# Risk Assessment

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (considering the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

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| Hazard Severity(a) | | Likelihood of Occurrence(b) | |
| 1 – Trivial | (e.g., discomfort, slight bruising, self-help recovery, no significant harm to health or mental health) | 1 – Remote | (almost never) |
| 2 – Minor | (e.g., small cut, abrasion, basic first aid need, temporary ill-heath leading to discomfort, stress / distress) | 2 – Unlikely | (occurs rarely) |
| 3 – Moderate | (e.g., strain, sprain, incapacitation or other injury or diagnosable mental health condition < 7 days absence from work or amended duties,) | 3 – Possible | (could occur, but uncommon) |
| 4 – Serious | (e.g., fracture or hospitalisation (for >24 hrs) or incapacitation (>7 days) or Diagnosable mental health condition significantly affecting day to day life; Self harm or harm to others due to mental health condition. | 4 – Likely | (recurrent but not frequent) |
| 5 – Catastrophic | (single or multiple fatalities or life changing disabilities or injuries, suicide risk or potential harm to others as a result of severe mental health impacts). | 5 – Very likely | (occurs frequently) |

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| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (a x b)** | | |
| **(b)🡳 (a)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 – 12)** | **HIGH RISK**  **(15 – 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

**General Guidance:**

* “Additional control” items are controls that have not been implemented yet and have been identified as needing to be introduced. Once the control is in place, the item should be moved to “Existing controls”.
* Hazards should potentially result in harm to a person or group of people. While reputational and financial risks should be considered when planning events or procedures, they do not belong on this document.

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| Risk Assessment Record | | |
| Risk Assessment Title:  Surf Trips | Date Produced: 26/04/2024 | Review Date: 10/06/2024 |
| Overview/Description of Activity:  Activities on trips or events where paddling occurs in coastal areas | Duration/Frequency of Activity:  Regular | |
| Location of Activity:  UK | Generic or Specific Assessment:  Generic Assessment | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Drowning | Anyone on Water | * Buoyancy aids are mandatory on the sea for those in a kayak. * Swimmers asked to swim in lifeguard protected zones. * Surf Leader has skills and experience to assist any person trapped in a capsized kayak. * Swim test is required to assess swimming competence. * Before using a spraydeck, paddler competence should be assessed to ensure they know how to exit the kayak safely. * Paddlers encouraged not to paddle outside of their limits * Swimming not permitted between sunset and sunrise | 5 | 1 | 5 |  |
| 2 | Collision of boat/paddle and person | Anyone on water | * Paddlers should only surf in areas within their skill level of controlling the kayak * Buoyancy Aids provide padding * Helmets should be worn when kayak surfing * Everyone taught surfing etiquette so chances of dropping in on someone/ being dropped in on are mitigated * Group should be aware of other water users in the area, and act to minimise the risk of collision * BUCC swimmers must swim away from kayakers | 4 | 2 | 8 |  |
| 3 | Hypothermia/Environment/Weather | Anyone present | * Everyone briefed on what to wear * Wetsuits may be borrowed from the club or SU. Non-beginners are encouraged to invest in their own kit as part of good practise in an outdoor adventure context. * The Surf Leader(s) present are required to have first aid. * Individuals reminded to bring water and apply sun cream in hot weather. * If the weather becomes dangerous then the session will also be cancelled | 5 | 1 | 5 |  |
| 4 | Lifting Kayaks/Canoes | Anyone paddling | * Participants informed of the safe method of transporting kayaks. If necessary, two persons should be used to move a heavy load. | 3 | 2 | 6 |  |
| 5 | Adverse surf conditions | Anyone paddling | * Surf conditions are monitored by the coach/participants and if inappropriate for the group, then the session will be cancelled | 3 | 2 | 6 |  |
| 6 | Cuts caused by sharps objects (rocks, reefs etc) | Anyone paddling | * Protective footwear worn by all participants * The Surf Leader(s) present are required to have first aid. * Groups encouraged not to surf or swim near rocks or reefs | 3 | 2 | 6 |  |
| 7 | Boat Entrapment | Anyone paddling | * Spray decks are checked often * Everyone is taught and checked on their ability to exit a boat prior trip * Surf Leader(s) have the ability to rescue those trapped in their boats | 5 | 1 | 5 |  |
| 8 | Paddlers being caught in rips | Anyone swimming | * Conditions are checked before getting on the water by Surf Leader(s) * Swimmers to swim in lifeguard protected zones where possible * Kayakers informed of strategy for escaping rip tide before getting on water | 3 | 2 | 6 |  |
| 9 | Aggressive Surfers | Anyone swimming | * Efforts are taken to follow and abide by good surf etiquette at all times * Beginners’ groups are taken away from the main break so that they do not get in the way of other beach users | 3 | 2 | 6 |  |
| 10 | Intoxicated water access (drinking on beach) | Anyone | * Everyone reminded of dangers of entering water while intoxicated * Entering the water while intoxicated is not condoned by club * At least one sober senior club member present * To discourage swimming after dark and / or while intoxicated, doing so will result in the cancellation of going to the beach the following day. * To discourage swimming after dark and / or while intoxicated, doing so will result in the cancellation of the next trip. * The club will not offer any alcohol (such as punch) when near water so that members are in control of their own consumption. * Social areas on the beach are to be properly lit to ensure members can easily keep an eye on each other. | 4 | 3 | 12 |  |
| 11 | People participating who are not medically fit | Anyone on the water | * Use of confidential medical questionnaire must be completed by all trip members. * Form should be updated in the event in change of medical circumstance | 3 | 2 | 6 |  |

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| Assessor signature:  J Pinnell | Print name:  Jessica Pinnell | **Date:**  10/06/2024 | **Authoriser’s signature:** | **Print name:** | **Date:** |

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| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
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| Responsible person’s signature:  Print name:  Date: | | | | | Responsible person’s signature:  Print name:  Date |