

Adventure Sunderland

Activity Risk Assessment



Kayak

Location: Sunderland Marina and Harbor, Tidal River Wear

Any areas outside of this need a site specific risk assessment and management approval

| Hazard | Potential harm | To Whom | Control Measures |
|------------------|----------------------------------|------------------------|---|
| Remote Operation | Exacerbate any injury or illness | Staff and participants | Activity only to be carried out by BC qualified coach having undergone activity induction and having completed a competency statement. Staff must take the following: <ul style="list-style-type: none">• First aid kit• VHF radio or mobile phone• Spare clothing and/or 'wearable blizzard bag'• Group shelter• Flask with a hot drink if in the expert opinion of the staff member the conditions and activity dictate• Tow line |
| Heavy objects | Personal injury | Staff and participants | Staff to observe and instruct in correct manual handling of equipment and craft. Staff to ensure a team lift is used when moving kayaks any distance. |

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| Slips, trips, falls | Personal injury, hypothermia, drowning | Staff and participants | <p>Be extra careful on the marina walkways following periods of rain or if there has been an overnight frost.</p> <p>Ensure that none of the participants run on the walkways.</p> <p>Staff to brief participants on potential hazards such as glass, seaweed and discarded rope and strategies to avoid hazards.</p> |
| Collisions with other boats | Personal injury/drowning | Staff, participants and public | <p>Staff to maintain a 360° look-out at all times.</p> <p>Staff to ensure group remains in line of sight and earshot.</p> <p>Staff to follow the 'rules of the road' and comply with the I.R.P.C.S. at all times around other vessels.</p> |
| Water | Hypothermia, drowning | Staff and participants | <p>Staff to ensure group remains in line of sight and earshot.</p> <p>If needed call for powerboat assistance from the centre/marina.</p> <p>When (dis)embarking do so in a controlled manner such that the balance of the boat is maintained.</p> <p>All participants briefed to remain in the boat and seated at all times unless otherwise instructed.</p> <p>Correctly fitted BA's to be worn at all times.</p> <p>☐ Staff to carry towline at all times.</p> |
| Effects of weather | Hypothermia, Hyperthermia, Sunburn | Staff and participants | <p>Weather forecast obtained before activity, weather forecast posted on notice board in office. Visual inspection of weather conditions before the activity commences.</p> <p>Abandon if weather deteriorates.</p> <p>Ensure adequate warm and protective clothing for the prevailing weather.</p> <p>Advice all involved to use sun cream during sunny weather.</p> <p>Take rest breaks in hot weather.</p> <p>Use activity to keep participants warm in cold weather.</p> <p>Use group shelter to provide a temporary respite.</p> |

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| Entanglement | Personal injury / drowning | Staff and participants | <p>Staff to ensure there is nothing in the kayak or on the participant that is likely to cause entrapment before use.</p> <p>All rope, painters etc to be kept tidy and stowed.</p> <p>When using a spray deck, staff must ensure that participants are briefed and drilled in its use and decide if the participants have the wherewithal to use it correctly.</p> <p>☐ Instructor to always carry a knife.</p> |
| Swamping | Personal injury, hypothermia, drowning | Staff and participants | <p>When negotiating ground swell or wake from another boat ensure the bow points into the wave/swell and avoid meeting it beam on.</p> <p>Staff to be aware of the surf conditions on the beach.</p> |

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| | | | <p>Do not overload kayaks with participants or equipment/luggage.</p> <p>If needed call for powerboat assistance.</p> |
| Person under the influence of drugs / alcohol | Personal injury | Staff and participants | <p>Staff to exclude anyone who is apparently under the influence of alcohol or drugs. Tests or physical proof is not required, the instructors decision is final.</p> |
| Water quality | Disease, illness | Staff and participants | <p>A pre-session visual check of the area, along with data from Northumbria water / SSRS app will assist the Lead Instructor in making an informed decision on the activity/location.</p> <p>Ensure all staff and participants wash their hands before either drinking or eating.</p> <p>Emphasize good personal hygiene.</p> <p>Cover all cuts and grazes with waterproof dressings.</p> <p>If the area of operation is particularly heavily contaminated with oil or debris then staff member should consider modifying the session or relocating.</p> |
| Stings and cuts | Personal injury | Staff and participants | <p>Instructor to ensure that all participants are wearing robust footwear and arms legs are covered in periods of weather conditions where jelly fish may be encountered.</p> |

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Risk assessments are to be reviewed on an annual basis unless an incident occurs, which then dictates immediate review of the risk assessment.

This Review completed by: Mike Clapham

Signed: *Mike Clapham*

Date: 07/01/2026

This version checked by: Mike Clapham

Signed: *Mike Clapham*

Date: 07/01/2026

To be completed by Centre Manager:

I consider this risk assessment to be suitable to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mike Clapham

Signed: *Mike Clapham*

Date of next review: 07/01/2027