|  |  |
| --- | --- |
| **DESCRIPTION OF TASK / ACTIVITY** | **Working at Water Margins**  This generic Risk Assessment should be used as a basis for preparing an event specific Risk Assessment.  It sets out general hazards and control measures for Working with Young People near streams, ponds, lakes or the sea during an excursion.  The Risk Assessment covers the risks of working in or near natural waters and should be used in conjunction with additional risk assessments to cover the main purpose of the excursion; i.e. walking through woods, hill walking etc  Additional elements may be added to address specific hazards of an excursion, activity or participants’ needs.  It is the responsibility of the Head of Establishment / Visit Leader to prepare a Risk Assessment that recognises these general hazards and provides adequate details of the hazards and control measures of their specific excursion. |
| **LOCATION** |  |

| **Item** | **What are the hazards?** | **What are you already doing, i.e. what Control Measures are already in place?** | **Anything else you need to do to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  |  |
| 1 | Inappropriate activity plan | * Supervisor must assess the route and/or activity for natural water hazards * Supervisors will hold an appropriate First Aid qualification * Supervision ratios will be a minimum of 1:6 * Swimming must be part of a pre-planned activity * Swimming in Natural Waters should ideally take place in a designated swimming area, protected by a qualified life guard * Group members will be appropriately briefed and prepared for the route and planned activities * Activities must be planned to suit the abilities and needs of individual group members | In preparing excursion specific Risk Assessment you can add details of supervisor’s qualification  Is supervisor familiar with the area? Does supervisor need to do a physical assessment of the route to ensure it is appropriate for this group?  Supervision ratios may need to increase to meet individual needs |  |  |  |
| 2 | River crossings | * Supervisors will operate within the remit of their training and experience * Supervisors must have current information on water states and possible changes * Journeys and activity areas have been chosen to avoid streams, rivers and other water hazards unless water is part of the planned activity * Where unavoidable, stream and river crossing must only be carried out where participants can cross easily. i.e. water is to be a maximum of ankle deep and the consequence of a slip will not place the participant in fast flowing water * Groups will be briefed on excursion policy for crossing streams, how to travel across boggy ground and how to avoid hazards * Supervision plans will include close supervision of the group near water hazards | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if participants are unable to continue |  |  |  |
| 3 | Working at the Water Margin | * Supervisors will operate within the remit of their training and experience * Activity areas have been chosen to avoid fast flowing water, submerged obstacles and other water hazards * Activity areas must be clearly defined including entry and exit points * Out of Bounds areas must be clearly defined * The area upstream from the planned activity area will be checked for floating objects that could cause a hazard if swept downstream * The area downstream from the planned activity area will be checked for submerged obstructions, weirs and waterfalls that could cause a hazard if young people lose their footing * For coastal activity Supervisors must be aware of tide times and the local effect of tides on currents or surf conditions. * Coastal areas must be checked for floating or submerged hazards * Groups will be briefed on excursion policy for crossing streams, how to travel across boggy ground and how to avoid hazards * Supervision plans will include close supervision of the group near water | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if participants are unable to continue |  |  |  |
| 4 | Swimming in Natural Waters | * Supervisors will operate within the remit of their training and experience * Supervisors will hold an appropriate First Aid qualification * Swimming must be part of a pre-planned activity * Swimming in Natural Waters should take place in a designated swimming area, protected by a qualified life guard * If no lifeguards are present the Supervisor must hold a suitable qualification (ie: Royal Life Saver Society or equivalent) * Activity areas have been chosen to avoid fast flowing water, submerged obstacles and other water hazards * Activity areas must be clearly defined including entry and exit points * Out of Bounds areas must be clearly defined * The area upstream from the planned activity area will be checked for floating objects that could cause a hazard if swept downstream * The area downstream from the planned activity area will be checked for submerged obstructions, weirs and waterfalls that could cause a hazard if young people lose their footing * For coastal activity Supervisors must be aware of tide times and the local effect of tides on currents or surf conditions. * Coastal areas must be checked for floating or submerged hazards * Groups will be briefed on excursion policy for crossing streams, how to travel across boggy ground and how to avoid hazards * Supervision plans will include close supervision of the group near water | This may include  Supervisors to be aware of individual needs and abilities  Supervisors must have pre-planned alternate activities if participants are unable to continue |  |  |  |
| 6 | Location - Delayed access to medical assistance | * Supervisors have appropriate First Aid qualifications for the planned route * Appropriate first aid equipment will be carried by the supervisor * Group members have be briefed on the actions to take in the event of an incident or emergency * A system for dealing with incidents will be in place, including effective channels of communication, a base contact and late back procedure |  |  |  |  |
| 6 | Weather  Current weather conditions  Rapid changes to conditions  Changes to water conditions | * Supervisors will obtain information on weather and other relevant factors and make an assessment of conditions prior to the start of the activity * Leaders will ensure that each participant is appropriately clothed, carries sufficient food and that additional food, clothing and equipment is available to suit the expected conditions and nature of the activity * Leaders will carry emergency equipment, including bivvy bag or shelter * Leaders will be First Aid trained to the level required by the NGB * Group members will be trained to recognise early signs of hyperthermia or dehydration and carry out the appropriate actions * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs  Consider pre-planned bad weather activities |  |  |  |
| 7 | Water Conditions | * Supervisors will obtain information on weather and other relevant factors and make an assessment of conditions prior to the start of the activity * Supervisors will obtain information on local tide times and make an assessment prior to the start of the activity * Supervisor’s assessment will include weather, tide and river conditions in the days preceding the planned activity * Leaders will be First Aid trained to the level required by the NGB * Group members will be trained to recognise early signs of hyperthermia or dehydration and carry out the appropriate actions * Supervisors will modify or curtail the activity if prevailing conditions are inappropriate for the group or the planned activity | Consider needs of individual group members with additional support needs |  |  |  |
| 8 | Pre-existing medical conditions | * Parents must complete consent and medical information forms * Supervisors must familiarise themselves with any pre-existing medical conditions * Leaders will be First Aid trained to the level required by the NGB * Group members are to briefed on appropriate First Aid for possible medical conditions * All staff and group members to be briefed on the location and use of any inhalers or auto-injectors carried by members of the group | Consider pre-planned bad weather activities |  |  |  |
| 9 | Water Confidence | * Parents must complete consent forms which will include a comment on swimming ability and/or water confidence * Supervisors will familiarise themselves with the known abilities of participants * Supervisors will maintain an awareness of participants’ abilities throughout the activity and be prepared to impose individual or group rest periods | Consider adding Supervisors will amend or curtail the activity as appropriate to the ability of the group |  |  |  |
| 9 | Inappropriate behaviour | * Code of conduct agreed with all group members prior to the expedition | Consider adding details for supporting specific individuals |  |  |  |
|  | | | | |  |  |
|  | | | | |  |  |
| **Prepared by:** | |  | **Date:** |  | | |
| **Date for review:** |  | | |
|  | | | | | | |
| **Checked and Approved by:** | |  | **Date:** |  | | |