

RISK ASSESSMENT FORM

Workplace	Buzz Active	Likelihood (L)	X	Severity (S)
Department	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Eastbourne	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	XL SUP	Likely	4	Major (death or serious injury)
Date reviewed	11/002/2025	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Teambuilding, learning new skills, fun, balance. Co-ordination, communication, trust, self esteem, problem solving, confidence	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
			L	S	R		L	S	R

	Slips, Trips and Falls -	all	<p>All clients to wear appropriate closed toe footwear. Brief clients on how to sensibly paddle and work in unison. Pace session so clients have the chance to practice standing while others are upright but kneeling. Staging session in phases, to practice safe stances and process of standing up. Decks can be slippery despite their nature. Reduce dynamic movement. Gentle movement around the board while stood up. Avoid carrying momentum, including moving across onto a board from other craft or the bank. Advise group when carrying and entering the water as it is shallow. <i>When falling/jumping in clients must bend knees and be aware of the dangers of entering shallow water due to potential injuries from underwater objects. Instructor to have good group control and awareness of suitability for games due to depth of water and height of person. Clients not to push one another off equipment.</i></p>	2	3	6			
	XL board – all in falls- risk of drowning	all	<p>Staff to brief on sensible behaviours and buddy system. To bend knees and drop to knees if all falling. Staff to head count regularly. Buoyancy aid to be always worn correctly. Participants told to not go under the board.</p>	2	3	6			
	Paddle/ participant impact	All	<p>Strong briefing by instructor and management of equipment. Paddle to be removed when playing team games by discretion of the instructor. Helmets to be worn at all times.</p>	2	2	4			

	Equipment failure	All	Board is inflatable and can be punctured. In this event staff are to instruct all participants to place paddles onto board, hold a handle and walk the board back to lake edge. If use on sea staff will radio. Group can work together to swim board towards shore.	1	2	2			
	Entrapment under the board-drowning	all	Strong brief. Good group control and clear instruction. Pace of sessions and buddy system. Always head count. Importance of a properly fitted buoyancy aid being worn at all times and leg straps if fitted to be properly affixed and tightened. and excessive webbing to be tucked away from the side to prevent catching.	1	4	4			
	Stepping/ Falling from board to slipway or bank	all	Board must be fully afloat before getting on. All users to use three points of contact and step slowly and gently off the board. Approach any edges or shallow area kneeling. Clients are advised not to step onto the board from the beach.	1	3	3			
	Adverse Weather -	all	Instructor to monitor if clients are cold and remove from water if necessary. Water can be taken with group, long sleeves and sunscreen is advised in hot weather. Extra layers can be taken in cold weather, wetsuits and spray jackets provided. Careful carrying the board in windy conditions, SI to monitor lightning and storms.	2	3	6			

	Lifting and carrying the board	Staff/ clients	This must be done as a team, slowly and with a briefing to ensure all understand their role and what to do with paddles. Paddles must be placed in the centre of the board while carrying, and the board carried parallel with the floor. Staff will put the board away. Correct manual handling used.	1	3	3			
	Overhead storage	staff	Staff must ensure this is done in at least pairs, the board is placed on the shelf supported at both ends and securely tied by the nose. Correct Manual handling used.	1	3	3			
	Water	All	Good brief on temperature and depth and tides and state. BA's correctly fitting and fastened. Make sure the clients wash their hands after the session.	1	2	2			
	Foreign bodies	All	Visual inspection of shallows and water for any hazards. Remove if possible and/or alert SI on site if it may impact on the session. Clients to wash their hands before eating. Closed toe shoes to be worn to prevent sharp objects cutting.	1	2	2			
	Public	All	Good group control and briefing to avoid members of the public.	1	1	1			
	Wildlife	All	Avoid water fowl and other birds whilst on the water. Do not deliberately approach wild birds. Good briefing and group management. If any injured, then report to the SI on site.	2	1	2			

**Action Plan (when will the above addition
al control measures be implemented and by whom?)**

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	Richard Wilson	Signature of Manager:	R Wilson	Date:	16/5/24
1st review undertaken by:	Phillippa Lansdown	Signature of Manager:	Phillippa Lansdown	Date:	6/8/24
2nd review undertaken by:	R Wilson	Signature of Manager:	R Wilson	Date:	11/02/2025
3rd review undertaken by:		Signature of Manager:		Date:	
4th review undertaken by:		Signature of Manager:		Date:	
5th review undertaken by:		Signature of Manager:		Date:	