

ACTIVITY RISK ASSESSMENT

ACTIVITY or TASK	KAYAK RAMP
VENUE or LOCATION	LINCOLN LAKE

DATE OF ASSESSMENT	30/01/24
DATE REVIEW DUE	30/01/25
ASSESSED BY	Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
RISK OF DROWNING/NEAR DROWNING	HIGH	<p>There is always a risk of drowning when engaging in water activities. To control this risk always use training staff to supervise the activity. Be prepared to enter the water to assist anyone in difficulty.</p> <p>Do not 'TWIST' the sit not op used as it is 'Launched' from the top of the ramp as this will increase the chance of a capsize and possibly entrapment as it enters the water.</p> <p>The activity only needs to be run at slow</p>	LOW
BODY POSITIONING on SIT ON TOP incorrect causing participant to 'fall' from SIT on TOP.	HIGH	<p>Only use SINGLE SIT ON TOPS for this activity and ensure participants are seated correctly and holding on as instructed.</p> <p>Ensure paddles are correctly tucked under arm if used.</p>	LOW
IMPACT INJURIES caused by other SIT on TOPS	HIGH	<p>NEVER 'launch' a second SIT on TOP until the previous SIT on TOP has cleared the 'drop zone' as taught to staff at training sessions.</p>	LOW
SLIPS & TRIPS when moving SIT on TOP back to start position.	MED	<p>Ensure correct manual handling has been covered and children work in 'twos' or are assisted by staff. Identify exit point in initial briefing.</p>	LOW
WATER BOURNE ILLNESS + UNFORSEEN HAZARDS	MEDIUM	<p>Water testing completed 'in season' by external contractor to ensure water quality is suitable for water sports.</p> <p>Advise participants to cover open wounds and pre existing cuts.</p> <p>On site First Aiders to deal with any minor cuts by washing and covering .</p>	LOW

ACTIVITY RISK ASSESSMENT

ACTIVITY or TASK	TIKI BOARDS
VENUE or LOCATION	LINCOLN LAKE

DATE OF ASSESSMENT	30/01/24
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OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
RISK OF DROWNING/NEAR DROWNING	HIGH	<p>There is always a risk of drowning when engaging in water activities. To control this risk always use trained staff to supervise the activity. Be prepared to enter the water to assist anyone in difficulty.</p> <p>Do not overload the boards as this will increase the chance of a capsize and possibly entrapment as people enter the water.</p>	LOW
POSITIONING on TIKI BOARDS incorrect causing participant to 'fall' onto each other	HIGH	<p>Always ensure 'size matching' as much as possible when loading the boards. Participants should start in a kneeling position and move around as instructed until confident with balance.</p> <p>Ensure any paddles are correctly held to avoid 'face strikes'</p>	LOW
IMPACT INJURIES caused by participants falling on to each other.	HIGH	<p>Start with low (kneeling) games and build up to standing games. Ensure all participants have B/ aids and helmets correctly fitted.</p>	LOW
SLIPS & TRIPS when moving TIKI BOARDS on land.	MED	<p>Ensure correct manual handling has been covered and children work in 'teams' or are assisted by staff. Identify exit point in initial briefing. BEWARE WINDY CONDITIONS when ONLY STAFF should move boards around.</p>	LOW
WATER BOURNE ILLNESS + UNFORSEEN HAZARDS	MED	<p>Water testing completed 'in season' by external contractor to ensure water quality is suitable for water sports.</p> <p>Advise participants to cover open wounds and pre existing cuts.</p> <p>On site First Aiders to deal with any minor cuts by washing and covering .</p>	LOW

ACTIVITY or TASK	ARCHERY
VENUE or LOCATION	THORPE LAKE - LINCOLN

ACTIVITY RISK ASSESSMENT

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ASSESSED BY	Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

MEDIUM

This activity has been graded **MEDIUM** to remind instructors of the the potential of someone getting injured if the control measures are not followed.

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
PERSON GETTING INJURED WHILE CARRYING EQUIPMENT TO/FROM THE RANGE	MEDIUM	arrows to remain in arrow tube until at the range and only be carried by the instructor - bows to only be carried by persons capable of carrying safely without tripping - no short cuts to be taken always stick to recognised route to the range - no running	LOW
PARTICIPANT INJURED BY ARROW WHILE STOOD AT SHOOTING LINE	HIGH	ensure participants are well briefed an facing down the range at all times - ensure participants are well briefed on how to load/hold arrows - instructors to intervene early if they see participants 'waving' arrows around	LOW
PARTICIPANT HIT BY STRAY ARROW OR BOUNCE BACK	HIGH	ensure SAFETY BRIEFING given EVERY time - pay particular attention to instructions regarding SAFETY LINE and WAITING AREA - ensure the safety netting is in place prior to session commencing - use trained staff - ensure emergency action plan is understood by all staff - ensure target distances are maintained to avoid 'bounce back' - NEVER LEAVE arrows unattended on the range (such as when rotating groups or at lunch time)	LOW
SPECTATORS/OTHER PEOPLE HIT BY STRAY ARROW OR BOUNCE BACK	HIGH	ensure spectators accompanying the group are included in the SAFETY BRIEFING - ensure curious/casual spectators/other people are identified early and given instruction on safe places to stand - ensure safety netting is in place prior to session commencing - use trained staff - ensure emergency action plan is understood by all staff - ensure target distances are maintained to avoid 'bounce back' - NEVER LEAVE arrows unattended on the range (such as when rotating groups or at lunch time)	LOW

ACTIVITY or TASK

CANOEING & KAYAKING

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

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Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

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IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	Ensure buoyancy aids worn correctly - use sit on tops for novices and hire sessions - use trained staff (activity & first aid) - ensure emergency action plan is understood by all staff - ensure rescue boat available if required	LOW
ENTRAPMENT	HIGH	Use sit on tops where possible - ensure kayaks are only used on lessons - ensure boats are well maintained with no internal entrapment hazards - ensure footrests if used are adjusted correctly with no potential for trapping feet - ensure instruction given in capsize drill and procedure - ensure participants are wearing appropriate footwear and it is done up	LOW
PADDLE STRIKE TO FACE OR HEAD	HIGH	Ensure groups are well briefed - ensure all participants in groups are wearing helmets (inc. adults) - run games that do not involve close proximity working until participants have sufficient experience	LOW
SLIPS & TRIPS	MEDIUM	Monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance on working together to move boats etc to minimise risk of falling/tripping	LOW
SUDDEN ILLNESS/HEART ATTACKS AND /OR ASHTMA	MEDIUM	Ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	Ensure all participants are wearing appropriate clothing - issue wetsuit/dry suit to ALL participants - monitor participants on courses for signs of cold and take appropriate actions early - use qualified staff on river trips	LOW
WEILS/BLUE GREEN/ OTHER WATER BOURNE INFECTIONS	MEDIUM	Have water tested regularly at the venue - ensure participants cover up cuts and abrasions - advise participants to shower after water sports and wash hand before eating	LOW
MANUAL HANDLING	MEDIUM	Give advice on best practice for lifting and carrying equipment move boats to jetty area for general rentals & hire demonstrate safe lifting techniques on all courses - STOP participants who lift incorrectly	LOW

ACTIVITY or TASK	ARCHERY
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PARTICIPANT INJURED BY ARROW WHILE STOOD AT SHOOTING LINE	HIGH	ensure participants are well briefed an facing down the range at all times - ensure participants are well briefed on how to load/hold arrows - instructors to intervene early if they see participants 'waving' arrows around	LOW
PARTICIPANT HIT BY STRAY ARROW OR BOUNCE BACK	HIGH	ensure SAFETY BRIEFING given EVERY time - pay particular attention to instructions regarding SAFETY LINE and WAITING AREA - ensure the safety netting is in place prior to session commencing - use trained staff - ensure emergency action plan is understood by all staff - ensure target distances are maintained to avoid 'bounce back' - NEVER LEAVE arrows unattended on the range (such as when rotating groups or at lunch time)	LOW
SPECTATORS/OTHER PEOPLE HIT BY STRAY ARROW OR BOUNCE BACK	HIGH	ensure spectators accompanying the group are included in the SAFETY BRIEFING - ensure curious/casual spectators/other people are identified early and given instruction on safe places to stand - ensure safety netting is in place prior to session commencing - use trained staff - ensure emergency action plan is understood by all staff - ensure target distances are maintained to avoid 'bounce back' - NEVER LEAVE arrows unattended on the range (such as when rotating groups or at lunch time)	LOW

ACTIVITY or TASK

CANOEING & KAYAKING

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IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	Ensure buoyancy aids worn correctly - use sit on tops for novices and hire sessions - use trained staff (activity & first aid) - ensure emergency action plan is understood by all staff - ensure rescue boat available if required	LOW
ENTRAPMENT	HIGH	Use sit on tops where possible - ensure kayaks are only used on lessons - ensure boats are well maintained with no internal entrapment hazards - ensure footrests if used are adjusted correctly with no potential for trapping feet - ensure instruction given in capsize drill and procedure - ensure participants are wearing appropriate footwear and it is done up	LOW
PADDLE STRIKE TO FACE OR HEAD	HIGH	Ensure groups are well briefed - ensure all participants in groups are wearing helmets (inc. adults) - run games that do not involve close proximity working until participants have sufficient experience	LOW
SLIPS & TRIPS	MEDIUM	Monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance on working together to move boats etc to minimise risk of falling/tripping	LOW
SUDDEN ILLNESS/HEART ATTACKS AND /OR ASHTMA	MEDIUM	Ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	Ensure all participants are wearing appropriate clothing - issue wetsuit/dry suit to ALL participants - monitor participants on courses for signs of cold and take appropriate actions early - use qualified staff on river trips	LOW
WEILS/BLUE GREEN/ OTHER WATER BOURNE INFECTIONS	MEDIUM	Have water tested regularly at the venue - ensure participants cover up cuts and abrasions - advise participants to shower after water sports and wash hand before eating	LOW
MANUAL HANDLING	MEDIUM	Give advice on best practice for lifting and carrying equipment move boats to jetty area for general rentals & hire demonstrate safe lifting techniques on all courses - STOP participants who lift incorrectly	LOW

ACTIVITY or TASK

FAMILY ACTIVITY TICKETS

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

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LOW

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IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	ensure buoyancy aids are correctly fitted and wetsuits provided - give briefing to ALL clients - ensure customer understands boundaries and equipment use rules - ensure emergency action plan is understood by all staff - ensure rescue boat and trained staff are available if required	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing ensure buoyancy aids are correctly fitted - give advice on getting back onto equipment from the water - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
PADDLE STRIKE IN FACE OR HEAD	HIGH	there is a risk of 'paddle strike' when individuals are paddling in close proximity of each other - ensure helmets are worn by all participants and give advice at briefing on keeping paddles low	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are made at initial briefing - ensure participants are briefed to assist others if required - ensure customers know how to attract attention - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing and/or wetsuits for time of year - safety staff to monitor participants for signs of cold and take appropriate actions early - use trained staff on rescue cover and life guard duties	LOW
WEILS/BLUE GREEN/OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW
MANUAL HANDLING	MEDIUM	ensure all participants are given instruction in initial briefings on correct lifting techniques - instruction staff to move boats and equipment to lakeside at beginning of session - ensure participants know they can ask for assistance at any time	LOW

ACTIVITY or TASK

KATAKANUS

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

DATE OF ASSESSMENT

30/01/24

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30/01/25

ASSESSED BY

Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING AND/OR WEAK SWIMMERS	HIGH	Kata kanus are a very stable craft and this activity is not an 'in water' activity - entry into the water is only ever going to be accidental - ensure all participants wear buoyancy aids at all times - ensure participants stay seated unless told otherwise - IN THE EVENT OF A PARTICIPANT ENTERING THE WATER CALL FOR ASSISTANCE FROM THE SAFETY BOAT	LOW
FALLING FROM BELL BOAT AND/OR JETTY	HIGH	ensure loading and unloading of the Katakana is supervised - ensure participants stay seated unless told otherwise - ensure helms are capable and competent to stand at the rear	LOW
PADDLE STRIKE TO FACE AND/OR HEAD WHILE PARTICIPATING	HIGH	ensure participants are well briefed on the correct way to hold a paddle - ensure helmets are worn at all times during the activity - ensure helm monitors throughout activity	LOW
SLIPS/TRIPS & MINOR CUTS	HIGH	monitor conditions underfoot and take action as required to ensure it is safe to proceed at all times - ensure participants are wearing appropriate footwear - give guidance in the initial briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants during activity for signs of cold/heat and take appropriate actions early - use trained staff to helm the bell boats	LOW
WEILS/BLUE GREEN/ OTHER WATER BOURNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to wash hands before eating	LOW

ACTIVITY or TASK

KITCHEN WORK

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

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MEDIUM

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
CUTS from KNIFES	HIGH	Ensure correct training in chopping/use of knives is given. Ensure all kitchen staff are aware of pre washing storage and washing up protocols. Ensure all kitchen staff are aware of storage protocols.	MEDIUM
BURNS & SCALDS	HIGH	Ensure all staff are trained on use of ovens/fryer and hot water boilers. Ensure all staff dilute cold water with hot rather than hot with cold. Ensure only staff required are in kitchen at all times.	MEDIUM
SLIPS & TRIPS	HIGH	Ensure all spills are cleaned at point of occurrence. Regular floor sweeps during shift. Remove any trip hazards immediately. Ensure floor is deep cleaned at end of shift.	MEDIUM
FIRE	MEDIUM	Ensure all equipment not required is turned off at source. Ensure fire ex. And fire blanket are in place at the beginning of each shift. Ensure staff are trained to use emergency equipment.	LOW
ELECTRIC SHOCK	MEDIUM	Ensure staff are trained to only turn equipment on and off with dry hands. Ensure damaged equipment is identified and isolated by checking prior to use each shift.	LOW
Training to mitigate risk Updated June 2022	Recommended following incident.	Ensure all staff involved in kitchen operations are trained in L2 Food Hygiene and food allergy awareness. Ensure kitchen supervisors complete fire safety training, manual handling and general health and safety certificates.	

ACTIVITY or TASK	WATERFEST/MISSION
VENUE or LOCATION	THORPE LAKE - LINCOLN

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OVERALL RESIDUAL RISK FOR THIS ACTIVITY

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IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING/ENTRAPMENT	HIGH	ensure all participants know what the activity/race/relay involves and what the rules are - use site specified/trained staff - ensure emergency action plan is understood by all staff - ensure rescue boat available if required - maintain constant head counts on water based games	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing - give advice on swimming with a 'buddy' - ensure circuit is well defined - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
PADDLE STRIKE TO FACE OR HEAD	HIGH	ensure groups are well briefed - ensure all participants in groups are wearing helmets (inc. adults) - run games that do not involve close proximity working until participants have sufficient experience	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on circuit for signs of cold and take appropriate actions early - use trained staff on rescue cover and life guard duties	LOW

ACTIVITY or TASK

OPEN WATER SWIMMING

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

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LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	advise new swimmers to use 100 m circuit until confident - ensure novices wear wetsuits - give site induction to new users - use trained staff (rescue & first aid) - ensure emergency action plan is understood by all staff - ensure rescue response & equipment is available if required	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing - give advice on swimming with a 'buddy' - recommend using 100 m circuit until confident - ensure circuit is well defined - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA including 'PANIC' attacks	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on circuit for signs of cold and take appropriate actions early - use trained staff on rescue cover and monitor duties	LOW
WEILS/BLUE GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW

ACTIVITY or TASK

**BOAT STORES - SLIPWAYS -
PONTOONS - JETTIES**

GENERIC RISK ASSESSMENT

VENUE or LOCATION

LINCOLN LAKE

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OVERALL RESIDUAL RISK FOR THIS ACTIVITY

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IDENTIFIED RISK	RISK EVALUATION (without control)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
MANUAL HANDLING INJURIES WHILE MOVING BOATS & EQUIPMENT	MEDIUM	Staff to be given training in manual handling during new staff inductions - customers will only assist staff under their direction on courses - customers will be briefed on correct manual handling when renting craft - ensure all craft are carried in an appropriate manner - ensure all participants are wearing helmets and buoyancy aids before moving craft - ensure craft are not left in a position to cause an obstruction or slip hazard.	
SLIPPERY LAUNCH AREAS/SLIPPERY BANKS & PONTOONS	MEDIUM	Ensure all participants are briefed prior to commencing activities - ensure areas are checked each day prior to activities commencing - clear mud/ice or loose debris from areas - use salt if icy - ensure trip hazards are removed from the pontoons - sweep area if required.	LOW
FALLING INTO/ENTERING THE LAKE WHEN NOT PARTICIPATING IN THE SPECIFIED ACTIVITIES OR UNDER THE CONTROL OF AN INSTRUCTOR	MEDIUM	Ensure spectators are briefed not to enter the water at any time - ensure that casual spectators are aware that the pontoons and slip ways are 'out of bounds' unless participating in an activity - buoyancy aids are available free of charge for spectators wishing to stand on pontoons by arrangement to take photos - ensure craft are not left as to cause an obstruction and/or slip/trip hazard - ensure pontoons are left clear of any obstructions.	LOW

ACTIVITY or TASK

FAMILY ACTIVITY TICKETS

ACTIVITY RISK ASSESSMENT

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DROWNING	HIGH	ensure buoyancy aids are correctly fitted and wetsuits provided - give briefing to ALL clients - ensure customer understands boundaries and equipment use rules - ensure emergency action plan is understood by all staff - ensure rescue boat and trained staff are available if required	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing ensure buoyancy aids are correctly fitted - give advice on getting back onto equipment from the water - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
PADDLE STRIKE IN FACE OR HEAD	HIGH	there is a risk of 'paddle strike' when individuals are paddling in close proximity of each other - ensure helmets are worn by all participants and give advice at briefing on keeping paddles low	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are made at initial briefing - ensure participants are briefed to assist others if required - ensure customers know how to attract attention - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing and/or wetsuits for time of year - safety staff to monitor participants for signs of cold and take appropriate actions early - use trained staff on rescue cover and life guard duties	LOW
WEILS/BLUE GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW
MANUAL HANDLING	MEDIUM	ensure all participants are given instruction in initial briefings on correct lifting techniques - instruction staff to move boats and equipment to lakeside at beginning of session - ensure participants know they can ask for assistance at any time	LOW

ACTIVITY or TASK**KATAKANUS****ACTIVITY RISK ASSESSMENT****VENUE or LOCATION****THORPE LAKE - LINCOLN****DATE OF ASSESSMENT**

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DROWNING AND/OR WEAK SWIMMERS	HIGH	Kata kanus are a very stable craft and this activity is not an 'in water' activity - entry into the water is only ever going to be accidental - ensure all participants wear buoyancy aids at all times - ensure participants stay seated unless told otherwise - IN THE EVENT OF A PARTICIPANT ENTERING THE WATER CALL FOR ASSISTANCE FROM THE SAFETY BOAT	LOW
FALLING FROM BELL BOAT AND/OR JETTY	HIGH	ensure loading and unloading of the Katakana is supervised - ensure participants stay seated unless told otherwise - ensure helms are capable and competent to stand at the rear	LOW
PADDLE STRIKE TO FACE AND/OR HEAD WHILE PARTICIPATING	HIGH	ensure participants are well briefed on the correct way to hold a paddle - ensure helmets are worn at all times during the activity - ensure helm monitors throughout activity	LOW
SLIPS/TRIPS & MINOR CUTS	HIGH	monitor conditions underfoot and take action as required to ensure it is safe to proceed at all times - ensure participants are wearing appropriate footwear - give guidance in the initial briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants during activity for signs of cold/heat and take appropriate actions early - use trained staff to helm the bell boats	LOW
WEILS/BLUE GREEN/ OTHER WATER BOURNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to wash hands before eating	LOW

ACTIVITY or TASK

KITCHEN WORK

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CUTS from KNIFES	HIGH	Ensure correct training in chopping/use of knives is given. Ensure all kitchen staff are aware of pre washing storage and washing up protocols. Ensure all kitchen staff are aware of storage protocols.	MEDIUM
BURNS & SCALDS	HIGH	Ensure all staff are trained on use of ovens/fryer and hot water boilers. Ensure all staff dilute cold water with hot rather than hot with cold. Ensure only staff required are in kitchen at all times.	MEDIUM
SLIPS & TRIPS	HIGH	Ensure all spills are cleaned at point of occurrence. Regular floor sweeps during shift. Remove any trip hazards immediately. Ensure floor is deep cleaned at end of shift.	MEDIUM
FIRE	MEDIUM	Ensure all equipment not required is turned off at source. Ensure fire ex. And fire blanket are in place at the beginning of each shift. Ensure staff are trained to use emergency equipment.	LOW
ELECTRIC SHOCK	MEDIUM	Ensure staff are trained to only turn equipment on and off with dry hands. Ensure damaged equipment is identified and isolated by checking prior to use each shift.	LOW
Training to mitigate risk Updated June 2022	Recommended following incident.	Ensure all staff involved in kitchen operations are trained in L2 Food Hygiene and food allergy awareness. Ensure kitchen supervisors complete fire safety training, manual handling and general health and safety certificates.	

ACTIVITY or TASK

RAFT BUILDING

VENUE or LOCATION

THORPE LAKE - LINCOLN

ACTIVITY RISK ASSESSMENT

DATE OF ASSESSMENT

30/01/24

DATE REVIEW DUE

30/01/25

ASSESSED BY

Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

MEDIUM

Due to the final grading of **MEDIUM** - special attention should be given to training site specified staff and ensuring the **RAFT BUILD PLANS** are followed and the activity is closely supervised on the water.

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING/ENTRAPMENT	HIGH	ensure participants are well briefed on raft design - use site/activity specified trained staff - ensure NO loose/trailing ropes or loops of rope - ensure emergency action plan is understood by all staff - ensure raft build is solid BEFORE allowing participants onto the water	MEDIUM
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
GETTING HIT WITH POLES WHILE BUILDING RAFT - PADDLE STRIKE IN FACE OR HEAD WHILE USING RAFT	HIGH	there is a risk of getting hit by poles while building the raft and/or paddle strike while using the raft - ensure helmets are worn by all participants - supervise building - give advice at briefing on keeping paddles low and keeping a hand on top of single padded paddles used on this activity	MEDIUM
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are shared at initial staff briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants for signs of cold and take appropriate actions early - use trained staff on rescue cover and supervision.	LOW
WEILS/BLEW GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW

ACTIVITY or TASK

**BOAT STORES - SLIPWAYS -
PONTOONS - JETTIES**

GENERIC RISK ASSESSMENT

VENUE or LOCATION

LINCOLN LAKE

DATE OF ASSESSMENT

30/01/24

DATE REVIEW DUE

30/01/25

ASSESSED BY

Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
MANUAL HANDLING INJURIES WHILE MOVING BOATS & EQUIPMENT	MEDIUM	Staff to be given training in manual handling during new staff inductions - customers will only assist staff under their direction on courses - customers will be briefed on correct manual handling when renting craft - ensure all craft are carried in an appropriate manner - ensure all participants are wearing helmets and buoyancy aids before moving craft - ensure craft are not left in a position to cause an obstruction or slip hazard.	
SLIPPERY LAUNCH AREAS/SLIPPERY BANKS & PONTOONS	MEDIUM	Ensure all participants are briefed prior to commencing activities - ensure areas are checked each day prior to activities commencing - clear mud/ice or loose debris from areas - use salt if icy - ensure trip hazards are removed from the pontoons - sweep area if required.	LOW
FALLING INTO/ENTERING THE LAKE WHEN NOT PARTICIPATING IN THE SPECIFIED ACTIVITIES OR UNDER THE CONTROL OF AN INSTRUCTOR	MEDIUM	Ensure spectators are briefed not to enter the water at any time - ensure that casual spectators are aware that the pontoons and slip ways are 'out of bounds' unless participating in an activity - buoyancy aids are available free of charge for spectators wishing to stand on pontoons by arrangement to take photos - ensure craft are not left as to cause an obstruction and/or slip/trip hazard - ensure pontoons are left clear of any obstructions.	LOW

ACTIVITY or TASK

STAND UP PADDLE
BOARDS

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

DATE OF ASSESSMENT

30/01/24

DATE REVIEW DUE

30/01/25

ASSESSED BY

Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	ensure novices wear wetsuits - give site induction to new users - use trained staff (rescue & first aid) - ensure emergency action plan is understood by all staff - ensure rescue boat available if required	LOW
WEAK SWIMMERS	HIGH	ensure less confident and weak swimmers are identified at initial briefing and buoyancy aids provided. Ensure leashes are worn appropriately. Consider a 'floating' session as a confidence builder to begin.	LOW
FALLING FROM/ONTO BOARD	HIGH	ENSURE all sessions start and finish by lying on the board and paddling out/in 'surfer' style so participants do not fall into shallow water and/or strike the bank. Beginners will naturally 'walk' along the SUP while learning to paddle and/or lose their balance - they can eventually 'walk' of the board if not careful - advise beginners to start in a kneeling position until confident - ensure buoyancy aids and helmets are worn correctly to help reduce impact injuries	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are completed and details shared at staff briefing - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on activity for signs of cold and take appropriate actions early. Ensure instructor has communication with shore staff to request assistance if required.	LOW
WEILS/BLUE GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW

ACTIVITY or TASK

STAND UP PADDLE
BOARDS

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

DATE OF ASSESSMENT

30/01/24

DATE REVIEW DUE

30/01/25

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Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING/LEASH ENTRAPMENT	HIGH	ensure novices wear wetsuits, buoyancy aids and leashes as appropriate. Ankle leashes are suitable for use at the lake. Ensure customers have site and emergency brief prior to participation. Ensure safety cover in place.	LOW
WEAK SWIMMERS	HIGH	ensure less confident and weak swimmers are identified at initial briefing and buoyancy aids provided. Ensure leashes are worn appropriately. Consider a 'floating' & re-boarding sessions as a confidence builder to begin.	LOW
FALLING FROM/ONTO BOARD	HIGH	ENSURE all sessions start and finish by lying on the board and paddling out/in 'surfer' style so participants do not fall into shallow water and/or strike the bank. Beginners will naturally 'walk' along the SUP while learning to paddle and/or lose their balance - they can eventually 'walk' of the board if not careful - advise beginners to start in a kneeling position until confident - ensure buoyancy aids and helmets are worn correctly to help reduce impact injuries	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are completed and details shared at staff briefing - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/ HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on activity for signs of cold and take appropriate actions early. Ensure instructor has communication with shore staff to request assistance if required.	LOW
WEILS/BLUE GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW

ACTIVITY or TASK

OPEN WATER SWIMMING

ACTIVITY RISK ASSESSMENT

VENUE or LOCATION

THORPE LAKE - LINCOLN

DATE OF ASSESSMENT

30/01/24

DATE REVIEW DUE

30/01/25

ASSESSED BY

Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING	HIGH	advise new swimmers to use 100 m circuit until confident - ensure novices wear wetsuits - give site induction to new users - use trained staff (rescue & first aid) - ensure emergency action plan is understood by all staff - ensure rescue response & equipment is available if required	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing - give advice on swimming with a 'buddy' - recommend using 100 m circuit until confident - ensure circuit is well defined - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA including 'PANIC' attacks	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on circuit for signs of cold and take appropriate actions early - use trained staff on rescue cover and monitor duties	LOW
WEILS/BLUE GREEN/ OTHER WATER BORNE INFECTIONS	MEDIUM	carry out monthly water testing by approved contractor - ensure participants cover up cuts & abrasions - advise participants to shower after water sports and wash hands before eating	LOW

ACTIVITY or TASK	WATERFEST/MISSION
VENUE or LOCATION	THORPE LAKE - LINCOLN

ACTIVITY RISK ASSESSMENT

DATE OF ASSESSMENT	30/01/24
DATE REVIEW DUE	30/01/25
ASSESSED BY	Steve Poulton

OVERALL RESIDUAL RISK FOR THIS ACTIVITY

LOW

IDENTIFIED RISK	RISK EVALUATION (without control measures)	SUGGESTED CONTROL MEASURES	RESIDUAL RISK
DROWNING/ENTRAPMENT	HIGH	ensure all participants know what the activity/race/relay involves and what the rules are - use site specified/trained staff - ensure emergency action plan is understood by all staff - ensure rescue boat available if required - maintain constant head counts on water based games	LOW
WEAK SWIMMERS	HIGH	ensure weak swimmers are identified at initial briefing - give advice on swimming with a 'buddy' - ensure circuit is well defined - brief safety staff to spot struggling or weak swimmers early - take early action if required	LOW
PADDLE STRIKE TO FACE OR HEAD	HIGH	ensure groups are well briefed - ensure all participants in groups are wearing helmets (inc. adults) - run games that do not involve close proximity working until participants have sufficient experience	LOW
SLIPS & TRIPS & MINOR CUTS	MEDIUM	monitor conditions under foot and take action as required to ensure it is safe to proceed at all times - consider wet/ice/mud - ensure participants are wearing appropriate footwear - give guidance in initial site briefing	LOW
SUDDEN ILLNESS/HEART ATTACKS AND/OR ASHTMA	MEDIUM	ensure medical declarations are filled in at initial briefing - ensure participants are briefed to assist others if required - ensure staff are well briefed on rescue procedures/emergency action plan and are first aid trained	LOW
COLD WATER SHOCK/HYPOTHERMIA	MEDIUM	ensure all participants are wearing appropriate clothing - monitor participants on circuit for signs of cold and take appropriate actions early - use trained staff on rescue cover and life guard duties	LOW