

Activity	Hazard	Who might be harmed	Risk Rating	Control Measure	New Risk Rating
<b>Kayaking Helping in pool</b>	Drowning	Participants Coaches Helpers	15	A minimum of one lifeguard on poolside will be organised by Tadcaster pool. All participants must be able to swim, or be under direct one-on-one supervision. No boats or swimming in the children’s pool unless under direct supervision by an approved person. A maximum of 10 boats on the water at once in the main pool. No more than 3 in the small pool plus one boat-based coach. Swimming not allowed during or between sessions. Limit of 1 coach in the pool out of the boat in a roped off area set up by pool staff.	4
	Entrapment	Participants Coaches Helpers	15	All participants undertake a safety test, in which they must be able to exit an upturned kayak with a spraydeck on. If paddler can not achieve this in safety test they may join the main session without a spray deck but Lifeguard must be informed. Equipment is suitable for Individual paddlers. Equipment is checked on a regular basis and maintained correctly.	4
	Injury from paddles or boats	Participants Coaches Helpers	12	Trained first aider on site. Lifeguard to use First aid kit on site. Lifeguard to ensure participants to behave responsibly. Coaches to be aware of people in water when setting activities and exercise appropriate group control. Ends of boats are padded or rounded. Damaged equipment is reported as per operating procedures. Incident forms to be completed if necessary.	3

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	Injury from hitting poolside	Participants Coaches Helpers	12	Participants informed of hazard (for example when practising righting boats). Pushing in not allowed near walls. Care taken when participants are standing in floating boats.	3
	Strangulation	Participants	10	Minimise snag hazards Goggles should be put on poolside when not in use.	2
	Injury from projectiles	Participants Coaches Helpers	10	Soft balls only used unless supervised polo practise. No paddles or boats to be thrown at any time.	2
	Existing medical conditions	Participants	10	Medical consent forms collected prior to session. Medical details & member's emergency contact details to be regularly updated to the pool and kept in a secure place. These details are also available to LWCC committee members who have Webcollect Admin access Parents should remain on site for duration of activity.	2
	Unsafe pool conditions	Participants Coaches Helpers	10	Lifeguard and coaches to be alert to water temperature and air quality. Pool to be evacuated if participants experience discomfort.	2
	Hypothermia	Participants Coaches Helpers	10	Biggest risk is if pool is evacuated. Pool procedures are to assemble near door and only leave building if necessary. Follow pool evacuation policy	2

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<b>Poolside</b>	Slips, Trips & Falls	Participants Coaches Helpers	12	Emergency exits kept clear of boats and equipment. Reasonable measures taken to keep poolside clear of any obstruction or hazard. Spectators allowed on poolside at discretion of lifeguard. Those waiting for a session should be seated on the middle benches. No running on poolside.	4
<b>Manual Handling</b>	Back damage/Strains	Participants Coaches Helpers	10	Coach to offer assistance if required Boats only to be carried solo by persons 16 or over Participants taught correct manual handling technique	4
<b>Storage of equipment</b>	Equipment Falling, trip hazards and handling injury	Participants Coaches Lifeguard Lead Coach Helpers	10	Only authorised people in storage area. Boats stored securely in rack Paddles stored on racks, or leaned against sides of rack. Spraydecks to be hung on rack.	4
<b>Canoe Polo</b>	Equipment Safety Participants being struck by canoe or paddle Capsize	Participants Polo Leader Coaches	12	Setting up of goals should be done by designated polo players to ensure safe & stable structure. Full safety helmet, polo buoyancy aids, polo paddles to be used. Briefings to be given on safety regarding throwing balls to each other & pool surroundings.	6
<b>Slalom</b>	Equipment Safety Capsize	Participants Slalom Leader Coaches	12	Setting up of posts should be done by designated slalom players to ensure safe & stable structure. Briefings to be given on safety regarding negotiating poles	6

**Risk Assessment Terminology**

**'Hazard'**: Something that has the potential to cause harm (this includes people, equipment and environment)

**'Risk'**: The likelihood that the hazard will result in harm

**'Control Measure'**: Actions taken to reduce the risk of the hazard causing harm

**Risk Assessment Matrix**

The table below is used to calculate risk levels for the selected operations. The Likelihood and Severity levels are estimates based on accumulated data from accident and near miss incidents and from observations of working practices.

Likelihood (L)	Severity (S)				
	1 (Insignificant)	2 (Minor)	3 (Moderate)	4 (Major)	5 (Catastrophic)
1 (Very unlikely)	1	2	3	4	5
2 (Unlikely)	2	4	6	8	10
3 (Likely)	3	6	9	12	15
4 (Very Likely)	4	8	12	16	20
5 (Certain)	5	10	15	20	25

Low Risk	Current control measures are sufficient
Medium Risk	Risk level acceptable with care and attention to control measures
High Risk	Risk level unacceptable, work must stop until further controls are in place
Extreme Risk	Operations must cease immediately and a full evaluation carried out. Operations must not restart without approval from the Managing Director