| **Number** | **Hazard Description and activities giving rise to risk** | **Who may be harmed** | **Control Measures** | **Risk Rating** |
| --- | --- | --- | --- | --- |
| 1 | Weather conditions | All | 1. Watersports lead instructor must make a decision on weather conditions for the day and define an operating area. 2. Sessions only to take place in the correct safe conditions as stated in the operating standards. 3. Rescue equipment such as throw/tow lines must be available to water based supervising instructors. 4. Cease any activity where reduced visibility means you cannot see the group and bank. 5. Cease the activity should lightning occur. 6. Suspend the activity if adverse conditions pose a danger to yourself or participants. 7. The strength of wind should be carefully considered, anything above a force 3 (Beaufort scale) should be discussed with centre management | Medium |
| 2 | Participants, weak or non-swimmers who fall into the water may drown if not assisted. | All | 1. Instructors must check the level of water confidence or swimming ability before the activity and ensure every participant has a buoyancy aid and check that it is fitted correctly. 2. Brief participants on what they should do if they fall into the water. 3. Constant observation ensures constant vigilance of group. | Low |
| 3 | Entrapment | participants | 1. Ongoing coaching and safety of the kayak/canoe activities will be provided by an instructor holding the appropriate BCU Coach award, assistant Instructor will also hold the appropriate BCU award. 2. When on the water, position yourself so you can lend rapid assistance to any group member who may get into difficulty. 3. Make sure that the activity is run in areas where there is no submerged or floating vegetation in which participants could become entangled; 4. Instructors must maintain up to date knowledge of the location they are working in. 5. Instructors must observe where fisherman may be present and avoid operating close by. 6. A knife capable of cutting through webbing, line or rope must be available to water based instructors. | Medium |
| 4 | Activity equipment | All | 1. Equipment is subject to daily inspection from the supervising instructors prior to use and 6 month inspections and repaired or replaced as necessary. | Very Low |
| 6 | Swamping (canoe only) | All | 1. If canoes are rafted together, to minimise the chance of swamping ensure a gap of 2ft is left between the rafted canoes. 2. To minimise the chance of swamping the strength of wind should be carefully considered for this activity anything above a force 4 (Beaufort scale) should be discussed with the center management to decide if it is appropriate to continue. 3. If a single canoe becomes swamped, carry out a deep water rescue. | Very Low |
| 7 | Other site user | All | 1. An area should be designated for the activity that is, so far as is possible, separate from other water users. 2. Instructors must maintain line-of-sight contact at all times with the group on the water. 3. Be vigilant of other water or shore users and move your group to an alternative safe area if required. 4. Group to be briefed to stay away from other boats (Moored or not) and if they do happen to be to close, to use their hands to push away. | Very Low |
| 8 | Uneven surfaces or access routes causing slips, trips and falls | All | 1. Route to activity area is to be selected with care to minimise trips, slips and falls to all taking part. 2. Brief participants to keep to paths and designated activity areas and to take care where terrain is steep or uneven. 3. Suitable foot ware must be worn by all group members | Very Low |
| 10 | Water pollution which may cause skin, gastric or respiratory irritation | All | 1. The suitability of the water and the weather for the planned activity must be checked at the beginning of the day (water level, state, pollution, weather conditions) 2. Ensure all open cuts are covered with a dressing and participants wash their hands if possible; take a shower after the activity. 3. Do not enter any water body that has no flow and looks stagnant or has large amounts of algae growing in or on it. | Very Low |
| 11 | Head or facial injury (Kayak) |  | 1. Helmets are site specific see site specific risk assessment. 2. A full turban is an acceptable alternative, but be careful of loose cloth becoming entangled in equipment or apparatus. | Very low |
| 12 | Head or facial injury (canoe) | All | 1. When the planned activities / skills / games are likely to involve participants colliding with the canoes or each other then helmets should be worn. 2. A full turban is an acceptable alternative, but be careful of loose cloth becoming entangled in equipment or apparatus. | Very Low |
| 13 | Cuts/splinters from sharp edges on boats or canoe rafting equipment. | All | 1. Boats are subject to inspection from staff before use and 6 monthly inspections and repaired or replaced as necessary. | Very Low |
| 14 | Manual handling injury from lifting and carrying boats. | All | 1. Boats and other heavy equipment should be stored close to the launch areas to minimize the need for manual handling. 2. Correct manual handling techniques must be used at all times 3. When moving boats on shore, there must be a minimum of 2 participants to each kayak, 4 to each canoe. 4. Canoe trolleys to be used over a larger distance. | Very Low |
| 15 | Inappropriate clothing & footwear.  (Cuts to feet from stones or other sharp objects under the water or on shore. Long hair, jewelry, etc. becoming entangled in equipment) | All | 1. Staff to ensure group is appropriately dressed for the activity before the session starts. 2. Appropriate footwear to be worn by all participants throughout the activity. 3. Jewelry must be removed. | Very Low |
| 16 | Hypothermia / Hyperthermia | All | 1. Appropriate clothing to be worn by all 2. Appropriate equipment must be made available at location to deal with environmental conditions. 3. Monitor group for signs of hypothermia, if in doubt check them. 4. Removal from session is the best course of action. | Medium |
| 17 | Sunburn. | All | 1. Ensure participants apply sunscreen before and during the activity during sunny weather conditions. | Medium |
| 18 | Upton marina | All | 1. Be aware of other cars and vehicles driving on the site. Buses and trailers to be parked at the bottom of the slip way on the grass 2. Toilets. Only use the public toilets onsite under supervision 3. Moving through the marina the group need to stay as a controlled group. Doing activities in the marina is permitted but only away from the moored boats. 4. When boats are moving around the marina the group most come together and be stationary. Rafted is ideally | Low |
| 19 | River Severn | All | 1. The river can have rapid changes in level. If the river has greater depth than 1.2m [www.check-for-flooding.service.gov.uk/station/2022](http://www.check-for-flooding.service.gov.uk/station/2022) consideration needs to be given to groups ability. If level is above 2m stay within the marina. If the levels are above 2.8m an alternative venue or activity needs to be sort. 2. Gravel barges travel up and down the river. They are slow moving but the group need to be aware of them and move out of the way accordingly. | Medium |