

# Risk assessment

Name of activity, event, and location	Water Activities Based at Altham Terrace HQ	Date of risk assessment	16/04/2026	Name of person doing this risk assessment	Adam Townsend
		Date of next review	16/04/2027		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
A <b>hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	<b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.
<b>Roads and traffic: injuries from collisions between vehicles &amp; people</b>	Scouts	Leaders will supervise dropping off and collecting by parents to ensure no-one crosses whilst it's unsafe	
<b>Weather: rain before and during the activity</b>	All	The leader will monitor the weather forecast in advance. If thundery rain's forecast, we'll plan an alternative activity. The leader will check weather before the meeting starts.	
<b>Weather: sun burn and/or heatstroke</b>	All	Advise all to dress for the weather (raincoats for light rain; hats and suncream for hot weather).	
<b>Hypothermia</b>	Scouts	A boat may capsize, or splashing/ water games may be played leading to scouts becoming wet and cold. Advise scouts to bring a warm change of clothes and a towel to change into dry clothes at the end of the session (or sooner if scout shows/ verbalises discomfort).	
<b>Instructor/ Permit holder responsible risks below:</b>			
Drowning	Instructors and group	<ul style="list-style-type: none"> <li>- · Instructor training, knowledge, supervision and experience</li> <li>- · Assessment of participants ability and tailoring of the sessions accordingly</li> </ul>	

You can find more information in the [Safety checklist for Section Volunteers](#) and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

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		<ul style="list-style-type: none"> <li>- · All participants wearing correctly fitted and checked personal floatation devices (PFDs) when on or near the water</li> <li>- · Instructors awareness and ability to rescue</li> <li>- · Use of throw lines</li> <li>- · Dry land capsize and rescue brief</li> <li>· Avoid students wearing large footwear and heavy clothing</li> </ul>	
Struck by paddle	Instructors and group	<ul style="list-style-type: none"> <li>- · Instructors control during the session</li> <li>- · Inspection of paddles for sharp edges etc</li> <li>- · Sufficient spacing whilst paddling on the water</li> <li>· Safety briefing on games before they are played</li> </ul>	
Infection	Instructors and group	<ul style="list-style-type: none"> <li>- · Cover all cuts/new piercings etc</li> <li>- · Ensure/encourage minimum time is spent in the water</li> <li>- · Advise all participants to wash hands on arrival at the centre</li> <li>- · Advise all participants to shower once home</li> <li>· Guidance on the risks of Weil's disease</li> </ul>	
Moving boats	Instructors and group	<ul style="list-style-type: none"> <li>- · Show the correct procedure to carry the boats to the water – at least 2 people per boat</li> <li>- · Ensure adequate people to help remove the boats from the water and carry back to the centre</li> <li>-</li> </ul>	
Trapped in boats	Instructors and group	<ul style="list-style-type: none"> <li>- · Briefing at the start of the session on techniques for getting out of the boat</li> <li>· Instructors to ensure they are sufficiently close to perform a rescue if needed</li> </ul>	
Bankside obstacle (branches, jetties, debris, fishing equipment etc)	Instructors and group	<ul style="list-style-type: none"> <li>- · Brief group to stay away from obstacles</li> <li>- · Instructor to position themselves between the obstacles and group where possible / necessary</li> <li>-</li> </ul>	
Difference in water depths	Instructors and group	<ul style="list-style-type: none"> <li>- · Instructors to have a knowledge of the river bed depths</li> <li>- · Use appropriate part of the river for games</li> <li>- · Brief group on water depths and what to do if they</li> </ul>	

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		<ul style="list-style-type: none"> <li>- fall in</li> <li>-</li> </ul>	
Jetties	Instructors and group	<ul style="list-style-type: none"> <li>- · Make group aware of the potential of falling off or between the jetty/s when removing boats from the water</li> <li>- · Warn of the gap between the bank and the jetty</li> <li>- · Brief group on conduct whilst on the jetty</li> <li>- · When getting in and out of the boat, make sure someone is available to stabilise it</li> <li>-</li> </ul>	
Injury when launching boats	Instructors and group	<ul style="list-style-type: none"> <li>- · Makes sure someone is in the water to guide the boats in</li> <li>- · Make sure the boat is stable to allow safe entry</li> <li>-</li> </ul>	
Strain injuries from emptying boats	Instructors and groups	<ul style="list-style-type: none"> <li>- · Advise groups to bend knees when lifting heavy boats and keep a straight back</li> <li>- · Instructors to follow correct manual handling procedure</li> <li>- · Be vigilant of boats falling onto group members</li> <li>- · Be vigilant emptying boats on the water and keep the remaining participants at a safe distance</li> <li>- · Ensure a second boat is close by to allow the participant to safely be away from the boat being rescued</li> <li>-</li> </ul>	
Hypo/hyperthermia	Instructors and group	<ul style="list-style-type: none"> <li>- · Instructors should ensure the group is wearing the appropriate clothing for the weather conditions (waterproof coat, hat, gloves, warm clothes, sun-lotion – self supplied etc0</li> <li>- · Instructors should ensure the group is adequately hydrated and monitor the state of the group for signs of dehydration and confusion</li> <li>- · Instructors should be prepared to stop or have a break during the session</li> <li>-</li> </ul>	
Trauma injuries	Instructors and group	<ul style="list-style-type: none"> <li>- · Good group supervision</li> <li>- · Instructors to take care when playing games</li> </ul>	

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		<ul style="list-style-type: none"><li>- · Instructors to supervise boat launching to avoid a participant from being struck</li><li>- · Instructors to carry First Aid supplies</li><li>-</li></ul>	
Sinking into the muddy banks	Instructors and group	<ul style="list-style-type: none"><li>- · Instructors to have a knowledge of the surrounding area and to keep groups away from them</li><li>-</li></ul>	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.