

Guidance on completing this form is available in the Health & Safety Management Arrangements for Risk Assessment

Service: Wirral Watersports Centre, Wirral Leisure Pay & Play (sit-on-top kayaks, SUP boards, Funboats) to be used in conjunction with RA for Course Participants 2024	Date Assessment Undertaken: 30 / 01 / 2022
Reviewed on: 15 / 01 / 2024	Type name to confirm that: Philip Hastain You have carried out risk assessment training in the last 3 years. If you have not carried training in the last 3 years, click on the below link: https://www.youtube.com/watch?v=GMWPPWn59J4

Hazard (See appendix 1 - H&S Management Arrangements for Risk Assessment)	Who can be harmed and how? (See appendix 2 -H&S Management Arrangements for Risk Assessment)	What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc) (See appendix 3 in H&S Management Arrangements for Risk Assessment)	Risk Score Consequence X Likelihood (see appendix 1)	Any further action; This should be included in the action plan on overleaf
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1.1 Pay & Play – weekends & periods of expected high numbers:				
Suitability for activity	Participants may not be fit to undertake an activity.	<p>Prior to activity all participants make a health declaration. Medical conditions that may affect a participant on the water are recorded and discreetly passed to the shore safety team & safety boat crews.</p> <p>Safety management system records who is on the water and in what craft.</p> <p>Participants do not need to be able to swim but should be water confident.</p> <p>All staff are 1st Aid trained; 1st Aid kits available (Warden's cabin & all safety boats).</p>	3 x 2 = 6	
Child protection and vulnerable adults	Course participants – especially children & young people, may be exposed to harmful behaviour by another.	<p>Adults and children use separate changing facilities (if facilities are used at all – wetsuits are not routinely provided for P & P but are available if requested.)</p> <p>NOPs state conditions for participation e.g. minimum age/parental supervision etc.</p> <p>Staff training/NGB training.</p>	3 x 2 = 6	
Road crossing between warden's cabin or reception & shore	Participants could be hit & injured by a moving vehicle	<p>Zebra crossing between boatyard and rigging area.</p> <p>Staff advice.</p> <p>Children under 14 are supervised by parents.</p>	3 x 2 = 6	
Depth of water	Participants could fall into the water & drown	<p>As per RA for Course Participants 2024.</p> <p>Children under 14 years are always supervised on the shore.</p> <p>All participants wear buoyancy aids. Safety boat provision in place.</p>	3 x 2 = 6	
Fall from Funboat, board or kayak	Participants could be injured falling from a Funboat, board or kayak, especially close to the jetties/walls	<p>Instructor/shore safety team briefing and supervision, especially of children.</p> <p>Juniors (under 18) wear helmets, fitted by instructor.</p> <p>Participants are instructed to refrain from standing up (Funboats), to sit down (SUP board) whilst in close proximity to the jetties/lake walls or very shallow water – these areas are clearly defined. Participants instructed to remain seated in kayaks at all times.</p>	3 x 2 = 6	

Loss of group control	<p>Participants, especially children, may be blown downwind of the operating area.</p> <p>Participants may be unable to return to the shore.</p> <p>Safety of fleet may be compromised.</p>	<p>Participants are briefed to use a carefully chosen designated area only.</p> <p>Instructor supervision from safety boat; assistance offered, as necessary.</p> <p>Sessions do not run in stronger offshore breezes; Duty Senior Instructor decides appropriate cut off point. Session cut short if conditions deteriorate.</p> <p>All children under the age of 14 are to be under the supervision of an adult.</p> <p>Children between the age of 8 and 12 years to share a boat or board.</p> <p>Children under the age of 8 years must be accompanied by an adult – Funboat/kayaks only. Minimum age of 6 years (and subject to a secure, safe fitting of appropriate buoyancy aid.)</p> <p>A safety management system records who is on the water & in what craft.</p> <p>The safety boat is in radio contact with shore staff to return craft & persons to the shore at the end of each hire period.</p> <p>The shore team additionally provide a lookout, when possible.</p>	3 x 2 = 6	
Anti-social behaviour	<p>Participants and/or staff may be intimidated by unruly/anti-social behaviour, especially during periods of hot weather.</p> <p>Equipment could be stolen.</p>	<p>Wirral Watersports Centre reserves the right to deny hire to anyone suspected of being under the influence of alcohol or drugs.</p> <p>Safety management system records who is on the water and in what craft.</p> <p>Instructors/safety team are briefed to call shore staff for back up, if required, using their handheld VHF radio.</p> <p>Staff/instructors briefed to avoid direct confrontation.</p> <p>Shore staff to call Council Control, or police, if anti-social behaviour persists.</p> <p>Security personnel may be available during periods of hot, sunny weather and for key dates e.g. weekends/bank holidays.</p> <p>Fencing surrounds rigging area during the summer season; reduces footfall close to the shore /rigging area.</p> <p>In the worst instance the session will be suspended.</p>	3 x 3 = 9	PH or duty SI to liaise, in advance, with centre manager.

<p>1.2 <u>Pay & Play</u> – weekdays/evenings – low numbers expected.</p> <p>As above except safety is managed from the shore, by means of regular, vigilant observation by suitably competent staff.</p>		<ul style="list-style-type: none"> • Scheduled time slots facilitate monitoring of numbers and safety management • Offshore wind - mean wind speed must not exceed top of F3 (12 knots) • Onshore/cross shore – mean windspeed must not exceed top of F4 (16 knots). In the event of a cross shore wind, equipment may be launched from the public rigging area so as to encourage participants to stay upwind • Clearly defined operating area • Safety boat available/designated competent staff observation & assistance as required (SI on site, all staff hold RYA PBL2 and current 1st Aid certificate) • All participants are issued with buoyancy aids/juniors to wear helmets. Wetsuits available if requested • A safety briefing is given to all participants, which includes: PPE checks, operating area, distress signals, action in shallow water, action in event of deteriorating conditions/emergency, requirement to remain seated (SOTs/Canadians), equipment familiarisation, equipment return 		
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ACTION PLAN

Actions required	Responsible person/s	Completion date
Communicate the contents of the risk assessment to all relevant staff	Philip Hastain	

Action plan agreed with (signature)	Date	/	/
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Likelihood

(1) List hazards **something with the potential to cause harm** here
 (2) List groups of people who are especially at risk from the significant hazards which you have identified
 (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

Severity

Description	Score	Narrative
Insignificant	1	No injury
Minor	2	Minor injuries needing first aid
Moderate	3	Up to 3-day absence
Major	4	More than 7-day absence
Catastrophic	5	Death

Likelihood:

5 – Very likely
 4 – Likely

3 – Fairly likely
 2 – Unlikely

Consequence:

5 – Catastrophic
 4 – Major

3 – Moderate
 2 – Minor

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

1 – Very unlikely 1 – Insignificant



