actions. They happen outside of the instructed session time.
	What to say – these are instructions or information that the instructor leading the session must give to the participants.
	What to do – these are actions that the instructor leading the session must take either before or during the session.
	What to check – these are the key things the instructor leading the session must confirm – they can be either physical things or participant understanding.

Severity Factor & Remaining Risk Assessment

The following descriptors are used in each risk assessment. Note that a **MEDIUM** residual risk is used to show that a hazard requires dynamic risk assessment and deliberate management within the session by the instructor.

Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood to minimal levels.
Medium	Injury would require the participant to stop doing the activity; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment and conscious consideration.
High	Injury would require expert medical attention and/or be fatal.	Control measures haven't reduced severity or likelihood to an acceptable level.

Generic Water Risk Assessment

Linnet Clough













! This document should be used in conjunction with the Activity Specific Risk Assessment for the water activity.

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place <small>(⚙️ Systematic controls, 🗣️ What to say, 🖐️ What to do, 🔍 What to check)</small>	Residual Risk
Cold Water Immersion/shock	Participants	Medium	<ul style="list-style-type: none"> ⚙️ It is recognised that immersion may occur during some activities. In general, activities will be managed to prevent immersion in water <10°C. ○ Clear information on clothing requirements given to groups prior to arrival 	Low
			<ul style="list-style-type: none"> 🗣️ Give the group clear instructions and boundaries about the activity to minimise the likelihood of them falling in cold water. ○ Tell the group what do in case of immersion – lie back, float, control breathing 	
			<ul style="list-style-type: none"> 🖐️ If someone falls in the water use trained recue procedures to recover them as quickly as possible, be prepared to treat for hypothermia. 	
			<ul style="list-style-type: none"> 🔍 Complete a check of participants clothing at the beginning of the session to ensure they are dressed in suitable clothing. This includes the ambient weather conditions. 	
Injury from capsize or Immersion (see separate section on cold water shock)	Participants	High	<ul style="list-style-type: none"> ⚙️ Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards. ○ Buoyancy aids are to be worn by all participants and instructors. ○ Helmets should normally be worn, unless confirmed by a supervisor/manager that this is not necessary for the group/conditions. ○ Activity Instructors will carry a knife, towing system. 	Low
			<ul style="list-style-type: none"> 🗣️ Tell participants how to fit equipment using demonstrations where appropriate. ○ Give instructions for what to do if capsizing –e.g. don't panic, try to stay with your boat/raft, and brief for cold water shock. 	
			<ul style="list-style-type: none"> 🖐️ If using canoes have, means of bailing out the craft. ○ Check that closed toe shoes are worn to protect feet if falling in 	
			<ul style="list-style-type: none"> 🔍 Complete a pre-use (daily) check of all equipment. ○ Check that all equipment (including buoyancy aids) are correctly fitted to every participant. 	
Drowning	Participants	High	<ul style="list-style-type: none"> ⚙️ Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards. 	Low

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			<ul style="list-style-type: none"> ○ Buoyancy aids are to be worn by all participants and instructors. ○ Instructors to have correct training and qualifications/assessments of competency to make dynamic decisions and be able to rescue participants in a variety of situations ○ Instructors to only operate in the zones defined by the operating areas document. ○ For relevant sessions a safety boat will be available - Safety boats will be equipped with paddles or oars, bailer, bridle, towline, flares, 1st Aid kit, throwline, tool kit, anchor, radio, kill cord and knife. 	
			<ul style="list-style-type: none">  ○ Complete regular head counts and maintain good supervision (CLAP) of participants. ○ Complete a pre-use (daily) check of all equipment. ○ Check that all equipment (including buoyancy aids) are correctly fitted to every participant. 	
Inexperience of staff supervision/coaching	Participants	Medium	<ul style="list-style-type: none">  ○ Staff running the session to hold a relevant NGB or internal training with sign off from a competent person, and stay within remit ○ Assistant staff to hold Paddle UK 2 star or paddle explore and FSRT or in house safety training and sign off by a competent person. ○ Staff will receive site specific training for the environment within which they operate ○ The safety and quality of these activities are validated externally by AALA, RYA and or Paddle UK where necessary 	Low
Injuries or accidents from poor behaviour, or novice participants taking part in adventurous activities.	Participants	Medium	<ul style="list-style-type: none">  ○ Suitable session ratios are detailed in the activity APS and are normally a ratio of 2:12 for group members to instructors. ○ Clear responsibilities are outlined in the terms and conditions to ensure accompanying adults understand that they are responsible for supervising the group's behaviour 	Low
			<ul style="list-style-type: none">  ○ Give an activity safety briefing to help orientate guests and identify any specific hazards and safety rules they must follow. ○ Set boundaries for operating areas in the safety briefing. ○ Maintain line of sight of all participants while operating in the water. 	
			<ul style="list-style-type: none">  ○ Choose the operating area based on guest needs and environmental conditions. 	
			<ul style="list-style-type: none">  ○ Check that rules (including boundaries) were understood, and are followed. ○ Ask visiting staff to provide extra supervision of behaviour if appropriate. 	
Pre-existing health issues including personal injury or illness	Participant	Medium	<ul style="list-style-type: none">  ○ All groups are required to provide information about significant medical requirements during the booking process. The centre manager will ensure that instructors have access to this information. 	Low
			<ul style="list-style-type: none">  ○ Discuss health risks with the group leader at the start of the session. 	

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			<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Check that any existing cuts are covered up with waterproof plasters. o Carry out a warm up activity at the start of active sessions, repeated if needed. o Vary activities if appropriate to avoid excessive strain.  <ul style="list-style-type: none"> o Check that accompanying adults have any essential medication accessible (e.g. asthma inhalers, auto-injectors for allergies) 	
Injury sustained during participation in the activity	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o All instructors hold a minimum of First Response training (or higher if required by their NGB qualification) and can deal with minor and emergency first aid scenarios. o The Duty Manager holds a full first aid at work qualification. o A large capacity “reactive” first aid kit is available at reception. o The centre has a “significant injury plan” if needed to ensure emergency services can get to injured parties quickly  <ul style="list-style-type: none"> o If the injury cannot be managed with a first aid kit then tell the duty manager – if you think an ambulance is needed tell them if there is a <u>significant injury</u>.  <ul style="list-style-type: none"> o Use the SHIFT safety procedure in any emergency: o S – Stop and get everyone safe. Use other adults to help you. o H – Help, get assistance from other staff (radio, phone, or in person message) o I/F – Deal with the incident or first aid. If you were trained on specific procedures for that activity then use them (e.g. Orienteering, Tunnel Trail) o T – Tell someone, afterwards report the incident and review learning.  <ul style="list-style-type: none"> o Check that you have access to a first aid kit, and a means of communication (e.g. radio, phone) at all times. 	Low
Injury caused by failure of an item of equipment/ the base/ or the surroundings	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Quarterly checks of activity equipment are completed by people qualified to instruct the activity to identify any defects or developing hazards.  <ul style="list-style-type: none"> o Brief the group on any specific hazards identified from your daily check.  <ul style="list-style-type: none"> o Follow any specific instructions for equipment – these are detailed in the manufacturer’s instructions, or when you were trained.  <ul style="list-style-type: none"> o Prior to use each day check the venue and equipment for hazards, and record a daily check. If the venue/equipment cannot be made safe do not run the session. o Carry out visual checks of equipment and the area throughout the session. 	Low
Injury from misuse of equipment	Participants	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Brief the group about what must and must not be done on the activity and with the equipment. Use demonstrations where appropriate and check understanding. 	Low

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			 <ul style="list-style-type: none"> Choose equipment suitable for the group and conditions if you have options. Plan ahead but also be ready to dynamically change the plan. Stay vigilant for developing hazards as the session progresses.  <ul style="list-style-type: none"> Monitor and manage group behaviour and use of equipment throughout – if appropriate use accompanying adults to help check instructions are followed. Be especially vigilant when participants are inexperienced, tired or cold. 	
Injury from handling or moving of activity equipment	Participants	Medium	 <ul style="list-style-type: none"> Activities are designed so that any items to be moved are only as part of the session content, e.g. moving logs for raft build. Unnecessary lifting is avoided.  <ul style="list-style-type: none"> Give clear rules given about what can be used or moved, and how to do this safely Use simple rules e.g. Work as a team, plan the move, Use your legs to lift, keep your head up, natural back position, walk don't run".  <ul style="list-style-type: none"> Ensure that movement of items has a suitable number of people based on the capabilities of those carrying equipment – e.g. a raft might require 6 children.  <ul style="list-style-type: none"> Check that participants have understood the rules for lifting. 	Low
Injury from the collapse of elements built by participants (e.g. rafts)	Participants	Medium	 <ul style="list-style-type: none"> Activities take place in sheltered water where it is easy to rescue participants.  <ul style="list-style-type: none"> Warn participants that structures need testing before they can be used.  <ul style="list-style-type: none"> Teach the group correct building techniques, such as correct knots or lashings.  <ul style="list-style-type: none"> Perform a visual and tactile inspection before use. E.g. look at and shake a raft. 	Medium
Injury from unsupervised use of equipment	Anyone in vicinity	High	 <ul style="list-style-type: none"> Personal equipment, watercraft and ropes for lashings to be locked/secured when unsupervised.  <ul style="list-style-type: none"> Where possible remove equipment or make inaccessible when you leave a venue. 	Low
Injury resulting from environmental/ weather conditions	Participants	Low	 <ul style="list-style-type: none"> The duty manager will check the weather forecast prior to the day's activities and pass on relevant information to each instructor. If extreme weather is forecast, then the Centre Manager and Instructor must come up with an alternative solution for the activities for the group  <ul style="list-style-type: none"> Make participants aware of the effects of the weather – be particularly mindful of wind speed, direction and wind chill.  <ul style="list-style-type: none"> Be ready to dynamically change or adapt the activity if the environmental condition compromises the safety, or learning of the group. 	Low

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			<ul style="list-style-type: none"> ○ Be aware of the effects of a Northerly wind and how it will move watercraft away from the jetty. ○ Follow the 30:30 rule; if the gap between thunder and lightning (flash to bang) is under 30 seconds go to safety for 30 minutes. Restart with each new lightning. 	
			<ul style="list-style-type: none">  ○ Check everyone has suitable clothing during the activity and provide kit where possible, including suitable outer layers. ○ Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action. 	
Clients with additional abilities or needs	Individuals with additional needs	Medium	<ul style="list-style-type: none">  ○ Groups must share information prior to arrival using the inclusion pro-forma. ○ This should be reviewed by the relevant supervisor/manager and any specific adaptations determined with an individual risk assessment. ○ Instructors should be informed about additional needs or adaptations by supervisors. Additional support should be given if necessary to manage safety. 	Low
			<ul style="list-style-type: none">  ○ Check what adaptations need to be made with your supervisor/manager. ○ Additional adults can be used for extra supervision or specialist competence. ○ Consult accompanying adults for advice during the activity. 	
Injury from Safety Boat / Failure of safety boat.	Participants in the water	High	<ul style="list-style-type: none">  ○ All safety boats are fitted with prop guards ○ All safety boat drivers should have been as a minimum trained by an RYA Power Boat instructor with safety boat qualification, and have site specific training on rescue procedures for the craft being used. Some activities require a higher competence. 	Low
			<ul style="list-style-type: none">  ○ Complete a pre-use check of the safety boat to ensure it is working effectively and equipped with the correct emergency equipment. ○ Be vigilant for signs of foreseeable conditions related to the weather conditions (e.g. hypothermia, dehydration) and take appropriate action. 	

Activity specific Water Risk Assessment

Canoe

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Activity takes place within the area described on the operating map/document o Instructors must hold the qualifications defined in the Operating Procedures – typically a Paddlesport Leader award, or Paddle Sport instructor with additional training and sign off by a competent person. o A ratio of 1 instructor to 6 people in solo canoes, or 1 to 12 people in tandem canoes is to be used.  <ul style="list-style-type: none"> o Maintain good supervision on the group using CLAP at all times. 	Low
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Helmets must be worn at all times when the group is on the water o BAs must be worn when on the jetty, even as a spectator watching the group  <ul style="list-style-type: none"> o Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes.  <ul style="list-style-type: none"> o Check that clothing requirements have been met (e.g. closed toe shoes) 	Low
Impact / entrapment	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Helmets must be worn o Instructor must carry a rescue knife.  <ul style="list-style-type: none"> o Highlight the risk of the yolk and the seating which can cause an entrapment risk, similarly any rope or chord that could be in the boat for easy of transport. 	Low














Kayak

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Activity takes place within the area described on the operating map/document 	Low

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Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Supervision of the group			<ul style="list-style-type: none"> ○ Instructors must hold the qualifications defined in the Operating Procedures – typically a Paddlesport Leader award, or Paddle Sport instructor with additional training and sign off by a competent person. ○ A ratio of 1 instructor to 8 people in kayaks, or 2 to 12 people if working with an assistant  ○ Maintain good supervision on the group using CLAP at all times.	
Slips trips and falls, including impact with equipment (e.g. paddles)	Group	Medium	 ○ Helmets must always worn when the group is on the water  ○ BAs must be worn when on the jetty, even as a spectator watching the group	Low
			 ○ Highlight the risk of being hit with a paddle, and demonstrate correct paddling technique to minimise the chance of accidental strikes.  ○ Highlight the slippiness of the jetty for the group and inform all present of the rules	
			 ○ Check that clothing requirements have been met (e.g. closed toe shoes)	
Impact / entrapment	Group	Medium	 ○ Helmets must be worn  ○ Instructor must carry a rescue knife.	Low
			 Highlight the risk of removing legs from within the kayak, due to feet rests and knee braces, show how to exit a canoe as part of your briefing.	

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Raft Build

Hazardous Event	Who may be harmed?	Foreseeable Severity	Control Measures in Place  Systematic controls,  What to say,  What to do,  What to check)	Residual Risk
Supervision of the group	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Activity takes place within the area described on the operating map/document o Instructors must have completed in house training and assessment (with assessment by a competent person) or the appropriate NGB award with onsite induction. o The session will be broken down and supervised as four phases- <ol style="list-style-type: none"> 1)Planning 2)Raft building 3)Paddling the rafts on the water 4)Dismantling o Phases 1, 2 and 4 may be assisted/supervised by the groups own staff with a appropriate briefing. And instruction from the instructor. 	Low
Entrapment or entanglement in ropes.	Group	High	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Tell participants not to wrap ropes around themselves, or put their arms/legs through loops, or gaps in the raft structure.  <ul style="list-style-type: none"> o Carry a rescue knife to quickly release any entanglement in ropes. 	Low
Incorrect lifting or mishandling of raft build equipment	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Equipment used is selected to be movable by children. o Teach participants how to safely handle equipment <ul style="list-style-type: none"> o Be aware of other people's location when moving poles. o Minimum of two people per pole/barrel if children. o To work in groups of 6 (under 14's) or 4 (adults) when moving rafts.  <ul style="list-style-type: none"> o Highlight the risk of being hit with a paddle or pole, and demonstrate correct paddling technique to minimise the chance of accidental strikes. 	Medium
Slips trips and falls, including impact with equipment	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o Helmets must be worn at all times when the group is on the water o BAs must be worn when on the jetty, even as a spectator watching the group  <ul style="list-style-type: none"> o Highlight the risk of being hit with a paddle or pole, and demonstrate correct paddling technique to minimise the chance of accidental strikes. o Highlight the slippiness of the jetty for the group and inform all present of the rules  <ul style="list-style-type: none"> o Make sure that participant kneel (don't stand) if they are within 5 meters of the shore, jetty, or a boat.  <ul style="list-style-type: none"> o Check that clothing requirements have been met (e.g. closed toe shoes) 	Low
Recovery of immersed participants / hazard of canoe	Group	Medium	<ul style="list-style-type: none">  <ul style="list-style-type: none"> o The instructor to be positioned in a Canoe during the on-water part of the session, they should be competent paddlers to allow a struggling participant into their boat and also be able to tow a participant back using the throw line  <ul style="list-style-type: none"> o Be aware of the hazard presented to people in the water by the canoe keep constantly aware of the groups positioning and the surrounding area. Especially when towing a young person back to the shoreline. 	Low

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