

# Risk Assessment



**ACTIVITY:** Water-based Activities

**PERFORMED BY:** Sonya McMillan


**MINIMUM INSTRUCTOR QUALIFICATION:** Various

**REVIEW DATE:** 12<sup>th</sup> December 2018

**INSTRUCTOR: PARTICIPANT RATIO:** Various

**NEXT REVIEW DATE:** October – Dec 2019

Hazard	Who might be harmed?	Measures to Minimise Risk	Amendments for next review?
Drowning	Students, Instructors, Other water users, General Public	<ul style="list-style-type: none"> <li>Buoyancy Aids issued to all water users, checked and fitted by AA instructors.</li> <li>Suitable 'wet' kit to be worn, i.e. no clothing which is likely to hold water such as thick jumpers or jogging bottoms.</li> <li>Participants must declare on booking form "Is the participant water confident?" This information is then shared with instructors through registers which are used on the day of activity.</li> <li>All water users to be made aware of water depth.</li> <li>Signs at the centre show that members of the general public are not allowed to enter the harbour.</li> <li>Follow other RA's for use of craft / equipment which promote overall safety and reduce the risk of drowning.</li> <li>All Instructors as per their personal sport licences/ qualification are trained to respond to incidents of potential drowning.</li> </ul>	
Separation from group	Students, Instructors	<ul style="list-style-type: none"> <li>Instructors are trained in effective methods of group control.</li> <li>In the event of an emergency, each activity is supervised by an instructor with a VHF radio and a mobile phone. This allows for immediate contact with the centre and staff working within the centre.</li> <li>Students are taught the international distress signal and basic self-rescue technique at the earliest opportunity.</li> </ul>	
Submerged objects	All water users	<ul style="list-style-type: none"> <li>Constant monitoring of activity area by instructional team.</li> <li>All participants to be made aware of marker buoys.</li> </ul>	

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Hypothermia, Hyperthermia, Sunburn	Students, Instructors, Other water users	<ul style="list-style-type: none"> <li>All AA Instructors hold current First Aid certificates and are trained in 'early warning signs'.</li> <li>Regular breaks are taken allowing participants to regulate their temperature.</li> <li>Hot / Cold drinks available in the building, water is always available for participants along with hot showers / cool shaded areas and foil blankets.</li> <li>Participants will be dressed in appropriate for the weather – we have a variety of kit available for all water users, such as wetsuits, spray layers, neoprene jackets, hats, gloves etc.</li> <li>Participants are reminded through the booking process to bring appropriate weather gear including sun cream.</li> </ul>	
Physical injuries resulting from equipment misuse, craft collisions, manual handling, slips trips or falls	Students, Instructors, Other water users	<ul style="list-style-type: none"> <li>Participants are briefed as per procedures below.</li> <li>Instructors ensure that all participants wear appropriate clothing and footwear.</li> <li>Sessions are managed in ways that reduce these risks</li> <li>Special training is given to instructors based around manual handling and hoisting. For lifting sailing dinghies off the racking system, a minimum of four adults is required. Two people are required to lift down kayaks from the racking system.</li> <li>Head injuries are to be considered by Instructors and appropriate activities undertaken in line with instructor training. Helmets will be issued where necessary, this is determined by the most senior instructor on site. This should be reviewed in both the morning and afternoon.</li> <li>For Sailing, everyone should wear a helmet until they are Stage 3 (Youth) or Level 2 (Adult). Once these levels have been achieved by a participant, wearing of helmets is then at the SI's discretion. The decision should be based on the age, experience, session plan and dinghy choice.</li> <li>All accidents are recorded, and operating procedures are adjusted</li> </ul>	
Medical emergency while afloat	Students, Instructors, Other water users	<ul style="list-style-type: none"> <li>All participants engaged in activities at AAW must complete a Personal Info Form prior to going afloat (in the case of minors, a parent/guardian will submit this form on their behalf).</li> <li>The lead instructor of the session must read the forms and be aware of any potential medical issues. Registers are produced which highlight which participants have medical issues.</li> <li>Every activity session that runs will have a safety pack taken out with them. The packs include; first aid kits, ambulance pick up cards, survival blankets.</li> </ul>	
Participant not sufficiently fit	Participant	<ul style="list-style-type: none"> <li>Every participant to fill in a Personal Information Form prior to engaging in any activity.</li> </ul>	

<p>enough to take part.</p>		<ul style="list-style-type: none"> <li>Registers are produced with this information – which allow the instructors to check prior to a session beginning if any participants are not sufficiently fit to take part.</li> <li>If a participant develops an issue during the session, they should alert the instructor who can then take appropriate action.</li> </ul>	
<p>Water borne contamination / disease (such as Weils)</p>	<p>All water users</p>	<ul style="list-style-type: none"> <li>Water quality testing and information provided and published by Bristol City Council. We would take action if necessary.</li> <li>No deliberate capsizing or immersion when water quality is likely to be poor.</li> <li>Showers available and recommended to all water users after session. Wash hands before eating.</li> <li>Cover all cuts / open wounds before going afloat and clean thoroughly immediately after session.</li> </ul>	
<p>Extreme Weather</p>	<p>Students, Instructors, Other water users</p>	<ul style="list-style-type: none"> <li>Instructors to check forecast daily and perform dynamic risk assessments throughout session.</li> <li>In the event of conditions (such as wind strength or temperature) becoming unsuitable and potentially dangerous for the participant(s), the instructor may use his/her discretion to temporarily suspend the session until such time that it's deemed safe to continue by the Senior Instructor or manager on duty.</li> <li>Instructors &amp; Participants to be aware of the danger of sun exposure and to apply sun protection whenever necessary.</li> <li>All Centre users must be aware of the need to stay hydrated. Drinking water is freely available in the building.</li> <li>In the event of conditions (such as wind strength or temperature) becoming unsuitable and potentially dangerous for the participant(s), the instructor may use his/her discretion to temporarily suspend the session until such time that it's deemed safe to continue by the Senior Instructor or manager on duty.</li> <li>If there is an expected thunderstorm with lightning, all planned sailing activity needs to be evaluated and session plans adjusted accordingly by the most senior sailing instructor on site. If the thunderstorm with lightening occurs during a sailing activity, all boats, craft and people need to come off the water immediately.</li> </ul>	

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Blue-Green Algae	All water users	<ul style="list-style-type: none"> <li>• Constant monitoring of water by instructional team, particularly during warm spells and/or periods of little rainfall.</li> </ul>	
Collision	All water users	<ul style="list-style-type: none"> <li>• Instructional team to arrange and discuss areas of operation prior to going afloat, and brief groups / students accordingly.</li> <li>• Ensure all water users are made aware of appropriate areas for their particular craft, as well as supervised groups and individuals.</li> <li>• Participants to be briefed regarding importance of avoiding collisions (including danger of static objects such as sluices, grain barge, bridges).</li> <li>• Swimming is not allowed in the docks, so collisions between water craft and swimmers is minimal.</li> <li>• Harbour Master vessels escort vessels over 23m LOA.</li> <li>• Harbour Speed limit of 5.3knts</li> <li>• Tidal Operation times published.</li> <li>• Rowing Sculls not allowed in sail training area.</li> <li>• Local Harbour Codes</li> </ul>	
Harbour Sluices	All water users	<ul style="list-style-type: none"> <li>• All AA instructors aware of east winds and sluice operations risks.</li> <li>• Scouring times and warning procedures published.</li> <li>• Flags, warning lights and notices displayed.</li> <li>• Local Harbour Codes</li> <li>• Instructor's local knowledge.</li> </ul>	