



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	Windsurfing Princes Park lake and Eastbourne bay	Possible	3	Moderate (injury causing more than 7 days off)
Activity/Task	Windsurfing	Likely	4	Major (death or serious injury)
Date reviewed	11/02/2025	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
1.	Manual handling – strains and sprains	All	SI to brief instructors to make sure that there is enough people to carry the equipment safely and so prevent any injury. When lifting the boards, ensure clients carry boards - 1 board-2 people or 2 boards-2 people, lifting with legs not back, instructor to brief. Carrying sails safely and across the wind, ensuring clients and staff place sails down on lower prom, or on grassy areas in the safe position across the wind. Uphauling to be done with knees bent and straight back.	2	2	4				

2.	Collision with equipment and clients	All	When launching/landing on the sea, there must always be a safety boat on the water BEFORE any clients are allowed out. The instructors to brief of dangers in the shore break and enforce no swimming policy whilst boats are launching/landing.	2	2	4			
3.	Crossing road/prom	All	Robust briefing. Be aware of any traffic and make sure that traffic has stopped before attempting to cross. Instructors to lead and cross in a walking bus. ensuring traffic is stopped while clients cross.	2	5	10			
4.	Slips, trips and falls	All	Appropriate footwear to be worn. Areas checked and cleared. Gangways and thoroughfares to be clear. Trolleys to be stored out of the way. Kit to be neatly store when not in use.	2	2	4			
5.	Concrete edge of the lake	All	Group briefing away from the edge and with launching and landing. Adopting a safe position, always kneel or walk kit when close to the edge to avoid accidental impacts with lake edge/ prom.	2	3	6			

6.	Entrapment and drowning	All	<p>Briefing of what to do; sweeping motion/swimming sideways if under sail. Buoyancy aids for beginners/16 and under regardless of harness. Instructor to head count. Equipment set up appropriate for the user to avoid any unnecessary issues whilst using kit. Push kit away to stop entrapment with the boom, always work yourself to the edge of the sail.</p> <p>Importance of a properly fitted buoyancy aid being always worn and leg straps if fitted to be properly affixed and excessive webbing to be tucked away from the side to prevent catching.</p> <p>Briefing to client of foot being trapped by mast. Always move your feet.</p>	1	5	5				
7.	Struck by object - Head injury from mast boom hitting head/neck	All	<p>Briefing on how to use equipment safely and how to fall. Good communication between all on the water and distress signals covered in briefing. Always cover your head when falling into the water.</p>	2	2	4				
8.	Falling into shallow water	All	<p>Whilst windsurfing on the lake clients are briefed on the depth of the water and to bend knees if falling in. All staff will be ready to enter the water if needed. Suitable footwear worn. If on the sea, step off the board sensibly into shallow water to prevent injury.</p>	3	2	6				

9	Simulators	All	<p>Simulator to be dug into the stones on the beach to make it as low as possible to prevent injuries when stepping off. Keeping the group clear of the swing radius of the board and hold a tether so it is always controlled. Making sure no-one is down wind of the sail, placing the sail gently down away from the wind. Advanced sim has to be set up correctly with back up just in case of equipment failure. Instructor to check harness is done up correctly and simulator is in good condition.</p>	2	3	6				
10.	Weather – Heat stroke, hypothermia effect of the wind when carrying equipment	All	<p>Appropriate clothing for conditions inc wetsuits and wind proofs, shoes, hats, sunscreen, and monitoring for effects of hot or cold by staff. If thunder and lightning, then get off the water, masts lowered and head up to the centre. In stronger winds more care to be taken when carrying boards and leave rigs pinned down by boards if left for a period.</p>	2	2	4				
11.	Other craft	All	<p>Potential for being struck by others on the water. When being rescued client to stay on their board and be approached by staff slowly who cuts engine. If craft too close, then drop sail into the water and kneel on board until safe to move off again.</p>	2	2	4				
12.	Equipment failure	All	<p>A visual check on all equipment prior to use. Instructor to check all rigging and that the UJ's are done up tight enough. Distress signals covered in the briefing.</p>	2	2	4				

13.	Biohazards – risk of disease	All	Keep group away from any mess that may have been left. If appropriate move group session location, report to a senior if object needs removing if beyond capability of instructor. Wash hands after session, limit ingestion pathways.	2	2	4			
14.	Tides and sea conditions	All	A good forecast and prediction of the sea state and tidal conditions to be done at the start of the day. The session to be organised accordingly to the conditions. A dynamic RA to be done before going on the water. SI to monitor state and make necessary adjustments to the sessions if conditions should change. Ensure staff are competent at towing.	2	2	4			
15.	Wildlife	All	Keep group away from the wildlife, Don't encourage feeding or interaction.	2	1	2			
16.	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			

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

Action	By Whom?	Deadline	Date Completed
Transferred from old format 12/1/21	R Wilson		

Signature and review

Name of Manager:	R Wilson	Signature of Manager:	R Wilson	Date:	12/1/2021
1st review undertaken by:	R Wilson	Signature of Manager:	R Wilson	Date:	12/01/2022
2nd review undertaken by:	P Lansdown	Signature of Manager:	P Lansdown	Date:	20/01/2023
3rd review undertaken by:	P Lansdown	Signature of Manager:	P Lansdown	Date:	20/4/2023
4th review undertaken by:	P Lansdown	Signature of manager:	P Lansdown	Date:	26/1/2024
5th Review undertaken by	R Wilson	Signature of manager:	Wilson	Date:	11/02/2025