

Risk Assessment for Lambourne End Centre

Activity

Water Based Activities

Date Revised

08th May 2017

Location

Various

Conducted by

Tom Bayley and various competent staff members

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Trips & Falls	Participants Instructors Site users	High	Site briefing to all users to make them aware of any hazards. Grounds maintenance to eliminate potential hazards. Staff to be up to date on Health & Safety Notices. Appropriate footwear to be worn and secured accordingly.	Low
Cuts, Abrasions, Contusions & Burns	Participants Instructors Site users	Medium	Each activity has its individual requirement of dress code and where deemed necessary will have protective equipment for Participants & Instructors/Staff to wear. Recent cuts, abrasions and open burns should be covered to prevent risk of infection. All Lead instructors/Staff to carry Emergency First Aid kit & hold current first aid qualification.	Low
Affect of a known Medical Conditions E.g. Asthma, Epilepsy	Participants Instructors Site users	High	All relevant medical conditions to be made known to Instructors and for the individual to carry their own medication on them or be given to an Instructor at the beginning of the activity. Medical forms to be completed and checked before session. Instructors must carry a Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor. All instructors to hold current First aid qualification.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Hypothermia	Participants Instructors Site users	Medium	Participants to be dressed appropriately for the activity and conditions. Instructor/Staff to monitor all participants for Signs & Symptoms of hypothermia. All Lead instructors/Staff to hold First Aid qualification. Staff to have awareness of relevant weather forecasts and prevailing conditions.	Low
Infection from Zoonosis	Participants Instructors Site users	Medium	Regular checks are made to ensure there are no dead animals that should not be in or on activities. Fresh cuts, abrasions and open burns should be covered to help prevent infection. Advise group to wash hands after each session.	Low
Manual Handling	Participants Instructors Site users	High	Lift things as recommended by instruction. Instructors to ensure correct lifting techniques when moving people or equipment.	Low
Sunburn & Heat Stroke	Participants Instructors Site users	High	Advise participants to wear sun cream, clothing that covers skin, hats and to carry/drink more fluids. All instructors to hold current First aid qualification and either have close access to drinking water or are carrying it.	Low
Splinters	Participants Instructors Site users	Medium	Activity areas and grounds maintenance to eliminate potential hazards. Checks made on regular bases of equipment. Activity briefing where relevant to include awareness of potential splinters.	Low
Stings from Plants	Participants Instructors Site users	Medium	Briefing to include awareness of such plants. Land maintenance carried out regularly. Antihistamine cream made available on site.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Allergies	Participants Instructors Site users	High	All known allergies to be made known to the instructor and for the individual to carry their own medication on them or be given to the instructor at the beginning of the activity. Medical forms to be completed and checked before session. Instructors to carry Radio to be able to contact reception for extra assistance if deemed necessary by the lead instructor. All instructors to hold current First aid qualification.	Low
Unauthorised use of Site and equipment	Participants Instructors Site users	High	Equipment and tools put away after use. Gates to access areas are closed and where there is a padlock locked behind you after use. Main gate is closed at the end of the working day. All groups briefed on unauthorised areas that are not to be entered without permission or knowledge of Lambourne End staff. A night duty member of staff will be on site each evening when there is a residential group in residence. Night duty/lock up person to check all areas are locked. No entry signs to be visibly displayed.	Low
Lone Working	Instructors	High	Instructors must carry a radio and/or phone and be in communication with another member of staff. Individuals must not use equipment or carry out maintenance without other staff member's knowledge.	Low
Panic on emersion	Participants Instructors Site users	Medium	Briefing to Participants on what to do if in the water and the importance of staying calm and listening to instructions. Participants to be made aware of the water temperature will be, instructor to be prepared to get in the water if required.	Low
Injury from being hit by equipment e.g Paddle	Participants Instructors Site Users	Medium	Safety kit to be worn where appropriate to help prevent injury. (Helmets) Briefing to including safe handling of equipment	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Injury to feet due to inappropriate footwear	Participants Instructors Site users	Medium	Instructors/Staff and Participants are to wear appropriate footwear where necessary on activities and are advised to wear appropriate footwear at all other times.	Low
Injury due to Jewellery being worn	Participants Instructors	Medium	We advise jewellery other than stud earrings & a watch to be removed or covered before taking part in adventurous activities; please refer to each individual activity risk assessment for more details. If not possible, lead instructor should make an informed decision with regards to participant continuing activity.	Low
Injury on water based Activities off site	Participants Instructors	High	All instructors to carry radio's where necessary. Mobile phone, water and first aid kit to be carried at all times by instructor. Reception to be informed of the group leaving and returning site, including numbers and approximate time of arriving back. Instructors to have a working knowledge of off site venues.	Low
Drowning	Participants Instructors Site users	High	Buoyancy aids to be worn and fitted correctly on activities they are deemed necessary. Briefing and medical sheet completed to identify weak or non swimmers. Instructor/Staff prepared to enter the water at all times. Gates to water based area should be locked when not in use.	Low
Chemical Levels	Participants Instructors Sit Users	Medium	Trained/Competent Staff to check chemical levels when needed.	Low

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Fire	Participants Instructors Site users	Medium	All staff to know fire procedure. Liaising briefing to include Fire procedure. Regular checks made to ensure system is functioning correctly.	Low
Sprains & Strains	Participants Instructors Site User	Low	Briefing on how to use equipment correctly. Equipment used only when instructed to do so. Grounds maintenance carried out on a regular basis.	Low
Loss of group control	Participants Instructors Site users	High	Instructors to be trained and deemed competent in running the activity and will show assertiveness in dealing with any situation that could compromise the safety of the session.	Low
Injury due to activity	Participants Instructors Site users	High	Instructors to be competent and assessed before leading activities. All Instructors to have read and abide by the S.O.P.s and Risk Assessments. Safety checks and maintenance carried out on equipment monthly by competent person.	Low
Weather Conditions	Participants Instructors	Medium	Instructors to be aware of prevailing weather conditions. Briefing to include the importance of dressing to fit the weather conditions.	Low
Working alone with a group offsite	Participants Instructors	High	Instructor will carry a radio and a mobile phone. Instructor will also let other members of staff know where they are and when they will be back.	Med
Injury due to escaped animal	Participants Instructors Site users	Medium	Radio for assistance to remove animal. Move the group away from animal, Instructor discretion as to whether the session should be momentarily suspended.	Insig

Risk	People at Risk	Initial Risk	Controlling Measures to Minimise Risk	Residual Risk
Other site users	Participants Instructors Site users	High	Briefing to include awareness of other site users.	Low
Injury due to equipment failure	Participants Instructors Site users	High	Safety checks and maintenance carried out monthly by competent person. Buoyancy aids float tested every 6 months.	Low

Revised by

Tom Bayley

Date 08/05/17

Signed by CEO



Date 11/05/2017