

# RISK ASSESSMENT: Paddle Games

Completed by: Activities Management Team

Date: 18/12/2025

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What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Drowning	All	Death by drowning	4	5	20	<ul style="list-style-type: none"> <li>Staff and Participants must wear appropriate buoyancy aids throughout the activity, checked by staff at the start of the session and before participants get on the water.</li> <li>In the case of capsise, staff to ensure all participants involved are accounted for and safe.</li> <li>Pond is shallow enough in places to stand up in the event of a capsise</li> <li>Clear warning signs around pond identifying water</li> <li>Participants briefed on what to do if kayak capsizes.</li> <li>Throwline to be placed somewhere easily accessible prior to the start of the session.</li> <li>All staff to have received training in the use of a throwline.</li> </ul>	2	5	10
Slips, Trips and Falls	All	Cuts, grazes and bruises. Sprains and strains.	4	2	8	<ul style="list-style-type: none"> <li>All equipment is left neatly and clear of footpaths or securely in the compound while not being used.</li> <li>All participants are instructed to wear appropriate footwear.</li> <li>Participants warned about exposed tree roots and potential hazards.</li> </ul>	2	2	4
Exposure/ Hypothermia and Sunburn	All	Sunburn, high temperature and dehydration.	4	3	12	<ul style="list-style-type: none"> <li>Staff to ensure that clothing is appropriate for weather conditions</li> <li>Both staff and clients to drink plenty of water.</li> <li>Participants are advised to have a spare change of clothes with them</li> <li>Sun cream applied when needed.</li> <li>Activity is blocked out between Nov – February due to the temperature.</li> <li>Monitoring of the groups physical and emotional wellbeing throughout.</li> <li>The games and chance of falling in is managed appropriately for the weather conditions.</li> </ul>	2	2	4
Hit by Paddles	All	Cuts, bruises and contusions	3	2	6	<ul style="list-style-type: none"> <li>Participants briefed on dangers of wielding paddles in confined spaces and if splashing game is played, explain the safe amount of space to be left between each other.</li> <li>Instructor to stay aware throughout the session.</li> <li>Staff, participants and group leaders to wear Helmets at all times.</li> </ul>	1	2	6

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Group Behaviour	All	Loss of control of the group, participants being distracted/not listening.	3	4	12	<ul style="list-style-type: none"> <li>Group leaders are to ensure that the group is under control at all times.</li> <li>Instructor is to stop the session if the participant's behaviour becomes dangerous.</li> <li>Instructor to check with group leader to if there at the start of the session for any neurodiverse participants and ensure control measures are in place to appropriately manage their needs.</li> </ul>	1	2	2
Group Control (on the water)	All	See above	4	4	6	<ul style="list-style-type: none"> <li>Group briefed at the start of the activity on clear boundaries</li> <li>System of group recall explained at the start of the session</li> </ul>	2	3	6
Launching and Recovering Kayaks	All	Strains and manual handling injuries	4	3	12	<ul style="list-style-type: none"> <li>All staff are provided with manual handling training.</li> <li>Activity specific training given to all staff.</li> </ul>	1	2	2
Equipment Failure	All	Cuts, bruises and grazes. Contusions.	3	3	9	<ul style="list-style-type: none"> <li>All equipment is inspected periodically and anything faulty is removed from use immediately, recorded and repaired or replaced.</li> <li>All equipment is checked by the instructor prior to being used. Items deemed to be faulty are removed from use immediately, logged and placed in the quarantine bin. As per policy 5.3 faulty or damaged equipment.</li> <li>Buoyancy Aids are to be checked as detailed in Policy 5.5.</li> </ul>	1	3	3
Infection From Water Borne Diseases	All	Vomiting and diarrhoea. Skin, ear, eye and respiratory problems.	3	3	9	<ul style="list-style-type: none"> <li>Any cuts to be covered with waterproof plasters.</li> <li>Advised to shower after activity and to ensure hands are washed before eating or drinking.</li> <li>Instructors to keep capsizing and unnecessary splashing to a minimum.</li> <li>If feeling unwell in the following 36-72hrs to see a doctor letting them know that they have been taking part in water activities.</li> <li>Periodic water tests to be conducted and action taken upon results under a useable level.</li> </ul>	2	3	6
Trapped Fingers	All	Bruises, broken digits	3	4	12	<ul style="list-style-type: none"> <li>Participants briefed at the start of the session on the potential risk of trapping fingers between craft.</li> <li>Participants reminded throughout the session, especially when rafting groups together.</li> </ul>	1	4	4

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Adverse Weather	All	See 'exposure'	2	5	15	<ul style="list-style-type: none"> <li>At the first sign of thunder and lightning continue until the flash to bang is no less than 30 secs, at which point the activity stops immediately. The activity may continue 30 minutes after thunder is last heard.</li> <li>Refer to 'Adverse Weather' policy</li> </ul>	1	5	5
Overhanging Trees	All	Cuts, bruises and grazes.	3	2	6	<ul style="list-style-type: none"> <li>Ensure that the group are made aware of this hazard.</li> <li>Periodic inspection of the lake carried out, especially after flood or strong winds.</li> </ul>	1	2	2
Overcrowding on the pond	All	Loss of control of the group, chaos could result in injury.	3	3	9	<ul style="list-style-type: none"> <li>Instructor to make sure there are only a maximum of 15 participants to one instructor plus an assistant.</li> <li>Instructor to stop the session if it becomes unsafe.</li> <li>Where necessary, boundaries and sections of pond used to control group.</li> <li>Only ever same session to run on the pond at any one time. (E.g. 1 x paddle games, 1 x raft or 2 x raft.)</li> </ul>	1	1	1
Falling from basketball hoop	All	Cuts, bruises, grazes and entrapment	2	2	4	<ul style="list-style-type: none"> <li>Ensure the group are made aware not to swing or climb on the net.</li> <li>Ensure the group are made aware not to hold onto the base as it is sharp</li> </ul>	1	2	2
Other Craft	All	See above	3	2	6	<ul style="list-style-type: none"> <li>Participants briefed at the start of the session on the dangers of other craft on the water.</li> </ul>	1	2	2
Lifting Heavy Equipment	All	Strains and manual handling related injuries	4	4	16	<ul style="list-style-type: none"> <li>All staff are provided with manual handling training.</li> <li>Participants shown safe practice on lifting and carrying, bent legs and straight back.</li> </ul>	1	2	2
Submerged objects	All	Cuts, bruises, grazes and contusions	3	3	9	<ul style="list-style-type: none"> <li>Participants and staff to have well fitted footwear e.g. close toed shoes (not wellington boots or crocks).</li> </ul>	2	3	6
Entrapment / Entanglement	Participants	Limbs and/or fingers could get caught in ropes/ gaps in the raft. Potential of being trapped underwater.	4	5	20	<ul style="list-style-type: none"> <li>Instructors will check each craft before it goes on the water that there are no ropes left trailing from the craft.</li> <li>Participants taught where to sit in the kayak and how to escape in event of capsize.</li> <li>Instructor to be prepared to enter the water if necessary.</li> <li>Instructor to have emergency knife</li> <li>Instructor to visually inspect the pond to look for loose ropes or other entrapment hazards.</li> </ul>	1	5	5

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Unauthorized use of the equipment	All	Drowning, Cuts Grazes, Death	3	4	12	<ul style="list-style-type: none"> <li>When not in use all equipment to be stored securely</li> <li>When set up and unattended, Paddles, Buoyancy Aids, Helmets and Ropes are to be secured into the shed.</li> </ul>	3	1	3
Head Injury	All	Cuts, bruises, grazes and contusions. Concussion.	4	4	16	<ul style="list-style-type: none"> <li>Participants briefed at the beginning of the session on the potential hazards that may cause a head injury.</li> <li>Helmets to be worn by all participants, instructors and leaders.</li> <li>Helmets to be worn by all participants from beginning to end of the session.</li> </ul>	1	4	4
Human Error	All	Instructor complacency and loss of focus could put everyone at risk	3	3	9	<ul style="list-style-type: none"> <li>All instructors are trained by a senior member of staff and given a formal observation before being allowed to lead a session alone.</li> <li>All instructors are regularly monitored to ensure procedures are complied with.</li> <li>All instructors are aware of where they can find all procedures in place for the activity.</li> <li>Where possible, instructors to only work the same session twice in a day.</li> <li>Instructors made aware of any changes to activity, via activity change sheet.</li> <li>Refresh training when necessary.</li> </ul>	1	3	3

Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job