

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

Service: Wirral Watersports Centre, Wirral Leisure Course/ group participants – water sports activities generic	Date Assessment Undertaken: 15/01/2024
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=I8qkABsvj1I

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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<p>Suitability for activity</p> <p>Deep water - Accidental or unauthorised access to deep water</p> <p>Drowning</p> <p>Unconsciousness</p> <p>Spinal injury</p>	<p>Participants may not be fit enough, or suitable, to undertake an activity. Potential for associated stress and/or injury.</p> <p>Employee Members of public, Third parties</p> <p>Approximate numbers of people at risk.</p> <p>Other people potentially at risk, e.g. young people, volunteers, physical/learning needs, etc</p>	<p>Prior to all activities a health declaration & consent is provided by participants/parents or guardian and assessed by staff. Special needs identified; individual needs assessed and appropriate support levels provided. Instructors are duly briefed by the duty Senior Instructor.</p> <p>All staff and course participants wear buoyancy aids, or life jackets, at all times on or near the water. NB intermediate & advanced windsurfers may elect to wear a harness instead, which provides some buoyancy, once they have completed minimum RYA Intermediate Non Planing training. Instructor issues correct size of buoyancy aid/life jacket and checks that it is correctly fitted. Safety boat is launched and ready for use. All instructors & centre staff are 1st Aid trained (relevant throughout RA) and all safety boats carry a 1st Aid kit. Instructor carries VHF radio and summons assistance if necessary. Children are always supervised on the shore.</p>	<p>3 x 2 = 6</p> <p>3 x 2 = 6</p>	<p>Review and implement EAP on-going training and update requirements. Training records for all members. Proof of training competency required for all instructors, yearly refresher training in-line with risk assessment review.</p>
<p>Manual handling -</p> <p>Staff and course participants - could be injured whilst lifting, carrying, moving or rigging equipment in the boat yard/boat sheds, to/from the shore or on the water.</p> <p>Extra risk with heavy/unwieldy equipment.</p>	<p>Employee Members of public, Third parties</p> <p>Approximate numbers of people at risk.</p> <p>Other people potentially at risk, e.g. young people, volunteers, physical/learning needs, etc</p> <p>High risk persons, elderly, child bearing age.</p>	<p>Staff induction & toolbox talk (refer to NOP). Daily instructor team briefing – staff cooperation in the event of multiple courses/lots of equipment. Instructor briefing, demonstration and supervision – groups & individuals.</p> <p>Masts – new storage system which eliminates the need to lift masts up/down. Juniors are not permitted to handle masts.</p> <p>Windsurf rigs – new storage system fitted. Only staff operate pulleys & two staff advised for larger rigs.</p> <p>Large groups - equipment is moved to/from the shore, by staff, in advance of/after a session.</p> <p>All staff/participants – are briefed to be aware of others around them when lifting/moving equipment; instructor briefing.</p> <p>Parents/staff or volunteers collecting children are asked to wait in the area between the new building and the boathouse, in order to minimise the number of people in the boat yard.</p> <p><i>Refer to RA for Manual Handling for further detail.</i></p> <p><i>Refer to NOP for specific advice to instructors.</i></p>	<p>3 x 2 = 6</p> <p>3 x 2 = 6</p>	<p>Conduct/review Manual handling risk assessment for tasks. Establish training needs, records and scheme of updates.</p>

Road crossing	As above	Instructors are aware of the danger when crossing the road between the centre and the rigging area. Instructor briefing. The instructor escorts children across the road. Yard gate to be closed at lunch/break time; instructor supervision.	2 x 2 = 4	Review signage identification of road crossing to ensure clearly visable
Sips/trips/falls – boatyard, rigging area, shoreline, jetties	Staff and course participants – could slip, trip or fall and injure themselves, especially on the shoreline/jetties if weedy, muddy or wet.	Participants, especially children, are advised not to run and to take care on slippery/wet ground. Suitable footwear is mandatory – 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, when possible. Boatyard area is especially hazardous, due to confined area; instructor briefing and supervision. Suitable footwear, provided by participant, is worn at all times. Staff collect any visible debris which may cause injury.	2 x 2 = 4	
Sharp objects on the shore/in the water	Staff and course participants – could cut their feet on sharp objects on the shore/in the water e.g. broken glass, mussels or be stung by Weever Fish.	Staff attend any reported instances of such hazards ASAP. Hazards are removed ASAP, when feasible. Hazards that can't be removed immediately are buoyed off. Instructor briefing & supervision.	3 x 2 = 6	
Unseen hazards	Staff & course participants – could be injured or entrapped by unseen hazards in the water e.g. shopping trolley. Equipment may be damaged.	Instructor briefing to take time & not to jump to/from craft. Instructors advised that safety boats must be driven slowly, & with great caution, when close to the jetties – reduces wake. Instructor supervision for novices. Signage informs public that rigging areas/jetties are for use of centre/licence holders only. Wire fencing in place in summer season – strongly discourages public from entering these areas.	2 x 2 = 4	
Launching & recovery from jetties		Helmets are worn as directed by the instructor (refer to NOP).		

	<p>Participants could be injured stepping onto/from craft e.g. slip.</p> <p>Participants & members of the public may be at risk of being struck by equipment in the vicinity of the jetties.</p>	<p>Instructor ensures that helmets are correctly adjusted.</p> <p>Instructor briefing & supervision.</p> <p>Children do not lift/drop masts.</p> <p>Participants advised to take extra care in the boatyard (confined area).</p>	3 x 2 = 6	
Injury from equipment e.g. mast, boom or paddle	Participants – may suffer cuts/bruises/blows to the head or other injuries.	<p>Instructor briefing & supervision, especially of children.</p> <p>Participants are instructed to sit down (board/kayak) whilst in close proximity to the jetties/lake walls, or very shallow water, and wait for assistance. Sailors are advised to step, with care, into/from boats whilst alongside the jetties.</p> <p>RIBs/safety boats – see separate RA “Group RIB rides”.</p>	3 x 2 = 6	
Fall from boat, board or kayak	Staff & course participants – could be injured falling from a boat, board or kayak, especially close to the jetties/walls or in shallow water	<p>RYA/BC qualified instructors.</p> <p>Participants are fully briefed prior to each session.</p> <p>Groups work in designated operating areas and with instructor supervision. Instructors liaise with lake licence holders to preserve an uncrowded working area.</p> <p>IRPCS taught as required.</p>	3 x 2 = 6	
Collision of craft	Participants &/or 3 rd parties – could be injured if craft collide. Equipment could be damaged.	<p>Participants receive a briefing/practise drill in a controlled environment.</p> <p>Instructors receive in-house safety boat training at time of induction or hold RYA Safety Boat certificate.</p> <p>Instructor carries VHF radio and summons assistance if necessary.</p> <p>Buoyancy aids are worn at all times.</p>	3 x 2 = 6	
Capsize	Participants – could be injured, become separated from their boat or drown.		3 x 2 = 6	
Entrapment in rigging/trapeze	Participants – could be trapped in the rigging in the event of capsize. Risk of drowning.	<p>Instructors carry a knife whilst on the water.</p> <p>If running a trapeze session, wire cutters must be carried in the safety boat. Trapeze harnesses are quick release & participants are briefed in correct use.</p> <p>Instructor uses VHF radio to summon assistance if required.</p>		

Exposure to the sun & dehydration	Staff & participants – could be burned by the sun & UV reflection from the water and/or become dehydrated.	<p>Instructors must be deemed suitably experienced for such sessions by centre Principal/Chief Instructor. <i>NB NA to groups/schools</i></p> <p>Instructors 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. <i>Refer also to RA "Exposure to the sun & cold 2023"</i></p>	3 x 2 = 6	
Exposure to cold/cold water	Staff & participants – could become hypothermic if exposed to cold water/conditions. Risk of cold water shock.	<p>Wetsuits, which cover 90% of the body, are worn. Participants are advised to layer up in cold conditions, including use of hats. Instructor observation. Instructors are aware of signs of hypothermia and cold water shock. A participant suffering from the effects of cold is brought ashore. WWC may elect to postpone courses/sessions in cold conditions.</p>	3 x 2 = 6	
Adverse or deteriorating weather conditions	Participants could be exposed to conditions beyond their competence; safety could be compromised.	<p>Met Office Inshore Waters forecast, and outlook, is recorded every day. Onsite weather station. Team briefing and dynamic risk assessment. Groups are brought ashore if conditions deteriorate – Duty SI advises. In the event of sudden/severe deterioration, groups and individuals are brought ashore; equipment is retrieved once everyone is ashore.</p>	3 x 2 = 6	
Incapacitation of instructor – lone working on the water	Instructor & participants – safety may be compromised if the instructor becomes unwell/incapacitated.	<p>In the event of a single session on the water, groups are made aware of actions to take should the instructor become incapacitated. Refer to NOPs & information card on each safety boat.</p>	3 x 2 = 6	

<p>Infection from contaminated water e.g. Weil's Disease</p> <p>Children, vulnerable adults & child protection</p> <p>Changing room floors and benches</p>	<p>Staff & participants – could develop an infection following contact with contaminated water, especially if they have an open wound.</p> <p>Course participants, especially children – could be exposed to harmful or abusive behaviour.</p> <p>Participants, especially children – could slip, trip or fall and injure themselves.</p>	<p>WKML is a salt water lake, refreshed by the sea during high spring tides.</p> <p>Regular water quality testing introduced April 2021 (April – end of September).</p> <p>Weil's disease – bacteria quickly dies in strong sunlight & salt water.</p> <p>No known cases of blue/green algae. Red algae may accumulate on lee shore during still conditions but disperses quickly with a breeze; participants told to avoid affected areas.</p> <p>Participants are advised to wash their hands with soap & water upon completion of session. Sinks/showers available.</p> <p>Open wounds should be protected by a waterproof covering. Showers and washing facilities available.</p> <p>Adults and children use separate changing facilities; team briefing/whiteboard designates changing facilities on a daily basis.</p> <p>Staff and instructor training; LG appointed Designated Lead for Safeguarding.</p> <p>All instructors receive NGB safeguarding training during instructor course and additional advice at WWC induction for new staff.</p> <p>Clear guidelines in NOPs.</p> <p>Use of registers to sign children in/out; registers detail name of parent/guardian/responsible person to drop off/collect.</p> <p>School staff/group leaders assist with group registration etc.</p> <p>Children & young people are supervised on the water, and during breaks/lunchtime.</p> <p>Written parental/guardian permission required in the event of a junior wishing to leave the site at lunchtime or walk home unaccompanied</p> <p>Floors/shower areas are non-slip, conform to industry standards and are free from hazards.</p> <p>Bags/belongings to be stowed in storage bins whilst participants are on session – keeps changing areas tidy and clear of hazards.</p> <p>Signage is in place to deter children from climbing on the benches.</p>	<p>3 x 2 = 6</p> <p>2 x 2 = 4</p>
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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	Prior to 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	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



