



Risk assessment form (H&S)

Name of assessor(s)	Karl Watson	Group / Establishment:	SORLS / SSE
Date	19.01.201		

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 2019
Durleigh reservoir – Maunsel lock – Bridgwater canal YMCA Durleigh is our main venue for kayaking but if weather conditions are not suitable the other 2 venues are the next option.	Onsite RA, site knowledge & personal training and experience.	Mobile reception / nearest landline
		Varied in all locations – YMCA landline – Maunsel café landline

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"> Follow operating procedures Safety brief given to all – causeways, grass banks can be slippery Walking advised at all times When moving past the wall all PPE must be worn Different locations to be briefed as to where PPE needs to be worn Continuous monitoring of all throughout the activity Encouragement, advice & guidance throughout the session 	2	3	6				
All participants – being struck by equipment	<ul style="list-style-type: none"> Regular instructor refreshes Follow operating procedures Safety brief given to all – teach participants how to hold paddles when not on the water – helmets 	2	3	6	Before any equipment is used ensure all helmets & PPE equipment is fitted			

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	to be worn before paddles are picked up <ul style="list-style-type: none"> • A clear demonstration of correct use of paddles • Correct use and fitting of all PPE • Continuous monitoring throughout the session 				correctly and worn at all times			
All participants – hypo / hyperthermia	<ul style="list-style-type: none"> • Instructors trained – aware of weather for the day – the temperature – group kit needed & water temperature • Follow operating procedures • Safety brief given to all and highlight weather conditions & temperatures – hot or cold • Continuous monitoring of participants, especially in extreme 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 	3	2	6	Be aware of weather & water temperature before the session commences. Continue to monitor throughout the day, take steps to prevent			
All participants – foreign bodies in the water / water borne viruses	<ul style="list-style-type: none"> • Instructor training • Follow operating procedures • 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	Speak to staff at all water based activities to inform them of algae blooms and other issues that they need to be made aware of			
All participants – exhaustion / medical issues	<ul style="list-style-type: none"> • Instructor to be aware of any medical issues amongst group including their supporting staff • Operating procedures to be adhered to • Safety brief for all participants 	3	2	6	Be aware of any issues beforehand and set out session accordingly.			

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All participants – Direct contact with other water users	<ul style="list-style-type: none"> Continuous instructor training Operating procedures to be adhered to 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	Liaise with other water users and have a defined working area that doesn't interfere with them.			
All participants – Capsized boat	<ul style="list-style-type: none"> Instructor training and competency Operating procedures to be adhered to Safety brief for all participants Constant monitoring of whole group 	1	5	5	Only instructors to right boats and coach swimmers.			
All participants – Injury from heavy lifting	<ul style="list-style-type: none"> Instructor training and competency Operating procedures to be adhered to Safety brief for all participants Constant monitoring of whole group 	2	2	4	Ensure boats have been emptied of water and lifted using correct technique.			
All participants - Drowning	<ul style="list-style-type: none"> Instructor training and competency Operating procedures to be adhered to Constant monitoring (by using good group control and ensuring position of most usefulness to be quick to respond to any capsizes.) 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 Operating procedures to be adhered to (all staff on water must have a knife on their person to release any straps or ropes. Safety foldaway knives of ones with sheath and blunt tip) Safety brief for all participants Correct use and fitting of PPE Ensuring that all lines are clean 	5	1	5	Make sure all lines used are clean and each instructor carries a knife.			

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All participants – Stranger danger	<ul style="list-style-type: none"> Instructor training and competency Operating procedures to be adhered to Safety brief for all participants Constant monitoring of whole group 	3	1	3	Close supervision and group control throughout session including when on and off the water.			

* [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:		Date:		Manager's comments
Signature:				