

# Activity Risk Assessment 2016



## Activity Risk Assessment 2016.

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# Activity Risk Assessment 2016



## General Operating Procedures.

The directors who are responsible for the implementation and review of the policy lay down in this statement. All matters relating to this policy should be directly addressed to them.

1. Employees & volunteers will take part in an induction day, be given a copies of this safety policy, information to groups and the Accident and Emergency Procedures and shown through the work manual containing all information regarding the operation of the business, including fire action plan, accident / incident and damage report forms at the start of employment and at the beginning of each season.
2. Employees & volunteers must give a full list of their B.C.U., R.Y.A. and First Aid qualifications, their B.C.U. and R.Y.A. membership information, address, next of kin's telephone number, any physical or psychological condition and National Insurance number (and tax reference number if self-employed) at the start of employment and at the beginning of each season.
3. An employee's meeting will be held at the beginning of each day to discuss the requirements of each group, weather and operating conditions, and job delegation. Radios to be distributed to licensed operators as appropriate. If you have a mobile phone it is advised that you take it as an emergency contact (waterproof container will be provided). If an instructor is unhappy with the conditions or safety of the group whilst in his sole charge they may decline to go on the water. Accidents and near miss incidents will be discussed. At the end of the session or day, a session review form may be filled in. Any employees & volunteer's comments may be made on this form as appropriate. Session reviews will be discussed at instructor meetings
4. Employees & volunteers must check all equipment and clothing to be used, before the start of the activity, to ensure it is fit for the purpose. If unfit for use, attach a defective equipment notice and immediately report any defects to the owners. Buoyancy must be intact, painters or towing loops present. Buoyancy aids should be checked and removed from operational site if unfit for use.
5. Employees & volunteers must book in & out when leaving the site, on the Record Sheet for Booked Groups or the Participants Register for Hire & Tuition.
6. Whilst on the water employees & volunteers must carry a First Aid Kit, bivy bag and spare clothing. Employees & volunteers must not take groups in to the no boating zones, Great Bay and the in flowing River Derwent or its delta region.

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7. Employees & volunteers must ensure all participants have the correctly fitting Buoyancy Aids provided and suitable clothing for the activity. Check for details of any physical or psychological conditions of the participant in their charge.
8. All activities must include an on the shore session for beginners and for anyone who the instructor thinks are unsure of the basics. This must include a capsizing drill routine and rafting or lying to procedures. Boats must not go afloat until suitable safety boat cover is ready. Sailing boats must stay within the agreed sailing area and in contact with the safety boat
9. Boats travelling away from lakeside base must take into account the ability of the group, likely weather changes and time available.
10. Safety boats must follow the 10 miles an hour speed limit at all times, other than in an emergency. Care should be taken at all times to ensure the safety of all other lake users, in particular when getting on and off the water to avoid hindrance to the Passenger Launch. Operators must hold an RYA Powerboat Level 2 certificate, use a kill cord and check the fuel level. The boat must be equipped with safety equipment as provided for this purpose.
11. In the event of an accident or incident the employees & volunteers will follow the Accident and Emergency Procedure as appropriate and report to the directors immediately. An accident or incident is where advice or treatment is given i.e. a first aid kit is used or advice is given to deal with the accident or incident. In both cases instructors must fill in an incident report on return to the shore.
12. Customers with a complaint should be directed to the directors and asked to fill in a complaint form.
13. Any injury or illness to employees or volunteers must be reported to the directors immediately.
14. Care should be exercised at all times when you or customers are lifting and carrying equipment.

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## Instructor Ratios

**Instructor ratios and qualifications will be kept within Governing Bodies recommendations at all times e.g.**

Activity	Instructor to Pupil Ratio	Minimum Coach Qualification
Kayak	1: 8	UKCC B.C.U. Level 1 Coach or old B.C.U. Level 2 Kayak Coach with in house training
Stand Up & Paddle Boards	1: 8	As above or with Discipline Support Module SUP
Canoe or Double Kayaks	1: 12 in 6 Canoes. Canoe paddled solo 1:6	UKCC B.C.U. Level 1 Coach or old B.C.U. Level 2 Canoe Coach with in house training

Instructor ratios as laid down in the British Canoeing Activity Quality Mark.  
For B.C.U. skills course the coach qualification will be in the remit for the course.

Single handed Sailing	1: 6	R.Y.A. Dinghy Instructor
Crew boat Sailing Experienced pupils	1: 9 in not more than 6 Boats	R.Y.A. Dinghy Instructor
Crew boat Sailing Instructor on board	1: 4	R.Y.A. Seamanship Skills, Group Leader R.Y.A. Dinghy Instructor
Dragon boating Accompanied by Safety Boat	2: 20	1 experienced helm with in house training as listed in employee's qualifications R.Y.A. National Powerboat Certificate Level 2
Voyager	1: 10	B.C.U. Level 1 Canoe Coach with in house training as listed in employee's qualifications
Raft Building	1: 10	Experienced coach with in house training as listed in employee's qualifications
Viking Long ship	2: 12	1 experienced helm with in house training as listed in employee's qualifications R.Y.A. National Powerboat Certificate Level 2

All employees & volunteers in sole charge of a group must have a valid First Aid Certificate that includes C.P.R

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## Activities Risk Assessment

### General over view.

The major control measure for most of the foreseeable risks

- We only use instructors who hold the appropriate Governing Body Awards (as laid down in Health and Safety Policy document) and are DBS checked.
- We stick to the Governing body recommended instructor: pupil ratios. (As laid down in Health and Safety Policy document)
- Instructors will carry an appropriate First Aid Kit, safety equipment and spare clothing. (Kits often supplied by Platty +)

These measures ensure that the instructors are in a suitable position to constantly assess and re assess risks as they occur.

Specific control measures are highlighted in our Health and Safety Policy document. Each instructor is given a copy on commencement of employment and at the beginning of each season. Special problems specific to a group or individual are discussed at staff meetings.

The water sports are managed from the site office adjacent to the lake-frontage and wooden jetty, with shared access to the clients of the Keswick Launch Company

In addition to the specific control measures outlined below and in our Health and Safety Policy document, the majority of activities take place in an area that is in view of base, where at least one power safety boat will be available.

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<u>HAZARD</u>	<u>RISK</u>	<u>General Risks.</u> <u>CONTROL</u>	<u>Individuals at Risk</u>
<b>Falling in water</b>	<i>Drowning</i>	All participants must wear Platty + approved buoyancy aids, whose correct fit has been checked by employees or volunteers prior to water borne activity.	<i>Clients, Employees and Volunteers</i>
<b>From other Water users</b>	<i>Injury or capsized</i>	<ul style="list-style-type: none"> <li>When necessary, clients will be directed to cross the Launch channel as quickly as possible to ensure safety and maintain good relationships.</li> <li>Launching craft on to the water should not occur when a Launch is due.</li> <li>Beware of other groups who may not be in control, particularly beginners sailing groups, and avoid their area of operation.</li> </ul>	<i>Clients, Employees Volunteers and other water users</i>
<b>Changes in weather</b>	<i>Group management affected. Inability to manoeuvre as desired.</i>	<ul style="list-style-type: none"> <li>At employees briefing the forecast will be discussed and sessions planned accordingly.</li> <li>Employees monitor changing conditions and have alternative session plans if necessary.</li> <li>If conditions deteriorate significantly, the session will be terminated to ensure safety.</li> </ul>	<i>Clients, Employees and Volunteers</i>
<b>Exhaustion</b>	<i>Inability to return to base under own steam</i>	Sessions should be planned according to the age group, the skill and experience of the weakest group member and the expected weather.	<i>Clients, Employees and Volunteers</i>
<b>Exposure to sun</b>	<i>Hyperthermia</i>	Client required to use appropriate clothing or sun block and sun hats.	<i>Clients, Employees and Volunteers</i>
<b>Poor technique</b>	<i>Blisters, joint injuries, tenosynovitis</i>	<ul style="list-style-type: none"> <li>Employees &amp; volunteers to promote safe paddling practise</li> <li>The clients provide details of existing medical conditions.</li> </ul>	<i>Clients, Employees and Volunteers</i>

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<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
<b>Sudden immersion in cold water. Exposure to cold</b>	<i>Hypothermia</i>	<ul style="list-style-type: none"> <li>The clients should be adequately dressed for the prevailing conditions, (wind proofs and hats).</li> <li>Sessions run when winter conditions prevail should be structured to avoid immersion.</li> <li>Facilities at base to re warm or carry sufficient clothing and a hot drink facility.</li> <li>Instructors to carry appropriate spare clothing</li> </ul>	<i>Clients, Employees and Volunteers</i>
<b>Trapped fingers</b>	<i>Impact injury</i>	<ul style="list-style-type: none"> <li>Group safety briefing to include specific instructions with regard to hands trapped between boats, boat and jetty, boat and other craft.</li> <li>Instructions to be repeated where necessary.</li> </ul>	<i>Clients, Employees and Volunteers</i>
<b>Entanglement by rope</b>	<i>Entrapment. Injury</i>	Employees & volunteers to carry a discreetly stored knife on their person whilst on the water. Safety boat equipment to include a discreetly stored knife	<i>Clients, Employees and Volunteers</i>
<b>Carrying Equipment</b>	<i>Lifting injuries</i>	Employees & volunteers to promote and use safe lifting strategies	<i>Clients, Employees and Volunteers</i>
<b>Hit by Paddles</b>	<i>Impact injuries</i>	<ul style="list-style-type: none"> <li>Employees &amp; volunteers to make clients aware of the dangers of moving paddles whilst in close company with other people</li> <li>Care when rafted craft are breaking up</li> <li>The playing of paddle bopping game is not to be undertaken with children below Year 6</li> </ul>	<i>Clients, Employees and Volunteers</i>

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## HAZARD

**Glass and sharp rocks**

**Child Protection**

## RISK

*Damaged/cut feet*

*Exposure of pupils to undesirable individuals*

## CONTROL

Appropriate, securely fastened footwear to be worn at all times.  
Stand Up Paddle Boarders may remove shoes whilst on board.

- Employees and Volunteers to be DBS checked
- Adequate supervision undertaken by accompanying adults
- Male and female changing not to be used at the same time by other clients.

## Individuals at Risk

*Clients, Employees and Volunteers*

*Clients who are children or vulnerable adults*

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## Specific risks.

<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
<b><u>Canoes and Kayaks</u></b>			
Falling over whilst standing	Injury or capsize	Staff trained to organise and manage 'stand up' scenarios safely, i.e. venue, proximity of other craft, number standing, wind and wave action, action of other group members etc.	Clients, Employees and Volunteers
<b><u>Stand Up &amp; Paddle Board</u></b>			
Falling over whilst standing	Injury or invert board	Staff trained to organise and manage 'stand up' scenarios safely, i.e. venue, depth of water, proximity of other craft, number standing, wind and wave action, action of other group members etc.	Clients, Employees and Volunteers
Hit by paddle whilst falling	Injury	Keep good adequate distance between craft. When two people on board the paddler should kneel down.	Clients, Employees and Volunteers
Loss of Board	Inability to return to base under own steam, hypothermia, exhaustion	Always wear the provided leash	Clients, Employees and Volunteers
<b><u>Dragon Boat</u></b>			
Swamping or Capsize	Full crew in the water (20 people)	<ul style="list-style-type: none"> <li>Safety briefing at start of the session to include buddy system</li> <li>Dragon boat covered by a safety boat that can take entire crew.</li> </ul>	Clients, Employees and Volunteers

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<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
<b>Sailing</b>			
<b>Hit by boom</b>	<i>Impact injury mainly to head</i>  <i>Single handed boats</i> <i>Laser 16</i>	(Helmets available on request)  All clients under tuition and children to wear helmets. Boom much higher, instructor to make clients aware of the problem. Whilst playing games of dipping head in the water ensure clients are aware of dangers of coming up quickly and hitting the boom	<i>Clients, Employees and Volunteers</i>
<b>Raft Building</b>			
<b>Drifting offshore</b>	<i>Inability to return to shore</i>	<ul style="list-style-type: none"> <li>• Activity to take place in designated safe area close to the land.</li> <li>• Restrict the area of operation giving clear boundaries</li> <li>• Safety boat tow back where necessary</li> </ul>	<i>Clients</i>
<b>Capsize of raft</b>	<i>Raft Impact Injury</i>  <i>Head injury during capsize</i>	<ul style="list-style-type: none"> <li>• Appropriate safety craft must accompany the raft (Canoes in shallow water situation but powered safety boat on standby)</li> <li>• Clients briefed on the instability of an unbalanced raft.</li> </ul> All clients to wear helmets.	<i>Clients</i>
<b>Entanglement in raft</b>	<i>Person trapped in raft</i>	Employees & volunteers must carry a knife to cut ropes.	<i>Clients</i>

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<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
<u>Voyager</u>			
Falling from height whilst getting in or out	Impact injury	Safe embarkation is managed by clients sitting on jetty and stepping into craft, assisted by employees or volunteers as necessary.	Clients, Employees and Volunteers
Swamping or Capsize	Full crew in the water (10 people)	<ul style="list-style-type: none"> <li>• Safety briefing at start of the session.</li> <li>• Employees to carry radio or mobile phone to contact base for safety boat assistance.</li> <li>• Carry large bailers, crew to remain with the boat and assist employee bail.</li> <li>• Monitor weather conditions.</li> </ul>	Clients, Employees and Volunteers

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<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
<u>Viking Long ship</u>			
Falling from height whilst getting in or out	Impact injury	Safe embarkation is managed by clients sitting on jetty and stepping into craft, assisted by employees or volunteers as necessary.	Clients, Employees and Volunteers
Swamping or Capsize	Full crew in the water (10 people) or swamping	<ul style="list-style-type: none"> <li>Safety briefing at start of the session.</li> <li>Viking Long ship covered by a safety boat that can take entire crew.</li> </ul>	Clients, Employees and Volunteers
Hit by Yard or blocks	Impact injuries	Only trained employees & volunteers on board should raise or lower yard and warn clients about the blocks when the sail is flogging.	Clients, Employees and Volunteers
<u>Viking Experience</u>			
Clothes catching fire, falling into fire and touching hot items	All fire - related risks: - burns, scolds, smoke inhalation	<ul style="list-style-type: none"> <li>Fire area delineated</li> <li>Area clearly identified</li> <li>Area free of impediment, trip hazard etc.</li> <li>Fire protection – water, fire extinguisher, fire blanket.</li> <li>Briefed on ‘No – Go’ area</li> <li>Accompanying staff to have enhanced monitoring role, 1 to 10 staff to pupil ratio.</li> </ul> <p>At least one employee or volunteer to have visual oversight of fire area.</p>	<p>Employees and Volunteers</p> <p>Clients</p> <p>General public</p>

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<u>HAZARD</u>	<u>RISK</u>	<u>CONTROL</u>	<u>Individuals at Risk</u>
Trapped fingers in between the spars of tent	Crush Injury	Employees and volunteers trained in tent erection: - minimum numbers, technique for lifting spars into position, effect of wind etc.	Employees and Volunteers
Handling wool, smoke inhalation and eating and handling food	Allergic reactions	Clients, employee and Volunteers to provide details of existing medical conditions. Group leaders made aware of activities undertaken well before day of trip.	Clients, Employees and Volunteers
Tasting food samples	Food poisoning	<ul style="list-style-type: none"> <li>Food hygiene cannot be guaranteed. Accompanying staff to have enhanced role in ensuring only 'taster' samples consumed.</li> <li>Have commercially made products for them to taste.</li> </ul>	Clients, Employees and Volunteers
Replica sword	Impact injuries	<ul style="list-style-type: none"> <li>Use of a re-enactment sword, controlled by employee or volunteer, clients to remain a sword length away determined by a controlled swing of the sword.</li> <li>When clients holding alone to keep tip on the floor.</li> <li>Sword to be stored in a box when not in use.</li> </ul>	Clients, Employees and Volunteers

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## B.C.U. Session Plan

This is designed as an aid to employees as to how the sessions for beginners should be run

### 1. Before the pupils arrive

- Check if there is a session review from previous sessions with this group.
- Check booking details, ensuring there is a Participants Register
- Coach warm up
- Check the equipment to be used during session, craft, paddles and buoyancy aids
- If you have assistance get out craft, if not get craft out with the pupils after warming up, at all times taking care when lifting show pupils how to lift keeping back straight, use as many people as possible to carry each craft.

### 2. When the pupils arrive.

- Show pupils around the building
- Inform pupils of action to be taken if there is a fire
- Tick off the attending participants on the Participants Register and check their medical details
- Check pupils clothing is adequate
- Fit buoyancy aids
- Give out paddles

### 3. On the shore briefing

- Warm up session appropriate to the length of session and individual pupils
- Show pupils how to use paddles
- Look at craft and show how to sit, kneel or stand in/on the craft
- Talk about capsizing drill
- Describe how to raft up or ducky on Stand Up and Paddle Board
- Brief pupils on initial area to be used

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#### 4. On the water

- You get on the water showing how to do this
- Pupils follow you example
- Allow experiential learning
- Raft up
- Play games appropriate to the conditions so pupils gain confidence in the craft
- Stroke coaching if appropriate
- Short journey to get paddling

#### 5. One-hour session

- Games or a short journey

#### 6. Two-hour session

- Teach sweep strokes
- Improve forwards paddling – journey to site of interest
- Backwards / Sideways paddling
- Game

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## Coaching courses on moving water

<i>General overview</i>	Staff (trainers or assessors running the course) should be present at all times whilst on the water appropriately qualified and in the correct ratios as laid down by the B.C.U. Inspection of candidate's boat and equipment to ensure it is appropriate for the day's activity.
<i>Exhaustion or Injury in isolated areas</i>	Moving water sites should be well known to the staff in a variety of water levels, exit and extraction points should be familiar. Staff should ensure that sufficient safety equipment is carried within the group to account for potential risks encountered. Staff should carry external communication, mobile phone or radios, and be aware of areas of poor reception.
<i>Hazardous decisions by candidates</i>	Staff to maintain control of the group and exercising a veto over inappropriate decisions before they are implemented.
<i>River hazards</i>	Candidates in control on a section of river unfamiliar to them to be given appropriate warnings of any potential hazards
<i>Appearance of new hazards on the river</i>	Staff to maintain vigilance at all times and bank recce sections known likely to have new hazards.
<i>Candidates skill level inappropriate</i>	Assessment of basic paddling skill made by staff as soon as possible.
<i>Exhaustion mentally or physically of guinea pigs</i>	Guinea pigs used should be in a small group, of appropriate basic paddling skill to the day's activity and ideally known to the staff. Staff should ensure that candidates do not over stretch guinea pigs.
<i>Head injury</i>	Helmets to be worn, compulsory on kayak courses and optional on canoe and stand up paddle board courses.

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## Powerboat and Safety Boat Risk Assessment

- Powerboat Sinking**
- Instructors should check the integrity of the rigid hulls and tubes after each launch and recovery.
  - Before launch check the bungs are in.
  - Pumps are operational.
  - Bailing systems in place, always carry a large bucket.
  - Instructional area selected to avoid collision with hard objects.

- Other Lake Users**
- Care should be taken at all times to avoid operating in the vicinity of the Keswick Launch.
  - Care to avoid areas used by other craft when performing high speed manoeuvres.

- Lifting and Carrying Injuries**
- Instructor to demonstrate correct technique before any such tasks is undertaken.

### Whilst rescuing other craft

*Injuries caused by paddles*

- **Canoes and Kayaks**
  - Instructor to make clients aware of the dangers of moving paddles whilst in close company with other people.

*Head injury from the boom.*

- **Sailing**
  - Instructor to make clients aware of the problem.
  - Approach on windward side of the craft if possible.

*Trapped fingers*

- Instructors to warn clients to keep whole hand inside craft when close to any other crafts, jetties or other structures.

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## Launch and Recovery Injuries

*Run over by car or trailer*

*Slipping*

*Winch injuries*

- No person should be behind or move behind the boat whilst it is on the slip or being moved.
- Footwear should be appropriate.
- Instructors should make the clients aware of the dangers of slippery surfaces.
- Maintenance of all winches should be regular.
- Instructors should show clients the proper use of a winch.
- Only one designated person should operate the winch at a time.

## Fuel Injuries

*Fire*

*Spillage*

- No smoking on boats or areas close to fuel storage or transfer.
- Dry powder extinguishers available on board each boat.
- Fuel and battery isolated from each other.
- Eye wash or freshwater available on boat.
- Washing facilities and change of clothing available at base.
- Transferring fuel should take place using a funnel.
- Fuel should be carried in suitable containers for the fuel.

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## Anchors and Laying of Marks

*General overview* Anchors should have a length of chain attached and this should be attached to a warp.  
Marks should be attached to an anchor and counterweight by a warp.  
Warps should be made of sinking line

*Rope injuries and drowning after pulling overboard*

- Powered craft to be stationary when dropping anchors
- Operators in manpowered craft should ensure their stability before dropping anchor
- All warps should be coiled neatly to ensure smooth outrunning of warp and avoid entanglement

*Crush injuries*

- Anchors and counter weights should be stowed in powered craft so they cannot slide about whilst under way

*Injury*

- Operators should ensure they are in good stable position in the craft facing the direction of drop or lift and use good manual handling techniques
- In foul conditions 2 people should be present in the craft

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# Activity Risk Assessment 2016



## Swim Events

*General overview* Safety boat operators must hold an RYA Powerboat Level 2 certificate, use a kill cord and check the fuel level. The boat must be equipped with safety equipment as provided for this purpose additional survival bags to be provided by the event organiser. Safety boats must follow the 10 miles an hour speed limit at all times, other than in an emergency. Care should be taken at all times to ensure the safety of all other lake users and avoid hindering the Passenger Launch. Our powered craft will have radio communication with each other. Event organiser is responsible for communication provision from shore to the water, if not using Marine VHF.

Safety canoes and kayaks should be manned by people with the appropriate qualification (Canoe Safety Test or UKCC Foundation Rescue and Safety certificate) or experience in dealing with swimmer rescue and hold a valid First Aid Certificate. It is the event organisers responsibility to ensure that the craft used by other organisations, to assist with the event safety, are appropriate for the purpose it is to be used for and the operators are suitable qualified for the task. Once swimming, the swimmers naturally fall into groups which a man powered craft will keep a tally of in the region of 1 craft to 10 participants.

Briefing at the start, to swimmers, on how to attract attention if they are in difficulty.

Briefing at the start to assign zones to the man powered craft and how they signal to the Safety boats when a swimmer needs to get out of the water.

It is the event organiser responsibility to inform all rescue craft of any swimmer with a medical condition.

It is the event organisers responsibility to keep a record of the number of swimmers entering the water and when swimmers leave the water so the number on the water is always known.

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- Powerboat sinking*
- Instructors should check the integrity of the rigid hulls and tubes after each launch and recovery.
  - Before launch check the bungs are in.
  - Pumps are operational.
  - Bailing systems in place, always carry a large bucket.
  - Instructional area selected to avoid collision with hard objects.
- Lake hazards*
- Course to avoid shallow areas
  - Course to avoid crossing passenger ferry course. If the route has to be crossed this will be done at right angles and the timetable to be consulted to avoid busy times.
  - Powered craft to keep a watch for other boats entering the course field and ask them to go around.
  - Event organiser to inform all operators of the event beforehand and ask them to inform any launching from their venue
- Swimmer Exhaustion*  
*Swimmers skill level*
- Prior to the event the event organiser should make it clear to the swimmers the required level of ability including the distance in exposed open water.
  - The course markers, as provided by the event organiser, should be sufficiently large to ensure swimmers do not go off course
- Swimmer hit by a boat*
- If necessary for boats to cross the course it should be done behind the swimmers or at right angles at slow speed.
  - Sufficient craft used so they can be positioned to avoid driving through swimmers even when performing a rescue
  - Whilst rescuing a swimmer man powered craft should move slowly offering the bow of the boat so they can see the swimmer at all times
- Swimmer injury or illness not spotted when in difficulty*
- Minimum number of craft to escort the group at a ratio of 1 to 10 and they should be positioned behind and on either side of the group
  - Swimmers should wear brightly coloured swim caps to ensure visibility even when not swimming

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