

Risk Assessment Cover Sheet – Heron Lake Activities 2011

Waterborne activities, Site, General risk	Date of RA: 4 th April 2011	Date Risk Assessment (RA) Undertaken: 4 th April 2011
Location: Heron Lake, Staines	RA undertaken by: Alex Sly Centre Manager RA to be reviewed by:4/4/12	Distribution: Clients, Club committee, employees
Manager: Alex Sly		

Scope of Risk Assessment:

The following risk assessment is structured to evaluate risks during waterborne activities on Heron Lake. Participants will be supported by volunteers and or employees, many of whom have water ski experience and knowledge.

Participants and volunteers will be making their own travel arrangements to the venue.

Key Activities - The following issues have been assessed according to the table below: Transport / Accommodation / Security of personal belongings / Environmental considerations / Medical considerations / General wellbeing / Behaviour / Activities/Moving and Handling

Probability	Severity	Calculation of Risk						Action Level
5 Almost inevitable	5. Multi death or very serious injuries/irreparable implications	5	5.M	10.H	15.H	20.H	25.H	LOW = No action required MED = Justify/review for each activity/day HIGH = Immediate action/ further controls needed
4 Very Likely	4. Single death or very serious injury/very serious implications	4	4.L	8.H	12.H	16.H	20.H	
3 Likely	3. Major injury/serious implications	3	3.L	6.M	9.H	12.H	15.H	
2 Unlikely	2. Over 3 day absence from work	2	2.L	4.L	6.M	8.H	10.H	
1 Very Unlikely	1. Minor/First Aid	1	1.L	2.L	3.L	4.L	5.M	
		P/S	1	2	3	4	5	

Hazard	Consequences	Who is at Risk	P	S	R	Control Measures	P	S	R	Action Level
Activities										
Boom skiing: Boom swings into boat, Incorrect height for skier, Skier hits rear of boat, Skier catches in ropes, Instructor falls in	Fractures Bruising Drowning Lacerations Amputations	Skiers Instructors	3	4	12. H	Check shackle and cables before use Attach safety line, should carry zero load Brief crew on balancing boat Remove unused handles Driver not to make clockwise or rapid turns	1	3	3.L	Low
Drowning	Fatality	Participants Volunteers Lead volunteer	3	5	12. H	Participants to be fully briefed prior to going water skiing. Buoyancy aids to be worn whenever individuals are near the water or skiing. Trained first aider on site at all times Boat driver/ extra person in boat to watch individuals/ participants.	1	5	5.M	Med
Inflatables: Riders clashing together, Riders unable to hold on, User ejected	Fractures Bruising Head injuries Muscle strain Water in ears Winding Drowning Lacerations	Skiers	4	3	12. H	Helmets to be worn when going out with multiple riders Drivers will not exceed 28 kph (or manufacturers recommendations) Devices not to be driven on the "whip" Observers to be vigilant about whereabouts of fallers Fallers to be collected asap Ensure riders know how to ride safely and know basic signals Ensure no adults mixed with children on banana boat	3	2	6.M	Med

Standing ski: Falls Hitting ski Hitting objects Exhaustion Cold injury	Hypothermia Strains Winding Head injury Lacerations Fractures Impact injury	Skier	2	3	6.M	Advise skiers to ski within their own ability Advise helmets to be worn Boat crew to assist / be aware of exhaustion / hypothermia Driver / observer never to allow novice skier on whip in corners Offer dry-suits to those with circulation problems	1	3	3.L	Low
Seated ski: Falls Hitting Ski Exhaustion Hitting ski Cold injury	Hypothermia Strains Winding Head injury Lacerations Fractures Impact injury	Skier	2	3	6.M	Advise skiers to ski within their own ability Advise helmets to be worn Boat crew to assist / be aware of exhaustion / hypothermia Driver / observer never to allow novice skier on whip in corners Offer dry-suits to those with circulation problems/spinal injury	1	3	3.L	Low
Swimming: Deep water, Shallow- water, Hitting bottom,	Drowning Head injury Fractures Strains	Swimmers	2	3	6.M	Buoyancy aids to be worn in water and on jetty at all times Swimmers will be supervised by carers/group leaders at all times	1	3	3.L	Low
Waterslide: Slipping on steps, Collision	Head injury Fractures Strains	Slide users	2	3	6.M	Users must be supervised by appropriate adult Supervisor explain to users to check landing is clear	1	2	2.L	Low
Triple bar: Impact with other skier, Impact with ski, Impact with boat, Confusion of pupil	Hypothermia Strains Winding Head injury Lacerations Fractures Impact injury	Pupil instructor	3	3	9.H	Driver does not throttle off until skiers have stopped Separated handles rotate through 90/180 degrees once separated Lead instructor controls separation One instructor talks, simple instructions Lead instructor responsible for appropriate PPE	2	3	6.M	Med

Delgar Sling: Sling failing to release, Harness Causing injury,	Strains Abrasion Pressure wounds	Skier	4	3	12. H	Always use observer experienced in Delgar use Observer always holds quick release Care taken when setting up harness	2	2	4.L	Low
Jetty: Hitting whilst skiing, Slipping, Cutting, Barnacle growth	Lacerations Fractures Head injuries	All persons	3	2	6.M	Instruct novice skiers of danger of skiing to close to jetty Ensure driver is aware of any visual impairment Be aware of over exuberant play Make people aware of algae growth Clear barnacle growth	2	2	4.L	Low

MEDICAL CONSIDERATIONS

Group member becomes ill	Stress Ill health	Participants Volunteers Lead volunteer	3	3	9.H	Centre has basic first aid kit in the event of emergencies. Group leader to have contact numbers for GP surgeries if suitable. Group members to seek immediate medical attention in the event of any minor injuries/illnesses which could develop.	2	3	6.M	MED
Skin care (spinal injury)	Minor and/or major injuries – skin grazes, bruises, sores that could develop Stress Ill health Loss of independence	Participants	2	3	6.M	Participants to ensure they bring individual equipment. Participants who require assistance with their personal care are requested to bring a personal assistant. Participants are responsible for ensuring they are looking after their skin.	2	3	6.M	MED
Visual impairment: Unaware of site, Collision with objects, Turns	Strains Winding Head injury Lacerations Fractures Impact injury	Skier	3	2	6.M	Drivers to overrule skier if competency not known Drop off well away from jetty Drivers to allow distance from fixed objects Skier and observer to be familiar with sound signals Guide to be on the outside turns Quick release to be used if with a guide	2	2	4.L	Low
New clients: Presumes ability, LD's needs	Panicing, Loss of confidence	Service user	3	2	6.M	Instructor to conform with carers when learning issues If in doubt request a doctors letter Adapt techniques when required	2	2	4.L	Low

Not having reliable comms												
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GENERAL WELLBEING

Not eating or drinking adequately	Ill health Minor and/or major injuries	Participants Volunteers Lead volunteer	3	2	6.M	Group members are made aware of meal provision prior to day. Group leaders are responsible for ensuring that group eats and drinks adequately throughout the day.	2	2	4.L	LOW
Forgetting to take meds, check skin, check urine output	Fatality Minor and/or major injuries Ill health Stress	Participants	3	4	12.H	Participants are responsible for looking after themselves. Any participants requiring assistance with personal care are requested to bring a personal assistance.	2	3	6.M	MED

BEHAVIOUR

Inappropriate behaviour by participants putting individual/group at risk	Confrontation/aggression Ill health Stress Group disparity	Participants Volunteers Lead volunteer Public Instructors	3	3	9.H	Group leader to set clear expectations regarding appropriate behaviour upon arrival. All behavioural issues to be dealt with by Group leader/ Centre Manager immediately in a constructive manner and in private where possible. Safety briefing given by instructors.	2	3	6.M	MED
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MOVING AND HANDLING

Transfers: Floor to chair Chair to ski/Inflatables	Minor and/or major injuries - skin grazes, bruises, pressure sores, broken bones, back injuries, pulled muscles Ill health	Participants Volunteers Lead volunteer	3	3	9.H	Guidance on transfers may be given by instructors/volunteers with waterski experience. Equipment (sliding board, slings). Participants to use equipment available, and assess each transfer. Ski instructors and volunteers with waterski experience to supervise transfers. Transfer to be halted by any individual who feels it is unsafe or is not comfortable.	2	2	4.L	LOW
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Injury to participant during moving / handling procedures	Minor and/or major injuries - skin grazes,bruises, pressure sores, broken bones, back injuries, pulled muscles Ill health Stress Confrontation/ aggression	Participants Volunteers Lead volunteer	3	3	9.H	Guidance on transfers may be given by transferee or volunteers with water-ski experience. Moving and handling needs of participants are assessed prior to each transfer. Volunteers informed of manual handling expectations. Emphasis placed on importance of personal risk assessment before starting moving/lifting task. Transfer to be halted by any individual who feels it is unsafe or is not comfortable. Ensure appropriate equipment is available e.g. sliding board, slings.	3	3	9.H	High
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Boat use and drivers

Launching & Winches: Cable trip, Whip caused by cable breaking, Trailers running down slip, Slack	Lacerations Fractures Sprains Head injury Crush injury	Operator Spectators Children	3	4	12. H	Trip warning sign Boatshed door to be kept shut No winches left running unattended All defects reported to manager Winches only to be used for boat on slip No rope extensions to be used Only operator to be in boatshed whilst operating Awareness that the cable will become slack if not assisted by the operator Area fenced off Warning signs	2	3	6.M	Med
Refueling: Escaping gas, Explosion, Gas build up in boat compartment, Driving off without disconnecting	Burns Blast injury Freezer burns	Boat operators	2	5	10. H	Boats to be refuelled by trained drivers Body to one side when disconnecting No smoking at any time Use of fuel hose lock so key is never in ignition with the hose attached Blower to be on for entire refuel and until the boat has reached a speed to allow free flow of air through comartments	1	5	5.M	Med

Boat shed: Numerous, Unsuitable for children	Multiple injuries	Children	2	3	6.M	Drivers to keep the door closed Notice to be displayed	1	2	2.L	Low
Drivers: Exposure to sun Injury to skier, Sickness,	Sunstroke Dehydration Litigation Inability to work safely	Driver Skier	3	3	9.H	All drivers to hold current SBDA and receive additional training (Club driver, Emergency Rescue Course and disabled driving training) Only trustee nominated drivers to drive Drivers must hold current BDWSA & BWWF membership Drivers should acquaint themselves with every new skier Provide sun cover for boat, take breaks and stay hydrated	2	3	6.M	Med

ACCOMMODATION

Fire in the centre	Fatality Minor and/or major injuries: burns, scalds, smoke inhalation Stress Ill health	Participants Volunteers Lead volunteer	2	5	10. H	Accommodation has been assessed for accessibility, Evacuation briefing to be given by Centre Manager upon arrival.	2	5	10. H	LOW
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SECURITY OF PERSONAL BELONGINGS

Loss or damage of personal items	Stress Ill health	Participants Volunteers Lead volunteer	2	1	2.L	All group members are briefed on the importance of keeping valuables safe by group leader. Group members will be made aware in pre-course communication.	2	1	2.L	LOW
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ENVIRONMENTAL CONSIDERATIONS

Sunburn/ stroke	Minor and/or major injuries Ill health Stress	Participants Volunteers Lead volunteer	3	3	9.H	Group members will be made aware of importance of applying sunscreen on a regular basis by group leader. Spare sun screen is kept in office.	2	3	6.M	MED
Getting cold	Minor and/or major injuries Ill health Stress	Participants Volunteers Lead volunteer	3	2	6.M	Group members are made aware of the importance of bringing suitable changes of clothing There are changing facilities, showers and hot drink provisions available.	2	2	4.L	MED

TRANSPORT

Being delayed	Stress	Participants Volunteers Lead volunteer	3	1	3.L	Transport is organised by group members themselves.	2	1	2.L	LOW
Group member falls in public area	Minor and/or major injuries	Participants Volunteers Lead volunteer	3	3	9.H	Centre and accommodation have been assessed for accessibility and have all reasonable measures taken.	3	2	6.M	MED

Others

Chemicals: Cleaning materials, Oils, Poison, Batteries,	Poisoning Chemical burns Allergic reaction	Children Adults	2	4	8.H	Keep cleaning cupboard locked when not in use Keep hazardous materials kept in line with COSHH guidelines	1	4	4.L	Low
Medical waste: Sharps, Catheters, Pads,	Infectious disease	All	2	3	6.M	Provision of clinical waste bins Signs as to their use	1	3	3.L	Low

Signed..... Centre Manager (/ /)

Signed..... Committee Chairman (/ /)

Next RA review by 4/4/2012