

Groves John and Westrup Limited

Silkhouse Court
Tithebarn Street
Liverpool
L2 2QW

Certificate of Public Liability Insurance

Insured	Lagoon Watersports Ltd
Insurer	Certain Underwriters at Lloyds 100%
Policy Number	MTP0001597HEA
Period of Insurance	1 st November 2016 – 31 st October 2017
Limit of Liability	£10,000,000

This certificate confirms that at the commencement of the Period of Insurance shown above a Policy was in force which provided cover in accordance with the Insurer's normal contract for Public Liability

About this Certificate

The Certificate merely provides proof of Public Liability insurance and does not form part of your Policy or your Contract with Insurers.



Risk Assessment and Management

Adventure and outdoor activities offer educational and recreational opportunities as well as personal and social development to school pupils, and individuals regardless of their background. These activities can help to foster a spirit of adventure in which the individual can learn/improve to work with others and cope with an element of the unknown and so develop the ability to deal with changing circumstances and the management of risk. Schools, parents & individuals are willing to accept a certain level of risk in order to secure these benefits, so long as they can be confident that the risk is worth taking and that it is being properly controlled. This cannot extend to the elimination of all risks or the establishment of standards that are so high as to reduce the potential benefits. The balance between challenge and safety is therefore an important consideration for us. The best facilities, environments and experiences are those that, through thoughtful design, management and maintenance, offer the client the maximum developmental value while ensuring that their safety is effectively managed.

The outdoors offers an environment that can meet individuals' needs for a sense of excitement and achievement. Properly managed outdoor and adventure activities can help individuals understand and develop risk awareness through risk assessment and risk management. This can thereby help to equip them to deal with the risks inherent in life. Achieving this depends on the identification of the hazards and risks and the development of the skills and experience necessary to overcome them with appropriate levels of supervision.

Lagoon Watersports needs to identify, and make informed judgments about, the hazards to which clients are exposed. We then take steps to ensure that the risks are managed and controlled so far as is reasonably practicable while allowing the potential benefits to be delivered.

This risk management process needs to include:

- Ensuring that the activity is managed by people whose competence and experience are appropriate to the tasks as well as the hazards and whose judgment can be relied upon;
- Ensuring that participants, especially young people, are properly prepared to undertake the activity and that the activity is appropriate to their levels of physical and mental maturity;
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.
- Ensuring that management systems are in place to set the boundaries of acceptability of the risk and control mechanisms through risk assessments.
- Ensuring that the equipment to be used is fit for purpose in terms of its initial specification and subsequent maintenance
- Ensuring that authoritative, relevant good practice is followed
- Ensuring that statutory obligations are met.



Lagoon Watersports manages risk through three assessments

1. Generic risk assessment – general risks applicable to all centres and activities
2. Activity specific risk assessment – particular risks associated with a particular centre & activity
3. Dynamic risk assessment – constant assessment the risks at the time

Risk

These are details of the possible incidents that could occur as a result of partaking in the activity.

Probability

This is how often the incident is likely to happen.

Frequency

This is based on our experience of how often this incident has occurred.

Severity

This is how serious the injuries occurred could be.

Prevention / Actions

This is what is in place to prevent the incidents happening or take the harm away if it does.

General				
Risk	Probability	Frequency	Severity	Prevention / Actions
Slipping on steps	LOW	LOW/MED	MEDIUM	Ensure appropriate grip on steps No running as part of brief

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Tripping over equipment	LOW	LOW	MEDIUM	Ensure there kits is well and safely stored Brief groups and parents on areas not to enter or to take extra care
Slipping on the side of Lagoon	MED	MED	LOW	Build up of slim needs to be scrubbed. Check perimeter daily Brief groups not to run around the centre
Windsurf rigs blowing away	LOW	MED	MED	Correct storage and stacking of sails outside Ensure rigs aren't left unattached to boards + groups properly briefed on this
Collisions with cars amongst the grounds	LOW	LOW	MED	Ensure gates are locked Staff must drive slowly through grounds and park in allocated area
Electric shocks through electric machinery	LOW	LOW	HIGH	No handling if hands wet All staff told during induction to ask for instructions if unfamiliar with electrical equipment
Injury through operating machinery	LOW	LOW	HIGH	Wear protective goggles and gloves where appropriate Proper preparation and storing of objects
Handling Hazardous Substances COSHH	MED	MED	HIGH	Keep dangerous chemicals safely stored Use by staff only Staff must follow advice on the container. Used in well-ventilated areas. Training given to anyone who will be in contact with substances with warning labels. See COSHH section

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Potential of an injury where customer will not receive correct primary response and ongoing action	LOW	LOW	HIGH	All activity Staff 1st Aid trained Duty Manager First Aid trained Staff training to contact Duty manager and call ambulance if in doubt
Multi usage spaces not properly prepared for new usage (Eg a storage area to temporary changing area)	MED	MED	MED	Check with Duty manager before starting any transformation Dynamic Risk assessment of the space and new use Risk assessment must be recorded / written down and given to Duty manager Ensure space is correctly set up for new use Get Duty Manager approval before opening area monitor usage
Injury from poorly stored large items of equipment	MED	MED	MED	Ensure securely stored Dynamic Risk assessment Additional safety strap to prevent falling to be considered - eg vertically stored windsurf board Proper storage areas Restrict non staff access
Suitable equipment not available treat injury	LOW	LOW	HIGH	1st Aid Kit contents reviewed on a yearly basis in conjunction with accident and incident reports as well as recommendation from NGB and inspecting bodies. Kits adjusted specifically with regard to areas identified in activity risk assessments and historical data. Kits checked by Duty manager
Injury from manual handling	MED	MED	MED	Staff Training. Trailers provided where necessary. All boats / equipment not stored on trailers/trolleys carefully lifted not land and then to storage after use.

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Vehicle movements colliding with pedestrian or pets	MED	MED	HIGH	Drive very slowly Check very carefully before reversing Always give priority to pedestrians and pets
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Maintenance and equipment handling / Storage				
Risk	Probability	Frequency	Severity	Prevention
Manual handling	MED	MED	MEDIUM	Induction and staff training Correct use of equipment provided. Correct lifting and handling techniques. Organised assistance for heavy equipment.
Power Tools	MED	MED	HIGH	Staff training before use. Correct use of equipment & safety equipment provided.. Aware of dangers if misused. Using tool for correct purpose. Wearing the necessary protective clothing.
Grinding and Sanding	MED	MED	HIGH	Wear protective goggles & clothing use of guards. Check no obstacles Check leads, sockets & connections regularly.
Electrical Equipment	MED	MED	HIGH	Check leads, sockets & all connections regularly. Careful operation, especially if working outdoors. Power tools only to be used by competent, trained staff. Visual Inspection periodically inventory of all electrical appliances.
Working with Resin, solvent based products	MED	MED	HIGH	Wear protective gloves & use warning “Keep Clear” signs. Work in well-ventilated area or open Wearing face mask
Work Shop Fire	MED	LOW	HIGH	No Smoking near work shops Fire procedures briefing for staff during training.

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Allergic skin reactions	LOW	LOW	MEDIUM	Careful use. Use gloves and barrier cream. Remove from skin thoroughly after use.
Injury through operating machinery	LOW	LOW	HIGH	Wear protective goggles and gloves where appropriate Proper preparation and storing of objects
Objects falling from shelves	MED	MED	HIGH	Do not overload shelves Use step ladders when handling items above head height
windsurf, SUP boards , kayaks, paddles falling being dropped.	MED	MED	HIGH	Ensure boards stored in correct place Ensure boards secured Signage to advise customers Lift with care and get help if too heavy
Tripping	MED	MED	MED	Ensure storage areas and work shop areas tidy Floor and walk ways clear
Fire from fuel	MED	MED	high	Fuel to be put away as soon as arrives & before students arrive for the day. Observe “No Smoking” signs in area. Fuel containers to be kept in lockable storage at all times.
Injury from Fuel spillage	MED	MED	MED	Care when decanting into fuel cans. Use funnel. Eyes wash station and rubber gloves are provided in office.



Office				
Slips, trips, falls	MED	LOW	MED	No wetsuits in the office Proper storage for bags and coats
Electric fires/shocks	LOW	LOW	HIGH	No staff in wetsuits in office Don't overload sockets No drinks by computers/sockets or hard drives
Lifting/falling	LOW	LOW	MED	Proper lifting with assistance if required
Repetitive strain injury	MED	MED	MED	Take regular short breaks Move about Take short walks
Fire	LOW	LOW	HIGH	Fire procedures notice. Fire procedures briefing for staff during training. Fire & smoke sensors present Duty Manager trained on action take Fire Blanket present in Kitchen area. CO2 and Foam extinguishers present.
Computer Screens	LOW	LOW	MED	Staff recommended to take regular breaks. Staff advise to get regular Eye tests if working at a screen for more than 6hrs a day.
Office Furniture	LOW	LOW	MED	Check regularly for wear & damage. Close drawers after use keep walkways clear do not overload files or filing cabinets. Care when lifting.



General on water				
Risk	Probability	Frequency	Severity	Prevention
General	HIGH	HIGH	VARIOUS	Safety briefing given to all clients prior to starting any activity session. Group Leader & teachers/adults accompanying group Dynamically risk assessing during activity sessions.
General injury	HIGH	MED	VARIOUS	Activity staff to hold a valid First Aid Certificate (RYA or equivalent). Staff appropriately qualified to teach activity with relevant experience. Lagoon Operating Procedures & Staff Induction. Emergency Procedures including contact numbers and contact facilities. Maintenance procedures carried out on all equipment
Lost person				Head count at the beginning & end of each session. Continuous head counting during session not equipment counting. Emergency telephone numbers and contact details held at centre. Missing person plan activated
Sunburn	MED	MED	MED	Advise clients to wear suncream Advise clients to wear a hat Advise clients to take regular breaks if it's a particularly sunny day Advise clients to dress appropriately
Dehydration	MED	MED	MED	Advise clients to regular drink water Advise clients to take regular breaks on particularly hot days

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Hypothermia	MED	MED	HIGH	Keep a close eye on clients on colder days Advise clients to dress appropriately Have regular breaks to warm up
Cut Feet	LOW	MED	MED	Make sure clients are wearing suitable footwear Encourage clients to float in the lagoon instead of touching the bottom
Sickness from water lagoon water	LOW	LOW	MED	sea front office performs water quality checks - they will advise if problem Council treats algae growth Add organic water dye Visual inspection and smell of water
Sickness from sea water	LOW	LOW	MED	Seafront office advise us if there are any concerns with water quality. Visual inspection of the water
Fatigue	HIGH	HIGH	MED	Take regular breaks adjust sessions to suit clients
Aggravating previous injuries	LOW	LOW	HIGH	Ensure there's medical history conveyed in signing in procedure Adapt sessions if needs be to cater to any medical history
Sea sickness	LOW	LOW	LOW	Clients that suffer from sea sickness may want to take sea sickness tablets before. Clients that are suffering need to get ashore
Injury from hitting the bottom of the Lagoon	LOW	LOW	HIGH	Clients are briefed from the instructors that the lagoon is shallow Clients are discouraged from falling directly in and should float instead No diving Ensure safety gear is correctly fitted Monitor water depth

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Launching and Recovery	MED	MED	MED	<p>Staff training given to staff on operating procedures.</p> <p>Safety talk to ALL clients.</p> <p>Correct use of trailers & trolleys.</p> <p>Staff member to assist in all aspects providing guidance.</p> <p>Member of staff on the water before any client is allowed to launch.</p> <p>Member of staff to aid all landings.</p>
Injury and Cross Contamination from centre clothing and Buoyancy Aids	LOW	LOW	MED	<p>Equipment checked for wear & tear or faults. Buoyancy Aids, Waterproofs etc rinsed & dried after use.</p>



Overflow changing room				
Risk	Probability	Frequency	Severity	Prevention
Unauthorised entry to overflow changing rooms	MEDUIM	LOW	HIGH	Keep locked when not in use Only open when planned by DM Supervised by staff member
Young people being watched, photographed entering and leaving the changing rooms	MEDUIM	LOW	HIGH	Keep locked when not in use Supervised by staff member
Messing about in the changing rooms and inappropriate behaviors	MEDUIM	MEDIUM	HIGH	Signage explaining rules of changing rooms Supervised by staff member
Theft from changing rooms	MEDUIM	LOW	MEDIUM	lockers provided Signage If lockers full or large times advise to take to office
Distance from Office	MEDUIM	MEDIUM	HIGH	Keep locked when not in use Only open when planned by DM Supervised by staff member Signage
Child sexual exploitation	MEDUIM	LOW	HIGH	Keep locked when not in use Only open when planned by DM Supervised by staff member Signage



Outside Showers - risk for young people

Risk	Probability	Frequency	Severity	Prevention
Young people being watched, photographed	MEDUIM	LOW	HIGH	Screening Supervised by staff member Signage explaining rules of changing rooms
Messing about and inappropriate behaviors	MEDUIM	MEDIUM	HIGH	Signage explaining rules of changing rooms Supervised by staff member
Distance from Office	MEDUIM	MEDIUM	HIGH	Supervised by staff member Only open when planned by DM Supervised by staff member Signage
Child sexual exploitation	MEDUIM	LOW	HIGH	Supervised by staff member Only open when planned by DM Supervised by staff member Signage

Outside stores

Risk	Probability	Frequency	Severity	Prevention
risk of injury due to items falling, knocked over , interfered with.	MEDUIM	LOW	HIGH	Keep area tidy Proper storage of items Signage to raise alert



Stand Up Paddleboarding				
Risk	Probability	Frequency	Severity	Prevention
Falling whilst carrying the board	LOW	MED	LOW	Leash stowed around board User briefed on carrying procedure Encouraged to pair up to carry kit
Being hit by the board whilst launching on the sea	MED	MED	MED	DM to decide on appropriate conditions for hire Appointed Staff member briefs the user with launching & landing tips
Other water users	MED	MED	MED	Users must be made aware of other craft No hire on lagoon during busy periods – DM decides Briefing to avoid collisions at all cost
Colliding with wake cable tower or dock	MED	MED	LOW	Instructor or DM will briefed all users as to the operating area before entering the lagoon. Both dock and tower are surrounded with a line of buoys. Users are instructed to step into the water and walk away if they get near or make contact with the line of buoys.
Contact with equipment	MED	MED	MED	Instructor briefing clients explanation of paddling, and other equipments. Timing of paddling strokes so avoid contact with other clients in vessel.

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Colliding with Wake Cable rider	LOW	LOW	HIGH	<p>Users informed by the DM or Instructor if the wake cable is in operation.</p> <p>A line of buoys mark the cable area when in operation.</p> <p>Users are briefed to step into the water and walk away if they touch the line of buoys or enter the wake area.</p> <p>Wake cable operator is trained to stop operating if a user enters the wake area.</p> <p>Wake cable operator will contact the DM if assistance is required.</p>
Drowning during courses	LOW	LOW	HIGH	<p>Paddler must be able to swim to go on the sea</p> <p>Leashes must be worn, except under supervised fitness sessions on the lagoon</p> <p>Buoyancy aids must be worn beginners course, other courses are at paddlers discretion , a leash must be worn at all time on the sea.</p>
Drowning during hire on Lagoon	LOW	LOW	HIGH	<p>Paddler must be water confident</p> <p>Paddler must have previous watersports experience</p> <p>Paddler must wear a Buoyancy aid unless they meet the ability criteria not to require one (they must then wear a leash)</p> <p>Paddler must be briefed on the depth of the water</p>
Drowning during hire on the sea	LOW	LOW	HIGH	<p>Paddler must be water confident</p> <p>Paddler must be able to swim</p> <p>Paddler must have completed their “Improvers SUP course” or equivalent ability.</p> <p>Must wear a leash</p>
Entanglement with leash	LOW	LOW	MED	<p>Wear leash around ankle</p> <p>Ensure leash is maintained. - quick release is intact, velcro isn't frayed.</p>

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Getting hit by paddle	LOW	LOW	MED	All users briefed on how to use paddle Correct size paddles must be used
Getting cut by the paddle	LOW	LOW	MED	Paddles are regularly checked as part of our maintenance Paddles with sharp bits are smoothed by sanding down or taken out of circulation.
Loosing a paddle out to sea	LOW	LOW	MED/HIGH	Paddlers are taught to go to a prone position and hand paddle back Paddlers are told not to go far from the shore Paddlers are told not to exceed the distance they can swim Hire won't happen in inappropriate conditions such as adverse weather or strong winds
Puncture to inflatable SUP	LOW	LOW	MED	Paddlers are told not to go far from the shoreline Paddlers are told to go to a prone position and hand paddle back Paddlers brief to attract attention from shore Paddlers are encouraged to stay with the board despite a puncture as it will still have positive buoyancy Hire won't happen in inappropriate conditions Paddlers are advised to remove leash if board is a hinderance.
Being washed onto beach by waves	MED	HIGH	MED	Clearly defined operating area DM to decide on appropriate conditions for hire Safety officer advises Advised to protect head Advised to stay aware of board position
Being blown out to sea	LOW	LOW	MED	Clearly defined operating area Full Safety cover provided Safety Brief No hire in strong offshore, unless calm close to the beach and paddler suitably experienced and closer monitored.



Kayaking

Risk	Probability	Frequency	Severity	Prevention
Falling whilst carrying the kayak	LOW	MED	LOW	User briefed on carrying procedure Encouraged to pair up to carry kit
Being hit by the kayak whilst launching on the sea	MED	MED	MED	DM to decide on appropriate conditions for hire Appointed staff member briefs the user with launching & landing tips
Other water users	MED	MED	MED	Users must be made aware of other craft No hire on lagoon during busy periods – DM decides Briefing to avoid collisions at all cost
Colliding with wake cable tower or dock	MED	MED	LOW	Instructor or DM will briefed all users as to the operating area before entering the lagoon. Both dock and tower are surrounded with a line of buoys. Users are instructed to step into the water and walk away if they get near or make contact with the line of buoys.
Colliding with Wake Cable rider	LOW	LOW	HIGH	Users informed by the DM or Instructor if the wake cable is in operation. A line of buoys mark the cable area when in operation. Users are briefed to step into the water and walk away if they touch the line of buoys or enter the wake area. Wake cable operator is trained to stop operating if a user enters the wake area. Wake cable operator will contact the DM if assistance is required.

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Drowning during hire on Lagoon	LOW	LOW	HIGH	Paddler must be water confident Paddler must wear a Buoyancy aid Paddler must be briefed on the depth of the water
Drowning during hire on the sea	LOW	LOW	HIGH	Paddler must be water confident Paddler must be able to swim Paddler must wear a Buoyancy aid Paddler has received a safety brief Safety Officer demonstrates how to get back in the kayak if the paddler falls out
Getting hit by paddle or boat	LOW	LOW	MED	All users briefed on how to use paddles and boats
Getting cut by the paddle	LOW	LOW	MED	Paddles are regularly checked as part of our maintenance Paddles with sharp bits are smoothed by sanding down or taken out of circulation.
Loosing a paddle out to sea	LOW	LOW	MED/HIGH	Paddlers are taught to go to a prone position and hand paddle back Paddlers are told not to go far from the shore Paddlers are told not to exceed the distance they can swim Hire won't happen in inappropriate conditions such as adverse weather or strong winds Paddler advised raise attention for a rescue by hand signals



Kids Activity Week General

Risk	Probability	Frequency	Severity	Prevention
Sunburn/Heat stroke	MED	LOW	MED	Regular stops for sun cream, Shaded areas for lunch Kids briefed to let instructor know if they feel unwell. Encourage to drink water Children advised to dress appropriately
De-hydration	MED	LOW	MED	Regular Stops for water Kids briefed to let instructor know if they feel unwell.
Hypothermia	LOW	LOW	HIGH	Be conscious of colder days Advise children to dress appropriately
Cut to feet	LOW	LOW	LOW	Ensure kids are wearing appropriate footwear
Child slipping on grass	MED	LOW	LOW	Defined operating area and task Brief children
Child falls over	MED	LOW	LOW	Walk around operating areas and check for trip hazards Children are briefed with a clearly defined task and area Brief children not to run around the centre
Child wandering off-site	LOW	LOW	MED	Children are clearly briefed on meeting points and boundaries. instructors are always within close proximity

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Child missing	LOW	LOW	HIGH	<p>Children are clearly briefed on meeting points and boundaries. Instructors are always within close proximity and children are never unsupervised.</p> <p>Regular counts of children happen with each transition throughout the day. For example children are set to change into wetsuits. A re-count will happen as they re-group</p> <p>Children supervised at non activity times (Breaks, Lunch, changing)</p> <p>Implement missing person plan</p>
Body checking each other when kitted up in BAs	LOW	LOW	MED	<p>Keep children focused with a task in hand</p> <p>Brief the children with a strong message that it's dangerous to run into each other, they are not sumo suits!</p>
Injury from the bottom of the lagoon	LOW	LOW	MED	<p>Clearly brief children not to dive into the lagoon</p> <p>Avoid activities that encourage diving into the lagoon</p>



Kids Activity Week Activities

Activity	Risk	Probability	Frequency	Severity	Prevention
Parachute games	Tripping & falling	MED	MED	LOW	Chasing and running is integral to the games, which can lead to trips and falls Play games on grass area which is clear of dog mess and any material that could be abrasive or sharp. Any overtly energetic children might need reminding to play safer
	Parachute takes off and drags children	LOW	LOW	LOW	Don't use parachute in windy conditions.
Fashion Show	Tripping & falling	MED	MED	LOW	Towards the end of the week children are encouraged to come dressed in fancy dress. Ensure any trailing material from fancy dress isn't tripping others or themselves Fancy dress only to be worn on the land not in the water Be aware of any constricting parts, and co
Relay Races	Children getting pushed over	LOW	LOW	LOW	Supervise transition between activities, for example the race is SUP to a windsurfer. Make sure children don't leap between the equipment and instructors lead them sensibly
Pimp my Pico	Children climbing and falling from boats	LOW	LOW	MEDIUM	Give kids appropriate decorations, ensure kids don't go on boats on land
Rounders	Children Slipping and colliding	LOW	LOW	MED	Make sure children are stood on one side of base away from batter



	Ball hits face	MED	MED	MED	Use a soft ball like a tennis ball, or if they are hitting it hard use a lighter ball Have kids ready for catching
Crabbing	Falling in	MED	MED	LOW	Supervise activity & Brief the children on how to correctly crab.
	Lines hooking children	LOW	LOW	LOW	Don't use sharp hooks, use paper clips to hold bait
	Crabs nipping fingers with claws	MED	MED	LOW	Encourage the children to shake the crab off the line Instructors can help get the crab into the bucket
	Getting hit by weight	LOW	LOW	MED	Brief children to lower the bait into the water, not to swing the equipment round.
Splat	Falling over	MED	MED	LOW	Play games on grass area which is clear of dog mess and any material that could be abrasive or sharp.
	poking in the eye	LOW	LOW	MED	Brief children when pointing out to 'splat' that they are mindful of others and don't poke them
Land games general	slips, trips and falls	MED	MED	LOW	There are variations of games similar to above. We have a designated area on the grass which is suitable for playing games. Brief children clearly on the objective, operating area and guidelines to making it a safe session Check surrounding area for material that could be harmful such as glass, stones & dog mess and clear it up before an activity commences.
New games	injury prevention				Ask DM before starting Complete Dynamic risk assessment



Dinghy Sailing				
Risk	Probability	Frequency	Severity	Prevention
Boom hitting head	MED	MED	LOW	All children under 16 wear helmets and adults on courses F3 + No gybing in strong winds Good briefing and group control Oppy booms should have padding on When rafting sailors asked to keep heads down.
Fingers or legs being hit by another craft	HIGH	LOW	LOW/MED	Brief group to keep hands inside craft and no colliding with others. Brief on how to slow boats down to avoid collisions Games briefed and controlled
Collisions with other water users	MED	MED	LOW	Set out clear sailing area using buoys Keep boats upwind of the windsurfers Good briefing before each session
Drowning during Courses	LOW	LOW	HIGH	Ensure booking form complete with medical conditions and whether the person can swim All must wear Buoyancy aids Instructor always on water with group
Trapping fingers between boats	MED	MED	LOW	When rafting instructors tell sailors to keep hands inside their boat and heads down.
Colliding with Wake Cable platform or tower	MED	LOW	LOW	Instructor or DM will briefed all sailors as to the operating area before entering the lagoon. Both dock and tower are surrounded with a line of buoys. Sailors instructed to step into the water and walk away with the boat, if they get near or make contact with the line of buoys.

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Colliding with Wake Cable rider	LOW	LOW	HIGH	<p>Sailors are informed by the DM or Instructor if the wake cable is in operation.</p> <p>A line of buoys mark the cable area when in operation.</p> <p>Sailors briefed to step into the water and walk away with the boat if they touch the line of buoys or enter the wake area.</p> <p>Wake cable operator is trained to stop operating if a boat enters the wake area.</p> <p>Wake cable operator will contact the DM if assistance is required (using radio).</p>
Drowning during hire	LOW	LOW	HIGH	<p>Duty Manager to ensure conditions are suitable for hire</p> <p>Safety boat ready to launch</p> <p>Client must be a RYA Level 2 + and be an experienced member</p>
Capsize entrapment on Lagoon	LOW	LOW	HIGH	<p>Sailors are briefed on the correct capsize method</p> <p>Groups are kept under supervision which are close proximity to an instructor</p> <p>Sailors are briefed that the lagoon is shallow and they can stand up</p>
Capsize entrapment on Sea	LOW	LOW	HIGH	<p>Boats have a buoyancy aid or floatation device attached to the head of the mast to stop inversion</p> <p>Hires are stopped in in appropriated wind or sea conditions.</p>
Breakages - mast	LOW	LOW	LOW	<p>Boats are maintained and a record is kept of frequently checked equipment</p> <p>Lagoon sailors can call for assistance and an instructor can help retrieve the equipment by walking it back to the side</p> <p>Sea de-masting. Sailors will attract attention by the means of a hand signal. A boat rescue will be required for retrieval. Sailors will be told to stay with the hull</p>

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Breakages - rudder	LOW	LOW	LOW	Boats are maintained and a record is kept of frequently checked equipment. Lagoon sailors can call for assistance and an instructor can help retrieve the equipment by walking it back to the side Sea sailors will need to attract attention by hand signals. A boat retrieval would be necessary
Back injury from lifting	MED	MED	MED	Training on how to lift equipment properly Encourage staff & sailors to pair up to lift boats with correct technique
Trapping fingers on trolley	MED	MED	LOW	Lift boats onto trolley with a wide grip to avoid fingers being trapped on the uprights



Team Building					
Activity	Risk	Probability	Frequency	Severity	Prevention
ALL	Cut feet	MED	LOW	MED	Check operating area is free from any material that is abrasive or sharp and remove. Foot ware must be worn at all times
Fall	Sprains, cuts, graze, breaks	MED	LOW	LOW	No running Briefed on correct method and safety considerations for each game All games conducted on grassy areas
Dropping equipment on participant	Bruising, cuts	LOW	LOW	LOW	Team work is paramount. Briefed on the correct method and safety considerations for each game
Stepping in dog mess		MED	MED	LOW	Check operating area is free from dog mess and clear up if necessary
Cross country skis	Falling over	MED	MED	LOW	Brief clients on the task
	Twisting ankle	LOW	LOW	MED	Brief clients not to fully put their foot in the rope loops, so their feet are free
Piranha crossing	Falling over	MED	MED	LOW	Brief the clients with the task and the objective. Highlight safety points such as not to step on the ends of the wood as it will flick up
	Splinters	LOW	LOW	LOW	Check over equipment before using it and run hands over wooden equipment to check for splinters
	Dropping heavy wood on each other	LOW	LOW	LOW	Brief clients that the TEAM build exercise requires a team effort especially when it comes to lifting the equipment

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Reverse ka-plunk	Poking sharp sticks into eyes	LOW	LOW	MED	Brief clients to be mindful of the sticks and be careful placing into tube
Bomb Disposal	Falling over	LOW	LOW	LOW	Brief clients the task in hand and challenge objective
Stepping Stones	Stepping on fingers	LOW	LOW	LOW	Demonstrate how to place a stepping stone without stepping on fingers
Spiders Web	Falling over	LOW	LOW	MED	Brief the clients the rules, which includes no jumping or diving through the web. Encourage safe practise with safe lifting
Catapult	Firing a stick at someone	LOW	LOW	LOW	Proper briefing and keep group control
	Hitting a member of public with ball	LOW	LOW	LOW	Cone off the firing range Use a light ball, not a golf ball Cease fire if there are any obstructions
Round turn	entangled by rope	LOW	LOW	MED	Use thick rope so knots can't get tight
	Mast falls onto person	LOW	LOW	MED	Keep monitoring the session Make sure mast is properly secure
Mission Lagoon	Getting run over by a vehicle	LOW	LOW	HIGH	Brief the group the parameters of the challenge. The task does not go near the road
	Group gets lost	LOW	LOW	LOW	Brief the group a meeting point and express the importance of sticking together
	Tripping around the centre	MED	MED	LOW	Brief the group not to run and be aware of their surroundings

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New games	prevention of injury				Ask DM before starting Dynamic risk assessment If game to be used in future document risk assessment for this file and training
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Windsurfing				
Risk	Probability	Frequency	Severity	Prevention
Falling off simulator	LOW	LOW	MED	Ensure simulator is not used in windy conditions Rope on the front of simulator
Falling whilst carrying kit	LOW	LOW	LOW/MED	Ensure clients are briefed on how to carry the sails Make sure the is two clients to a board
Collisions with other water users	MED	MED	LOW	Set out clear sailing area using buoys Keep windsurfers downwind of the boats Good briefing before each session
Drowning during Courses	LOW	LOW	HIGH	Ensure booking form complete with medical conditions and whether the person can swim All must wear Buoyancy aids, harness may be used in replacement for higher level teaching. Instructor always on water with group If on sea safety boat must be on the water
Drowning during hire	LOW	LOW	HIGH	Duty Manager to ensure conditions are suitable for hire Safety boat ready to launch Check suitability of customer for the prevailing conditions
Colliding with Wake Cable platform or tower			HIGH	Instructor or DM will brief all windsurfers as to the operating area before entering the lagoon. Groups are kept together in a specific area. Both dock and tower are surrounded with a line of buoys. windsurfers instructed to step into the water and walk away with the board, if they get near or make contact with the line of buoys.
Mast hitting head	LOW	LOW	MED	Keep group going round a course so they are not side by side Try and give them space and encourage windsurfer students to put the rig down before they get close to each other.

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Entrapment under windsurf sail	LOW	LOW	HIGH	Brief students that the Lagoon is waist deep and they can stand up If on the sea teach students not to panic and use their hands to sweep equipment away
Entrapment from Harness	LOW	LOW	HIGH	Brief students that the Lagoon is waist deep and they can stand up If on the sea teach students not to panic and use their hands to sweep equipment away
Falling onto side wall	MED	MED	MED	Brief students to kneel down onto the board. Don't step from standing
Injury from shorebreak	LOW	LOW	MED	Stop windsurfers launching in big shore breaks Safety officer gives tips on launching and landing
Equipment damage from shore break	MED	MED	MED	Stop windsurfers launching in big shore breaks Safety officer gives tips on launching and landing
Injury from underwater obstruction	LOW	LOW	MED	Brief users on location of obstructions and advise they stay clear of them. Ask users for feed back on new obstructions
Collision with groyne	LOW	LOW	MED	Brief users on mid to high tide to wide berth the groyne and compromise going downwind a beach rather than squeezing in close is a safer plan
Equipment failure out to sea	LOW	LOW	MED	Check equipment before windsurfers head out Ensure they have signed out so they are accountable Brief users on how to attract attention



Rib Rides				
Risk	Probability	Frequency	Severity	Prevention
Hit by shorebreak when getting in boat	MED	MED	LOW	Ensure instructor is on hand to help kids into boat Make sure powerboat rides are done at low tide or when conditions are light and flat
Children Being knocked by the boat on beach	LOW	LOW	MED	Ensure instructor is holding boat off the beach DM to determine whether conditions are suitable on the day
Child falling from boat	LOW	LOW	MED	Ensure rides only take place in light conditions with gentle sea state Ensure all children are briefed on correct sitting position and wearing BAs
Hitting head on grab bar	MED	LOW	MED	Make sure kids are wearing helmets
Drowning	LOW	LOW	HIGH	Duty Manager to ensure conditions are suitable for Rides Safety boat ready to launch Proper briefing



Safety boat				
Risk	Probability	Frequency	Severity	Prevention
Inexperienced driver	MED	MED	HIGH	All drivers must be RYA PB level 2 All drivers have taken part in additional in-house training Monitor of driving by Duty Manager
Hit by boat when launching or landing due to shrebreak	MED	MED	HIGH	Driver to ensure of staff on hand to assist launching and landing Engine warmed up before launch Always point boat into the on coming waves when launching Wait for a calm patch Never position yourself between the boat and the land In some circumstance it will deemed unsafe to launch. This is a decision made by the DM If in doubt about launching contact DM
Engine stalls	LOW	LOW	MED	Make sure the engine has been started and warmed up Complete daily checks prior to launch Check for common cause , enough fuel, kill cord attached If engine will not restart use paddle to come ashore Assess condition consider aching and contact beach for assistance
Flip safety boat	LOW	LOW	HIGH	Experienced drivers with Power boat 2 or higher are the only operators. Windy conditions should be briefed by the DM In windy / rough conditions take a second person in boat In event of a flip check passengers are safe Ensure engine is off Stay with the hull or in close proximity DM to decide whether conditions are suitable for boat to be launched - under constant review through out day

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Hit on the head	LOW	LOW	MED	The safety boat has foot and hand holds to stop the operator from being flung about. Ensure all items in boat secured down Appropriate driving speed
Drowning	LOW	LOW	HIGH	Boat operator has all the relevant safety equipment and all correctly fitted Buoyancy aids must be worn
Failing a rescue	LOW	LOW	HIGH	Radio communication is used between boat and base. If the rescue attempt fails, the DM should alert the coastguard and Marina - enact emergency operating procedure
Strains when recovering the boat	MED	MED	MED	The safety boat is heavy. It requires a minimum of 4 people to recover up the beach. Detaching the engine will make it lighter. The Anglers club have an electric winch which we can use on weekends
Safety boat fails	LOW	LOW	MED	The safety boat is equipped with a spare anchor and paddle. The boat should be anchored and operator radios for help Reduce likelihood by test run before use and regular maintenance
Member of the public steals the boat off anchor	LOW	LOW	HIGH	When leaving the boat on anchor ensure the boat is a good distance from the shore and the tide is considered. When leaving the boat. Detach the fuel line from the engine and take the main kill cord. Call the coastguard and alert people in close proximity of the risk.
Driver falls out of the boat	LOW	LOW	MED	Ensure there is a working kill cord and that the driver must use one
Collision with other water user	MED	LOW	HIGH	Don't plane in swimming area If visibility is poor reduce speed Constantly check ahead and from the side for other users

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Injuring person being rescued	LOW	LOW	HIGH	<p>When attempting a rescue, come in at a very slow pace</p> <p>Call out so they know you are there</p> <p>Kill the engine when you are close enough</p> <p>Don't get close to shore breaks with people in front of the boat</p>
Spinal injury	LOW	LOW	HIGH	<p>Don't try and pull the casualty in the boat as this can worsen the injury. The only acceptance is when they need CPR or are in immediate danger.</p> <p>Call base and get RNLI</p> <p>The water will support their weight better than a hard surface</p>
Fire	LOW	LOW	HIGH	<p>Carry a fire extinguisher</p> <p>If driver feel able to use it to tackle an non excessive fire then do so. If anchor boat if time , exit boat and swim and radio for assistance.</p>



Lagoon Wake Park				
Risk	Probability	Frequency	Severity	Prevention
Injury on Obstacle	MED	MED	MED/HIGH	Ensure riders are correctly briefed and have passed their obstacle exam Stop rider if they don't look comfortable
Hitting the sides of the Lagoon	MED	LOW	MED	Ensure riders have been briefed and they are not cutting out for air tricks too late Stop riders cutting out really hard for corners Encourage riders to not let go of the handle
Hitting the dock	MED	MED	LOW/MED	Ensure riders have been briefed and they are not cutting out for air tricks too late Stop riders cutting out really hard for corners Encourage riders to not let go of the handle
Drowning	LOW	LOW	HIGH	Ensure riders have the correct safety equipment and are fitted correctly Air tricks are done nearest the dock which is less than 100 meters away from the operator Safety boat is on the water Radio communications have been tested and Operator, duty manage and reception have one
Wrapping tow line around body parts	MED	MED	MED	Operator must be careful and make sure they can see their hands are both on the handle before putting any power on
Unconscious rider	LOW	LOW	HIGH	Head injuries can occur by repetition. If riders are falling alot with great impact. The operator should intervene Operator will discourage and stop riders that look out of control to prevent accidents If riders approaching features in an unsuitable manner drivers will ask them to adjust approach or offer them training

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Hitting the bottom of the Lagoon	MED	MED	MED	Riders are briefed about the depth. Air tricks are banned on tech cable. Air cable is in the deepest part of the Lagoon.
Straining body parts	MED	MED	MED	Operators look out for riders that push themselves and they are briefed to stop riders that are putting themselves at risk. Riders are also briefed to let go of the handle if it's a struggle to hold on. Warming up before riding is encouraged
Ankle injuries	MED	MED	MED	Wakeboard bindings need to be checked regularly Operators will make sure the correct equipment is being used
Catching anchor lines with safety boat	MED	LOW	LOW	Operators have been shown where the lines are. Operators have been shown to wide berth the sliders
Distractions to the operator	MED	MED	MED	Riders and staff only on the docks Mobile phones and personal devices are banned Operator must make sure they are in clear view of the rider
Suspected Spinal injury on cable	LOW	LOW	HIGH	When a spinal injury is a concern the casualty needs to stay in the water as this will support them better than a hard surface To move the casualty a team will be in the water, one support in the head, and the rest alongside the body (first aid training has covered this manoeuvre) Lifting a casualty out of the water needs to be done very carefully with as much support as possible. This should only be done if they are in danger or need CPR



Wake park maintenance				
Risk	Probability	Frequency	Severity	Prevention
Dropping tools onto people	MED	MED	HIGH	Working area is closed off by a warning cone Members of staff are wearing helmets
Electric shock	LOW	LOW	HIGH	System has been unplugged and the room closed off
Falling from tower	LOW	LOW	HIGH	Member of staff is wearing a harness and a helmet Member of staff is wearing closed toe shoes Working at heights training

INDO Boards

Risk	Probability	Frequency	Severity	Prevention
Falling off onto the ground	MED	MED	MED	User has been briefed. We also have an INDO board balance bar which aids them without falling off The board shouldn't be used on concrete, either on astro turf, INDO matt or grass The INDO board has an option of using a roller (intermediates/advanced) or cushions which sit low to the ground
Equipment failure	LOW	LOW	LOW	Equipment has been checked before use.



Kids Activities on the sea				
Risk	Probability	Frequency	Severity	Prevention
Drowning	LOW	LOW	HIGH	Non swimmers are not allowed on the sea. Ensure Correctly fitted buoyancy aids or lifejackets (kids 8 years and under) Safety boat must be launched and manned Stay close to shore
Getting hit by the shore break	MED	MED	MED	DM will ensure conditions suitable for the group Instructors to assist students with launching and landing
Group dispersing	LOW	LOW	LOW	Clear briefing Safety boat manned Radios checked
Equipment failure	LOW	LOW	MED	Check all equipment before launching Safety boat manned
Kids getting cold	MED	MED	MED	Ensure kids are appropriately dressed Keep sessions short and concise
Entrapment	LOW	LOW	HIGH	Clear briefing for session Practise capsize drill Safety boat manned Only use equipment in suitable conditions Keep group close
Catching fingers during exercises	LOW	LOW	LOW	Instructor has briefed the user



Kayak and SUP Water polo				
Risk	Probability	Frequency	Severity	Prevention
Drowning	LOW	LOW	HIGH	Paddler must be water confident Paddler must wear a Buoyancy aid Paddler must be briefed on the depth of the water
Injury from game	MED	MED	MED	Clear explanation of rules by instructor Enforcement of rules by instructor
Hit by paddle	MED	MED	MED	Wear helmet Clear explanation of rules by instructor Enforcement of rules by instructor
Entanglement with net	LOW	LOW	LOW	Brief to Stay out of nets Brief to get off kayak and stand up Wait for assistance Don't panic
Fingers trapped between kayaks	LOW	MED	MED	Keep hands on paddle when not throwing ball Keep hand away from edges. Do not rest hand on edges or side
Collision	LOW	LOW	MED	Small area of play so speed can not get too high Instructor to control game Keep hands away from edges and on ball or paddle Wear helmet Kayakers remain seated during game
Other water users	LOW	LOW	MED	Zone area off so other craft are unlikely to enter Stop play if another craft enters area Instruct to paddle clear of the craft

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Windsurf simulator

Risk	Probability	Frequency	Severity	Prevention
Falling off onto the ground	MED	MED	MED	Simulator is only used under instruction
Equipment failure	LOW	LOW	LOW	Equipment has been checked before use.
Tripping over the equipment	LOW	LOW	LOW	Instructor has briefed the user

Lagoon Fitness

Risk	Probability	Frequency	Severity	Prevention
Slipping over	LOW	LOW	MED	Brief clients are wearing correct foot ware and any hazards in the way Instructor assessment of operating area
Equipment failure	LOW	LOW	LOW	Equipment has been checked before use.
Strains and spranes	LOW	LOW	LOW	Instructor has led a warm up Instructor demonstrates correct technique on exercises
Heart attack	LOW	LOW	HIGH	Medical conditions are been conveyed to instructor PARQ form has been filled
Aggravating old injuries	LOW	LOW	MED	Medical conditions are been conveyed to instructor PARQ form has been filled

Lagoon Fitness on SUPs and SUP yoga

Risk	Probability	Frequency	Severity	Prevention
Falling onto lagoon side	LOW	LOW	MED	Ensure clients kneel down before the side and come along side to get out

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Falling off whilst tethered	LOW	LOW	LOW	Brief clients that it's shallow Brief clients that jolting can happen
Entanglement in tether	LOW	LOW	MED	Tether painters have a quick release Quick release are connected on the board, not the weight
Falling onto another client	LOW	LOW	LOW	Encourage clients to keep a safe distance from each other
Falling onto another client whilst tethered	LOW	LOW	LOW	Check clients are a safe distance from each other whilst tethered.
Getting too hot or too cold	MED	MED	LOW	instructor will advise appropriate clothing for the session

XL large SUP fro groups - DRAFT NEW PRODUCT - assessing and updating after further staff testing				
Risk	Probability	Frequency	Severity	Prevention
Drowning	LOW	LOW	HIGH	Paddler must be water confident Paddler must wear a Buoyancy aid Paddler must be briefed on the depth of the wate

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Sea use	MED	MED	MED	Lead instructor to wear a leash Full briefing as total emersion and separation from craft likely if any waves Consider if helmets are appropriate
Other water users	MED	MED	MED	Users must be made aware of other craft Briefing to avoid collisions
Loss of control due to wind	MED	MED	LOW	DM to assess suitability of conditions Briefing on the effects of wind on the craft Store in sheltered area on windy day Instructor to manage session

RINGO RIDES

Risk	Probability	Frequency	Severity	Prevention
Drowning	LOW	LOW	HIGH	must wear a Buoyancy aid must be briefed on the depth of the wate

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Thrown off ringo	LOW	LOW	HIGH	Responsible driving by operator Wear a helmet Correct positioning in Ringo Hold handles Driver to make sure rider is comfortable with the ride speed and tells rider if speed will be increased.
Rider falling from Ringo when leaves water	LOW	LOW	MED	Clear briefing Do not let go Good communication between driver and rider regarding ride speed.

RAFT BUILD AND RACE

Risk	Probability	Frequency	Severity	Prevention
Drowning	LOW	LOW	HIGH	must wear a Buoyancy aid must be briefed on the depth of the water
Entrapment under overturned raft	LOW	LOW	MED	Briefed prior to activity Staff member in the water at all times
Entrapment of limbs within equipment	LOW	LOW	MED	Briefed prior to activity. Staff assist all teams with mounting and dismounting the raft to ensure a safe seating position

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Impact to the head	MED	MED	MED	Short paddles only to be used on the raft. Not everyone has a paddle Supervised on land while manoeuvring equipment Helmets on water
Hitting bottom of lagoon	MED	MED	MED	No diving No standing on the rafts
Dropping equipment on participant	LOW	LOW	LOW	All activities supervised by staff Students briefed on correct handling and manoeuvring methods for barrels and timber