



Department:

RISK ASSESSMENT  
RECORDING FORM

M34

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

Service: Wirral Watersports Centre – kayaking, canoeing & rafted canoeing. <i>To be used in conjunction with “Risk Assessment for Course Participants 2023”</i>	Date Assessment Undertaken: 15 / 01 / 2024
Reviewed on: 15 / 01 / 2024	Type name to confirm that: Philip Hastain <b>You have carried out risk assessment training in the last 3 years.</b> <b>If you have not carried training in the last 3 years, click on the below link:</b> <a href="https://www.youtube.com/watch?v=GMWPPWn59J4">https://www.youtube.com/watch?v=GMWPPWn59J4</a>

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
--	--	---	--	---

Depth of water/drowning	Staff and course participants - could fall into the water and drown.	All staff and course participants wear buoyancy aids at all times on or near the water. Instructor issues correct size of buoyancy aid, checks that it is fit for purpose and correctly fitted. Annual buoyancy aids checks. Instruction in capsize procedures - relevant to course level. Instructor supervision, especially of novices. Children are always supervised on the shore. Safety boat is launched and ready for use. All instructors & centre staff are 1 <sup>st</sup> Aid trained (relevant throughout RA) and all safety boats carry a 1st Aid kit. Instructor carries VHF radio and summons assistance if necessary.	3 x 2 = 6	
Exposure to cold, cold water and hypothermia	Staff and course participants – risk of hypothermia.	Staff and course participants advised on the correct clothing to wear; staff issue wetsuits as required, which cover 90% of the body. Adjustment to clothing, as necessary e.g. windproof cags/extra layers/use of hats. Instructor observation. Instructors are aware of the signs of hypothermia. A participant suffering from effects of cold is brought ashore. WWC may elect to postpone courses/sessions in cold conditions.	3 x 2 = 6	
Exposure to sun	Staff & participants – could be burned by the sun & UV reflection from the water and/or become dehydrated.	Instructors to advise that participants use high factor sun cream and re-apply regularly. Sun cream available for use if a customer, especially a child, forgets. Children are advised to stay out of the sun during breaks. Participants wear full length wetsuits (only head & neck exposed.) Participants are advised to drink plenty of water, especially during hot weather.	3 x 2 = 6	
Slips, trips and falls	Staff and course participants could slip and injure themselves on the shoreline/jetty if weedy/muddy or wet, or fall from a kayak.	Participants, especially children, are advised not to run and to take care on slippery/wet ground. Suitable footwear worn – foot fully enclosed & with suitable grip. Instructor supervision. Non slip surfaces on jetties. Instructor supervision on jetties. Centre staff remove visible trip/slip hazards e.g. weed. Boatyard area is especially hazardous, due to confined area; instructor briefing & supervision. Participants advised to remain seated on the water whilst in close proximity to the jetties/lake walls or very shallow water.	3 x 2 = 6	
Manual handling – lifting/carrying	Staff and course participants – injury from lifting or moving kayaks/canoes e.g. sprains, strains and soft tissue injuries.	Kayaks stacked on trailer and usually towed to the lake side using the centre's vehicle. Staff lift kayaks down from/up onto trailers/racks; participants may assist, following a manual handling brief (formal training only). Minimum 2 persons.	3 x 2 = 6	

Water quality and pollution	<p>Injury from dropping – injuries to feet.</p> <p>Staff and course participants – could develop an infection from contaminated water, especially if they have a cut/open wound.</p>	<p>2 adults or children may assist carrying equipment from a position on the floor.</p> <p>Instructor safety briefing, demonstration and supervision.</p> <p>Canadian canoes - minimum 2 staff lift and hand carry (carrying handles).</p> <p>Participants may assist after a safety briefing and demonstration.</p> <p>Suitable footwear worn – feet fully enclosed.</p> <p>WKML is a salt water lake, refreshed by the tide during high spring tides.</p> <p>Regular water quality testing introduced April 2021 (April – end of September), to be repeated annually.</p> <p>Weil's disease – bacteria quickly dies in strong sunlight &amp; salt water. No known cases of blue/green algae. Red algae may accumulate on lee shore during still conditions – disperses quickly with a breeze; participants told to avoid affected areas.</p> <p>Participants are advised to wash their hands with soap &amp; water upon completion of session, and especially before eating. Sinks/showers available.</p> <p>Open wounds should be protected by a waterproof covering. Showers and washing facilities available.</p>	3 x 2 = 6	
Collision of craft/other water users	<p>Course participants – could be injured if craft collide e.g. trapped fingers.</p> <p>Risk of damage to equipment.</p>	<p>BC/BCU qualified instructors.</p> <p>Participants are fully briefed prior to each session.</p> <p>Participants work in designated operating areas. Instructor supervision.</p> <p>Progressing paddlers instructed on how to take appropriate/avoiding action.</p>	3 x 2 = 6	
Injury from paddle	<p>Staff and course participants, especially children – may suffer head injuries, cuts or bruises.</p>	<p>Helmets are worn as directed by the instructor; helmets required for juniors (under 18 years).</p> <p>Instructor ensures that helmets are correctly adjusted.</p> <p>Instructor briefing and supervision.</p>	3 x 2 = 6	
Deteriorating weather conditions & risk of being blown downwind	<p>Course participants, especially children - could be exposed to conditions beyond their competence; safety could be compromised. Loss of group control.</p>	<p>Met Office Inshore Waters forecast, and outlook, is recorded every day. Onsite weather station and dynamic observations.</p> <p>Team briefing and dynamic risk assessment.</p> <p>Choice of operating area on the lake to suit wind conditions.</p> <p>Groups are bought ashore if conditions deteriorate – duty SI advises.</p> <p>In the event of sudden/severe deterioration, groups and individuals are bought ashore; equipment is retrieved once everyone is ashore.</p>	3 x 2 = 6	
Cont:				

Rafted Canadians:				
Defective/damaged equipment	Staff and course participants could be injured by defective or damaged equipment e.g. splinters from rafting poles.	Pre-season equipment checks. Equipment checked by instructor prior to each session. Any faults are recorded and rectified before further use.	2 x 2 = 4	
Poorly constructed raft, break up of raft, swamping, capsize	Participants – could fall into the water and drown and/or become separated from the group. Risk of entrapment. Risk of injury from other craft. Instability from wake/wash from powered craft.	The centre will provide sufficient poles and rope for the construction of a raft to carry all participants. Instructors will build the raft or discuss the risks of poorly constructed rafts with participants and supervise the building of the raft. Instructors will check the raft before launching to ensure it's water worthy and monitor it continuously on the water. Instructor onboard raft or supervision from a safety boat. Instructor carries a VHF radio and will summon assistance, if required. Communication systems/signals will be agreed before participants access the water. Instructor ensures participants are correctly seated and briefed in how to get in/out of the boats safely. Participants briefed on what to do in the event of capsize. In the event of people falling from the raft into the water: the instructor briefs the course participants to await recovery by safety boat. Participants are instructed not to swim ashore. Participants recovered before equipment. Safety boat helms instructed to drive with due care/safe speed at all times; SI supervision.	3 x 2 = 6	
Horseplay/failure to follow instruction	Participants – risk of injury, capsize etc.	Instructor has ability to suspend the session if participants fail to respond to instruction.	2 x 2 = 4	
Injury to fingers	Participants – may sustain injury to fingers if trapped between rafting poles/gunwale	Instructor briefing and supervision.	3 x 2 = 6	

#### ACTION PLAN

Actions required	Responsible person/s	Completion date
Communicate the contents of the risk assessment to all relevant staff	Philip Hastain	Prior to start of 2024 season

Action plan agreed with (signature)	Date	/ /

**Quality Control Table**  
**Quality Control** – All changes to these arrangements are recorded in this table.

Date	Amendments	Officer
24/08/2020	Document created	Tony Dean

## 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	<b>Unacceptable</b> – stop activity and make immediate improvements
10 – 16	<b>Tolerable</b> – but look to improve within specified timescale
5 – 9	<b>Adequate</b> – but look to improve at review
1 – 4	<b>Acceptable</b> – no further action but ensure controls are maintained

1 – Very unlikely 1 – Insignificant



