

Activity Area:	Kayaking - Lake
Minimum Staffing Level	1 per group
Staff/Pupil Ratio	1:12
Staff Qualifications	BCU 2 Star as a minimum
Maximum Number of Participants	12
Role of Accompanying Adult:	Bank supervisor

Risk Matrix	Likelihood			
Consequences	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16-	High -15-	High -14-	Medium -13-
Major Injuries	High -12-	High -11-	Medium -10-	Medium -9-
Minor Injuries	High -8-	Medium -7-	Medium -6-	Low -5-
Negligible Injuries	Medium -4-	Medium -3-	Low -2-	Low -1-

Hazard	Persons at Risk	Prior Risk	Existing Control Measures	New Risk Factor
Water	Instructors Participants	High 16	Instructor to advise not to ingest water or use water activities if suffering from open wounds. Water tested off site every year. Bouncy aids to be always worn when on the water	Medium 13
Difference in water depths	Instructors Participants	High 16	All staff & participants to always wear buoyancy aids when on the water. Safety brief given at the start of the session. Weak and non-swimmers identified prior to session commencing. Instructor to have a basic knowledge of lake depths. Use appropriate part of lake for different skills and games. Brief group on water depths and what to do if they fall in.	Medium 13
Location of activity	Instructors Participants	Medium 4	First Aid kit available. VHF radio and mobile phone used to maintain contact with duty manager.	Low 2
Faulty equipment	Instructors Participants	Medium 4	Equipment is checked prior to the start of every session. Equipment fault report system in place. Faulty equipment is taken out of service.	Low 2
Paddles	Instructors Participants	High 8	All participants wear helmets at all times when on the water. Safety brief delivered before the session commences.	Medium 6
Injury to feet at lake area	Instructors Participants	High 8	Suitable footwear check takes place prior to accessing lake. All participants instructed to wear trainers or suitable footwear at all times.	Medium 7
Lifting Kayak	Instructors Participants	High 8	Staff provided with manual handling training. Safety brief includes correct lifting technique. Nobody is to lift a boat on their own	Medium 7
High winds	Instructors Participants	High 16	Instructor to monitor weather & suspend or cancel session when wind conditions cause safety to be affected. Tree survey and wind policies in place (see SOP N:Drive).	Medium 13
Storage cabin	Instructors Participants Observers	High 8	Instructors to make sure two persons lift the boats on and off the racking. Footwear to be worn at all times when in the lake area. Storage cabins to be locked when not in use.	Medium 6
Extremities entrapment	Participants Instructors	High 8	Instructor to brief participants on the specific risks of each section of the boats before allowing participant on the lake. Instructor to be vigilant during the session and be in the position of maximum usefulness. Brief group on techniques for getting out of boat. Instructors to carry rescue knife at all times.	Low 5

Weather	Instructors Participants Observers	High 16	Instructor to monitor weather & suspend or cancel session when conditions cause safety to be affected. Instructor to check that all participants have suitable clothing prior to commencing the activity. Instructors must always wear appropriate clothing to run the activity safely. Appropriate clothing, time out of sun, fluid breaks. Water resistant sun cream should be used for sunny days. This should be reapplied after the session ends	Medium 13
Lightning and/or storms	All	High 16	Instructor is not to run the session in any serious storm. If caught out during a lightning storm, then the instructor must cease the activity immediately and seek appropriate shelter.	High 14
Injury when launching kayaks	Instructors Participants Observers	High 8	Make sure the banks person pushes the boat in slowly and using the correct lifting/pushing method. Make sure the second instructor is on the water before clients.	Low 5
Struck by boat	Instructors Participants Observers	High 8	Good group supervision. Instructor to take care when playing and when launching boats from the slip way.	Low 5
Sinking into deep mud around the lake.	Instructors Participants	High 8	Instructor to have knowledge of these areas and to keep group away from them	Low 5
Attack from Swans. In nesting season	Instructors Participants	High 8	Instructors to monitor and avoid going near the swans if aggressive behaviour is displayed. Note nest sites such as inside island. Make participants aware of the risks and always monitor.	Medium 11
Sharps	Instructors Participants Observers	High 12	Area to be checked before session for any sharps that may be in the area. Training and equipment on hand for staff to remove any sharps in the area.	Medium 9
Flooding	Instructors Participants Observers	High 12	Duty manager to assess the lake after heavy rain. Consideration of group size and ability depending on the level of the water if the session can proceed.	Medium 9

Bathing Water Directive (2006/7/EC) Inland Bathing Waters	
Excellent	EC: ≤500 cfu/100ml ; IE: ≤200 cfu/100ml (95th percentile)
Good	EC: ≤1000 cfu/100ml ; IE: ≤400 cfu/100ml (95th percentile)
Sufficient	EC: ≤900 cfu/100ml ; IE: ≤330 cfu/100ml (90th percentile)