

# Site Premises Risk Assessment

Boyd Campsite & Activity Centre



<b>Name of Activity</b>	Water Activities – Kayaking & Canoeing	<b>Date of Risk Assessment</b>	10.4.22	<b>Name of who undertook this Risk Assessment</b>	G Thorpe T Murrell S Butler
		<b>Date of Next Review</b>	April 2023		

<b>Hazard Identified? / Risks from It?</b>	<b>Who is at Risk?</b>	<b>How are the risks already controlled? What extra controls are needed?</b>	<b>What has changed that needs to be thought about and controlled?</b>
<p><i>Hazard – something that may cause harm or damage.</i></p> <p><i>Risk – the chance of it happening.</i></p>	<p><i>Young people</i></p> <p><i>Leaders</i></p> <p><i>Visitors?</i></p>	<p><i>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</i></p>	<p><i>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</i></p>
<p>Unqualified / Underqualified Instructor Leaders (risk of harm coming to group and or individuals)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>Instructor / Leader in charge to hold a valid Adventurous Activity Permit</p> <p>As stated in POR: There are three types of Scout Permits available for Kayaking. These are:</p> <p>Personal – Allows a young person (under 18) to take part in kayaking with others with a personal kayaking permit.</p> <p>Leadership – Allows the permit holder to lead kayaking for a single group.</p> <p>Supervisory – Allows the permit holder to remotely supervise more than one kayaking group.</p> <p>Permit limitations Personal – If you hold a personal kayaking permit you can go kayaking with others who hold a personal kayaking permit. It</p>	

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		<p>does not allow you to go kayaking with anyone not holding a kayaking permit.</p> <p>Leadership – If you have permit to lead kayaking then you can look after a maximum of eight kayaks or 12 people (whichever is less) at a time, subject to any restrictions on your permit, and need to remain on the water with these kayaks at all times. When on B1 waters a permit to lead kayaking also allows the permit holder to lead canoes. If permits are held for a number of different types of canoes and / or kayaks, it is acceptable to take charge of group consisting of a mixture of these craft. The permit holder must be in a craft which is suitable for undertaking rescues of all the various boats within the group.</p> <p>Supervisory – If you hold a permit to supervise kayaking then you can supervise up to three groups. All supervised groups should have means to communicate with the permit holder who will need to be in or have immediate access to a rescue craft (this may be another kayak) and be in a position to provide prompt assistance if required. You remain responsible for all the groups you are supervising, but can designate someone with the appropriate skills to be the leader of each group.</p> <p>If an external party has booked to use the Lake for watercraft activities, then the leader of the party (or designate) must have appropriate qualifications (e.g., British Canoeing Grade 1 or higher).</p>	
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		It is the responsibility of the Site Team to verify an Individuals permit PRIOR to commencement of the activity.	
Drowning (Potential loss of life)	Young People, Instructors, Leaders, Visitors (Participants)	<p>Full safety brief given prior to start of activities. Correct clothing and Buoyancy Aids to be worn by all participants on the water. Trained &amp; Competent Leader / Instructor to accompany young People in the water during the activity Mobile Phones to be carried by at least two leaders / instructors (to call emergency services if required) Instructors to be familiarised in the relevant rescue techniques Leaders to be instructed in then correct use of Life Rings and Rescue Ropes prior to commencing any water activity Instructors to hold the relevant first aid qualifications. Continuous and effective supervision by instructors and/or leaders throughout activities. Leader(s) and instructors must be trained in First Aid (and hold an up-to-date qualification). First aid kit (including portable AED) to be in close proximity to the lake area when in use.</p> <p>In the case of capsize, leaders / instructor to ensure all participants involved are accounted for and safe. <b>ANY NON-PADDLERS MUST STAY AWAY FROM WATER'S EDGE UNLESS WEARING A LIFEJACKET</b> Buoyancy aids checked by staff prior to the session beginning, for damage and /or wear Instructor / Leader vigilance throughout the session to ensure buoyancy aids are worn correctly</p>	<p>Life rings in position around lake Rescue Ropes to be handed out to leaders on land to use as part of rescue Buoyance aids to be checked on an annual basis for suitability</p>
Hypothermia	Young People,	Staff to ensure that clothing is appropriate to the prevailing weather conditions.	

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(Ill health shock and potentially hospitalisation)	Instructors, Leaders, Visitors (Participants)	Instructors must take note of capsized incidents and ensure client does not become cold. Capsized practice not to take place if weather is inclement. Staff to carry appropriate spare clothing / blankets throughout the activity	
Hit by paddles (cuts, bruises and broken fingers)	Young People, Visitors (Participants)	Ensure that participants are aware of the dangers of wielding paddles in confined spaces. Expectations regarding behaviour to be outlined during the Safety Brief. If splashing is to be allowed strict rules about distances between boats and the dangers to those in the same boat to be made known. If rafted canoes are used participants to be made aware of the special dangers of using paddles in confined spaces. Correct sized paddles to be used for the size of individual. Instructor / Leader vigilance throughout the session	
Trapped fingers when Kayaks/Canoes are 'rafted' (cuts, bruises and broken fingers)	Young People, Visitors (Participants)	Warning given during the initial briefing. Reinforcement of the warnings when the group is to raft up Staff vigilance and reinforcement throughout the session.	
Submerged Objects / Debris in water (Potential head injury during capsized)	Young People, Instructors, Leaders, Visitors (Participants)	As of the time of this Risk Assessment, tree stumps / bush stumps can be seen in the vicinity of the banks of the lakes. Users to be made aware of the hazards and told to avoid the edges as much as possible. Helmets should be used when kayaking / canoeing in the lake. Instructor / Leader in charge should make a visual check of lake and vicinity (especially after high winds) to see any objects have fallen into lake. Regular inspection of lake to be conducted by Site Staff to identify and remove any new hazard objects that have been deposited in the water.	Any issues regarding submerged objects should be communicated to the site team. It is down to the discretion to determine if they are happy to run their activities on the lake knowing the status of potential hazards.

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<p>Overhanging trees (Entrapment in low hanging branches)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>Working areas to be kept as clear as possible by pruning or reporting to appropriate agency for remedial work. Periodic inspection of the lake especially after floods or strong winds.</p>	
<p>Contact with Biological / Bacterial Hazards Leptospirosis (Weils Disease), Red Algae, E.coli and similar from contaminated water (Ill health and potential danger of death)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>Encourage all participants to wash their hands as soon after the activity. Encourage participants to take showers if they either fall in or decide to swim in the river. Participants warned to seek medical assistance if they believe they have been infected and feel unwell.</p> <p>The Site Management are responsible for assessing the quality of water. Water Quality to be analysed at least annually to check if there is any biological / bacterial hazards present in the water If water quality in doubt to the quality of the water, activities involving capsizing will be avoided and the Environmental Health will be contacted on how to proceed.</p>	
<p>Hyperthermia, sunburn and dehydration (ill health and skin burn from sun / water glare)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>Ensure participants are made aware of the dangers when appropriate. The need to cover up and protect the head to be of prime importance. Instructors to ensure they to carry spare clothing, drink and sun block where appropriate, due to potentially being on the water for longer periods of time.</p>	
<p>Equipment failure (Injury to participants)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>All equipment used to be checked prior to use by the supervising staff. Any damaged or suspect equipment to be withdrawn from service until repaired or scrapped.</p>	

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		Annual recorded checks for all equipment including buoyancy aids, rescue ropes, life rings and all types watercraft to be carried out with records retained.	
<b>Capsize of Canoe / Kayak (Risk of entrapment / drowning)</b>	<b>Young People, Instructors, Leaders, Visitors (Participants)</b>	<p>Check suitability of craft for participant - Pay particular attention to leg size and position under seats.</p> <p>Instructor / Leader vigilance throughout session and staff to carry appropriate emergency equipment (throw lines to assist with rescues if necessary).</p> <p>Position of Instructors / Leaders throughout the session to ensure observation of the group.</p> <p>Check footwear of participants to anticipate problems with inflexible soles, footwear that could retain water (wellies).</p> <p>Instruct all participants in capsize drill.</p> <p>Ensure one Instructor on the water at all times. whilst activities are in progress</p> <p>Ensure that the remainder of the participants know what to do while a rescue is in progress.</p>	<b>Kayaks / canoes checked for damage and continued suitability by Site Team on a regular basis.</b>
<b>Injury from unfamiliar body movement during activity (Muscle Strains)</b>	<b>Young People, Leaders, Visitors (Participants)</b>	Ensure all participants have warmed up properly before the session.	
<b>Injury whilst on land (Manual Handling injury, Slip / Trips when entering &amp; exiting water)</b>	<b>Young People, Instructors, Leaders, Visitors (Participants)</b>	<p>Full safety brief given prior to start of activities.</p> <p>Instructors trained in the relevant manual handling guidelines.</p> <p>The instructor will instruct on manual handling concerning canoes and pass that information onto the clients.</p> <p>Instructors to supervise getting out craft and equipment.</p> <p>Area of operation to be checked for slips and trips hazards prior to start of activities.</p>	

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		Regular inspection of the lake entry point by the Site Team to assess any excessive wear that could present hazards during the activities.	
Standing on sharp object on the lake bed (Potential cut to foot / feet)	Young People, Instructors, Leaders, Visitors (Participants)	Suitable footwear to be used (that does not present an additional hazard from its own usage (i.e., use of hiking boots, wellies that could present an increased risk of drowning)	
Inclement weather (Potential for ill health incidents such as hypothermia or potential lightning strike during storms)	Young People, Instructors, Leaders, Visitors (Participants)	Weather forecast checked daily at staff briefing. All participants must be checked that clothing worn is appropriate to conditions.	
Existing medical condition that could be an issue (Existing medical condition such as Heart condition / epilepsy / asthma which could be exacerbated by exercise)	Young People, Visitors (Participants)	Consent forms to be used for water activities where any pre-existing medical conditions will be enquired upon (to be managed by Leader in Charge and not Boyd Site Team (unless activities are specifically organised and run by Boyd Site Team).  In case of serious medical condition, the Leader in Charge to have written medical history of any serious condition of the participant and to have discussed any issues with participant in private, if necessary, with the final decision being made by the Leader in Charge whether it is safe for the person to participate (based solely in the grounds of health and safety, considering the provisions in place). Participants giving opportunity before session to declare any worries or conditions that have become a concern since filling in form.	
Poor Behaviour - Over excitement during activity (Risk or injury and capsizing risk)	Young People, Visitors (Participants)	For members of the Scout association - Code of Conduct outlined as part of safety brief to set clear expectations of behaviour prior to beginning activity.	

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		<p>For visitors – Absolutely no alcohol to be consumed during the activity</p> <p>Any persons deemed to be unfit to participate due to previous consumption of alcohol will not be permitted to participate</p> <p>Expectation for behaviour during the activity to be outlined during the safety brief.</p>	
<p>Poor Storage of Watercraft (Risk of collapse onto individuals causing cuts and bruises)</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>All craft and equipment will be stored in a safe and tidy manner. on the appropriate racks as instructed</p> <p>All canoes / kayaks are a two person lift without exception.</p> <p>Storage areas to be checked in a regular basis in line with racking type inspection requirements/</p> <p>Housekeeping within the boathouse area to be monitored on a regular basis</p>	
<p>Equipment Failure (Personal injury, buoyancy aid failure, potential drowning.</p>	<p>Young People, Instructors, Leaders, Visitors (Participants)</p>	<p>Annual inspection of buoyancy aids to be conducted</p> <p>Inspections of equipment to be carried out prior to each use</p> <p>Equipment to be correctly stored and checked after each day to ensure all equipment can drain and dry to prohibit deterioration.</p>	<p>Any damaged equipment shall not be used and issues are to be reported to the Site Team as soon as possible</p>
<p>Review:</p>			

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