

# Activity Risk Assessment

Name of activity, event, and location	Kayaking Hertfordshire Scout Activity Centres- Tolmers Activity Centre	Date of risk assessment	October 2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Cold water immersion and shock	Participants, instructors	Medium	<ul style="list-style-type: none"> <li>Clear information on clothing requirements given to groups prior to arrival including a change of clothes.</li> <li>Participants clothing must be checked at the beginning of the session to ensure they are dressed in suitable clothing.</li> <li>Group given clear instructions and boundaries about the activity to minimise the likelihood of them falling into cold water.</li> <li>Tell group what to do in case of immersion- lie back, float and control breathing.</li> <li>Participants must be told what to do if someone falls in the water, the rescue procedures to be followed to recover them as quickly as possible and be prepared to treat them for hypothermia.</li> </ul>	Low
Injury from capsize or immersion	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Buoyancy aids to be worn by everyone on the water and within 3 meters of the water's edge.</li> <li>Buoyancy aids must be fitted correctly.</li> <li>Closed shoes must be worn at all times. No wellies.</li> <li>Participants must be provided with clear instructions to know what to do if they capsize.</li> </ul>	Low
Drowning	Participants	Medium	<ul style="list-style-type: none"> <li>Buoyancy aids to be worn by everyone on the water and within 3 meters of the water's edge.</li> <li>Buoyancy aids must be fitted correctly.</li> <li>Complete regular head counts and maintain close supervision at all times.</li> <li>The supervising adult at the water's edge must also monitor those on the water and alert the instructor if someone capsizes and/or assistance is required.</li> </ul>	Low
Inexperience of staff supervision/ coaching	Participants	Medium	<ul style="list-style-type: none"> <li>All instructors are trained and their competence is assessed as detailed in HCSC standard operating procedures.</li> <li>Supervising adults briefed of their responsibilities at the start of the session.</li> </ul>	Low

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Manual handling of equipment	Participants	Medium	<ul style="list-style-type: none"> <li>Ensure there is always at least 2 people to move a kayak.</li> </ul>	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> <li>Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout.</li> <li>Sessions must be stopped if wind speeds exceed 24mph.</li> <li>Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before recommencing.</li> <li>Sessions to be cancelled in extreme hot or cold temperatures.</li> </ul>	Low
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Keep all young people involved sitting down while not participating.</li> <li>Groups must be accompanied by a supervising adult.</li> <li>Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions.</li> </ul>	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> <li>Group leader is responsible to ensure that those with own permits/qualifications must have completed and signed a Self-Led Activity Registration Form for the activity. Up-to-date permits/qualifications must be uploaded.</li> <li>Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method.</li> <li>An additional competent adult should be present supervising individuals that are not engaged on the activity.</li> <li>Those with own permits/qualifications are responsible for their own risk assessment in addition to this risk assessment.</li> <li>When using own equipment individuals are responsible for their own risk assessment. In addition individuals must provide evidence of appropriate equipment records and must be set-up and run to HCSC standard operating procedures.</li> </ul>	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started.</li> <li>Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment.</li> <li>Group leader is responsible for having access to essential medication i.e. inhalers.</li> <li>Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting.</li> </ul>	Low

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Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Ratio of 1 instructors and at least one competent adult per 8 participants.</li> <li>Safety briefing given at the start of the session to identify the specific hazards and safety rules to follow and reinforced throughout.</li> </ul>	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly equipment checks are carried out.</li> <li>Routine visual inspections completed and signed off at the start of the day and before each session by the activities team.</li> <li>If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low
Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Annual external independent inspections are carried out.</li> <li>Monthly activity area checks are carried out.</li> <li>Routine visual inspections completed and signed off at the start of the day and before each session by the activities team.</li> <li>If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low
Misuse of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Clear briefing is provided at the start of the session.</li> <li>Instructors to follow safe systems they have been taught.</li> </ul>	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit.</li> <li>Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</li> <li>Those with NGB qualifications must hold a valid first aid qualification (if a requirement).</li> </ul>	Low
Weil's Disease	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>All participants must wash their hands before consuming any food/drink and must shower after the session.</li> </ul>	Low