

Waterland Risk Management Systems

| Date Of Assessment | Assessment Carried Out By | Assessment Subject | Location | Assessment Date | Review date |
|--------------------|---------------------------|--------------------|------------------------------|-----------------|-------------|
| 25/11/2017 | Jo Pendlebury | Kayaking/Canoeing | Lake 32, Keynes Country Park | 25/11/2017 | 25/11/2018 |

Benefits of activity against risk: Enjoyment Of A Water Bourne Activity promoting team work, balance and the spirit of adventure

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Review date |
|----------------------------|--|--|---|--------------------|-------------------|-------------------|
| <i>Client control</i> | <i>Instructors, clients & visitors</i> | <i>Pre session Safety brief.</i> | <i>Continuous monitoring</i> | <i>Instructors</i> | <i>25/11/2017</i> | <i>25/11/2018</i> |
| Drowning | Instructors & clients | All person instructed that whilst on or near the water that approved flotation aids must be worn. Swimming ability is provided on all medical forms submitted prior to activity. | <i>All flotation aids must be checked and adjusted by Instructor prior to activity commencing.</i> | Instructors | 25/11/2017 | 25/11/2018 |
| Head injuries | Clients | Clients must wear helmets, if instructed activities may pose a risk of head injury as deemed by the Instructors session plan. | If activity changes a dynamic decision by the Instructor will be made to return and issue helmets as required. | Instructor | 25/11/2017 | 25/11/2018 |
| First Aid Injuries (minor) | Instructors & clients | All Instructors are First Aid Trained to minimum EFAW standards and are aware of first aid equipment locations and reporting procedures. | Ensure all injuries are reported however minor including near misses. Injury brought to attention of Team Leader. | Instructor | 25/11/2017 | 25/11/2018 |
| First Aid injuries (Major) | Instructors & Clients | As above but medical forms completed prior to advise on outstanding complaints. Emergency procedure known by all staff in the event of major injury occurring including radio usage. | Ensure all clients medical forms are completed prior to activity. | Instructor | 25/11/2017 | 25/11/2018 |
| Inclement weather | Instructors & Clients | Weather forecast checked daily at staff briefing. All clients must be checked that clothing worn is appropriate to conditions. | Additional advice / instruction to be given on weather deterioration. Session to be run in appropriate area of lake ie: sheltered bay | Instructor | 25/11/2017 | 25/11/2018 |
| Hypothermia | Instructors & Clients | Appropriate clothing is to be worn, instructors to issue further equipment ie wetsuits if conditions require. | Instructors must take note of capsize incidents and ensure client does not become cold. Capsize practice not to take place if weather is inclement. | Instructor | 25/11/2017 | 25/11/2018 |

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| Manual Handling | Instructors & Clients | The instructor will instruct on manual handling concerning Canoes and pass that information onto the students. | Continuous monitoring | Instructors | 25/11/2017 | 25/11/2018 |
| Medical Information | Clients | Medical information will be obtained from the students prior to the commencement of the course. | Constant Monitoring | Managers and Staff | 27/11/2017 | 27/11/2018 |
| Water Contamination (Weils Disease) | Clients & Instructors | The Senior Instructor is responsible for assessing the quality of water and if there is any doubt activities involving capsizes will be avoided | Constant Monitoring | Managers | 27/11/2017 | 27/11/2018 |
| Storage | Instructors Clients & General Public | All craft and equipment will be stored in a safe and tidy manner. on the appropriate racks. All canoes are a two person lift | N/A | Staff & Managers | 27/11/2017 | 27/11/2018 |
| Staff Qualifications | Clients | All instructors must be competent and experienced in the sport of canoeing and as a minimum be Trainee Coach Level 2 with canoe one star or a UKCC coach level 1 as a minimum. The instructors must have been trained in the site safety arrangements, and have knowledge where equipment and first aid supplies are kept. | N/A | Managers | 27/11/2017 | 27/11/2018 |
| Kayak Slide | Clients Staff | <p>The Kayak Slide Area Is secured when not in use and must be secured directly after use has finished.</p> <p>Two Staff must be present when slide is in use, one at the bottom in the water the other at the top of the slide.</p> <p>Maximum of four persons on the tower at the same time</p> <p>Only one kayak at a time to be on the structure.</p> <p>Staff will be aware of safe lifting practices when launching the craft.</p> | Helmets MUST be worn | Staff | 27/11/2017 | 27/11/2018 |

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| Signed off by: Jo Pendlebury | Date: 25/11/2017 | Position: Director | Qualification: Instructor | Approved: Yes | Not Approved |
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