QE2 Activity Centre
River Hamble Country Park
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Registered Charity No: 1165893

RISK ASSESSMENTS 2026 - 2027

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Activity :- Archery Indoor & Outdoor

Assessment Completed by: Kerry Lees
Competency: Archery GB Instructor (course attended)
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Slips, trips and falls
- Unauthorised access
- Group behaviour
- Arrows
- Bows
- Boss / Target
- Overshooting
- Seating / waiting area
- Barriers
- Net

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

Hazards identified	**Safety Measures / Control measures in place**
Slips, trips & falls	• Ensure area is suitable for the activity to take place. • Safety briefing • Care is taken when moving around the range.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous.
Unauthorised access	• Instructor to be vigilant at all times. • When shooting outside ensure the rear gate is closed. • Safety barriers are in place on inside range or outside range.
Injury from bow string hitting arm or chest	• Arm bracers to be worn by all participants (due to the nature of our clients, this may be at the discretion of the instructor, risk to be explained to accompanying carer/parent) • Participants are instructed the correct way to hold the bow

Loosing arrow	● Care to be taken not to over draw, Instructor supervision. ● Ensure other participants are behind the waiting line whilst shooting is taking place. ● Nobody to be forward of the shooting line.
Removing arrows from the quiver	● Care to be taken not to get impaled by either the knock or pile
Arrow retrieval	● Care is taken when moving around the range. ● Participants instructed to approach the target and remove arrows from the side. ● Appropriate method of arrow retrieval is used ● Participants are instructed to carry arrows appropriately. ● When shooting outside arrows may be sticking out of the ground, care to be taken when collecting arrows.
Returning arrows to the quiver	● Care to be taken when placing arrows into the quiver. Instructor to supervise.
Misuse of arrows	● Arrows are to be pointing down the range at all times ● Instructor to ensure that all arrows are collected back at the end of the session ● Arrows to be locked away in the store when not in use ● Qe2 only use over sized arrows to reduce the risk of arrows misfiring
Misuse of bows	● Bows are not to taken away for the shooting area ● Instructor to ensure that the bows are not dry fired ● Bows are to be pointed down the range at all times ● Suitable sized bows to be used - different sizes are available.
Unattended equipment.	● Equipment to be stored appropriately when not in use.
Equipment failure	● Logged monthly equipment inspection. ● Equipment and range checked prior to use by the instructor. ● Defective equipment removed from service and reported to Activity Manager at the end of the session. Equipment to be fixed if suitable, removed from service if required.
Boss toppling	● Correct arrow removal technique to be used. ● Instructor to check the range at the beginning of the session. ● Instructor supervision.
Arrow rebounds	● Instructor to be aware that this can happen. ● Minimum shooting distance to be observed. ● Instructor supervision ● Ensure net hangs loose not taught.

Injuries or fatalities due to overshooting	• Ensure nets are fully extended. • Instructor to be extra vigilant with regards to people on the outside perimeter of the range.
Chairs falling over	• Chairs not to be stacked more than 6 high.
Chair collapsing	• Chairs to be in a suitable condition.
Entrapment in the net	• Care to be taken when moving around the range.
Tripping over the rope barrier.	• Care to be taken when moving around the range. Group to be made aware not to play with them.

End of archery risk assessment

Activity: Rifle Shooting

Assessment Completed by: Kerry Lees
Competency: NSRA YPS Tutor Diploma
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Unauthorised access
- Group behaviour
- Slips, trips and falls
- Equipment
- Lead
- Ricochet
- Noise

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

Hazards identified.	**Safety measures / Control measures in place**
Slips, trips & falls	• Safety briefing • Floor swept following the session to collect any spent pellets.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous.
Unauthorised access	• Rifles are not to be left unattended. • Rifles to be locked in the gun cabinet when not in use.
Being shot	• Instructor to manage group • Maximum 2 shooting at a time from designated shooting area. • NSRA Qualified instructors. • Rifle not left unattended. • Pellets / magazine removed from the rifle when changing targets. • Side curtain to be in position
Injury to eyes from laser sight	• Rifle to be pointing down the range at all times, Laser to be turned off when moving away from or moving the rifle.

Noise from the rifle	● Demo shot fired where appropriate. ● Ear defenders available for participants susceptible to noise. ● Rifles are fitted with a silencer to reduce noise.
Injury from pellet ricochet	● Minimum 6 metre shooting distance. ● Pellet absorbing backstop - main area steel plated behind. ● No obstructions on the range.
Lead poisoning	● Instructor to inform participants about the importance of washing hands after the session.
Eye injuries	● Eye protection is advised to be worn by everyone forward of the safety barrier. ● Spare goggles to be available should people want to wear them in the safety area ● *Under normal circumstances all participants should wear eye protection, where there is a compelling reason for a participant to shoot without eye protection the instructor may use discretion and allow shooting to take place. The permission of the participant and or responsible person is to be obtained. It should be stressed that only in exceptional circumstances will this be allowed.*
Medical issues	● Carers or accompanying adult present at all times. ● Instructor close by and in control of the session.
Rifle being stored loaded	● Instructor to dry fire the rifle at the end of the session to ensure it it clear and magazine to be removed and stored on the shelf.
Equipment Failure	● Logged safety checks performed monthly. ● Instructor visually checks equipment during the session. ● Spare rifle/rifles available to limit disruption to session.
Shooting passer by	● Instructor vigilance ● Shooting to stop immediately if anybody enters the off area. ● Side curtain to be in position when shooting
Injury from filling rifle	● Instructions displayed adjacent to Gun Cabinet. ● Instructor trained by Activity Manager. ● Instructor to take care. ● Only qualified persons to fill rifles.

End of Rifle shooting risk assessment

Activity: Climbing and Abseiling

Assessment Completed by: Kerry Lees
Competency: MT Single Pitch Award
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Slips, Trips & Falls
- Seating area
- Unauthorised use
- Group behaviour
- Vandalism
- Equipment
- Human error
- Items falling from height
- Rope burns
- Manual handling

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors

What are the risks?	Safety Measures / Controls
Slips, trips & falls	• Area to be checked during set up for any tip or slip hazards • Climbing associated equipment to be kept tidy before, during and after the session.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous.
Chairs falling over	• Chairs not to be stacked more than 6 high.
Chair collapsing	• Chairs to be in a suitable condition.

Injury resulting from unauthorised use.	● 'No Climbing' signs hung on walls when not in use. ● Outside groups are instructed not to use activity equipment when they are using the hall out of normal hours. ● Activity equipment is taken down and stored at the end of each day. ● Instructor to check equipment at the start of each session. ● Instructor to be vigilant during the session to stop anyone from climbing etc without permission.

Injury due to vandalism	● Instructor to visually check over the walls and general area when setting up. Any problems to be reported to Activity Manager
Equipment failure	● Cables and Anchors inspected by a qualified outside inspector annually. ● Monthly logged safety inspection of all climbing equipment carried out. ● Instructor visually checks the equipment and area prior to the activity taking place. ● Appropriate equipment used in accordance with manufacturers guidelines.
Injury due to incorrect use of equipment.	● Instructors hold a minimum of CWI and receive in house induction , training and assessment by Activity Manager prior to running climbing activities. ● Equipment set up information and pictures displayed in the climbing store.
Injury resulting from tampering with equipment.	● Safety brief. ● Instructor checks all participants prior to them leaving the ground.
Injury due to human error.	● Instructors hold a minimum of CWI and receive in house induction , training and assessment by Activity Manager prior to running climbing activities. ● Equipment set up information and pictures displayed in the climbing store. ● Instructor checks all participants prior to them leaving the ground.

Injury due to a fall from height.	● Participants only allowed to leave the ground once attached to the safety rope with appropriate belaying in place. ● Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. ● If bouldering this must be at a low level with spotters in place for those participating. ● When accessing the wall to carry out maintenance QE2 staff must follow the Centre Working at Height policy. ● Ladder to be in the hall when using the Via Ferrata to aid in rescues ● Instructor to follow Via Ferrata climbers along on the floor to ensure equipment is used correctly.
Injury from equipment dropping from height	● If the instructor is working at the top of the wall all equipment must be clipped securely either their harness or an anchor point and area below kept clear. ● When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Rope burns	● Instructor to assist with lowering participants. ● Instructor to increase friction on belay device should they require it.
Manual handling injury caused by hoisting participants.	● Instructor to use their own judgement on allowing heavier persons to take part. ● Instructor to use correct technique for hoisting. ● Instructor to ask for assistance if required.
Impact with another participant or the wall whilst swinging	● Safety briefing. ● Visiting staff instructed to keep the area clear and prevent people walking into the participant on the swing. ● Instructor to ensure the participant cannot come into contact with the wall when hoisting.

End of climbing and Abseiling risk assessment

Activity: Tree Climbing

This activity has now ceased due to the tree having a Honey Fungus, following An inspection we were advised not to use and monitor - the ropes and harnesses Are all due to expire in 2027.

Assessment Completed by: Kerry Lees
Competency: NPTC CS38 Tree Climbing and Aerial Rescue
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25
Next review due: 10/26

Hazards Identified:

- Slips, Trips & Falls
- Unauthorised use
- Vandalism
- Equipment
- Items falling from height
- Rope burns
- Adverse weather
- People entering the climbing area
- Manual handling

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	• All participants to be made aware they are in a natural environment • Safety briefing • Area around the tree to be managed
Unauthorised use leading to falls	• All equipment to be removed at the end of session and only tracer cords to be left • All PPE to be stored away

Tree Damage	• Tree visually checked by the instructor prior to setting up • Deadwood removed if required • Tree to be inspected by LANTRA Professional Tree Inspector within three years of previous report Tree to be inspected following adverse weather.
Equipment failure	Monthly logged safety inspection of all climbing equipment carried out.

	Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used in accordance with manufacturers guidelines. Any defects found, equipment to be removed from service.
Injury due to human error.	Instructors hold a minimum of CS38 and receive in house induction , training and assessment by Activity Manager prior to running tree climbing activities. Equipment set up in accordance with safety policy. Instructor checks all participants prior to them leaving the ground.
Injury due to a fall from height.	Should a member of staff need to leave the ground, they must ensure they do so in a safe manner. When accessing the tree to carry out maintenance or setting up QE2 staff must follow the Centre Working at Height policy. Climbers only to climb once instructor is satisfied that the participant is competent to do so.
Injury from equipment dropping from height	Helmets are to be worn by all participants and staff within the area under the canopy. Safety briefing If the instructor is working at the top of the tree all equipment must be clipped securely either their harness or an anchor point and area below kept clear. When dropping ropes, the instructor must look before dropping to ensure no one is in the area.
Rope burns	Instructor to assist with lowering participants. Instructor to increase friction on climbing rope should they require it.

Manual handling injury caused by hoisting participants.	▯ Instructor to use their own judgement on allowing heavier persons to take part. ▯ Instructor to use correct technique for hoisting. ▯ Instructor to ask for assistance if required.
Impact with another participant or the tree whilst swinging	▯ Safety briefing. ▯ Visiting staff instructed to keep the area clear and prevent people walking into the participant. ▯ Instructor to make participant aware of using their feet against the tree to prevent injury. ▯ Climbers ropes to be spaced to allow enough personal space for each climber.
Public entering the area.	▯ Instructor vigilance.
	▯ Climbing area cordoned off to prevent unauthorised entry.
Stuck climber	▯ Climber instructed in descent procedure from the ground. ▯ Instructor to perform aerial rescue if required.
Adverse weather	▯ Tree climbing to stop in the event of high winds or heavy rain.

End of Tree climbing risk assessment.

Activity: Zip Wire

Assessment Completed by: Kerry Lees
Competency: Activity Manager
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Manual handling
- Slips trips and falls
- Group behaviour
- Equipment
- Activity Area
- Pre existing medical conditions

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors

What are the risks?	Safety Measures / Controls
Slips, trips & falls	• Safety briefing • Group to be made aware of risk of tripping on uneven ground. Care to be taken. • Group to be made aware that the path to the bottom of the zipwire can be slippery when wet. • Care to be taken on the steps up to the top platform.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous.
Injury to participants or staff from hoisting, retrieving or lowering due to heavy participant	• Instructor to use their own judgement on allowing heavier persons to take part. • Instructor to use correct technique for hoisting. • Instructor to ask for assistance if required.
Injury occurring due to the retriever being struck by the rider.	• Participants instructed not to retrieve the rider until they have stopped. • Instructor vigilance.

Injury from rider hitting trees, shrubs etc.	• Trees and shrubs kept pruned to prevent contact with the rider.
Head injury	• Helmet to be worn by all riders • *Under normal circumstances all participants must wear a helmet, where there is a compelling reason for a participant to ride without a helmet the instructor may use discretion and allow them to participate. In this situation the participant must be walked down. It should be stressed that only in exceptional circumstances will this be allowed.* • Area beneath the top structure to be kept clear whilst the instructor is setting

Rope burns	• Instructor to use correct hoisting and lowering technique. • Gloves available if required.
Slipping on ladder	Instructor to take care when ascending and descending the ladder. Ladder inspected as part of monthly safety checks. Instructor trained and assessed on correct techniques which includes accessing the cable. Board positioned and locked over ladder to prevent unauthorised access and locked into place.
Equipment failure	Structure, Cable and Anchors inspected by a outside qualified inspector annually. Monthly logged safety inspection of all zipwire equipment carried out. Instructor visually checks the equipment and area prior to the activity taking place. Appropriate equipment used.
Injury from walking into zipwire.	Yellow sleeve on the cable to head height. Assistance moving around the area to be provided if appropriate.
Further injuries	Medical consent forms provided by groups prior to activity taking place. Instructor to liase with care staff regarding specific medical conditions that may present an issue such as participants with shunts or spinal rods. Riders can be tailed down to avoid any sudden impact at the bottom that may occur.

Unauthorised use.	▪ Zip wire equipment set up prior to the session, harnesses not left unattended. ▪ Zip wire equipment taken down and put away at the end of the day.
Vandalism	▪ Instructor visually checks the equipment and area prior to the activity taking place

End of zipwire risk assessment

Activity: Low Ropes and Tunnels

Assessment Completed by: Kerry Lees
Competency: Activity Manager
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Slippery surfaces
- Slips trips and falls
- Group behaviour
- Uneven ground
- Elements
- Equipment
- Trees
- Nettles

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slips, trips & falls	• Participants are warned when surface are slippery due to weather conditions. • Ropes course is wood chipped regularly to improve ground conditions. • Helmets are worn by participants and staff to prevent head injury from falling over. • The Activity involves stepping over obstacles which may create uneven surfaces, this is part of the activity. • Participants are made aware of any particular areas that may pose a mobility problem.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous.

Element Equipment failure	● Logged monthly inspection carried out. ● Damaged elements removed or repaired as necessary. ● Pre session check carried out by Instructor, any issues reported to Activity Manager.
Getting stuck in a tunnel.	● Short tunnel lengths with regular access / egress points. ● Participants have the opportunity to try a tunnel above ground. ● Participants have the option to take part if they wish. Tunneling is very self selecting session.
Drowning in a tunnel	Tunnel system checked by Instructor prior to session. Instructor to use their own judgment on allowing participants into flooded tunnels and chambers.
Weils Disease	Participants instructed to wash hands and change clothing after the session.
Injury from falling branches	Logged monthly check of site including trees. Area checked after adverse weather. Pre session check carried out by Instructor, any issues reported to Activity Manager.
Stings	Care to be taken when moving around the area. Area kept clear of nettles. In case of allergic reaction to stings, instructor to seek medical assistance as appropriate. Pre session check carried out by Instructor, any issues reported to Activity Manager
Tick bite	Group to be made aware of ticks. Poster displayed and further information available in the Staff Room and equipment room.

End of low ropes risk assessment

Activity: Orienteering and off site walks

Assessment Completed by: Kerry Lees
Competency: Local Knowledge
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Forest
- Water- Sea, River, Stream, Ponds
- Slips trips and falls
- Group behaviour
- Other park users including dogs
- Road
- Train
- Transport
- Play park
- Café's and gift shops
- Car park
- Wildlife

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Getting lost	• Participants are accompanied by a member of QE2 Staff with knowledge of the area, safe routes etc. • Where participant groups are able to orienteer independently, the instructor will brief the group and pre-arrange points to meet up with the group at certain times.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous. • Return to centre if required or call for another member of staff if further help is needed.

Slipping or tripping on uneven paths.	• Safety briefing at the beginning of the session. • Instructor to point out particularly uneven or slippery ground. • Suitable footwear to be worn by all participants, Wellington boots available.
Falling branches	• Trees along designated footpaths are maintained and checked by HCC. • Instructor to be aware of the hazard particularly following bad weather. • When walking off the designated footpaths participants to be made aware of the hazards.
Falling into water, drowning	• Orienteering routes avoid close proximity to water. Safety briefing for unaccompanied groups. Instructor with accompanied groups. Group management at areas of open / exposed water.
Dog unsettling or attacking Staff or Participants	• Some participants may be scared or overly friendly with dogs. This should be managed by accompanying staff. • If a dog is felt to be threatening, Instructor to request the owner return their dog to the lead or take them away.
Being run over while crossing the road or miniature railway line, car parks etc.	Instructor to stop traffic to allow participants to cross safely. When unaccompanied, visiting staff will assume this role. Wait for train to pass. Wave to driver. Group management.
Requiring medical assistance whilst away from the Centre	Instructor to have a good knowledge of the area. When in RHCP Instructor to liaise with centre to accurately tell staff at the Centre their location to enable emergency services to reach them. • All staff to have what3words on their phone. When away from RHCP Instructor to notify emergency services directly. Instructor to confirm with group that any required medication is taken to prevent possible problems.
Conflict with public transport users	Group management when using public transport. Instructor vigilance. Instructor to know how many people are in the group including staff.
Missing return / delayed transport	Instructor to notify the Centre. Consider alternatives. • Wait

Conflict with other users (play park, cafes, gift shop etc)	• Instructor vigilance • Route selection to avoid where possible. • Group management.
Wildlife attack	• Instructor vigilance. • Group management

End of orienteering and offsite walks risk assessment.

Activity: Bushcraft

Assessment Completed by: Kerry Lees
Competency: Forest School Level 2 Trained / Sunrise Bushcraft – Train the Trainer
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 10/26
Next review due: 10/27

Hazards Identified:

- Trees
- Fire
- Boiling water
- Tools
- Wild food
- Food allergies
- Slips trips and falls
- Group behaviour
- Nettles
- Ticks

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slips trips and falls	• Safety briefing • Group to be made aware of risk of tripping on the forest floor. Care to be taken • Group to be advised if the ground is slippery due to weather conditions.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous. • Return to centre if required or call for another member of staff if further help is needed.

Head injury from falling branches etc	● Instructor to do a pre session visual assessment of the area to be used. ● Participants to be instructed in safe carrying technique ie not carrying timber above shoulder height. ● Shelters to be checked by the instructor before anybody is allowed to enter. ● Instructor vigilance. ● Instructor to make people aware of trees falling when felling is taking place.
Cuts and grazes	● Gloves available where appropriate. ● First aid equipment available and instructors first aid trained. ● Care to be taken when moving around the forest. ● Instructor to ensure the area is appropriate for the group.

Burns and scolds	● Fire to be contained in the designated fire pit area. ● Instructor to be aware of participants moving around the area. ● Safety briefing on how to light and feed the fire. ● Fire to be kept to a manageable size. ● First aid equipment including burns pack and water available and instructors first aid trained. ● Heat resistant gloves provided for handling hot equipment. ● Fire not to be left unattended. ● Only Instructor or competent person to remove pans, kettles etc from fire. ● Instructor to ensure pans etc are stable when placed on the fire. ● Ensure 'Kellies Kettle' is on flat ground to avoid toppling over and cork bung removed.
Injury from sharp equipment.	● Safety briefing. ● Gloves available where appropriate. ● Equipment used should be appropriate for the groups ability. ● Instructor to demonstrate correct tool use. ● Instructor vigilance. ● All tools to be kept in secure location when not in use. ● Tools regularly checked and maintained. ● Ensure participants working area is clear of others.

Food poisoning	• Instructor to be aware of edible wild foods. • Instructor to seek medical assistance if required. • Instructor to ask participants about any food allergies. • Instructor to ensure food is cooked to a suitable standard.
Stings	• Care to be taken when moving around the forest. • Instructor to find an alternative route if required. • In case of allergic reaction to stings, instructor to seek medical assistance as appropriate.
Tick bite	• Group to be made aware of ticks. • Poster displayed and further information available in the Staff Room and equipment room.
Methylated Spirits	• Trangias used under instructor supervision in accordance with the safety policy. • Not to be used as an accelerant.

End of bushcraft risk assessment.

Activity: Motor boat - Pontoon or Wheely boat

Assessment Completed by: Kerry Lees
Competency: RYA Powerboat Level 2 with RYA Commercial Endorsement
Date Completed: 29/01/18
Reviewed: 01/22, 06/22, 09/23 10/25 *03/26 Following a discussion with AALA* 10/26
Next review due: 10/27

Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Boat
- Slips trips and falls
- Group behaviour
- Water
- Weather
- Other water users

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Falling over	• Safety briefing • Group to be made aware of risk of tripping on the forest floor. Care to be taken. • Group to be advised if the pontoon is slippery due to weather conditions.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous. • Return to pontoon if required or alongside other pontoons on the river - boat yard numbers are under starboard lid of locker.
Collision with members of the public whilst driving to the river.	• Drivers instructed to drive slowly and carefully and to give priority to other park users.

Collision with a tree.	● Drivers instructed to drive slowly and carefully. ● Instructor to offer assistance when reversing if required.
Other users of the pontoon.	● Safety briefing. ● Group to be made aware of risk of tripping on the pontoon due to other users. ● Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.

Falling from the pontoon.	● Buoyancy aids or Life jackets to be worn by all, correctly fitted and adjusted before walking onto the pontoon. ● Instructor to offer assistance to those that require it. ● Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. ● Instructor to assist carers with wheelchair users as required especially when:- ● *Where people need to wear straps in a wheelchair for their own safety – if any can be removed before leaving the shore – this is to be carried out. If straps are needed then a designated member of accompanying staff is assigned to the individual*
Falling between the boat and pontoon.	● Boat tied securely ● When bow loading Wheelyboat ensure boat is secured correctly, and that ramps available ● Instructor to assist with embarkation where necessary. ● Instructor to remove fenders if required to reduce the gap. ● Ramp can be used to bridge the gap
Falling between the boat and pontoon. (wheelchair user)	● Ensure ramp is correctly fitted and secure. ● Instructor to assist if required. ● Care to be taken when pontoon and ramp are slippery.
Falling overboard	● Participants to remain seated unless moving to have a turn at driving. ● Care to be taken when moving around the boat. ● Instructor to be vigilant. ● Instructor to be able to stop the engine should someone enter the water. ● Instructor to be able to recover a casualty from the water if required.

Drowning	● Buoyancy Aids or life jackets provided and to be worn by all all participants and staff. ● Instructors to wear Bouyancy aids and not Life jackets - In the event an instructor has to enter the water an inflated life jacket would hinder them. *Where people need to wear straps in a wheelchair for their own safety – if any can be removed before leaving the shore – this is to be carried out. If straps are needed then a designated member of accompanying staff is assigned to the individual.*
Boat swamping	● Pontoon boat is self-draining. ● Instructor to be aware of changeable conditions. ● Wheelyboat is fitted with a manual and electric bilge pumps to remove excess water. ● Wheelyboat bow door to be secured prior to departure. ● Powered wheelchairs only to go on the Pontoon boat – this is due to the excess weight with batteries and the confined space on the Wheelyboat.
Weather Hypothermia / heat stroke, sun burn etc	● Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly. ● *In the event of adverse weather - the group are to return to shore - in the event of lightening - safety is to be taken and stay off the water until 30mins clear weather has passed*
Collision	● Instructor to be vigilant. ● Instructor to be in a position to resume control of the boat at all time. ● Instructor to be familiar with the rules of the river.
Other water craft	● Instructor to be vigilant. ● Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	● Care staff remain responsible for medical issues of their clients. ● Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services - detailed map of the river is in the starboard locker. ● *In the event of the instructor being the casualty – the group is to be made aware of the emergency procedure before leaving the pontoon – Emergency number list is in the front starboard locker.*

End of motor boat risk assessment.

Activity: Canoeing

Assessment Completed by: Kerry Lees
Competency: BCU Level 3
Date Completed: 29/01/18
Reviewed: 01/22, 09/23 10/25 *03/26 Following a discussion with AALA* 10/26
Next review due: 10/27

Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Canoes
- Slips trips and falls
- Group Behaviour
- Water
- Weather
- Other water users

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slips trips and falls	• Safety briefing • Group to be made aware of risk of tripping on the forest floor. Care to be taken. • Group to be advised if the pontoon is slippery due to weather conditions.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous. • Return to pontoon if required or alongside other pontoons on the river - boat yard numbers are in the instructor grab bag.
Collision with members of the public whilst driving to the river.	• Drivers instructed to drive slowly and carefully and to give priority to other park users.
Collision with a tree.	• Drivers instructed to drive slowly and carefully. • Instructor to offer assistance when reversing if required.

Injury from moving canoes etc	• Instructor to brief the group on correct lifting and carrying technique. • Canoe trolley available • Minimum of 2 persons carrying canoes.
Other users of the pontoon.	• Safety briefing. • Group to be made aware of risk of tripping on the pontoon due to other users. • Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.

Falling from the pontoon.	Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. Instructor to offer assistance to those that require it. Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. Instructor to assist carers with wheelchair users as required - any straps are to be removed
Falling between the canoe and pontoon.	• Canoe tied securely. • Instructor to assist with embarkation where necessary.
Head injury	Safety briefing Instructor vigilance.
Capsize	Rafted canoes are to be used for less able participants. Single canoes used in accordance with the safety policy. Instructor to be aware of the prevailing weather conditions and select appropriate craft. . • *If 'Aquabac' is being used, instructors are to brief care staff on how to release participants in the event of a capsize and ensure the release straps are free and easily accessible.*
Falling overboard	• Care to be taken if moving around the canoe. Instructor to be vigilant. Instructor to be able to recover a casualty from the water if required.
Drowning	• Buoyancy Aids provided and to be worn by all participants and staff.

Boat swamping	▪ Instructor to be aware of changeable conditions. ▪ Canoes float when full of water. ▪ Instructor to be able to carry out a rescue from whatever craft if required.
Unable to return to pontoon.	▪ Instructor to be aware of the prevailing weather conditions and tidal flow. ▪ Instructor to work within the safety policy and their own ability
Weather Hypothermia / heat stroke, sun burn etc	▪ Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly. • *In the event of adverse weather - the group are to return to shore - in the event of lightening - safety is to be taken and stay off the water until 30mins clear weather has passed*
Collision	▪ Instructor to be vigilant. ▪ Instructor to be in a position to resume control of the canoe at all time. ▪ Instructor to be familiar with the rules of the river.
Other water craft	▪ Instructor to be vigilant. • Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	▪ Care staff remain responsible for medical issues of their clients. ▪ Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services. • In the event of the instructor being the casualty – the group is to be made aware of the emergency procedure before leaving the pontoon – Emergency number list is in the instructor grab bag.

End of canoeing risk assessment.

Activity: Kayaking

Assessment Completed by: Kerry Lees
Competency: BCU Level 3
Date Completed: 29/01/18
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Next review due: 10/27

Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Kayak
- Slips trips and falls
- Group behaviour
- Water
- Weather
- Other water users

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slips trips and falls	• Safety briefing • Group to be made aware of risk of tripping on the forest floor. Care to be taken. • Group to be advised if the pontoon is slippery due to weather conditions.
Group behaviour	• Group leader is to ensure group are under control at all times. • Instructor to stop the session if participants behaviour is dangerous. • Return to pontoon if required or alongside other pontoons on the river - boat yard numbers are in the instructor grab bag.
Collision with members of the public whilst driving to the river.	• Drivers instructed to drive slowly and carefully and to give priority to other park users.

Collision with a tree.	● Drivers instructed to drive slowly and carefully. ● Instructor to offer assistance when reversing if required.
Injury from moving kayaks etc	● Instructor to brief the group on correct lifting and carrying technique. ● Canoe trolley available ● Minimum of 2 persons carrying double kayaks, 1 person may carry single kayaks

Other users of the pontoon.	● Safety briefing. ● Group to be made aware of risk of tripping on the pontoon due to other users. ● Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods.
Falling from the pontoon.	● Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. ● Instructor to offer assistance to those that require it. ● Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required. ● Instructor to assist carers with wheelchair users as required - any straps are to be removed.
Falling between the kayak and pontoon.	● Instructor to assist with embarkation where necessary.
Head injury	● Safety briefing ● Instructor vigilance. ● Care to be taken when in close vicinity of other kayaks
Capsize	● Kayaks used in accordance with the safety policy. ● Instructor to be aware of the prevailing weather conditions and select appropriate craft.
Falling overboard	● Care to be taken if moving on the kayak. ● Instructor to be vigilant. ● Instructor to be able to recover a casualty from the water if required.

Drowning	• Buoyancy Aids provided and to be worn by all participants and staff.
Unable to return to pontoon.	• Instructor to be aware of the prevailing weather conditions and tidal flow. • Instructor to work within the safety policy and their own abilities
Weather Hypothermia / heat stroke, sun burn etc	• Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly. • *In the event of adverse weather - the group are to return to shore - in the event of lightening - safety is to be taken and stay off the water until 30mins clear weather has passed*
Collision	• Instructor to be vigilant. • Instructor to be familiar with the rules of the river.
Other water craft	• Instructor to be vigilant. • Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue whilst afloat.	• Care staff remain responsible for medical issues of their clients. • Instructor to have knowledge of where they can stop on the river to allow easy access for emergency services. • In the event of the instructor being the casualty – the group is to be made aware of the emergency procedure before leaving the pontoon – Emergency number list is in the instructor grab bag.

End of kayaking risk assessment.

Activity: Improvised Raft Building

Assessment Completed by: Kerry Lees
Competency: BCU Level 3
Date Completed: 29/01/18
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Hazards Identified:

- Track to the river (pedestrians, animals etc)
- Pontoon
- Raft Equipment
- Slips trips and falls
- Group behaviour
- Water
- Weather
- Other water users

Who may be affected?

- Staff
- Participants
- Other Centre users
- Visitors
- Members of the Public

What are the risks?	Safety Measures / Controls
Slips trips and falls	● Safety briefing ● Group to be made aware of risk of tripping on the forest floor. Care to be taken. ● Group to be advised if the pontoon is slippery due to weather conditions.
Group behaviour	● Group leader is to ensure the group are under control at all times. ● Instructor to stop the session if participants behaviour is dangerous.
Collision with members of the public whilst driving to the river.	● Drivers instructed to drive slowly and carefully and to give priority to other park users.
Collision with a tree.	● Drivers instructed to drive slowly and carefully. ● Instructor to offer assistance when reversing if required.

Injury from moving rafting equipment etc	● Instructor to brief the group on correct lifting and carrying technique. ● Barrels to be rolled. ● Poles can be dragged or carried with 2 people
Other users of the pontoon.	● Safety briefing. ● Group to be made aware of risk of tripping on the pontoon due to other users. ● Instructor to ask other users of the pontoon to allow a clear route for the group particularly during busier periods. ● Rafting sessions to take into account of potential busier periods when the general public might be using the pontoon.

Falling from the pontoon.	Buoyancy aids to be correctly fitted and adjusted before walking on the pontoon. Instructor to offer assistance to those that require it. Instructor to walk on the water side of the pontoon to allow the participants the support of the railing if required.
Falling between the raft and pontoon.	● Raft tied / held securely. ● Instructor to assist with embarkation where necessary.
Head injury	Safety briefing Instructor vigilance. Helmets to be worn by participants on the raft.
Capsize	Safety briefing Instructor to inspect the raft for any possible entrapment hazards. Instructor to be aware of the prevailing weather conditions. Instructor to be on the water in a canoe / kayak to recover swimmers and equipment. ● Instructor to have either a canoe or kayak on the water to aid with any rescues - either of a person or equipment.
Falling overboard	● Care to be taken on the raft ● Instructor to be vigilant. Instructor to be able to recover a casualty from the water if required.
Drowning	● Buoyancy Aids provided and to be worn by all participants and staff.

Unable to return to pontoon.	▪ Instructor to be aware of the prevailing weather conditions and tidal flow. ▪ Instructor to work within the safety policy. ▪ Raft could be tethered on a long line to the pontoon if deemed appropriate for the group.
Weather Hypothermia / heat stroke, sun burn etc	• Instructor to be aware of the prevailing weather conditions and advise participants to be dressed accordingly. • *In the event of adverse weather - the group are to return to shore - in the event of lightening - safety is to be taken and stay off the water until 30mins clear weather has passed*
Collision	▪ Instructor to be vigilant. ▪ Instructor to be familiar with the rules of the river.
Other water craft	▪ Instructor to be vigilant. ▪ Instructor to be aware of other water users particularly those in small craft and swimmers
Medical issue at the pontoon.	▪ Care staff remain responsible for medical issues of their clients. • What3words for the pontoon - birthdays.family.steers • *In the event of the instructor being the casualty – the group is to be made aware of the emergency procedure before leaving the pontoon – Emergency number list is in the instructor grab bag.*

End of Raft building risk assessment.