

# Waterland Risk Management Systems

Date Of Assessment	Assessment Carried Out By	Assessment Subject	Location	Assessment Date	Review date
25/11/2015	Jo Pendlebury	Kayaking	Lake 32, Keynes Country Park	25/11/2015	25/11/2016

**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 &amp; visitors</i>	<i>Pre session Safety brief.</i>	<i>Continuous monitoring</i>	<i>Instructors</i>	<i>25/11/2015</i>	<i>25/11/2016</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	25/11/2015	25/11/2016
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	25/11/2015	25/11/2016
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	25/11/2015	25/11/2016
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	25/11/2015	25/11/2016
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	25/11/2015	25/11/2016
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	25/11/2015	25/11/2016
Manual Handling	Instructors & Clients	The instructor will instruct on manual handling concerning Canoes and pass that information onto the students.	Continuous monitoring	Instructors	25/11/2015	25/11/2016

# Waterland Risk Management Systems

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
Medical Information	Clients	Medical information will be obtained from the students prior to the commencement of the course.	Constant Monitoring	Managers and Staff	27/11/2014	27/11/2015
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	27/11/2014	27/11/2015
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	27/11/2014	27/11/2015
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	27/11/2014	27/11/2015
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	27/11/2014	27/11/2015

Signed off by: Jo Pendlebury	Date:25/11/2015	Position: Director	Qualification: Instructor	Approved: Yes	Not Approved
------------------------------	-----------------	--------------------	---------------------------	---------------	--------------