**Event/activity: <title> Date of risk assessment: <date>**

**Risk assessment carried out by: <name>**

**Risk matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Severity** |
|  |  |  | Death | Life changing | Major injury | Minor | Very minor |
|  |  |  | 5 | 4 | 3 | 2 | 1 |
| **Likelihood** | Certain | 5 | 25 | 20 | 15 | 10 | 5 |
| More likely | 4 | 20 | 16 | 12 | 8 | 4 |
| Likely | 3 | 15 | 12 | 9 | 6 | 3 |
| Less likely | 2 | 10 | 8 | 6 | 4 | 2 |
| Unlikely | 1 | 5 | 4 | 3 | 2 | 1 |

Total risk rating calculated by multiplying severity by likelihood

Green (1-5) – acceptable

Amber (6-10) – acceptable but further control measures may be required

Purple (11-15) – unacceptable - risk reduction necessary

Red (20-25) – unacceptable - danger to life

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control the risk?** | **Residual risk rating****(Severity | Likelihood | Total)** |
| --- | --- | --- | --- | --- |
| Manual handlingBack pain and related injuries | Staff* Staff may suffer injuries through incorrect handling of large/bulky objects (coracles)
 | * Staff trained in and to use manual handling techniques
* Remind staff to assess the load prior to handling and seek assistance where necessary
 |  | Sev 2Lik 2**Tot 4** |
| Slips, trips and falls resulting in bruising, cuts and scrapes or fractures | Staff and participants* Staff or participants could suffer injuries from tripping over objects in the activity area
 | * Good housekeeping to keep site clear of trip hazards
* Everyone to wear suitable footwear
* Good lighting in all areas
* When coracles not in use, store vessels/paddles in such a way so they do not present themselves as a hazard
 |  | Sev 1Lik 2**Tot 2** |
| Capsize/drowning | Staff and participants* All staff and participants at risk of capsize or drowning
* Capsize possible from vessel
* Drowning possible from: tripping into pond, capsize from vessel
 | * Staff to be competent in safe use of vessels on water, including access/egress as per Society safety guidelines
* Participants to be advised of unstable nature of vessel and how to prevent capsize from happening
* Participants to be instructed on safe use of vessels on water including what to do should they capsize
* Participants will be supervised at all times by a minimum of two competent staff members
* All staff and users to wear buoyancy aids at all times when near or on water
* Spectators to be kept at a safe distance from water, behind a cordon
* Staff to have access to throw lines, radios and a vessel to act as a safety boat, and be trained in how to use these
 | * Staff to determine suitable landing area for access/egress
* No running permitted in activity area
* Activity will not run without two members of staff to supervise
* Activity area to be suitably cordoned off when not in use
 | Sev 5Lik 1**Tot 5** |
| Waterborne diseasesRisk of illness through contact with untreated water | Staff and participants* Staff or participants could become ill through contact with untreated water
 | * Advise all users to cover open cuts/grazes
* All users to wash hands after contact with water
 |  | Sev 3Lik 2**Tot 6** |
| Injuries caused as a consequence of poor/aggressive behaviour | Staff and participants* Staff or participants may suffer injuries such as cuts or bruising as a result of poor or aggressive behaviour by participants
 | * Staff to supervise participants at all times and issue verbal warnings should participants exhibit poor or aggressive behaviour
* Participants to be advised that they should not swing paddles around, push/shove other boats/participants, etc
* Staff to remove participants should their behaviour continue to be poor/aggressive
* If deemed necessary, call in additional staff and/or security
 |  | Sev 1Lik 2**Tot 2** |
| Safeguarding issues | Staff and participants | * Staff to be made aware of zone safeguarding procedures before working on this activity
* Parent/guardians not to leave their children unattended on the activity
* Minimum 2 members of staff to be present on the activity at all times when in operation
 |  | Sev 2Lik 2**Tot 4** |
| Injuries caused by sharp objects on pontoon/in river | Staff and participants* Cuts caused by sharp or other objects on the activity area floor or in the pond
 | * All staff and participants to wear adequate footwear at all times
* Daily and frequent checks to be made of the activity area and pond before opening the activity and whilst the activity is in operation
* All foreign objects to be removed where possible. Where this is not possible, they are to be made safe with suitable coverings and/or flags to warn of hazard
 |  | Sev 1Lik 1**Tot 1** |
| Minor injuries such as splinters caused as a consequence of the natural materials used in coracle construction | Staff and participants* Staff or participants may suffer minor injuries as a consequence of the natural materials (wood) used in coracle construction
 | * Staff and participants made aware that there may be a risk of these minor injuries
* Staff to inspect vessels and paddles prior to use for any obvious issues such as splintering wood
* Where possible issues to be resolved through methods such as sanding or application of temporary cover (tape)
 |  | Sev 1Lik 3**Tot 3** |
| Prevailing weather conditions and other natural hazards | Staff and participants* Prevailing natural conditions may carry participants in unintended directions, whether in the vessel or in the water
* Conditions such as sun/extremes of temperature, wind, etc may present risks to staff such as heat stroke, hypo/hyperthermia, dehydration and other injuries
 | * Users to be advised of the specific nature of the craft which causes them to be at the mercy of prevailing conditions
* Coracles will be sited within an enclosed pontoon, so effect of wind/current is controlled
* Staff to have access to throw lines and safety boats so they can perform a rescue (either to reassure the participant or ensure their safety)
* Where possible a competent and experienced member of staff should be on the water, so they can assist participants should they get in to difficulty or get distressed
* Staff to be advised to be dressed appropriately for both current conditions and for potential change in weather – coats/layers, sun glasses, hats
* Staff to be reminded to keep hydrated (take water bottle with them)
* Staff to be reminded to wear sun screen/insect repellent
* Staff to be reminded to take regular breaks
 | * Shift rotas to be drawn up and enforced to ensure staff take regular breaks
 | Sev 4Lik 2**Tot 8** |