

Step 1	Step 2	Step 3	Step 4	Step 5
What are the hazards?	To who?	Is the risk adequately controlled and how?	What further action is necessary?	Review comments/ dates
Site specific hazards	All	Coach performs dynamic risk assessment throughout the session associated activities.		
General	All	Trip briefing, including roles and responsibilities, to be given prior to becoming water borne.	On enquiry, all participants to be advised of technical difficulty of session, skill level required and clothing, food and drink requirements.	Briefing to be provided by one of instructors present
Collision Pedestrian Road Safety	Participants	Be aware of traffic on roads and in car park at all times.	Use designated walkways where provided. Ensure equipment/kit does not cause an obstruction.	
Health Related	Participants	Health problems and medicine carried/used to be reported to Senior Instructor in advance and/or at briefing.	Encourage reporting.	Instructors have authority to refuse participant on session if circumstances dictate.
First Aid Treatment	All	Participants to be encouraged to advise instructors of any injuries, including blisters, stings, bites, etc. throughout duration of session.	Participants to be advised of this during briefing.	Instructors
Weather	Coaches/ Instructors	Obtain up-to-date weather forecast for operational area.	Provide participants with weather data during briefing. Be aware of effect of winds on harbour sea state (Easterly in particular).	Instructors
Contingency Planning	Coaches/ Instructors	Have back-up plan. Be flexible in location within harbour. Options to be discussed at briefings.	Instructors to identify, where possible, suitable alternatives to trip or activity.	Session will be cancelled if there are high winds/waves at harbour entrance
General Emergency Response	Participants	Where necessary, participant to complete an Emergency Contact Information Form prior to event.	Forms will be retained by Senior Instructor (qualified First Aider) in sealed envelope for duration of session (begins and ends at shed).	Not required for this session – contact details available through workplace.
	All	Senior Instructor will carry first aid kit and mobile phone. Emergency Response 999 NHS 24 08454 242424	Shelter is available at Stonehaven Harbour.	
Manual Handling	All	Minimum of 2 people to lift and carry each kayak.	Senior Instructor to remind participants of safe lifting technique during briefing.	

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Falling/Tripping	All	Assess terrain before proceeding and watch where you are putting your feet, particularly on slipways.	Participants to be advised of this during briefing.	
Skills Related	Participants	Description of technical difficulty to be provided to participant on initial enquiry and during pre-paddle briefing. Readiness of instructors to alert, teach and assist. Instructors to ensure activities are congruent with participant's abilities.	Discussion with instructors of problems and possible solutions. Instructors to monitor participants throughout session.	Proposed venue selected as accessible to all participants and within each individual's assessed technical capabilities.
Skills Related	Participants	Those who are in any way personally uncomfortable with what other participants are safely doing are strongly encouraged not to 'force themselves'.	Encourage reporting. Senior Instructor to discuss at briefing and instructors to monitor throughout duration of session.	
Location Hazards (boat moorings, harbour traffic, floating debris etc)	All	Session will be conducted outwith 'inner' harbour. Instructors to be aware of other harbour traffic and re-arrange group position as necessary. All groups and instructors to remain within sight of each other, and avoid moored boats and mooring ropes	Ensure participants are aware of traffic around harbour.	
Launching/Landing	All	If surf > 0.3m launch/landing will be from slipway at N end of harbour.	See contingency planning above	
Drowning	All	All participants to wear buoyancy aid during session. Highest risk when participants are performing rescues, or activities involving the risk of capsizing of kayaks.	Instructor to check fitting of BA prior to session	