

## 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>	Eastbourne	Possible	3	Moderate (injury causing more than 7 days off)
<b>Activity/Task</b>	Improvised Raft Building	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>	Teambuilding, learning new skills, fun, balance. Co-ordination, communication, trust, self esteem, problem solving, confidence	<b>Low = 1-8</b>	<b>Medium = 9-14</b>	<b>High = 15-25</b>

#	What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	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 - Carrying equipment to the designated raft- building area.	All participants, members of staff, public	Instructor to brief clients on carrying equipment properly and sensibly. Clients briefed on being aware of others when handling the poles. All clients to be wearing closed toe shoes, helmets, and buoyancy aids. Strong group control. Participants to lift equipment in pairs. Keep the build area tidy. Clients are briefed to carry any equipment the short distance to the water by bending the knee and keeping a straight back wherever possible. Slow and careful movements minimise twisting or swinging with poles.	2	3	6							

2	Members of public and pets	All participants, members of staff, public	Instructor brief to include awareness of other users, advising of right of way, set out clear boundaries, leaving clear path. Keep animals away from the group. If there is any unsavoury behaviour, then remove the group and inform the SI.	3	2	6			
3	Building of the raft	Participants and staff	Clients to take care when handling poles and feeding ropes through hands when building/dismantling the raft as splinters and rope burns can happen. Working together and communicating is key to the success of this task, and this will also prevent rope burn, trapping fingers and most build associated injury. Staff or helpers to monitor each team. Brief group on entrapment issues.	3	3	6			
4	Participant's behaviour - Jumping/climbing on the barrels on land. Throwing swinging kit/ poles around.	All participants, members of staff, public	Strong group control and brief – equipment area for building.	2	3	6			
5	Tripping on loose rope on floor in build area. Slips and falls	All participants, members of staff, public	Instructor to keep area tidy, designated area for building and visual check of equipment before use. Brief the group on uneven surfaces and wear appropriate footwear for the activity.	2	3	6			
6	Equipment failure	Participants	Visual check of equipment daily, any signs of damage and excessive wear reported. Kit checked annually and recorded.	2	3	6			

7	Shallow water may cause risk to ankles and legs when falling off the raft	All participants, staff	Instructor to indicate rafting area on the lake. Clients entering the water must have helmets and closed toe footwear. Awareness of water depth and how to get on and off the raft safely. Bending of the knees when entering the water. Always kneel or walk in the water when close to the edge of the lake.	3	3	9			
8	Concrete edge	All participants, members of staff, public	Strong brief by instructor. Demonstration of how to get in the water and on the equipment. Instructor to help launch.	3	3	9			
9	Walking to the site which includes crossing the road (RTA)	All participants	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			

10	Drowning – raft flipping, or entrapment	Participants	Robust brief around suiting on top of, and never inbetween poles and barrels to avoid entrapment issues. A strong design encouraged by the instructor to limit the movement of barrels and poles when on the water. Knots shown to participants to help with the strength. Strong brief to group of awareness of pinch points on the raft when on the water. Signals to be used if there is a problem. Head count all the time and good instructor positioning to visually check participants when on the water. Knife and whistle to be carried on all instructors. Staff member to be on the water before launching. Importance of a properly fitted buoyancy aid being always worn and leg straps if fitted to be properly affixed excessive webbing to be tucked away from the side to prevent catching.	2	5	10				
11	Equipment- getting struck by an object	Participants, instructors	Good brief on how to hold and use paddles. What to do when not paddling, helmets to be always worn. No paddles to be thrown or used inappropriately.	2	3	6				
12	Weather – Heat stroke, hypothermia, lightening	All participants, members of staff, public	Be aware of the wind strength and direction before session so designated paddling area can be assigned. Safety measures in place with tow and throw lines. Procedures covered in staff induction. Cags available for warmth, water and sun cream advised if weather is hot. Appropriate clothing worn. Wetsuits available.	3	1	3				

13	Foreign bodies	All	Visual inspection of slipway 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.	1	2	2			
14	Public – risk of negative interaction	All	Keep group away from members of the public, keep kit tidy and off the top promenade. If anyone is impacting your session get a senior member of the team to help. Keep pets away from the group and challenge anyone taking photos or behaving strangely.	1	2	2			
15	Wildlife	All	Stay away from the wild bird and don't encourage feeding. If any wildlife is injured report to a senior.	1	2	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>	Richard Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	10/11/2019
<b>1<sup>st</sup> review undertaken on:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	10/11/2020
<b>2<sup>nd</sup> review undertaken on:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	12/01/2021
<b>3<sup>rd</sup> review undertaken on:</b>	R Wilson	<b>Signature of Manager:</b>	R Wilson	<b>Date:</b>	09/03/2022

<b>4th review undertaken on:</b>	P Lansdown	<b>Signature of Manager:</b>	P Lansdown	<b>Date:</b>	18/03/2023
<b>5th review undertaken on:</b>	P Lansdown	<b>Signature of Manager:</b>	P Lansdown	<b>Date:</b>	25/1/2024
	R Wilson		R Wilson	<b>Date:</b>	11/02/2025