

Risk Assessment – Kayaking

Date: September 2024

Potential Hazard	Who is at Risk	Likelihood	Severity	Risk Rating	Preventative Measures
Slips, trips & falls	Participants, guests, staff	3	1	3 LOW	<ul style="list-style-type: none"> - Activity area to be monitored by staff with regular maintenance to keep area clean & safe - Participants to be briefed before session & behaviour monitored throughout: the group must have a responsible adult on the bank for the duration of the activity to help control group behaviour - Activity assessed by group leader prior to taking part to be suitable for the age of group etc - Instructor to brief participants to keep to paths / designated activity areas & to take care where terrain is steep or uneven - Participants to wear appropriate footwear for the activity
Equipment failure, inappropriate use of equipment	Participants, Staff	1	3	3 LOW	<ul style="list-style-type: none"> - Equipment suitable for the task with regular safety inspections carried out and a record kept in the office - Instructor qualifications to be checked by Centre Manager to ensure they are up to date and in line with policies & procedures - All participants to wear buoyancy aids & helmets which must be checked by instructor before entering the water - Instructor to choose appropriate equipment for each participant - Rescue and safety equipment to be kept by the pond
Manual Handling injury from lifting & carrying equipment	Participants, Guests, Staff	2	1	2 LOW	<ul style="list-style-type: none"> - Kayaks to be lifted by a minimum of 2 participants - Instructor to brief group on correct manual handling technique & monitor throughout the session - Kayaks to be stored close to the launch area to minimise the need for manual handling - Group to help instructor where possible with loading and unloading of Kayaks from storage area
Sharp objects, injuries to feet	Participants, staff	1	2	2 LOW	<ul style="list-style-type: none"> - Participants are briefed to wear appropriate footwear throughout the session: footwear should be closed-toed and secured to feet (Wellies are NOT appropriate footwear)

Whiteley Woods OAC



Impact & collision injuries	Participants, Staff	3	1	3 LOW	<ul style="list-style-type: none"> - All participants & instructor to wear helmets - Participants to be briefed of activity area with instructor vigilance & group control maintained throughout session - Instructor must maintain a line-of-sight contact with the group throughout the session
Drowning	Participants, staff	1	4	4 LOW	<ul style="list-style-type: none"> - Participants must wear buoyancy aids throughout session - Instructor to be vigilant throughout the session
Water pollution which may cause skin, gastric or respiratory irritation	Participants, Staff	1	2	2 LOW	<ul style="list-style-type: none"> - Centre to monitor water quality & check the quality before each session - Ensure all open cuts & sores are covered - All participants advised to take a shower after the activity
Adverse weather conditions & exposure to environmental factors.	Participants, Staff	1	4	4 LOW	<ul style="list-style-type: none"> - Participants to wear appropriate clothing for the activity: a kit list is provided outlining what is & isn't appropriate for each activity - Instructor to be vigilant and to monitor the situation: activity to be abandoned if appropriate - Activity must not be undertaken during a thunderstorm: all staff must follow the RoSPA 30/30 rule for lightning - If lightening occurs suddenly then the group should vacate the area immediately
Existing medical condition	Participants	2	3	6 LOW	<ul style="list-style-type: none"> - Leaders to ensure the appropriate health & parental consent forms are used. - Ensure necessary medication available if needed. - Ensure all leaders are aware of the OAC's accident/emergency procedures. - Group to have access to a mobile phone.
Operating Notes:					

Signed:

On behalf of:

Date:

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)

Likelihood of occurrence X Severity of outcome = Risk Rating

Example:

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)