



Department:

RISK ASSESSMENT
RECORDING FORM

M34

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

Service: Wirral Watersports Centre: Stand-up-Paddle Boarding & Jumbo SUP (groups). <i>To be used in conjunction with "risk assessment for course participants 2023"</i>	Date Assessment Undertaken: 28 / 03 / 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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Depth of water	Staff and course participants – drowning, particularly younger children.	Buoyancy aids are worn at all times on, or close to, the water. Buoyancy aids are issued, correctly fitted and checked by the instructor. Additional natural buoyancy in board. SUP instructors hold a BCU coaching award, an alternative recognised qualification or receive in house training from designated lead coach (DKJ), as approved by AALA. All instructors trained in 1st Aid/CPR, carry a VHF radio and summon assistance from shore staff, if required. Children are always supervised on shore. Safety boat is launched and ready for use.	3 x 2 = 6	
Falling from board	Staff and course participants – head injury or other injury, especially in shallow water.. Risk of hitting head if close to jetty, wall or rocks.	Inflatable boards are correctly inflated prior to use. Junior participants wear helmets, issued and correctly fitted by instructor. Group supervised at all times. Participants instructed to paddle on their knees/prone position beyond the jetties, into chest deep water, before standing up. Group operates in designated area, away from the rocks, walls and jetties. If boards drift close to jetty, walls or rocks, participants are briefed to sit down on the board and paddle away or fend off. All instructors are 1 st Aid trained.	3 x 2 = 6	
Towing (Jumbo SUP only)	Loss of group control/separation from the board. Risk of injury.	Jumbo SUP board is fully inflated for stability; instructor to top up air with hand pump prior to use. Jumbo SUP is towed at very slow speed only (max 3 knots) when (max 6) children onboard, and only for the purpose of positioning the board favourably on the lake. Children briefed to remain seated at all times whilst under tow. Paddles/rigging sticks to be laid flat on the board or carried in the safety boat. Instructor supervises onboard and facing children. Long towline to be used, fastened to strong points on the board. Rigiflex safety boats only.	3 x 2 = 6	
Injury from paddle	Course participants could be struck by a paddle – head or other injury.	Paddles to be laid flat on the board whilst the board is manually paddled (self-rescue technique) or under tow. Instructor briefing/supervision/observation. Junior participants wear helmets.	3 x 2 = 6	
Loss of group control	Participants - group may split and individuals may	Group briefing. Activity takes place in clearly defined area.	3 x 2 = 6	

Separation from board	lose contact with instructor/rest of group. Compromises safety of all.	Participants briefed in & practise self-rescue. Agreed recall signals. Safety boat available and instructor may use VHF to call for assistance, if required. Care taken in offshore winds and option to relocate session elsewhere on the lake. Sessions programmed around light wind forecast; sessions may be aborted if wind conditions deteriorate.	2 x 2 = 4	.
Entanglement in leash	Instructors and course participants – person may be unable to retrieve board, upon falling into the water, and become separated from group.	Activity does not take place in moderate or strong winds, especially if blowing offshore. Instructor supervision. Safety boat is available and instructor may call for assistance from shore staff, if required. Jumbo SUP is accompanied by safety boat. More experienced paddlers may use a leash, if required. <i>NB It's felt, by WWC, that leashes for novices may present more risk than benefit (see below).</i>	3 x 2 = 6	
Collision/interference from other lake users	Participant could fall from board and become tangled in leash – balanced by risk of separation from board if participant falls from their board.	Leashes are not generally used by novices (taster sessions etc). Discretion of instructor. More experienced paddlers, who may wish to hire WWC's SUP boards, are warned of the hazards of using a leash. Buoyancy aids are worn by all participants.	3 x 2 = 6	
Overload of participants (Super Jumbo/Jumbo SUP – inflatable)	Participants could fall into the water, and/or be injured, in the event of board overload.	Instructor briefing, observation & supervision. Clearly defined operating areas. If a risk of collision is imminent, instructor advises participant to sit down on board. Max 6 persons paddling. <i>NB this may be exceeded for Multi Activity, Mini Splash & Splash sessions where children remain seated/fun session without paddles – instructor supervision.</i>	3 x 2 = 6	

ACTION PLAN

Actions required	Responsible person/s	Completion date
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Communicate the contents of the risk assessment to all relevant staff	Philip Hastain	Prior to start of '24 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	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



