

THE GLIDE SURF SCHOOL

STAND UP PADDLE BOARD (SUP)
COACHING AND INSTRUCTION
At Mill Farm Lakes
RISK ASSESSMENT

Revised 20th JUNE 2022

Task/Activity- Stand Up Paddle Boarding on Mill Farm Lakes

Min Qual – Foundation Level 1 SUP / Beach and or SUP Rescue award.

Date: 20th June 2022

Signed: Ben Kewell

Assessment Review Date 20th June 2023

HAZARD	WHO MIGHT BE HARMED	RISK RATING Prioritise risk as high, medium or low	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?	RESIDUAL RISK Prioritise as High, medium or low
List hazards here: <u>Each hazard, corresponding people at risk and control measures should occupy a new row in the table.</u>	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here – or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual Risk
Trailer/equipment	Clients / staff / public	low	-Make sure equipment is always pre-checked before and after each session. Including staff safety/emergency kit -Staff to operate on/off the trailer. -Stack neatly out of public way and access tracks and parked on grass area or designated car park.	-Staff to give clear instructions and demonstrate if help needed.	None
Traffic in the car park	Clients / staff / public	Very low	-Identify and use quietest area possible -Park in front of Glide Surf School Sign. Tell clients and staff to be aware of other cars and users when changing and transporting equipment.	-Reinforce when necessary.	Low. Car park could get unexpectedly busy.

Hotter/Summer weather conditions can make car park busier. Also car park will get busier in July/Aug.	Clients/staff /Public	low	-During these weather conditions and times in season take extra care and awareness of grass area car park, gravel car park and access tracks. -Make sure van and trailer are located in easy accessible and spacious area in the car park/ grass area so on our return after the paddle clients/ staff can still change and load trailer. Also so that no members of the public are hindered.	-Double check with staff in at Millfarm on any extra bookings that may cause any access or parking problems.	None.
Transporting and stacking equipment by the lake side.	Clients/staff /Public	low	-Make sure grass car park is clear to carry equipment. -Clear instructions and demonstration to clients on how to carry and stack equipment to designated area beside the river bank. -Make sure the stacked equipment does not impede public right of way. -Most useful area would be on grass verge by the river next to public walkway. -Keep equipment away from overgrown vegetation area of stinging nettles etc.	-Reinforce instructions when necessary. -When stacking boards make sure they are leaning away from the walk way to avoid falling over.	Low. Increased busyness in car park and public areas next to the river bank during high season.
List hazards here:	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here – or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks.	Residual Risk
Equipment	Clients/staff	Low	-Staff to make sure equipment is always pre-checked before and after each session. -Make sure a tow rope is always carried whilst coaching. -Staff to always carry a mobile phone and waterproof carry case. -Staff to check and coach clients to assess items below; -Check paddle length is appropriate height for client. -Check Leash is secure.to board. Check board is pumped up enough and fin secure. -Check buoyancy aids are on correctly -Ensure correct fitting wetsuits and boots are worn outside of June-Aug. -Light gym style clothing, swim shorts, rash vests and water shoes/ old trainers can be worn June-Aug. -Have cold water available on hot days and warm water available on cold days.	-Re-enforce clients to double check own equipment. -Make sure phone has full charge. -Check air temps before and ensure customers are briefed with the correct clothing/ wetsuit equipment before the lesson.	Low-If weather changes temperatures can drop or increase.

Entering the water	Clients / Staff	Low	<ul style="list-style-type: none"> -Check and confirm entrance and exit point 1 and 1 are both clear with no obstruction. -One member of staff to demonstrate how to get in and out of the water then wait alongside riverbank to assist clients in one at a time. -Second staff member to assist clients from land to water until all clients are safely on/ off the water. -Both staff to assist if required to. 	-Make sure everyone hears the verbal and visual demonstration on how to enter.	Low. Change in water levels. Weather conditions; stronger winds.
On the water	Clients and staff	Med	<ul style="list-style-type: none"> -Use marker buoys as initial designated paddle area and to separate larger groups if needed. -When approaching a river bank to moor or stop alongside approach into an the flow of the water due to wind if possible for added control. -Keep all paddlers 2m away from the lakeside bank and avoid grabbing on lakeside vegetation. -Avoid drinking any lake water. -No grabbing hold of the overhead bridge on the lake. -All U18 paddlers to use a buoyancy aid. Make available for 18yrs+ if required. 	-re-enforce with verbal instruction to clients	Low. -Sudden unpredicted change in weather conditions. -Other water users being unsafe or mismanaging vessels.
Thunder & Lightening	Clients/ Staff	High	<ul style="list-style-type: none"> -Check the weather forecast before session. -Use the 30/30 rule in all circumstances. -If any thunder and lightning occurs do not enter the water. -If already on the water and thunder and lightning occur then blow emergency whistle and all water users to immediately get off the water and assemble on lake side or car park if required. 	Use weather app/ website to track the thunder and lightning. www.lightningmaps.org	Med Risk- if managed well early on using 30/30 rule
Wind speed and direction increases or changes direction during the lesson.	Clients and Staff	Med	<ul style="list-style-type: none"> -Check weather forecast regularly days leading up to lesson and just before lesson. - Increase or decrease initial marker buoy area as necessary. 10m2 -25m2 -0-12 knots wind speed is very safe to paddle 12-18 knots wind speed become slightly harder and paddlers need to be competent. 19-25mph wind speed become hard to paddle so paddlers must be very competent. 25mph wind speeds becomes very hard to paddle and only for extremely experienced paddlers and down winders. 30mph+ wind speed unsafe to paddle. 	Re-enforce and check all of the previous controls just before the lesson start and where necessary during the lesson.	Med - Sudden unpredicted change in weather conditions.

Air Temp change by dropping during evening lessons.	Clients and staff	Low	<ul style="list-style-type: none"> -Make all staff and clients are aware and have additional clothing for before and after the lesson. -Use beanie during paddle if necessary. -Make sure blanket is in staff emergency kit. -Bring wetsuit gloves for clients if necessary. -0-10 degs Extra warm clothes needed. 10-15 degrees. Occasional extra layers of clothes needed and recommended. 15 degs+ No extra layers needed. 	<p>Make sure all clients receive notification of this before the lesson.</p> <p>Re-inforce before we enter the water.</p>	None
Other on the water hazards; Other vessels, leash getting caught or boards hitting submerged object whilst paddling, wildlife (swans, ducks etc.), falling branches, overhanging trees.	Clients and staff	Med	<ul style="list-style-type: none"> - One instructor always leading so as to keep constant watch out for other water hazards. -Go down to knee paddling if concerned of colliding with other boards. - Lead instructor to keep constant awareness of submerged objects. Paddle around, go down to knees if required and notify clients. -Slow down and avoid when you see wildlife. No sudden movements, remain calm and quiet. -Avoid paddling under overhanging trees as best as possible. -Do not touch any trees, branches with hands, paddle or board. Unless for safety reasons. 	<p>Make all clients aware of these before lessons and also during if the situation arises.</p>	None
Sunshine and hot temperatures	Staff, clients and public.	Med	<ul style="list-style-type: none"> -Always check weather forecast in advance to avoid heat exhaustion, sunburn, and squinted vision. -Staff to always carry spare water bottle of water. Encourage clients to bring their own. -Remind clients to bring sun cream, hat, and sunglasses. -Make sure sun cream, a spare hat and spare set of glasses are available for clients. -10-14 degs. Unlikely to need any extra cover for sun protection. 15-19 degs Have a hat, sunglasses and suncream readily available to use and suggest to use. 20-29 degs. Must have hat, sunglasses and suncream and strongly recommend to use. 30 degs+ Must have hat, sunglasses and suncream and compulsory to use unless unable to for medical reason. 	<p>Re-enforce to bring if weather conditions require.</p>	<p>-Unpredicted weather changes increasing in temperature.</p>

Alcohol and Drug use	Staff, clients and public.	Low	<ul style="list-style-type: none"> -A discrete visual and verbal analysis of each customer and client to make sure no one is under the influence of alcohol or drugs. -If they are believed to then they would not be permitted to take part in the lesson 	<ul style="list-style-type: none"> -Make sure the situation does not change through the lesson --If they are believed to then they would not be asked to finish their part in the lesson with immediate effect. 	None
Clients/customers medical conditions	Staff, clients and public.	Med	<ul style="list-style-type: none"> -Make sure any medical details have been collected and logged when booking commences. -Have a list of conditions for each client available at all times. -Make sure mobile phone has signal and charge at all times. -Gravel Car Park is emergency meeting point for quarry lake -Grass Car Park is emergency meeting point for Bride Lake. -Nearest Public Phone. Located in mill Farm main building. 	Ask customers/client again when first meet at the start of lesson for any medical details.	Low. Anything medical condition undisclosed by customer/client.