



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	River Cuckmere Meanders, tidal river, beach and sea.	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Kayaking including sit on tops	Likely	4	Major (death or serious injury)
Date reviewed	13/01/2025	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Gain skills	<div>Low = 1-8</div> <div>Medium = 9-14</div> <div>High = 15-25</div>		

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
	Manual handling - Lifting and carrying the kayaks on the slipway and in the storage area - possible back injury. Collision and impact to the head or body, crushing of digits etc while moving boats in the storage area	Staff/ Clients	Instructor to brief on how to carry the kayaks from the barn - 1 person at front and 1 person at back to carry one. Lift and carry with bent knees and straight back. Communication while moving boats. Ensure all areas clear of clients, belongings, and other equipment. Always help one another, communicate, and do not rush.	1	3	3				
	Other water users – When on the water, possible collision with other water users.	All	Brief clients about collision dangers and where to stay whilst on the water. Avoid other people and what to do if too close.	1	4	4				

	Portage into the main river - The main river is steep and slippery with only one access egress point. The steps are slippery below high tide.	All	Steps at the bridge are slippery and present a hazard; clients are to be assisted in egressing here by staff. Use at high tide if possible. Only one boat to move at a time, no-one below the moving boat in case of accidental slip.	1	4	4			
	Equipment – Paddles and boats	All	Paddles to be carried and used correctly. When rafting and playing games paddle are to be kept alongside the boats in the water. Helmets are to be worn always if 18 or under and offered to adults.	1	4	4			
	River - Main river has a flow. The current can present a risk to weaker paddlers, who may become fatigued and separated from the group	All	Coaches to determine skill level and tidal flow and water level before entering main river or sea.	1	4	4			
	Weather - Exposure, cold, hypothermia and hyperthermia, sunstroke/ heat stroke	All	<p>Make sure clients are dressed appropriately, including safety hats and buoyancy aids. Windproof tops to be provided if a risk of cold effecting clients or session. Instructor to keep an eye on possible hypothermia/sunstroke symptoms. If noticed, instructor to remove client from activity and inform senior management who will advise further., water to drink, sunscreen.</p> <p>Extra layers, or spare layers can be taken by clients and staff for cold weather/exposure.</p> <p>Pogies can be used.</p>	1	4	4			

	Slips, trips and falls	All	<p>Clients briefed about trapping fingers etc. and collision between crafts.</p> <p>Instructor to maintain good group control always.</p> <p>Instructor coaching from the bank to have ready a throw bag always. Coaching from a boat, the coach must have a tow line/ tow sling available. Size the clients into relevant kayaks for their size.</p> <p>Closed toe footwear to be worn. Awareness of the slipway and how to step safely to and from the boat.</p>	1	4	4				
	Capsize/falling off, entrapment, drowning	All	<p>Instructor to brief on capsize drill and how to exit the kayak whilst in the water including use of spray decks if applicable to the group. Inform clients of water depth. Brief and ensure safety equipment worn as prescribed (as above).</p> <p>Using rescue methods, correct sizing of boats and safety equipment. Importance of a properly fitted buoyancy aid being worn at all times and leg straps if fitted to be properly affixed and tightened. excessive webbing to be tucked away from the side to prevent catching.</p>	1	4	4				
	Water – infections and disease	All	<p>Visual check to be done before the session and any foreign bodies removed if possible. Wash hands before eating.</p>	1	2	1				

	Wildlife		Avoid the banks where possible during nesting season, avoid water fowl and other birds whilst on the water. Do not deliberately approach wild birds. Good briefing and group management.	2	1	2				
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	R Wilson	Signature of Manager:	R Wilson	Date:	12/01/2021
1st review undertaken on:	12/01/2021	Signature of Manager:	R Wilson	Date:	12/01/21
2nd review undertaken on:	19/03/2022	Signature of Manager:	R Wilson	Date:	19/03/22
3rd review undertaken on:	18/01/2023	Signature of Manager:	P Lansdown	Date:	18/01/23
4th review undertaken on :	23/1/2024	Signature of Manager:	P Lansdown	Date:	23/1/24
5th review undertaken on:	24/06/2024	Signature of Manager:	P Lansdown	Date:	24/06/24
6th review undertaken on:	13/01/2025		R Wilson		13/01/2025

