# 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:STV Pool Sessions | Date Produced: 09/06/2024 | Review Date: 10/06/2024 |
| Overview/Description of Activity:Participant skill levels range from complete beginner to advanced paddler. Number of paddlers ranges from 6-18 on the water at any one time. Activities are always supervised by a minimum of one responsible, competent paddler. Lifeguards are present but will only assist a person who is no longer in a kayak. Equipment used is as follows: Polo buoyancy aids; spray decks; polo helmets; polo balls; polo goals; polo kayaks; polo paddles; pool floats; submersible tables. Conditions: Controlled indoors environment.  | Duration/Frequency of Activity:Each week this generally includes 3x 1hr general skill sessions and 1x 2hr polo session. |
| Location of Activity:STV Swimming Pool | Generic or Specific Assessment:Specific Assessment |

| # | Hazard(s) identified | Who might be affectedand how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Drowning | All persons on water; bystanders  | * Lifeguards present to assist any person not in a kayak.
* Session leader has skills and experience to assist any person trapped in a capsized kayak.
* Swim test is used to assess swimming competence following SU swim test procedure.
* Before using a spray deck, paddler competence should be assessed with spraydeck familiarisation by a session to ensure they know how to exit the kayak safely.
* Buoyancy aids must be worn by coaches swimming in the water
 | 5 | 1 | 5 |  |
| 2 | Collision of person and boat/paddle  | Anyone paddling | * Boat control is taught from beginning.
* Exercises are tailored to the abilities of the group.
* Pool sessions limited to 18 boats.
* Helmets to be worn during high contact-risk activities e.g. Polo tackle drills; polo games.
* Boats fitted with foam padding on either end. Repair/replacement of padding to be organised by Kit Sec when required
* Coaches may only coach while swimming in the water during calm sessions (e.g. rolling)
 | 4 | 2 | 8 |  |
| 3 | Slipping on poolside | Anyone at the swimming pool | * Running on poolside is prohibited.
* Good manual handling practise when moving equipment on poolside
 | 4 | 2 | 8 |  |
| 4 | Head Injury | Anyone on the water | * Training should be clear of pool sides unless specifically required for the drill.
* When it cannot be ensured that persons will remain clear of the poolside (eg polo matches), helmets should be worn, unless the session leader deems that helmets are not required for the activity.
 | 3 | 2 | 6 |  |
| 5 | Collision of ball and person | Anyone on the water | * Balls should only be thrown to persons aware of the game/ exercise.
 | 3 | 2 | 6 |  |
| 6 | Lifting Kayaks | Anyone paddling | * Participants informed of the safe method of transporting kayaks. If necessary, two persons should be used to move a heavy load.
 | 2 | 3 | 6 |  |
| 7 | Kayak Entrapment | Anyone Paddling | * Following the club’s “Competent Coaches” process (<https://www.thesubath.com/canoe/coaching/competentcoaches/>), a person with Leadership-level experience will be running the pool session and is equipped with the skills to right an upside-down kayak, mitigating the drowning risk and allowing the paddler to become freed.
 | 5 | 1 | 5 |  |
| 8 | Fire | Everyone present | * Participants to follow the instruction of facility staff members.
 | 4 | 1 | 4 |  |
| 9 | Dehydration | Everyone present | * Water readily available on the water side
 | 2 | 1 | 4 |  |
| 10 |  |  |  |  |  |  |  |

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| Assessor signature: | Print name: | **Date:** | **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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