**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 handling  Back 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 2  Lik 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 1  Lik 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 5  Lik 1  **Tot 5** |
| Waterborne diseases  Risk 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 3  Lik 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 1  Lik 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 2  Lik 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 1  Lik 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 1  Lik 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 4  Lik 2  **Tot 8** |