

Sample Risk Assessment for Childrens Services

Assessment Title: Canoeing	Ref No: SPW1
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School Name: West Leeds Activity Centre	School Address: West Leeds Activity Centre Lenhurst avenue Leeds LS12 2RE
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Date Assessment Undertaken: 18/02/20	Name of Assessor (print): Hannah Smith	Assessors Signature: H.Smith	Assessment Review Date: 18/02/21
Name of Headteacher / Centre Manager (print): Vince Foster	Centre Manager Signature: V.Foster		

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - Health & Safety at Work Act 1974 - Management of Health & Safety at Work Regulations 1999 - Workplace, Health, Safety & Welfare Regulations 1992 - Provision & Use of Work Equipment Regulations 1998
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GUIDANCE:

- **The aim of this risk assessment is to provide general information on the type of hazards employees and/or pupils as well as others who may be involved are exposed to. It is likely this assessment will need to be amended to reflect your specific circumstances**

- **If you amend this sample risk assessment you must re evaluate the risk ratings in line with your amendments.**

- **If you do not amend the risk assessment you are agreeing that you will apply all the control measures that are identified**

- **IF AFTER FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE CONTACT THE HEALTH, SAFETY& WELLBEING TEAM.**

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Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Participants / staff fall into water While getting into the boat	Participant staff and other adult helpers	Substantial	<ul style="list-style-type: none"> Only the competent staff to assist participants onto the water Supervising staff to ensure good behaviour of all other participants. Up to date and signed off maintenance of the jetty /launch point Staff on water to supervise all Participant in the process Buoyancy aids to be worn at all times by staff and Participants. Practice session for staff before hand 	Moderate	By all Canoe staff on the day
Water based bacteria causing illness	Pupils, staff and other adult helpers	Unacceptable	<ul style="list-style-type: none"> Water to be inspected before the activity Fresh water in bottles on stand by for anyone who is contaminated Staff to monitor the condition of the water .e.g. boats kicking up debris Must wash hands after the activity Must wash hands before eating Showers will be provided to participants Instructors to advise that participants must inform doctor that they have been in canal if they become ill 	Moderate	All staff
Participant paddle away from instructors vision causing them to be unsupervised	Pupils, staff and others around	Unacceptable	<ul style="list-style-type: none"> All Participant to have safety brief before going on the water Only 16 participant allowed on water Staff ratio of 2 staff to 16 participants Set boundaries for participants. E.g. instructor to explain to all involved the distances allowed away from a supervisor 	Moderate	YP + Staff
Capsize Potential drowning	Participants	Substantial	<ul style="list-style-type: none"> Participant [and staff] to ware appropriate and safe fitting buoyancy aid All staff on water to be competent at rescuing All staff to be qualified to suitable level Staff to brief participants on what to do if boats capsize Keep the group together to ensure they are closely supervised 	Moderate	YP + Staff
Participant behaving poorly leading to accident	Staff and Participant	moderate	<ul style="list-style-type: none"> Staff to judge the behaviour before Participants entre water e.g. At the safety briefing. Questions and answer session. Staff to judge behaviour while putting on safety equipment Staff to cancel activity with support from all other staff Exclude individuals from activity with support from all other staff 	Acceptable	YP + Staff

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SCHOOL/CENTRE IDENTIFIED RISK'S: -

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Barges or canal traffic hitting a Canoe / participant	Participant	SUBSTANTIAL	<ul style="list-style-type: none"> Brief participants of the traffic on the canal Be vigilant Inform participants what to do when traffic arrives (right hand side) Instructor to take active role [in moving group to right] when barges arrive Inform Canal river trust of our intentions Place markers on the canal in some sessions 	Moderate	Staff
Fishing people and Fishing lines	Staff instructors Participant	Moderate	<ul style="list-style-type: none"> Being vigilant Brief participants Staff to communicate with fishing people 	Trivial	WLAC staff
Cold / Hyperthermia	Participant	Moderate	<ul style="list-style-type: none"> Staff to carry spare clothes and emergency shelter Check weather conditions for the day Staff to ensure participants are correctly dressed Cancel session if weather becomes inclement 	Moderate	WLAC staff
Darkness or poor light causing hazard of no instruction or visibility	Participant	Moderate	<ul style="list-style-type: none"> Check weather conditions for the day This activity will only be taking place from 9:00 to 15:00 winter 18:00 summer 	Trivial	WLAC staff
Sun Burn / Heat stroke	Participant staff	Moderate	<ul style="list-style-type: none"> Sun screen will be provided Water will be provided Instructors to be mindful that this activity may be strenuous for beginners 	Trivial	WLAC staff
Lifting Injuries	Participant and staff	Moderate	<ul style="list-style-type: none"> Brief unsafe lifting practice (straight back) Wearing buoyancy aid may help reduce this hazard Participants to carry canoes with a minimum of 4 participants No lifting off trailers 	Trivial	WLAC Staff
Head Injuries	Participants and staff	Substantial	<ul style="list-style-type: none"> Participants must wear helmets Participants removed from activity if they remove their helmet Briefing of participants regarding the use of paddles 	Trivial	WLAC Staff

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			<ul style="list-style-type: none"> Discretion can be used where journeying is taking place (re use of helmets) 		
Entrapment or entanglement	Participants		<ul style="list-style-type: none"> Canoe checked for security before use by instructor Loose lines removed and stored away Instructor to carry knife 	Trivial	WLAC Staff
Adverse Weather conditions			<ul style="list-style-type: none"> Check weather No flood concerns Wind speed anemometer will be used 	Trivial	WLAC Staff
Participants' known medical condition, e.g. asthma, hay fever, allergy	Participants	Moderate	Check medical forms, relevant preventative medication to be taken before session, reliever medication to be carried at all times, e.g. asthma inhalers, epipen.	Acceptable	WLAC staff And/or Self-delivery staff

<p>Please ensure the following people have been informed of the risk assessment by the most appropriate means:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC
<p>Have employees been instructed to report newly identified hazards at post visit meeting?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Details of newly identified hazards.</p> <p>This Risk Assessment will be signed on the day of the event by all canal side and Kayaking staff as well as WLAC staff assisting on the day</p>			
	Yes	No				