

The Outdoor Ed School – Watersports Hire – Risk Assessment

This document will highlight the hazards for taking part in a watersport hire session with The Outdoor Ed School and the actions which will be taken to reduce the risk of those hazards.

The instructor providing this session will have a current first aid qualification and would have completed the relevant activity sign off assessment.

The instructor will provide first aid in line with their first aid training.

As part of the freelance instructor induction, the freelancer is required to read through the following documents, standard operating procedures (SOP), emergency action plan (EAP), and the relevant activity risk assessments (RA).

The instructor will provide this activity in line with the policies and statements found in The Outdoor Ed School's SOP, EAP, and this RA to create a safe, fun, and educational experience for the participants.

Observations will take place to ensure freelancers are following the policies and procedures stated within the prementioned documents.

This document has been produced using the relevant national governing body guidance and the advice of industry professionals.

This document will be amended and reviewed as needed.

If you have any questions about the information contained in this document, please contact Dan Pritchard directly on 07513783253.

Generic Risk Section:

Hazard:	Who is at risk:	Actions to reduce risk:
Pre-existing medical conditions.	Instructor	<ul style="list-style-type: none"> - Freelancers and staff members are required to complete a 'freelance work agreement' form which includes declaring any medical requirements that may affect their ability to provide this activity. - Instructors are required to carry any medication they may need on their person while providing this activity. - Freelancer / staff member to inform other instructors of their medical requirements and how to support if appropriate.
	Participants	
Slips, Trips, and Falls	Instructors & Participants	<ul style="list-style-type: none"> - The instructor will complete a pre-use check on all activity equipment and activity area. If they identify any hazards like uneven ground, they will inform the participants as part of their activity brief. - The activity area must meet the required sizes stated in our 'activity station set up' document. - We do not recommend running in any activity but there is a strict no running rule in activities such as archery and axe throwing.

		<ul style="list-style-type: none"> - Within the booking confirmation email participants will be asked to wear suitable footwear which must be close toed. - The activity will be supervised by an instructor throughout. - The instructor will adapt the session delivery to fulfil the groups needs.
Physical contact	Instructors & Participants	<ul style="list-style-type: none"> - All our activities have a strict no contact rule except for Team Challenges where permission must be asked first. - Any violence towards instructors or participants is not acceptable and the individual will be removed for the session immediately. - Participants will be briefed on safe movement and the importance of being aware of others.
General Public entering activity area.	Public	<ul style="list-style-type: none"> - All activities except watersport activities will be provided on private land such as schools or one of our activity sites where a fence and gates keep the activity area secure. - Most activity areas such as laser tag, archery, axe throwing, and pioneering will be marked out using signs and/or lines. Please refer to the 'activity station set up' document. - If someone enters the activity area, the activity will be stopped, participants will be regrouped at the briefing area or waiting line, and the instructor will guide the member of public out of the activity area. - The activity cannot continue until the member of public has exited the activity area.
Lifting and carrying	Instructors Participants	<ul style="list-style-type: none"> - Instructors will use correct manual handling practices while lifting and carrying equipment. - Instructors will work together to move heavier items when possible. - Where possible the vehicle will be moved to / closer to the activity area to reduce the distance required to move the equipment. - Participants will be briefed on how to move the equipment safely by the instructor. - Teamwork is encouraged. - Session content can be adapted to meet all abilities.

Malfunction or faulty equipment	Instructors & Participants	<ul style="list-style-type: none"> - All equipment is logged and checked monthly. - All equipment is stored, transported, and used in line with the manufacture's guidance. - All custom-built equipment for team challenges has been built under the guidance of an experienced builder. - The instructor will complete pre-use checks on all equipment prior to the session starting. - Any equipment which is deemed unsafe will be removed from service. - The instructor will show participants how to inspect some equipment like arrows and axes in between rounds. - Activities will be supervised by a signed off instructor throughout.
Environmental	Instructors & Participants	<ul style="list-style-type: none"> - Due care taken on slippery surfaces. - Long trousers worn to protect against tics, bites & stings. - Visual check of site for potential hazards such as deadwood, Tree stumps, ditches, submerged objects in water, prior to and during sessions. - Activity camps should avoid pitching tents under trees. - Due care taken around any spillages (petrol etc) & reported where possible. - Use of weather report to highlight adverse conditions.
Dehydration and sun stroke	Instructors & Participants	<ul style="list-style-type: none"> - Included in the participant's booking confirmation is a 'What to bring' list which asks participants to dress for the weather and bring a bottle of water with them. - The instructor will direct participants to a place to refill water bottles prior to starting the activity. - The instructor will encourage participants to apply sunscreen and wear a hat. - A gazebo will be erected for shade if the location is suitable. - Regular water breaks can be arranged. - A spare bottle of water will be kept on / in the instructor's craft when providing a watersport activity.
Hypothermia	Instructors & Participants	<ul style="list-style-type: none"> - Included in the participant's booking confirmation is a 'What to bring' list which asks participants to dress for the weather and bring a drink with them. - The instructor will encourage participants to wear warm layers and to keep their coats on.

		<ul style="list-style-type: none"> - A gazebo will be erected for shelter if the location is suitable. - Really cold participants will be sent inside (school, bunkhouse, or activity hut) to warm up. - A spare XXL warm top, XXL waterproof top, and group shelter will be kept on / in the instructor's craft when providing a watersport activity. - Watersport participants will have access to hot showers at perch pool scout campsite. - Each first aid kit will include a foil blanket.
Miscommunication and/or lack of understanding	Participants & Public.	<ul style="list-style-type: none"> - The instructor will provide demonstrations where possible. - The instructor will provide a clear and simple brief to cover key activity and safety points. - The instructor will ask the group if they have any questions and understand all part of the safety or activity brief. - The instructor will ensure there is another time for every participant to practice and will recover basic skills if required Instructors. - The activity content can be adapted to fulfil the groups needs. - The instructor will ask for support from teachers, other instructors, and participants if required.
Misuse of equipment	Instructors, Participants, & Public.	<ul style="list-style-type: none"> - Participants should understand all instructions given to them and demonstrate safe use of equipment before being able take part in the activity independently. - The activity will always be supervised by an experienced and signed off instructor. - Participants will be expected to behave in accordance with The Outdoor Ed School participants agreement. - Participants which continue to ignore instructions or present a risk to themselves, or others will be removed from the session.
Unsupervised use of equipment.	Public	<ul style="list-style-type: none"> - All sessions provided by The Outdoor Ed School are instructor led. - When an activity is set up but is not being used an instructor will still be present to ensure no one will start playing, breaking, or steal the equipment. - Any items which have a sharp edge or point will be locked away in a vehicle. - Activities will be packed away after use where appropriate.

		<ul style="list-style-type: none"> - Any fires from bushcraft must be put out with water. The ashes, fire trays, and fire pit must be cool before the activity can be left.
Entanglement		<ul style="list-style-type: none"> - Loose jewellery will be removed or tucked away. - Hair tied back if appropriate. - Loose baggy clothing will be tucked in. - When providing a watersport session, the instructor will cover the clean line principle and will carry a knife.
Losing activity equipment.	Instructor, Participants, and Public.	<ul style="list-style-type: none"> - Equipment to be counted out and back in every session. - Equipment to be recovered before dismissing group. - Any items with a sharp edge or point to be kept under constant supervision. - Any items with a sharp edge or point to be kept on the instructor's person or in a locked vehicle when not in use. - Any equipment not in use should be stored in a vehicle is appropriate.
Getting separated and/or lost from the group.		<ul style="list-style-type: none"> - Please refer to the emergency action plan.

Activity Specific Risk Section:

Hazard:	Who is at risk:	Actions to reduce risk:
Slipping on the slipway.	Instructors & Participants.	<ul style="list-style-type: none"> - The instructor will brief the group on how to safely move across the slipway. - The participants will be assisted by the instructor if required. - The instructor will stabilise the participants craft while launching and landing. - Participants are told they can only enter and exit the water when supported by an instructor. - Close toe footwear must be worn. - There is a strict no running rule on and around the slipway.

Injuries from capsizing.	Participants	<ul style="list-style-type: none"> - The instructor will brief participants to remain sited or kneeling when in shallow water. - The participants will be told when they can stand up / change position on the crafts. - Participants will be given an activity and safety brief prior to launching. - The instructor will allow plenty of time for participants to practice basic skills and gain confidence in/on their craft before they are allowed go off and explore. - Participants must stay within the set boundaries. - Participants will be supplied with a buoyance aid which will be fitted and/or checked by an experience and signed off instructor.
Hit by motorboat.	Participants	<ul style="list-style-type: none"> - Participants must only use the section of the section of water within the set boundaries. - Participants will be informed of any 'flow of traffic' and 'local river rules' during their safety brief. - The instructor will allow plenty of time of participants to practice basic craft control prior to being allowed to explore the river. - The participants are advised to allows plenty of space for boats the pass them. - The responsible adult will be given a rope to help tow members of their group who are struggling to control their crafts.
Fisherman	Participants	<ul style="list-style-type: none"> - Participants will be briefed on how to pass fisherman. Give them plenty of space and ask which direction they would like us to pass. - Participants are required to wear shoes throughout this session to avoid stepping on fishing hooks when in the water.
Over crowding	Participants	<ul style="list-style-type: none"> - If the river is overly busy with other river users, participants are advised to play and explore the private section of water next to our slipway. - Maximum of 1 participant on each single craft and 2 participants on double crafts.
Lost participants	Participants	<ul style="list-style-type: none"> - Refer to emergency action plan.
Drowning	Participants	<ul style="list-style-type: none"> - Participant will be supplied with a buoyancy aid which is fit of purpose, fitted correctly, and must be worn throughout the session. - Participants must be able to swim 25 metres in light clothing to take part in this session.

		<ul style="list-style-type: none"> - Participants are required to always have a responsible adult with them. - Safe landing points will be highlighted to participants. - Participants will have access to our emergency phone number if they require support. - The instructor will have a throwline and a spare craft to support participants if required.
Being swept away	Participants	<ul style="list-style-type: none"> - Session will only take place during safe tidal windows. - Hires will not be sent out if the tide is moving quicker than 0.5kts. - Hires will not be sent out in unsafe wind conditions. - The instructor will have a throwline and a spare craft to support participants if required.
Damage to vegetation	The environment	<ul style="list-style-type: none"> - We will encourage awareness of the environment and will offer advice on creating as little impact as possible.
Weather	Participants	<ul style="list-style-type: none"> - This activity can not take place in a lightning storm, winds greater than F3, or snow. - Use of the local weather report.

Created by

Dan Pritchard

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Dan Pritchard

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Dan Pritchard

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Reviewed by

Daniel Pritchard

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Rebranded from Everyone's Adventure to The Outdoor Ed School