Poole Park Activity Centre Activity Risk Assessment

Centre: Poole Park
Date: January 2026

Completed by: Centre Manager PP
Review Date: January 2027

Generic to all Activities

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injuries from Manual Handling	All	High	▪ Briefing on correct technique to use ▪ Trailers provided where necessary ▪ Suitable number of people to carry each piece of equipment	Low
Injuries from equipment left unattended	All	High	▪ All equipment to be secured when not in use. ▪ No equipment should be left on footpaths or impeding members of the public	Low
Illness from weather conditions	Participants/Staff	High	All Instructors must have received training on identifying Sunstroke and Hypothermia. <u>Sun Burn/Stroke</u> ▪ Clients advised to wear high factor waterproof sun cream, hats, sunglasses etc & to cover up ▪ Clients advised to drink plenty of water + remain out of the sun when possible ▪ Instructor awareness to signs of sunburn and sunstroke <u>Hypothermia</u> ▪ Correct personal protective clothing for the activity to be worn according to the conditions ▪ Instructor awareness to signs of hypothermia	Low
Inexperience of group and or group behaviour	Participants	Medium	▪ Staff briefing to be given to all clients prior to starting any activity session ▪ Group leaders/Teachers/Adults accompanying the group are in 'loco parentis' ▪ During activities where there is no adult present (ie. Multi-activity club), instructors should dynamically risk assess	Low

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			behaviours throughout the session and if required contact the parent/guardian of the young person concerned. ▪ Staff briefing to be given to all clients prior to starting any activity session	
Group Member separated from the group	Participants	Medium	▪ Briefing to be given about informing the instructor of departure from session for any reason (use of toilet etc.) ▪ Head Count at the beginning and end of each session ▪ Duty Manager to follow EAP – Lost Child if required.	Low

Water Activity Risk Assessment

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury caused by Experience level of staff	Participants	High	▪ Staff will receive site specific training for the environment within which they operate and hold the necessary external qualifications.	Low
Supervision	Participants	Medium	▪ To avoid lone working a second member of staff must be present at the lake and the group must not be more than 50m from any shore at any given time. ▪ Instructors to always keep line of sight of their own group.	Low
Drowning	Participants + Staff	High	▪ Every participant and staff member must wear the relevant PPE on activity sessions.	Low
Inexperience of group and or group behaviour	Participants	Medium	An activity safety briefing is delivered to help orientate guests and identify any hazards- ▪ Cold water ▪ Wind chill (if appropriate) ▪ Correct measures to undertake if falling in the water	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			▪ Behaviour monitored and managed appropriately, vigilance of all staff during activity and while participants get off the water and put away equipment. ▪ Constant line of sight will be kept when on the water. ▪ Clear responsibilities are outlined in the pre-course information sent out to all groups ▪ The instructor and group leader will communicate to understand who is responsible for the group at all times. ▪ Do not overload craft, maximum number of participants on each craft to be communicated to group.	
Capsize or Immersion	Participants	High	▪ Clear information is given prior to the session as to the clothing required. ▪ Ensure everyone dresses for the weather conditions ▪ No bare feet ▪ Correctly fitting buoyancy aids are to be worn by all participants. ▪ Visually check each participant is kitted out properly. ▪ Visually check all equipment prior to use. ▪ Activity Instructors will carry a knife, whistle. ▪ An inspection of equipment is carried out for boats and buoyancy aids before each use ▪ Annual boat and buoyancy aid inspections are completed and recorded.	Medium
Strains, sprains and soft tissue injury	Participants	Medium	▪ Instruction in safe manual handling will be given including : Directions on how many people required. Technique required to lift a piece of equipment. ▪ An appropriate warm up will be undertaken. Activities will be varied to avoid excessive strain ▪ Paddles with damaged blades or shafts not to be used. ▪ Boats with protruding screw head/bolts should not be used.	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Effects of the weather	Participants	High	▪ Obtain a weather forecast. ▪ The weather and water conditions are constantly monitored. ▪ Assess whether group will be able to cope with any wind. Be aware of the effect of off shore wind. If high winds occur then the instructor's ongoing risk assessment and judgement will decide whether to continue or put a stop to the session. ▪ Be aware of the effect of wind chill. ▪ Adapt the activity accordingly or run an alternative activity if necessary. ▪ Groups will be advised on appropriate clothing. ▪ If thunder is heard or lightening seen then the activity should stop immediately, instructors will radio the duty manager for notification. The DM will look at the lightening map to identify either lightening or an alternative noise source. The activity may continue 30 minutes after the last thunder rumble was heard. ▪ Staff should be vigilant for signs of foreseeable conditions related to the weather conditions and take appropriate action - e.g. hypothermia, dehydration. ▪ Instructors can seek guidance from Duty Manager or Centre Manager as to whether session can continue.	Medium
Illness	Participants	Medium	▪ Check cuts etc are covered with water proof plasters. ▪ Check medical requirements and that any essential medication is accessible. ▪ Ensure protection from the weather (heat and cold).	Low
Illness due to weather conditions	Anyone	Medium	All Instructors must have received training on identifying Sunstroke and Hypothermia. Sun Burn/Stroke	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			▪ Clients advised to wear high factor waterproof sun cream, hats, sunglasses etc & to cover up ▪ Clients advised to drink plenty of water + remain out of the sun when possible ▪ Instructor awareness to signs of sunburn and sunstroke Hypothermia ▪ Correct personal protective clothing for the activity to be worn according to the conditions ▪ Instructor awareness to signs of hypothermia	
Unauthorised use	Anyone	High	▪ The instructor will ensure all equipment is returned to the correct storage area and secured ▪ All equipment secured when not in use. ▪ Signage to make clear Instructors must be present for the equipment to be used.	Low
Health issues	Participants	High	▪ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.	Low/ Medium
Cold Water shock	Participants/ Instructors	Medium	▪ Briefing to be given to group before start about water temperature ▪ Participants should be told about what to do if they fall into cold water ▪ Take a minute. . ▪ Relax and float ▪ Keep calm	Low
Injury whist embarking or disembarking craft	Everyone	High	▪ Briefing to be given that when entering or exiting their craft participants are to have empty hands to protect in case of a fall.	Low
Injury to feet	Everyone	High	▪ Suitable footwear must be worn at all times	Low

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The following are additional risks specific to water activities:

Canoe & Kayaks

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	▪ 1:12 for canoes Tandem with site specific training and assessment and 1:8 canoes solo ▪ 1:8 or 2:12 for Kayaking (Sit In) ▪ 1:12 for Sit on Top Kayaking ▪ Instructors to be appropriately qualified for the session in line with the APS for the session	Low
Impact from equipment due to proximity on board	Participants/ Instructors	Medium	▪ All Participants to be briefed on the importance of holding the paddle correctly.	Low
Shallow Water Injuries	All	High	Session should only start when 2 paddle lengths away from the bank and in waist deep water.	Low

Bell Boats / Cata Canoe

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	▪ Instructors to be appropriately qualified for the session in line with the APS for the session ▪ Minimum of 1 member of staff onboard each BB.	Low
Impact from equipment due to proximity on board	Participants/ Instructors	Medium	▪ All Participants to be briefed on the importance of holding the paddle correctly.	Low

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Raft Build

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	▪ Instructors to be appropriately qualified for the session in line with the APS for the session ▪ The session will be broken down and supervised as four phases- 1)Planning 2)Raft building 3)Paddling the rafts on the water 4)Dismantling ▪ Phases 1, 2 and 4 may be assisted/supervised by the groups own staff	Low
Entrapment	Participants	High	▪ Staff will carry a knife and be alert for entanglement if rafts break apart.	Low
Safety Boat	Participants	Medium	▪ Staff will be aware of the hazard presented to people in the water by the safety boat and pay constant attention to the proximity of the boat and paddle to any participants	Low
Incorrect lifting or mishandling of raft build equipment	Participants	Medium	▪ Safety briefing will include manual handling training. This briefing will specifically include to be aware of other people when moving poles.	Medium

Use of Pedalos – Generic Risk Assessment Applies

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Rafted Canoes

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	▪ Instructors to be appropriately qualified for the session in line with the APS for the session ▪ The session will be broken down and supervised as four phases- 1)Planning ▪ 2)Raft building ▪ 3)Paddling the rafts on the water ▪ 4)Dismantling	Low
Entrapment	Participants	High	▪ Staff will carry a knife and be alert for entanglement if rafts break apart. ▪ Rafted Canoes to be secured underneath or using a pole to ensure the canoes do not 'clam-shell'	Low
Incorrect lifting or mishandling of rafted canoe	Participants	Medium	▪ Safety briefing will include manual handling training. This briefing will specifically include to be aware of other people when moving poles. ▪ To work in groups of at least 8 (under 18's) or 6 (adults) when moving rafts.	Medium
Size of craft for performing a rescue	Participants + Instructor	Medium	• Instructor to prioritise participants removing from the water or escorting them to the bank. • The rafted canoe should then be towed into shore, or dismantled to make rescue easier if required.	Low

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SUPs

Hazards	Who?	FS	Control Measures in Place	Residual Risk
Supervision of the group	All	Medium	1:8 SUP ▪ Instructors to be appropriately qualified for the session in line with the APS for the session ▪ Correct fitting of buoyancy aids & Leash	Low
Slips trips and falls, including impact with equipment	Group	Medium	When near to other activity groups or environmental hazards, group are to be briefed to kneel to reduce risk of falling. The risk of impact by the SUP and paddles is to be Highlighted to everyone, No bare feet – suitable footwear must be worn.	Medium
Shallow Water Injuries	All	High	Prone or Kneeling positions on boards until at shoulder depth water	Low

Mega SUPS

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	▪ Activity takes place within the described area – instructed by an individual that has the relevant qualification ▪ Minimum of 1 member of staff onboard each MEGA SUP or following in a suitable craft.	Low
Slips trips and falls, including impact with equipment	Group	Medium	When near to other activity groups or environmental hazards, group are to be briefed to kneel to reduce risk of falling. The risk of impact by the SUP and paddles is to be Highlighted to everyone,	Medium

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			▪ No bare feet – suitable footwear must be worn.	
Shallow Water Injuries	All	High	Prone or Kneeling positions on boards until at shoulder depth water	Low
Impact from equipment due to proximity on board	Participants/ Instructors	Medium	▪ All Participants to be briefed on the importance of holding the paddle correctly.	Low

Windsurfing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Slips trips and falls, including impact with equipment	Group	Medium	Briefing to include: - Dangers of Boom, Mast and Board - No Bare Feet – suitable footwear must be worn. - Activity areas to be defined to avoid mixing in with our water users. Continuous boat maintenance by approved in house trained employees.	Medium
Shallow Water Injuries	All	High	Session should only start when 2 mast lengths away from the bank and in waist deep water.	Low

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Dinghy Sailing

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Supervision of the group	Participants	Medium	- Activity takes place within the described area – instructed by an individual that has the relevant qualification	Low
Slips trips and falls, including impact with equipment	Group	Medium	Briefing to include: - Dangers of Boom, Sheets and Other Boat Parts - No Bare Feet – suitable footwear must be worn. - Sailing areas to be defined to avoid missing in with our water users. Reefing of Sails in marginal conditions Junior Boats with low boom to be paddled at main contact area to reduce effect of a hit to the head. Continuous boat maintenance by approved in house trained employees.	Medium
Inversion	Participants/ Instructors	High	Full training given to staff on risk and action to be taken. Safety Talk to clients on what to do if inversion occurs. Mast head floatation fitted to identified boats.	Low
Entrapment	Participants/ Instructors	Medium	All water staff to carry a suitable knife. Mast head floatation fitted to identified boats.	Low

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Use of Powerboats

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Lifting/Carrying/Mounting Engines	Staff	High	- See Manual Handling in Generic RA	Low
Use of Fuel – Storage/Spillage/ Refuelling	All	High	Full training given to staff on risks suitable methods of handling fuel. Observe “no smoking’ signs in area and dynamically risk assess for other sources of ignition. Fuel to be poured through a funnel to avoid spillage or contamination of the water. Fuel to be stored in a suitable location when not required to avoid spillage, risk of ignition and contact with guests. Spills Kit to be kept in Fuel store to help with any significant spillages. Eye wash station and rubber gloves to be available to avoid absorption.	Medium
Injury caused by Experience level of staff	All	High	All staff using powerboats with hold a minimum of RYA PB2 Certificate and have completed and signed RWS Induction C – Use of Powerboats. Killcords to be worn (around the driver’s upper thigh) by all before starting engine. Engines to be turned off when in areas in proximity to clients in the water. RYA guidelines of use to be followed and Centre Management team to provide any updates in writing as required during the session	Low
Engines Starting Gear	Staff + Clients	High	Engineer or nominated person to complete regular recorded checks on all engines. Killcords to be worn (around the driver’s upper thigh) by all before starting engine.	Medium

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Provision of Powerboat Courses

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Lifting/Carrying/Mounting Engines	Staff	High	- See Manual Handling in Generic RA	Low
Use of Fuel – Storage/Spillage/ Refuelling	All	High	Full training given to staff on risks suitable methods of handling fuel. Observe “no smoking’ signs in area and dynamically risk assess for other sources of ignition. Fuel to be poured through a funnel to avoid spillage or contamination of the water. Fuel to be stored in a suitable location when not required to avoid spillage, risk of ignition and contact with guests. Eye wash station and rubber gloves to be available to avoid absorption.	Medium
Injury caused by Experience level of staff	All	High	All courses to be delivered by qualified and competent Powerboat Instructor and have completed and signed RWS Induction C – Use of Powerboats. Killcords to be worn (around the driver’s upper thigh) by all before starting engine. Engines to be turned off when in areas in proximity to clients in the water. RYA guidelines of use to be followed and Centre Management team to provide any updates in writing as required during the session Ratios for Powerboat Level 2 Course: 3:1 Max	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			Ratio for Safety Boat Course 6:1 Max Suitable Communication device carried by instructor Appropriate Safety Equipment carred following NGB Guidelines and local by-laws.	

Provision of Hire

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Level of Supervision	Clients and Members of Public	Medium	- Duty Manager will continuously dynamically risk assess the environment to review how many people are on the water with the level of safety craft. - This level will not exceed 1 Employee with Safety Craft: 16 vessels	Low
Injury caused by experience level of hirer	All	High	Hirers to be given a briefing before launching. This must include: - Boundaries and safe areas on the water. - Basic controls of the craft. - PPE + Safety measures on the craft - What actions to take in an emergency	Low

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On Ground Activities Risk Assessment

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury or accidents associated with group behaviour and adventurous activities	All	Medium	▪ A ratio of 1:12 for group members to instructors. Visiting staff may provide extra supervision. ▪ An activity safety briefing is delivered to help orientate guests and identify any particular hazards. ▪ Venue choice will be determined by guest wants, needs and ability and environmental conditions. ▪ Boundaries set at base and closely supervised. ▪ Venue checked as being clear of avoidable hazards. ▪ Clear responsibilities are outlined in the pre-course information sent out to all groups.	Low
Injury caused by failure of equipment/ base/ surroundings, including object falling from height	All	Medium	▪ Appropriate equipment used. ▪ Proper briefing of guests, behaviour monitored and managed appropriately, vigilance by all staff during activity and especially if guests are blindfolded. ▪ Activities take place at low level – no activity above the reach of participants. ▪ The building of any structures is closely monitored to prevent collapse. ▪ Guidance to suitable footwear given before session. ▪ Visual checks are carried out by staff on an ongoing basis. ▪ Lifting of heavy equipment is avoided or managed with clear briefings. ▪ All equipment is checked for fitness of purpose. ▪ All relevant health and safety guidelines are followed. ▪ The instructor will ensure access to a first aid kit.	Low

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Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Injury resulting from unsupervised use of equipment	Anyone in area	Medium	▪ All equipment and venues will be left safe and secure when unattended, and unauthorised access to equipment is prohibited.	Medium
Injury resulting from environmental/weather conditions	All	Low	▪ Pre-session briefing will include information about suitable clothing. ▪ Activity may be changed due to conditions. ▪ If thunder is heard or lightening seen then the activity should stop immediately, instructors will radio the duty manager for notification. The DM will look at the lightening map to identify either lightening or an alternative noise source. The activity may continue 30 minutes after the last thunder rumble was heard. All Instructors must have received training on identifying Sunstroke and Hypothermia. <u>Sun Burn/Stroke</u> ▪ Clients advised to wear high factor waterproof sun cream, hats, sunglasses etc & to cover up ▪ Clients advised to drink plenty of water + remain out of the sun when possible ▪ Instructor awareness to signs of sunburn and sunstroke <u>Hypothermia</u> ▪ Correct personal protective clothing for the activity to be worn according to the conditions Instructor awareness to signs of hypothermia	Low
Health issues including personal injury or illness	All	Medium	▪ All groups are required to provide information about significant medical requirements and will ensure that any essential medication is accessible.	Low

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
			▪ An adequate warm up will be carried out and repeated if necessary. Activities will be varied to avoid excessive strain.	
Injury from activities involving structures or build elements	All	Medium	▪ All participants are shown how to use the equipment safely. ▪ Everybody is shown spotting technique. ▪ Everybody must wear PPE as directed by the activity APS. ▪ No one may be on a structure unless supervised by an appropriate adult. ▪ Suitable footwear must be worn at all times. ▪ Platforms are cleared of slippery items such as mud and leaves. ▪ Participants are told never to wrap ropes around their arms or any other body parts.	Low
Injury during self-led sessions	All	Medium	▪ Ensure teacher/group leader has been given a safety briefing on the activity and completed a self led form accepting the risks	Low

The following are additional risks specific to on ground activities:

'Taskmaster' - Generic Risk Assessment applies

Poole Park Challenge – Generic Risk Assessment Applies

Nightline/Sensory Trail - Generic Risk Assessment applies

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Orienteering

Hazards	Who?	FS	Control Measures in Place	RR
Group becoming lost and separated	Group	Medium	○ Group briefed to stay together in their groups (minimum group size 3) ○ Group briefed to stay on the tracks ○ Group are taught what to do if this happens and the instructor monitors where the group have been sent, getting the to return after finding no more than 3 ○ Group to carry whistle and torch in the winter nights	Low

Teambuilding - Generic Risk Assessment applies

Wide Games - Generic Risk Assessment applies

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Centre Specific Risks

Hazards	Who may be harmed?	Foreseeable Severity	Control Measures in Place	Residual Risk
Presence of Blue Green Algae	All Water Users	High	Water testing to be completed periodically. If algae bloom develops steps should be taken to reduce the risk: 1) Activity Areas to be selected to avoid entering areas where blooms are collecting 2) Users told to wash thoroughly after the activity 3) Staff to selected activity tasks minimising users immersion in the lake water.	Low
Interaction with wildlife	All	Medium	Users to be given a briefing about the presence of wildlife. Users to avoid contact and feeding the wildlife.	Low
Lake Hazards – Islands/ Sluice Gate/ Concreate Edge	All	High	All users to be given a briefing about activity areas All users to be given clear boundaries including where not to land When Sluice gate is to be opened, the contractor notification will be passed on to the centre team.	Low
Vehicle Movement through Poole Park	All	High	All clients to be given a safety briefing on arrival. Clients under RWS direct supervision (ie. Multi Activity Club) to be supervised in their free time.	Low
Public Access to Facilities and Clients	Centre Users	Medium	All Staff to have completed suitable Safeguarding Training. All staff to be aware of people in the area of the centre and near groups of clients, and to challenge any people that are unknown to the team. Group Leaders/Teachers accompanying the group should be familiar with their school and any LEA policies regarding guidelines for offsite visits.	

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Severity Factor & Remaining Risk Assessment

Level	Severity Description	Residual Risk Description
Low	Minor injury requiring no treatment, or simple first aid.	Control measures have reduced the severity and/or likelihood of occurrence to minimal levels.
Medium	Injury would require the participant to stop continuing the activity; medical treatment is beyond the skills of a basic first aider.	Control measures have reduced severity and/or likelihood to an adequate level but hazard still requires dynamic risk assessment & conscious consideration.
High	Injury would require expert medical attention and/or result in fatality.	Control measures are not sufficient to reduce the severity or likelihood to an acceptable level.