

BTAC Risk Assessment Form

Barton Turf
Adventure Centre



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
April 2023	D Smith	No Changes
May 2023	Di Smith	Changes to combined last year's hot weather risk assessment and changes as per AALA recommendation
24 April 2024	Di Smith	Addition of head injuries – following Gov Body advice
26 th March 2025	Di Smith	Added cold water shock and website links for return to sport after concussion

Area/ type of hazard	Associated Risks of harm	Control Measures(CM's): What are you already doing to control all risks? Controls, including relevant sources of guidance	Additional CM's required? Further actions 'on the day' or If existing CM's cannot be met or circumstances have changed	Residual Risk Rating
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).	Safety briefing for all involved each day. Biennial review of Risk Assessment. Buoyancy aids testing	

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		All participants MUST be 'water confident' BTAC instructor: pupil ratios MUST be adhered to. All key personnel to be suitably trained for the role 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 participants are unconscious			
	2. Risk increases when water is very cold. (due to cold shock)	Watersports with risk of immersion shall not be allowed November – March inclusive unless participants wear wet- or dry-suits.	Use judgement in October & April or adjust activity	
	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	
Fallen off boat/ raft /canoe/ from bank etc into water	Water rescue Participants may be hurt when being lifted/assisted out, 'rescuer' may be pulled into water.	Reach Staff should reach for participants in the water using an appropriate object e.g. paddle rather than using their hand. Using a hand encourages the person in the water to grab the 'rescuer' and can cause harm to both parties. Throw Staff should use a throw line if they are unable to reach using an appropriate object. Row Staff should use a boat/canoe to facilitate a rescue of someone in the water outside of a reach or throw area.	Staff to be reminding if supervising a session that is likely to have participants being rescued such as rafting.	

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		Assist When assisting a person from the water hold the buoyancy aid rather than upper limbs of the body when performing a basic lift. For a large person/unconscious person use the roll/slide technique from water to a boat.		
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. Warm showers must always be available during watersports sessions.	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.	
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. Staff to look out for the signs for the following conditions. Heat Stress Out of character and irritable. behaviour might drop Heat Exhaustion Confusion, vomiting, nausea, headaches, dizziness, red skin Heat Stroke Fast heartbeat, fits, collapse and loss of consciousness	Safety briefing for all involved each day.	
Cold water shock	Risk of cold water shock is when there is a significant	Hot days - Instructors should be aware that open water can be much colder than it looks particularly	Limit jumping in the water	

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	difference between body, air and water temperature.	compared to the air temperature which can lead to <u>cold water shock</u> when students jump in, when very dry and very hot. Cold day – colder water especially below 6 degrees compared to body temperature can cause cold water shock.		
Weather conditions – very dry, very hot and sunny (high)	Participants are at risk from dehydration, sunburn, or feeling ill due to excessive heat.	In very hot weather, instructors regularly check that participants. <ul style="list-style-type: none"> • Drink fluids regularly throughout the day. • wear a wide-brimmed hat or cap to protect face, eyes, head, ears, and neck. • wear sunglasses which are wraparound or with wide arms to provide protection from the sun. • apply sunscreen generously and re-apply frequently, especially after activities that remove it, such as swimming or towelling. The NHS recommends that this should be with a sun protection factor (SPF) of at least 30, and 4 or 5 star ultraviolet A (UVA) protection • wear lightweight, loose-fitting, light-coloured clothes, 	Participants to be reminded about drinking water, hats and sun cream. Staff to monitor participants welfare as much as possible	
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	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.	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.	

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	causing Head injuries, Broken bones, Crush injuries, Cuts abrasions and bruising	Instructors to hold valid first aid certificate and have access to appropriate First Aid kits and means of communication back to the centre. All participants are required to wear shoes ashore & afloat.		
Injury – Head injuries / sports concussion	Participants may sustain a head injury during the activity session. A concussion is a type of traumatic brain injury caused by a bump or sudden impact to the head.	Where head injuries are hard to avoid participants should wear helmets (see individual activity RA) Instructors are to be aware of the most common symptoms of a concussion: <ul style="list-style-type: none"> • Confusion and disorientation • Loss of balance and coordination • Headache • Disturbances in vision • Dizziness and/or nausea • Lying motionless • Facial injury or trauma • Difficulties with memory See https://www.rya.org.uk/water-safety/sailing-concussions	Participants sustaining a head injury shall be immediately checked and monitored. Suspected cases of concussion shall be taken to the shore base, where they will be dealt with by trained staff. Parents/Group Leaders will be informed. Individuals with ongoing symptoms will not be permitted to leave the centre unless monitored by a responsible person or return to sailing without advice, See RYA pathway to return https://www.rya.org.uk/water-safety/concussion-pathway-to-recovery Or ACoRN advice (given out by Norfolk NHS) https://childbraininjurytrust.org.uk/2019/08/new-concussion-resource/	

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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	
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 information about individuals in their group to the Instructors concerned. Instructors and Helpers are required to notify the Centre of any existing ailment that could affect the safety of themselves or those around them. Participants with declared medical conditions are monitored throughout the course and any problems dealt with appropriately. Staff MUST inform the Principal of any changes to their medical fitness as soon as possible BTAC Standard Operating Procedures shall be adhered to at all times	Safety briefing for all involved each day. Regular checks on whether information has been correctly logged and disseminated are to be made	