

## RISK ASSESSMENT FORM

<b>Workplace</b>	Buzz Active	<b>Likelihood (L)</b>	<b>X</b>	<b>Severity (S)</b>
<b>Department</b>	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
<b>Risk Assessor</b>	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
<b>Room/Area</b>	Princes Park and Buzz Active Eastbourne site	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Kayaking	Likely	4	Major (death or serious injury)
<b>Date reviewed</b>	11/02/2025	Almost Certain	5	Catastrophic (multiple deaths)
<b>Benefit of activity</b>	Activity session	<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
1.	Manual Handling - Lifting and carrying the kayaks - possible back injury	All	<p>Instructor to brief on how to carry the kayaks - 1 person at front, 1 person at back to carry one, preferably two kayaks with straight backs, bent knees while lifting and placing down. Use the trolley if available.</p> <p>Inform clients of wind direction and how to compensate.</p>	3	2	6				

	Slips trips and falls	All	Strong group briefing of the site and dangers of the edge of the lake. Make sure all participants have close toe shoes properly fastened. Instructor to over see the getting in and out of boats.	2	2	4			
2.	Collision with other water users	All	When close to others keep paddles low and fingers inboard. Encourage separation before lifting the paddles again. Brief the group to reduce their speed or stop when close to others.	2	2	4			
3	Impact from object	All	Helmets to be worn, correct use only, Close supervision from instructor.	2	3	6			
4	Depth of water	All	Lake are shallow, brief the group so the dangers are understood.	2	2	4			
5	Hidden underwater objects	All	Wear appropriate footwear. Must be closed toe and well fastened. Session to be stopped if any submerged objects found, items removed or isolated before session continues.	2	2	4			

6.	The concrete sides – falling on to the edge	All	Inform clients about the dangers of shallow water and demonstrate how to get on the kayak and enter the water. Also how to exit the kayaks in a safe way. Staff can assist with clients getting in and out. No running along the side or jumping from the crafts near the sides. Entrapment between craft and lake edge- brief clients prior to alighting.	2	3	6			
7	Water Quality	All	Staff to check water surface visually prior to session for foreign objects. Water tests carried out periodically. Any concerns inform a member of the senior team. Wash hands after session. Limit the amount of immersion in the water.	2	3	6			

8.	Capsize. Possible injury to head, hands, and other body parts due. Entrapment. Risk of Drowning	All participants	<p>Instructor to brief on capsize drill and staying with the kayak .Brief and ensure safety equipment worn as prescribed.</p> <p>PDF/Buoyancy correctly fitted. Helmets worn.</p> <p>Instructor to maintain good group control always. Using recall signals and sounds. Always head count</p> <p>Instructor to have ready a throw bag/tow line. Brief students on how to assist one another, or to alert the team to any issues. Importance of a properly fitted buoyancy aid being always worn, leg straps if fitted to be properly affixed, tightened and excessive webbing to be tucked away from the side to prevent catching.</p>	1	4	4				
9.	Weather	All participants	<p>Dress appropriately for the conditions. Have sunscreen and hats if hot. Take water if necessary. Wetsuits available if cold. Instructor to limit time of exposure in necessary. If lightning seen, stop the session and return to base. Use the appropriate side of the lake for shelter. Avoid large tree at western edge.</p>	1	4	4	.			

10.	Walking to the site which includes crossing the road (RTA), lake edge (falling from, tripping over)	All participants	Robust briefing given before approaching crossing. Staff to cross clients in a walking bus style ensuring no running and all are paying attention. Ensure a sufficient gap in traffic or traffic stopped in both directions before stepping into the road only using the crossing on Royal Parade.	2	5	10			
11	Public	All	Keep group away from members of the public, keep kit tidy and off the top promenade. If anyone is impacting your session, inform a senior member of the team to help.	1	2	2			
12	Wildlife	All	Keep group away from the wildlife, Don't encourage feeding or interaction.	2	1	2			

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

Action	By Whom?	Deadline	Date Completed


**Signature and review**

<b>Name of Manager:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	10/3/2020
<b>1<sup>st</sup> review undertaken by:</b>	O Richardson	<b>Signature of Manager:</b>	O Richardson	<b>Date:</b>	10/11/2020
<b>2<sup>nd</sup> review undertaken by:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	12/01/2021
<b>3<sup>rd</sup> review undertaken by:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	12/01/2022
<b>4<sup>th</sup> review undertaken by:</b>	P Lansdown	<b>Signature of Manager:</b>	P Lansdown		20/01/2023
<b>5<sup>th</sup> review undertaken by:</b>	P Lansdown	<b>Signature of Manager:</b>	P Lansdown		25/01/2024
<b>6<sup>th</sup> review undertaken by:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson		11/02/2025