

BTAC Risk Assessment Form



ACTIVITY: General (All) watersports		Current Responsible Senior Instructor: Ashley Cato	
Initial Assessment by: Simon Fishwick	Date: March 2012	Agreed by: Ashley Cato	Date: June 2014
Description of activity: All water based sessions		This document should be read in conjunction with: BTAC Standard Operating Procedures Specific activity risk assessments as appropriate	Frequency of review: 2 years
Usual location of activity: BTAC moorings and adjacent waters to Barton Turf Staithe, River Ant, Barton Broad		Persons at risk: All participants, children and adults Instructors & Coaches. Additional helpers	

Date of review	Reviewed by	Comments/changes
May 2018	S Fishwick	No changes, other than review period.
25 Feb 2020	A Cato	Minor amendments
July 2021	D Smith	formatting

Area/ type of hazard	Associated Risks of harm	Control Measures(CM's): <small>What are you already doing to control all risks? Controls, including relevant sources of guidance</small>	Additional CM's required? <small>Further actions 'on the day' or If existing CM's cannot be met or circumstances have changed</small>	Residual Risk Rating (H / M / L)
Water – Drowning (Very High)	Participants are at risk of drowning if they enter the water, either through capsizing or falling overboard from a canoe or boat, or off the staithe.	All participants MUST at all times when afloat or adjacent to the water wear a life jacket or buoyancy aid compliant to an approved standard. All pupils to be checked by an instructor before going afloat (adequate clothing, buoyancy aid correctly fitted). All participants MUST be 'water confident' BTAC instructor:pupil ratios MUST be adhered to. All key personnel to be suitably trained for the role	Safety briefing for all involved each day. Biennial review of Risk Assessment.	Low

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		that they perform. An instructor/assistant should attend to any person entering the water as soon as possible. BTAC Standard Operating Procedures shall be adhered to at all times		
	1. Risk increases if unconscious			Low
	2. Risk increases when water is very cold. (due to cold shock)	Watersports with risk of immersion shall not be allowed November – March incl unless participants wear wet- or dry-suits.	Use judgement in October & April	Low
	3. Risk of canoe/dinghy capsize increases in windy conditions		See activity specific RAs	
	4. Risk is increased if trapped under a boat.	Set windspeed/weather/area limits on activities	See activity specific RAs	Low
Weather conditions - Hypothermia (medium)	Participants are at risk from hypothermia from cold immersion and exposure. Risk is increased by inadequate clothing or if in the water for an extended period of time due to a single or persistent capsize. Also by the time of year.	All participants, instructors and helpers shall wear suitable clothing, including footwear, at all times when afloat; clothing is checked by an instructor before going afloat for suitability All instructors shall hold a recognised 1st aid certificate, which includes the recognition, prevention and treatment of hypothermia.	Suspected sufferers shall be taken to the shore base, where they will be dealt with by trained staff. Parents/Group Leaders will be informed and sufferers not permitted to leave the centre unless monitored by a responsible person. Warm showers must always be available during watersports sessions.	Low
Weather conditions – Heat Stroke & sunburn (medium)	Participants are at risk from heat stroke and sunburn in very hot weather.	All participants, instructors and helpers shall wear suitable clothing at all times when afloat, clothing is checked by an instructor before going afloat for suitability In very hot weather, instructors regularly check that	Safety briefing for all involved each day.	Low

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		sun screen is in use; hats are worn and that there is plenty of drinking water available for all participants		
Equipment use/misuse - General accidental injuries (medium)	Participants may be injured embarking or disembarking, by misuse or breakage of equipment or by collision. Contact with boats, equipment and parts has the potential for causing Head injuries, Broken bones, Crush injuries, Cuts abrasions and bruising	All boats and equipment are inspected to reduce chance of breakage & injury. Participants are warned of the hazards inherent in boating, including embarking / disembarking, paddling etc. These issues are reinforced during courses at the appropriate time. Instructors to hold valid first aid certificate. All Instructors to have appropriate First Aid kits and means of communication back to the centre. All participants are required to wear shoes ashore & afloat.	Safety briefing for all involved each day. Accident records to be kept under review to identify persistent traits An accident book is maintained in the office.	Low
Water borne diseases – illness (medium)	Participants' health could be affected by immersion in or swallowing poor quality water.	Every effort is made to ensure that participants, instructors & helpers with open wounds cover them with a waterproof dressing and avoid immersing the wound in the water. In the event of immersion, the wound shall be carefully washed and monitored for signs of infection. All participants are advised to wash/shower after contact with the broad water and MUST wash their hands before eating or drinking	Safety briefing for all involved each day	Low
Activity affecting or affected by Medical issues (low)	Participants may be affected by an existing medical condition while on shore or afloat.	Course application forms require participants or their parents/guardians to include details of any medical conditions (i.e. asthma, diabetes etc) that could affect their participation on the course or activity. Group leaders MUST pass on relevant medical	Safety briefing for all involved each day. Regular checks on whether information has been correctly logged and disseminated are to be made	V low

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		<p>information about individuals in their group to the Instructors concerned.</p> <p>Instructors and Helpers are required to notify the Centre of any existing ailment that could affect the safety of themselves or those around them.</p> <p>Participants with declared medical conditions are monitored throughout the course and any problems dealt with appropriately.</p> <p>Staff MUST inform the Principal of any changes to their medical fitness as soon as possible</p> <p>BTAC Standard Operating Procedures shall be adhered to at all times</p>		