



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.

Likelihood

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

Severity

This is how serious the injuries or illness occurred could be.

Risk Factor

This is the likelihood multiplied by the severity and provides the overall level of risk

Control measures to reduce risk

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

	Likelihood	Severity	Risk factor	
1	Almost never, freak accident	No injury or illness	1 - 3	Extremely low risk - requires minimal control factors
2	Unlikely, rare occurrence, once or twice a season	Minor injury or illness (e.g. grazes, bruising minor reaction)	4 - 6	Low risk with appropriate control factors
3	Sometimes, can be common	Potentially major injury or illness (e.g. deep cuts, minor fractures,)	7 - 9	Significant risk - control factors very important
4	Likely to happen	Major injury or illness (e.g. loss of consciousness, major fractures)	10 - 12	High risk - control factors critical
5	Almost a guarantee	Loss of limb, or death	13 >	Unacceptable risk even with control factors



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1 General Risks To All On Site

1.1. General Inside Centre

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Slips, trips and falls	3	2	6	<ul style="list-style-type: none"> - Visual check of site for hazards - Keep stores and equipment tidy and free of hazards - Staff to minimise wet floors using squeegee - Signage for wet and slippery areas
Electric fires/shocks	2	3	6	<ul style="list-style-type: none"> - Annual PAT testing on appliances and electrics inspection - Don't overload sockets
Trapping limbs / in slamming doors	2	4	8	<ul style="list-style-type: none"> - Keep back door closed and out of use in strong winds - Keep main doors tied back when open and in use
Fire	1	5	5	<ul style="list-style-type: none"> - 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.
Injury on furniture and sharp edges	2	2	4	<ul style="list-style-type: none"> - Children to be supervised and behaviour monitored - No unnecessary sharp edges or furniture - Damaged furniture to be quarantined or repaired



1.1.1 Risks To Staff In Office

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Slips, trips, falls	2	2	4	<ul style="list-style-type: none"> - Keep Floor dry - Proper storage for bags and coats - Do not stand in swivel chairs
Electric fires/shocks	2	3	6	<ul style="list-style-type: none"> - No staff in wetsuits in office - Don't overload sockets - No drinks by computers/sockets or hard drives
Lifting/falling	2	2	4	<ul style="list-style-type: none"> - Proper lifting with assistance if required
Repetitive strain injury	3	1	3	<ul style="list-style-type: none"> - Take regular short breaks - Move about - Take short walks
Fire	1	4	4	<ul style="list-style-type: none"> - 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.
Injury or Illness from computer Screens	1	2	2	<ul style="list-style-type: none"> - Staff recommended to take regular breaks. - Staff advise to get regular Eye tests if working at a screen for more than 6hrs a day.
Injury from Office Furniture	1	2	2	<ul style="list-style-type: none"> - Check regularly for wear & damage. - Close drawers after use - keep walkways clear - do not overload files or filing cabinets. - Care when lifting.


1.1.2 Risks To Staff In Kitchen

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Slips, trips and falls	2	3	6	<ul style="list-style-type: none"> - Keep floor dry at all times (no wetsuits in kitchen) - No running in kitchen - Keep work areas tidy - Staff clean up spillages immediately - Kitchen equipment to be maintained properly
Electric fires/shocks	2	3	6	<ul style="list-style-type: none"> - Annual PAT testing on appliances and electrics inspection - Don't overload sockets
Injury from Manual Handling goods and products	2	2	4	<ul style="list-style-type: none"> - Staff briefed on safe manual handling - Do not carry items that are too heavy (get assistance if needed) - Sink at good height to avoid stooping - Deliveries to be unloaded by delivery driver with correct equipment
Fire	1	5	5	<ul style="list-style-type: none"> - 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.
Injury from Knives and Utensils	3	2	6	<ul style="list-style-type: none"> - Staff trained to use knives and other utensils - Knives and utensils to be properly stored when not in use - First aid kit provided in kitchen
Spread of Illness form food handling	2	5	10	<ul style="list-style-type: none"> - Use correct equipment to handle food where possible (not hands) - Wash hands frequently in hand wash sink - Use disposable gloves to handle raw meet if necessary - Staff trained on how to store food and stock fridge correctly - Containers clearly labelled


1.1.2 Risks To Staff In Kitchen

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Illness from chemicals (COSHH)	2	4	8	<ul style="list-style-type: none"> - Operate within COSHH guidelines - Hazardous chemicals to be kept in a locked COSHH cupboard - Only trained staff to use hazardous chemicals - Wear protective equipment and keep board repair area ventilated when in use

1.2. General On Land Outside

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Slips, trips and falls	3	2	6	<ul style="list-style-type: none"> - Visual check of site for hazards - Keep stores and equipment tidy and free of hazards - Signage for wet and slippery areas - Instructors to supervise clients whilst on site
Cut feet	2	2	4	<ul style="list-style-type: none"> - Visual check of site for hazards e.g. glass - Clients to wear appropriate footwear around site and on water - Staff to clean up breakages and debris straight away



1.2. General On Land Outside

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Injury or Illness from chemicals (COSHH)	2	4	8	<ul style="list-style-type: none"> - Operate within COSHH guidelines - Hazardous chemicals to be kept in a locked COSHH cupboard - Only trained staff to use hazardous chemicals - Wear protective equipment and keep board repair area ventilated when in use
Injury from watersports equipment falling, knocked over, blown in wind	2	4	8	<ul style="list-style-type: none"> - Staff briefed on handling / carrying equipment - Equipment to be stored correctly in storage areas and on mobile racks - Visual check of hazards, ensure public pathways are not blocked - Equipment to remain in storage areas when wind speed exceeds 30knots
Injury from carrying equipment	2	3	6	<ul style="list-style-type: none"> - Staff briefed on handling / carrying equipment (during induction) - Equipment checked for damage regularly - Clients supervised when carrying equipment especially in strong winds - Clients briefed on correct carrying technique (windsurf sails for example)/
Stepping in dog mess	2	2	4	<ul style="list-style-type: none"> - Visual check of dog mess, clear up if necessary
Hit by moving vehicle on Lagoon site	1	4	4	<ul style="list-style-type: none"> - Only authorised vehicles allowed on site,. Keep cause gate shut and locked - Max speed 5mph on site, drive very carefully - Supervise children when on site


1.2. General On Land Outside

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Sunburn	2	3	6	<ul style="list-style-type: none"> - Instructors to ensure children have applied suncream when appropriate - Adults advised to wear suncream on booking confirmation - Suncream provided free of charge inside watersports centre - Advise clients on appropriate clothing
Dehydration	2	2	4	<ul style="list-style-type: none"> - Advise clients to drink water regularly (water provided by cafe) - Advise clients to take breaks on hot days - Advise clients on appropriate clothing on hot days
Heat Exhaustion	2	2	4	<ul style="list-style-type: none"> - Advise clients to drink water regularly (water provided by cafe) - Advise clients to take breaks on hot days - Advise clients to stay in shaded/cool areas when possible - Advise clients on appropriate clothing on hot days
Falling in Lagoon	1	2	2	<ul style="list-style-type: none"> - Visual check of hazards blocking pathways - Staff to manage behaviour of children and customers (no pushing)

**1.3. General On Water**

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Drowning during hire	1	5	5	<ul style="list-style-type: none"> - Water users to comply with operating procedures - Duty Manager to ensure conditions are suitable for hire and that the individual is competent according to RYA and other NGB guidelines - Safety boat ready to launch
Cut feet	3	3	9	<ul style="list-style-type: none"> - Visual check of site for hazards e.g. glass - All persons to wear appropriate footwear on water (unless wake boarding) - No Glass on Wake Dock - Lagoon to undergo thorough litter pick and clean every 2 years
Sickness from water lagoon water	1	4	4	<ul style="list-style-type: none"> - 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 - Lagoon cleaned and refilled every 2 years
General injury	3	1-4	3 - 12	<ul style="list-style-type: none"> - 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	2	5	10	<ul style="list-style-type: none"> - 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.



1.3. General On Water

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Injury from colliding water craft	3	2	6	<ul style="list-style-type: none"> - Do not exceed maximum craft on water - Duty Manager to conduct dynamic risk assessment if lagoon is to crowded - Instructors to control group and stay within the designated sailing area as best as possible
Colliding with Wake cable user	1	4	4	<ul style="list-style-type: none"> - 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. - Cable operator to stop cables if wake are is entered by another craft or person - Users are instructed to step into the water and walk away if they get near or make contact with the line of buoys.
Failure of equipment	2	4	8	<ul style="list-style-type: none"> - Equipment checked weekly for signs of damage and quarantined if faulty - Clients hiring equipment not under supervision to check their kit before use
Sunburn	3	3	9	<ul style="list-style-type: none"> - 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 - Staff to ensure children apply suncream when appropriate
Dehydration	3	2	6	<ul style="list-style-type: none"> - Advise clients to regular drink water - Advise clients to take regular breaks on particularly hot days
Hypothermia	2	4	8	<ul style="list-style-type: none"> - Keep a close eye on clients on colder days - Advise clients to dress appropriately - Have regular breaks to warm up (hot drinks)
Fatigue (can lead to drowning)	3	4	12	<ul style="list-style-type: none"> - Take regular breaks - adjust sessions to suit clients



1.3. General On Water

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Aggravating previous injuries	2	3	6	<ul style="list-style-type: none"> - Ensure there's medical history conveyed in signing in procedure - Adapt sessions if needs be to cater to any medical history
Injury from hitting the bottom of the Lagoon	3	3	9	<ul style="list-style-type: none"> - 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
Injury and Cross Contamination from centre clothing and Buoyancy Aids	1	2	2	<ul style="list-style-type: none"> - Equipment checked for wear & tear or faults. Buoyancy Aids, Waterproofs etc rinsed & dried after use. -
Injury or drowning From Launching and Recovery	2	5	10	<ul style="list-style-type: none"> - Staff training given to staff on operating procedures. - Safety talk to ALL clients. - Correct use of trailers & trolleys. - Staff member to assist in all aspects providing guidance. Member of staff on the water before any client is allowed to launch. - Member of staff to aid launch and land if deemed necessary by DM.
Electrical Harm from lightning	1	4-5	4-5	<ul style="list-style-type: none"> - DM checks weather at the start of each day. - If there is risk of electrical storm DM monitors Lightning tracker maps and observed visual signs of a building/ incoming storm. - If distant thunder/ lightning observed then kit on water could be reduced or prepared to land. - If lightning is close by all kit and customers should be off the water immediately. - There should be no returning to the water until a minimum of 30 minutes from last close lightning. If there is still risk of more the DM may choose to wait longer.



2 Activity Specific Risk Assessments

2.1. Windsurfing

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Injury from falling off windsurf simulator	1	2	2	<ul style="list-style-type: none"> - Simulator to be used on grass area and not concrete - Instructor to hold simulator leash when in use - Simulator only to be used under instructor supervision
Injury from colliding with edge of lagoon	3	3	9	<ul style="list-style-type: none"> - Clients briefed to drop sails and drop to knees if near edge of lagoon (1 board length)
Injury from Falling off board into Lagoon	4	2	8	<ul style="list-style-type: none"> - Clients advised to spread their fall into lagoon and not attempt to land on their feet. - Correct footwear to be worn
Colliding with Wake cable user	1	4	4	<ul style="list-style-type: none"> - Instructor or DM will brief all users as to the operating area before entering the lagoon. - Both dock and tower are surrounded with a line of buoys. - Cable operator to stop cables if wake area is entered by another craft or person - Users are instructed to step into the water and walk away if they get near or make contact with the line of buoys.



2.1.1 Windsurfing Foiling

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Hitting someone while carrying foil	1	2	2	- Briefed on how to carry kit correctly; i.e. by the fuselage and the front footstrap. Carry sail separately.
Someone getting struck by foil (and / or board) when it is sitting on the beach.	1	2	2	- Briefed on correct kit position in relation to the wind. Do not leave kit unattended longer than necessary
Injury due to running aground whilst using the foil	2	2	4	- Ensure the user is strictly briefed on not beach starting when launching and stops and swims the kit in with plenty of space from the beach. - Helmets to be worn until users reach the standard of sustained flight. Helmets are advised at all times
Kicking the foil when trying to waterstarting	3	2	6	- Advised on NOT to water start when foiling
Falling onto the foil during a crash	3	3	9	- Briefed on keeping hold of the boom during crash to minimise risk of contact with foil. - Helmets to be worn until users reach the standard of sustained flight. Helmets are advised at all times



2.2. Dinghy Sailing

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Boom hitting head	3	3	9	<ul style="list-style-type: none"> - All children under 16 wear helmets, adults are advised but not compulsory - No gybing in strong winds - Good briefing and group control - Oppy booms should have padding on - When pairing sailors asked to keep heads down. - DM to assess conditions suitable for hire
Colliding with Wake Cable platform or tower	3	2	6	<ul style="list-style-type: none"> - 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.
Capsize entrapment on Lagoon	2	5	10	<ul style="list-style-type: none"> - Sailors are briefed on the correct capsize method - Groups are kept under supervision which are close proximity to an instructor - Sailors are briefed that the lagoon is shallow and they can stand up
Breakages - mast	2	2	4	<ul style="list-style-type: none"> - 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 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



Breakages - rudder	2	2	4	<ul style="list-style-type: none"> - 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
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2.3. General Stand Up Paddleboarding

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Falling whilst carrying the board	1	2	2	<ul style="list-style-type: none"> - 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	2	3	6	<ul style="list-style-type: none"> - DM to decide on appropriate conditions for hire - Appointed Staff member briefs the user with launching & landing tips
Contact with equipment	2	2	4	<ul style="list-style-type: none"> - Instructor briefing clients - explanation of paddling, and other equipments. - Timing of paddling strokes so avoid contact with other clients in vessel.
Entanglement with leash	1	1	1	<ul style="list-style-type: none"> - Wear leash around ankle - Ensure leash is maintained. - quick release is intact, velcro isn't frayed.
Getting hit by paddle	2	2	4	<ul style="list-style-type: none"> - All users briefed on how to use paddle - Correct size paddles must be used - Paddles checked for sharp or broken bits



2.3. General Stand Up Paddleboarding

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Loosing a paddle out to sea	1	2	2	<ul style="list-style-type: none"> - 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	1	2	2	<ul style="list-style-type: none"> - 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.

2.3.1 Stand Up Paddleboarding - Fitness & Yoga

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Falling onto lagoon side	1	1	1	<ul style="list-style-type: none"> - Ensure clients kneel down before the side and come along side to get out
Falling off whilst tethered	1	2	2	<ul style="list-style-type: none"> - Brief clients that it's shallow - Brief clients that jolting can happen
Entanglement in tether	1	2	2	<ul style="list-style-type: none"> - Tether painters have a quick release - Quick release are connected on the board, not the weight
Falling onto another client	2	2	4	<ul style="list-style-type: none"> - Encourage clients to keep a safe distance from each other
Cut Feet in Lagoon	1	3	3	<ul style="list-style-type: none"> - Clients are ADVISED to wear shoes but it is not compulsory for sago participants.


2.3.2 XL SUP for groups

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Hit by paddle	2	2	4	<ul style="list-style-type: none"> - Clear explanation of rules and safety factors from instructors - Instructor lead activity at all times - Instructors to control group - If doing wobble games, leave paddles to one side
Entrapment / Inversion	2	4	8	<ul style="list-style-type: none"> - Instructor's only allowed to flip SUP upside down deliberately for the use of 'slip and slide' - Group to be out of lagoon or at least 10 meters away when flipping. - Instructors to brief participants to fall away from sup. - Instructors to watch for heads resurfacing after falling off.
Hitting Bottom	2	2	4	<ul style="list-style-type: none"> - Brief on depth of water - No head first diving , belly flops only
Sea use	2	3	6	<ul style="list-style-type: none"> - Lead instructor to wear a leash - Full briefing as total emersion and separation from craft likely if any waves - Consider if helmets are appropriate - Check swim ability of group - Consider movement of tide
Other water users	1	2	2	<ul style="list-style-type: none"> - Users must be made aware of other craft - Briefing to avoid collisions
Loss of control due to wind	2	2	4	<ul style="list-style-type: none"> - 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

**2.3.3 XL Slip & Slide**

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Falling during run up	2	2	4	<ul style="list-style-type: none"> - Briefed before activity - short run up - Instructor supervising the run up - strictly 1 person at a time - ensure there are no obstructions
Friction burns	2	2	4	<ul style="list-style-type: none"> - Briefed before activity - Keep XL SUP wet at all times - Participants must not take part if dry
Entrapment under the XL SUP	2	4	8	<ul style="list-style-type: none"> - Briefed before activity - 1 Instructor in the water holding SUP in place -
Body impacts	2	2	4	<ul style="list-style-type: none"> - Briefed before activity - Strictly 1 person at a time -
Hitting the floor	2	3	6	<ul style="list-style-type: none"> - Ensure the SUP is flat on the water at the end (not lifted to make a ramp) - Helmets to be worn by all participants - Encouraged to cover face with arms if going head first


2.3.4 SUP and Kayak Waterpolo

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Injury from game	1	3	3	<ul style="list-style-type: none"> - Clear explanation of rules by instructor - Enforcement of rules by instructor - -
Hit by paddle	2	3	6	<ul style="list-style-type: none"> - Wear helmet - Clear explanation of rules by instructor - Enforcement of rules by instructor
Entanglement with net	1	2	2	<ul style="list-style-type: none"> - Brief to Stay out of nets - Brief to get off kayak and stand up - Wait for assistance - Don't panic
Fingers trapped between kayaks	2	2	4	<ul style="list-style-type: none"> - Keep hands on paddle when not throwing ball - Keep hand away from edges. Do not rest hand on edges or side
Collision	3	1	3	<ul style="list-style-type: none"> - 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	2	2	4	<ul style="list-style-type: none"> - Zone area off so other craft are unlikely to enter - Stop play if another craft enters area - Instruct to paddle clear of the craft


2.4 Wakeboarding (Use of Lagoon Wake Park)

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Injury on Obstacle	3	3	9	<ul style="list-style-type: none"> - Monthly staff training on rescue procedures - 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	2	4	8	<ul style="list-style-type: none"> - 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 / tower	2	4	8	<ul style="list-style-type: none"> - 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	1	5	5	<ul style="list-style-type: none"> - Monthly staff training on rescue procedures - 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	2	4	8	<ul style="list-style-type: none"> - Operator must be careful and make sure they can see their hands are both on the handle before putting any power on - Qualified operator's only, trainees to be under supervision by qualified staff -



2.4 Wakeboarding (Use of Lagoon Wake Park)

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Unconscious rider	2	5	10	<ul style="list-style-type: none"> - Monthly staff training on rescue procedures - 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 - Operator to stop cable immediately if a rider is approaching obstacle incorrectly
Hitting the bottom of the Lagoon	2	4	8	<ul style="list-style-type: none"> - Riders are briefed about the depth. Air tricks are banned on tech cable. Air cable is in the deepest part of the Lagoon. - Wakepark to only install features suitable for 1 meter of depth as recommended by the manufacturer
Straining body parts	3	2	6	<ul style="list-style-type: none"> - 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	2	2	4	<ul style="list-style-type: none"> - Wakeboard bindings need to be checked regularly - Operators will make sure the correct equipment is being used - Users advised to warm up before riding
Injury due to distraction to operator	2	4	8	<ul style="list-style-type: none"> - Riders and staff only on the docks - Training operators to be supervised by qualified staff - Mobile phones and personal devices are banned - Operator must make sure they are in clear view of the rider - Operator's briefed to stop session if they feel distracted. e.g. children playing on the dock



2.4 Wakeboarding (Use of Lagoon Wake Park)

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Suspected Spinal injury on cable	1	5	5	<ul style="list-style-type: none"> - Monthly staff training on rescue procedures - When a spinal injury is a concern the casualty needs to stay in the water until ambulance arrives. -
Cut to feet	2	3	6	<ul style="list-style-type: none"> - No Glass Allowed on Dock. - Instructors to control group and keep out of water. - Shoes to be worn if going in the water without wakeboard.

2.4.1 Ringo Rides on Cables

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Thrown off ringo	3	2	6	<ul style="list-style-type: none"> - 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. - No ringo rides on strong winds (Duty Manager's discretion) -
Rider falling from Ringo when leaves water	2	2	4	<ul style="list-style-type: none"> - Responsible driving by operator, MUST take up slack on line slowly - Clear briefing - Good communication between driver and rider regarding ride speed.
Rope entanglement	2	4	8	<ul style="list-style-type: none"> - Responsible driving by operator. - Driver to drive cable very slowly over head, drag ringo at slow speed for 2 seconds before speeding up - Brief riders to be careful of the rope when changing direction



2.5 Raft Build and Race

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Entrapment under overturned raft	1	5	5	<ul style="list-style-type: none"> - Briefed prior to activity - - not to deliberately overturn raft - Staff member in the water at all times
Entrapment of limbs within equipment	2	4	8	<ul style="list-style-type: none"> - Briefed prior to activity. - - Ensure there is minimal excess loose rope and knots are secure - - Ensure raft design has no small gaps in it - Staff assist all teams with mounting and dismounting the raft to ensure a safe seating position
Impact to the head	2	3	6	<ul style="list-style-type: none"> - Not everyone has a paddle - Supervised on land while manoeuvring equipment -
Hitting bottom of lagoon	2	2	4	<ul style="list-style-type: none"> - No diving - No standing on the rafts
Dropping equipment on participant	2	2	4	<ul style="list-style-type: none"> - All activities supervised by staff - Students briefed on correct handling and manoeuvring methods for barrels and timber



2.6 Team Building Activities					
Activity	Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Cross country skis	Falling over	2	1	2	- Brief clients on the task
	Twisting ankle	1	2	2	l. Brief clients not to fully put their foot in the rope loops, so their feet are free
Piranha crossing	Falling over	2	2	4	- 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	2	1	2	- Check over equipment before using it and run hands over wooden equipment to check for splinters
	Dropping heavy wood on each other	2	3	6	- Brief clients that the TEAM build exercise requires a team effort especially when it comes to lifting the equipment
Reverse ka-plunk	Poking sharp sticks into eyes	2	2	4	- Brief clients to be mindful of the sticks and be careful placing into tube
Bomb Disposal	Falling over	1	1	1	- Brief clients the task in hand and challenge objective
Stepping Stones	Stepping on fingers	2	2	4	- Demonstrate how to place a stepping stone without stepping on fingers
Spiders Web	Falling over	2	3	6	- 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	2	2	4	- Proper briefing and keep group control
	Hitting a member of public with ball	1	3	3	- 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	1	1	1	- Use thick rope so knots can't get tight
	Mast falls onto person	1	3	3	- Keep monitoring the session - Make sure mast is properly secure



2.6 Team Building Activities					
Activity	Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Mission Lagoon	Getting run over by a vehicle	1	4	4	- Brief the group the parameters of the challenge. The task does not go near the road
	Group gets lost	1	4	4	- Brief the group a meeting point and express the importance of sticking together
	Tripping around the centre	2	4	8	- Brief the group not to run and be aware of their surroundings

2.7 Log Rolling				
Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)				
Hitting the bottom of the lagoon	4	2	8	<ul style="list-style-type: none">- Brief participants on depth- Participants must wear shoes and buoyancy aid- Briefed on safe falling
Hitting the log when falling	4	2	8	<ul style="list-style-type: none">- Briefed to fall away from the Log- Briefed on safe falling- Under instructor supervision- Instructor holding yellow trainer to prevent log from spinning whilst participants get to their feet
Falling onto a person in the water	1	2	2	<ul style="list-style-type: none">- Keep the rest of the group a minimum of 3 meters distance
Hitting the edge of the lagoon	1	4	4	<ul style="list-style-type: none">- Log pointing away from lagoon edge (not parallel to lagoon)- Log atleast 3 meters from Lagoon edge



2.8 Kids Activity Week Activities - Water & Land Based					
Activity	Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
General on water risk assessments apply (section 1.3)					
General on land risk assessments apply (section 1.2)					
Parachute games	Tripping & falling	2	2	4	<ul style="list-style-type: none"> - 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	1	3	3	<ul style="list-style-type: none"> - Don't use parachute in windy conditions.
Pimp my Pico	Children climbing and falling from boats	2	2	4	<ul style="list-style-type: none"> - Give kids appropriate decorations, ensure kids don't go on boats on land
Rounders	Children Slipping and colliding	2	2	4	<ul style="list-style-type: none"> - Make sure children are stood on one side of base away from batter
	Ball hits face	1	2	2	<ul style="list-style-type: none"> - 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	2	2	4	<ul style="list-style-type: none"> - Supervise activity & Brief the children on how to correctly crab.
	Lines hooking children	2	2	4	<ul style="list-style-type: none"> - Don't use sharp hooks, use paper clips to hold bait
	Crabs nipping fingers with claws	2	2	4	<ul style="list-style-type: none"> - Encourage the children to shake the crab off the line - Instructors can help get the crab into the bucket
	Getting hit by weight	1	2	2	<ul style="list-style-type: none"> - Brief children to lower the bait into the water, not to swing the equipment round.



2.8 Kids Activity Week Activities - Water & Land Based					
Activity	Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Splat	Falling over	1	2	2	- Play games on grass area which is clear of dog mess and any material that could be abrasive or sharp.
	poking in the eye	1	2	2	- 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	3	2	6	<ul style="list-style-type: none"> - 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.
Football	Ball hits face	1	2	2	<ul style="list-style-type: none"> - Use a soft ball - Children are briefed that the ball is not to exceed waist height
	Slips, Trips and Falls	3	2	6	<ul style="list-style-type: none"> - We have a designated area on the grass which is suitable for playing football. - 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.
	Hard tackling, and Shin kicks	3	2	6	- Children briefed not to do any extreme/dangerous tackling
New games	Unforeseen Injury	NA	NA	NA	<ul style="list-style-type: none"> - Ask DM before starting - Complete Dynamic risk assessment -



3. Maintenance and Equipment Handling

3.1 General Maintenance and Equipment handling

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Manual handling Injury	2	3	6	<ul style="list-style-type: none"> - Induction and staff training - Correct use of equipment provided. - Correct lifting and handling techniques. - Organised assistance for heavy equipment. -
Power Tools	2	4	8	<ul style="list-style-type: none"> - 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. -



3.1 General Maintenance and Equipment handling

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Grinding and Sanding	2	3	6	<ul style="list-style-type: none"> - Wear protective goggles & clothing - Use of guards - Check no obstacles - Check leads, sockets & connections regularly. -
Electrical Equipment	2	3	6	<ul style="list-style-type: none"> - 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	2	4	8	<ul style="list-style-type: none"> - Wear protective gloves & use warning "Keep Clear" signs. - Work in well-ventilated area or open - Wearing face mask - Trained staff only -
Work Shop Fire	2	4	8	<ul style="list-style-type: none"> - No Smoking near work shops - Fire procedures briefing for staff during training. -
Allergic skin reactions	2	4	8	<ul style="list-style-type: none"> - Careful use. - Use gloves and barrier cream. - Remove from skin thoroughly after use. -
Injury through operating machinery	2	2	4	<ul style="list-style-type: none"> - Wear protective goggles and gloves where appropriate - Proper preparation and storing of objects -
Objects falling from shelves	2	2	4	<ul style="list-style-type: none"> - Do not overload shelves - Use step ladders when handling items above head height



3.1 General Maintenance and Equipment handling

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
windsurf, SUP boards , kayaks, paddles falling being dropped.	3	2	6	<ul style="list-style-type: none"> - Ensure boards stored in correct place - Ensure boards secured - Signage to advise customers - Lift with care and get help if too heavy
Tripping	2	2	4	<ul style="list-style-type: none"> - Ensure storage areas and work shop areas tidy - Floor and walk ways clear
Fire from fuel	2	4	8	<ul style="list-style-type: none"> - 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	1	4	4	<ul style="list-style-type: none"> - Care when decanting into fuel cans. - Use funnel. - Eyes wash station and rubber gloves are provided in office.

3.2. Wake Park Maintainance

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Electric shock	2	5	10	<ul style="list-style-type: none"> - Switch off/de-energise the system before maintenance - Cable maintenance room locked and closed off (One key to the lock which is taken with the personnel doing the maintenance) - Signage in place - All written procedures include the step switch off the cables



3.2. Wake Park Maintenance

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Falling from Tower	2	5	10	<ul style="list-style-type: none"> - Only trained personnel are permit to climb the towers - Keep 3-points of contact at all times while on the tower - Wear a harness and helmet for all procedures - Staff to wear closed toe shoes - Signs on all towers warning about the serious risk of death if climbed - Contacted the HSE for advice and guideline
Dropping tools onto people	2	4	8	<ul style="list-style-type: none"> - Working area is closed off by a warning cones - Members of staff are required to wear helmets
Heavy maintenance equipment	2	4	8	<ul style="list-style-type: none"> - Steel toe cap shoes or waders to be worn - Helmets to be worn - Correct lifting technique to be used with assistance if needed - Training given on how to use the equipment safely and properly by industry wake parts
Pinch risk	2	4	8	<ul style="list-style-type: none"> - Keep a safe distance from the pulley inlet - No baggy clothing - Long hair to be tied up and tucked into clothing
Power tools	2	4	8	<ul style="list-style-type: none"> - PPE: gloves, glasses, face mask, steel toe cap shoes
Split ends on metal cabling	2	3	6	<ul style="list-style-type: none"> - PPE: gloves and glasses to be worn when touching/looking at the running cable and anchor lines
Motor falling	1	5	5	<ul style="list-style-type: none"> - Helmets to be worn - Top screw needs to be at least 6 full turns deep into the motor to support its weight - 3 to 1 pulley and belay system
Loud noises from maintenance and equipment	5	2	10	<ul style="list-style-type: none"> - Ear protectors to be worn


3.2. Wake Park Maintenance

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Entrapment inside features	1	5	5	<ul style="list-style-type: none"> - All personnel to be properly trained - Procedure do be done working in pairs
Equipment/components failing	1	5	5	<ul style="list-style-type: none"> - Annual inspection to be carried out by a qualified inspector from Industry Wake Parks - Records of inspection and examinations, maintenance, testing and certificates of conformity to be kept - Testing System 2.0 after any installation of a new part - On-going, daily, weekly, monthly and annual checks to be completed as recommended by Industry Wake Parks and Sesitec - PPE to be worn
User error	1	5	5	<ul style="list-style-type: none"> - Written step by step procedures to be followed - All personnel to be properly trained
Tower falling over	1	5	5	<ul style="list-style-type: none"> - Front anchor safety lines to be set up - No persons inside the 10-meter radius of the towers (coned-off area)

4 Safeguarding



4.1 Outside changing room

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Young people being watched, photographed entering and leaving the changing rooms	2	4	8	<ul style="list-style-type: none"> - Keep locked when not in use - Supervised by staff member
Messing about in the changing rooms and inappropriate behaviors	3	2	6	<ul style="list-style-type: none"> - Signage explaining rules of changing rooms - Supervised by staff member
Distance from Office	2	2	4	<ul style="list-style-type: none"> - Keep locked when not in use - Only open when planned by DM - Supervised by staff member - Signage -
Child sexual exploitation	1	5	5	<ul style="list-style-type: none"> - Keep locked when not in use - Only open when planned by DM - Supervised by staff member - Signage

4.2 Outside Showers

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Young people being watched, photographed	2	3	6	<ul style="list-style-type: none"> - Screening - Supervised by staff member - Signage explaining rules of changing rooms
Messing about and inappropriate behaviors	2	2	4	<ul style="list-style-type: none"> - Signage explaining rules of changing rooms - Supervised by staff member



Route drawn:

4.2 Outside Showers				
Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Distance from Office	2	2	4	<ul style="list-style-type: none">- Supervised by staff member- Only open when planned by DM- Supervised by staff member- Signage-

**4.2 Outside Showers**

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Child sexual exploitation	1	5	5	<ul style="list-style-type: none">- Supervised by staff member- Only open when planned by DM- Supervised by staff member- Signage

5 Tuition on the sea

5.1 General Tuition on the Sea

INSTRUCTORS MUST BE FAMILIAR WITH GENERAL AND SPORT SPECIFIC RISK ASSESSMENTS



Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
Drowning during Courses	2	5	10	<ul style="list-style-type: none"> - Buoyancy aids to be worn at all times (Limited exceptions see SOP's) - Operate to NGB guidelines and Lagoon Watersports SOP's - Staff training - Assessment of conditions and forecast by the instructor and DM - Assessment of customers experience & group size by the instructor and DM - Assessment of instructors experience by DM - Check assessments with the Duty Manager - Ensure safety boat is on the water - Water users to comply with operating procedures - Customer briefing - Check medical conditions and confirm the person can swim. - Instructor and DM to carry out dynamic risk assessments - Instructor always on water - Instructor to have a safety pack and communication



Injury or drowning From Launching and Recovery	2	5	10	<ul style="list-style-type: none"> - Staff training given to staff on operating procedures. - Safety talk to ALL clients. - Correct use of trailers & trolleys. - Staff member to assist in all aspects providing guidance. Member of staff on the water before any client is allowed to launch. - Member of staff to aid launch and land if deemed necessary by DM - DM to determine if safe to launch and land, if in doubt don't go out
Lost person	2	5	10	<ul style="list-style-type: none"> - Head count at the beginning & end of each session. - Continuous head counting during session not equipment counting. - Close group control. If a person is struggling to stay with the main group take prompt positive action. - Emergency telephone numbers and contact details held at centre. - Staff Training on emergency action plans
Sickness from sea water	1	2	2	<ul style="list-style-type: none"> - Seafront office advise us if there are any concerns with water quality. - Visual inspection of the water
Sea sickness	1	2	2	<ul style="list-style-type: none"> - Clients that suffer from sea sickness may want to take sea sickness tablets before. - Clients that are suffering need to get ashore
Injury from objects	2	3	6	<ul style="list-style-type: none"> - Advise to wear footwear - Brief on objects to avoid (groynes, other carft , safety boat)
Fatigue (can lead to drowning on sea)	3	4	12	<ul style="list-style-type: none"> - Take regular breaks - adjust sessions to suit clients



Failure of equipment	2	4	8	<ul style="list-style-type: none"> - Equipment checked weekly for signs of damage and quarantined if faulty - Double check equipment before session - Brief on how to attract attention - Safety boat on water - Emergency action plan
Hitting another water users	2	4	8	<ul style="list-style-type: none"> - Briefing - Group control - Dynamic risk assessment

6.1 Guided Paddle Sessions

INSTRUCTORS MUST BE FAMILIAR WITH GENERAL AND SPORT SPECIFIC RISK ASSESSMENTS

Risk	Likelihood	Severity	Risk Factor	Controlling Measures to Reduce Risk
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Drowning during Courses	2	5	10	<ul style="list-style-type: none"> - Waist leash to be worn at all times - Operate to NGB guidelines and Lagoon Watersports SOP's - Staff training - Assessment of conditions and forecast by the instructor and DM - Assessment of customers experience & group size by the instructor/ guide and DM - Assessment of instructors experience by DM - Check assessments with the Duty Manager - Water users to comply with operating procedures - Customer briefing - Check medical conditions and confirm the person can swim. - Instructor and DM to carry out dynamic risk assessments - Instructor always on water - Instructor to have a safety pack and communication
Injury or drowning From Launching and Recovery	2	5	10	<ul style="list-style-type: none"> - Staff training given to staff on operating procedures. - Safety talk to ALL clients. - Appropriately choosing launching and landing sites based on recommended areas - Staff member to assist in all aspects providing guidance. Member of staff on the water before any client is allowed to launch. - Guide to determine if safe to launch and land, if in doubt don't go out

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Lost person	2	5	10	<ul style="list-style-type: none"> - Head count at the beginning & end of each session. - Continuous head counting during session not equipment counting. - Close group control. If a person is struggling to stay with the main group take prompt positive action. - Emergency telephone numbers and contact details held at centre. - Staff Training on emergency action plans
Sickness from water	1	2	2	<ul style="list-style-type: none"> - Seafront office advise us if there are any concerns with water quality. - Visual inspection of the water
Injury from objects	2	3	6	<ul style="list-style-type: none"> - Advise to wear footwear - Brief on objects to avoid (bridges, outsticking branches other craft)
Fatigue (can lead to drowning on sea)	3	4	12	<ul style="list-style-type: none"> - Take regular breaks - adjust sessions to suit clients ability and energy
Failure of equipment	2	4	8	<ul style="list-style-type: none"> - Equipment checked for signs of damage and quarantined if faulty - Double check equipment before session - Brief on how to attract attention - Safety boat on water - Emergency action plan
Hitting another water users	2	4	8	<ul style="list-style-type: none"> - Briefing - Group control - Dynamic risk assessment
Hypothermia/ Heat stroke	2	4	8	<ul style="list-style-type: none"> - Brief on appropriate clothing for that day - Aware of deteriorating visual signs. - Back up plan if signs noticed - Instructor carries spare weather protection