



On-Water Activity Risk Assessment Trevassack Lake

(last updated: 21.12.2023 by Rupert Whelan (Activities Manager))

All risks are further minimised by the supervision structure within the daily running of CST, as per the *CST Operating Procedures* and other policies. The term 'staff' below is a generic term for all levels of shore-based and on-water staff, volunteers and helpers. (Abbreviations used: AM (Activities Manager), DM (Duty Manager), SO (Safety Officer), SI (Senior Instructor), NGB (National Governing Body), PBL2 (RYA Powerboat Level 2), RYA (Royal Yachting Association), BC (British Canoeing).

All risks associated with the various types of abuse of children and vulnerable adults are controlled by the CST '*Safeguarding and Child Protection (and Vulnerable Adults) Policy*'. The Designated Safeguarding Officer & Centre Welfare Officer is the CEO, Jakie Jewell.

Health and Safety Policy Statement: "It is the policy of Children's Sailing Trust that the health and safety of all staff and persons on site, including those afloat and those undertaking CST Training as its most important operational responsibility. The strict working practices adopted by CST are the product of the combined experience of the team, the guidelines of the appropriate national governing authorities and British law."

All the latest public documents can be found on the CST website: <https://childrenssailingtrust.org.uk/activity-policies-documents/>

RISKS AFLOAT (to include all watersports activities (therefore with the exception of open water swimming) or unless specified separately)

HAZARD	RISK TO	Low, Medium or High (severity/likelihood)	CONTROLLED BY ACTIONS	FURTHER ACTION	Residual risk rating (after further actions)
Injury to user outside of a CST supervised or CST organised session	All	High/Low	All external providers who use Trevassack Lake waterbased activities to have been authorised by the Activities Manager with the following paperwork in place (signed SLA, appropriate insurance held, risk assessment of activity, site induction by CST Senior Activity Team)		Low
Injury to participant within a CST run session	Students	Medium / Medium	<p>Instructors/Coaches to be trained and assessed to run the activity (through formal NGB Instructor qualifications or inhouse Instructor qualifications, inductions and on going staff training). CST to ensure appropriate ratios are maintained. Instructor to maintain constant awareness and group control.</p> <p>CST code of conduct to be available to all students prior to coming to CST with expectations of user behaviour.</p> <p>Manual Handling training given to instructors, advice and supervision given to students.</p>	<p>SO to oversee all activities on the day and be available for back up. SO to remove anybody from a session that deems to be unsafe to themselves or any other user.</p> <p>CST Code of Conduct on display in Reception foyer and website</p>	Low
Injury to water user within general water use	All	Medium/Medium	<p>Observation and Safety Boat response in line with CST Trevassack Lake Safety Policy</p> <p>Allocated CST Safety Officer whenever the water is open</p> <p>Access to the water restricted dependent on weather, equipment, ability</p>	CST Trevassack Lake Safety Policy on display in reception foyer and website	
Water (drowning)	All	High/Medium	<p>Personal floatation device (PFD) to be worn at all times whilst near or on the water (with the exception of Over 18s Stand Up Paddleboarding when a leash is attached, or swim coaches and their student(s) within a swim session or swimmers taking part in an organised swim session, or on occasion users on the Floating Classroom)</p> <p>Lifebuoys and throwline on the Floating Classroom</p> <p>Lifebuoys located at the water's edge available for public use</p>	<p>Visual monitoring by CST staff.</p> <p>Guests informed of no access to water when independent of a CST activity</p>	Low

	Students & General Water Users	High/Medium	<p>Activity sessions provided by Instructors in line with NGB guidelines. All students to be a minimum of 'water confident'.</p> <p>Water is open for general use when safety supervision is in place</p> <p>Students who are unable to maintain an upright position should they fall in the water uninjured, or those with a medical condition whereby they have a higher risk of drowning (i.e epilepsy) to wear a lifejacket (with the exception of those under the supervision of a qualified swim coach whilst taking part in a swimming session)</p> <p>Maximum number of students per craft not to exceed manufacturers recommendation.</p> <p>All students to be briefed on capsizing/entrapment risks before session commences.</p>	<p>Communications maintained between Instructors and Safety Officer.</p> <p>Safety Supervision is provided by a qualified Senior Instructor or an experienced Powerboat Helm with inhouse training</p> <p>The SO to authorise any dinghies that have over 3 students aboard.</p>	Low
	Swimmers	High/Medium	<p>General 'Open Water; and 'Lake Dip' sessions supervised by an RLSS Open Water Lifeguard or BC/RYA Instructor with suitable experience.</p> <p>Coached Sessions to be run by a qualified Open Water Coach</p>	<p>All swimmers to remain in line of sight of supervision. Swimming course and or no. of swimmers to be adjusted when necessary.</p> <p>Those lifeguarding sessions or delivering coaching to have a rescue float and/or kayak/SUP board with a waist towline</p>	Low
	Floaty Users	High/Low	<p>Wheelchair users who are unable to wear a PFD, for example a user with profound disability whereby to use a lifejacket or be unstrapped would not be possible), then extra procedures will be put in place by the Safety Officer eg no. of helpers, moving the floating classroom closer to the land bridge to minimise being on pontoon)</p> <p>Babes in arms may not use a PFD on Floaty, subject to guardians carrying them or them being strapped in a suitable buggy</p> <p>Groups using Floaty where usage or attire makes wearing a PFD inappropriate may go aboard without, following the guidelines</p>	<p>SO to dynamically risk assess all those without PFD to ensure</p> <p>Activities manager to inform SO of any parties who may fall into this</p>	Low

			above. PFDs will be carried on Floaty to be put on in case of emergency.	category. SO to dynamically risk assess on session.	
	Wheelchair users	High/Medium	Wheelchair users to not be strapped in to wheelchair when on pontoon (with the exception of Floaty Users mentioned above)	Wheelchair route to be encouraged to stay central on the pontoon Brakes to be in place when not moving	Low
Entrapment	Sailors	High/Medium	All doublehander dinghies to be fitted with 40L masthead float. Powerboat drivers providing 'safety cover' to be trained in how to deal with entrapment. Quick-release harnesses to be used on trapeze boats. Long hair to be tied back. Dangly jewellery to be removed or covered	Observation and swift response to capsizes from RYA qualified powerboat drivers. Powerboats to carry a safety knife. CST activity staff to carry safety knife upon their person (not under 16s)	Low
	All	High/Medium	Powerboat drivers, or their crew, are prepared to enter the water to assist with the righting of an inverted craft in the event of an entrapment.	CST powerboat driving and safety rescues are covered within inductions & ongoing staff training	Low
	Sit on top kayaking / Stand-up Paddleboarding	Medium /Low	Entrapment is extremely unlikely with a sit on top kayak or stand up paddleboard due to no ropes or cockpit.	Instructors to maintain a constant awareness of all paddlesport students and include in the session briefing the actions to be taken in the event of surfacing under a kayak or SUP. Where user is not within a CST activity – all users under the CST Safety Policy	Low
	Raft Building	Medium/Medium	Immersed entrapment is unlikely within raft building due to the open nature of the rafts constructed.	Instructors to brief and monitor students on positioning on the raft.	Low

			Entanglement: instructors continuously monitor sturdiness of raft during use and cease the activity at any sign of it dismantling. Students briefed on what to do in the event of raft dismantling.	Instructors to check the raft for sturdiness before being put in use.	
	Users of Accessible dinghies	High/Medium	Retaining pins to be in place on keels to ensure effectiveness of keel remains should craft broach/heel	CST Activity Staff and Helpers to be briefed and inducted on importance of retaining device. Periodic inspection by Senior Activity Team Powerboat Helms/Activity instructors to be trained in dealing with inverted accessible craft	Low
Injury From Propellers or being struck by a powerboat	All water users	High/Low	Drivers to always remove the killcord from killswitch before recovering people who are in the water or who have any part of their body in the water. All drivers to maintain safe speed relative to proximity of other water users Killcords to be used at all times whilst the killcord is connected, with the exception of the Floating Classroom where the risk of accidental engagement is extremely low due to the placement of throttle	Ongoing visual checks by SO and regular staff training. All powerboats drivers to hold the RYA PBL2 qualification and be authorised by the AM (or someone nominated by them with suitable experience) before driving for CST. Only original engine manufacturers killcords to be used, inspected prior to each use for signs of wear (where this is not possible – i.e the Torquedo killcord is a piece of rope) – the replacement killcord is of a recognised type, with the killcord attachment point to the magnet inspected daily before use for signs of wear)	Low
	Alongside towing of craft	High/Low	Whilst it is strongly encouraged not to perform alongside tows on dinghies with crew onboard, this may be necessary at times (so long as the crew are positioned inboard and it is safe to do so). No alongside towing of kayaks, stand-up paddleboards or rafts with persons on board		Low

	Powerboat crew	High/Medium	Helms to communicate to crew when changing gears, speed or direction. Helm to ensure all crew are appropriately seated with 2 solid handholds.		Low
	Swimmers	High/Med	Minimal use of PBs to provide cover for swimmers. Use of zoned areas to separate PBs involved in an activity from swimmers		Low
Collision with public water users	All	Medium / Medium	Choice of operational area. Avoid areas with swimmers in the water. All round lookout while under power	SO to monitor and adapt as necessary.	Low
Collision/entanglement with underwater hazard (rocks, cables, heat pump coils)	All	Medium/Medium	Isolated rocks and rocky shallow areas marked with buoys/exclusion zones Heat coils marked up with small yellow buoys	All users briefed to be cautious when within 5m of shore (and to be seated or kneeled). Daily Information board marking exclusion areas No anchoring in vicinity of heat coils Powerboat helms inducted into Lake and hazardous areas prior to helming independently	Low
Kit Failure	All	Medium / Medium	All kit subject to regular inspection and maintenance.	Any defect kit taken out of action and either identified as out of order or removed from use.	Low

Cold and Hypothermia	Staff	Medium/Medium	Use of qualified, experienced, trained staff.	SO supervision and monitoring of well-being. CST provide PPE.	Low
	Students & General Water Users	Medium/Medium	<p>Adequate briefing and provision of wetsuits.</p> <p>Students asked to bring windproof jacket to on water sessions.</p> <p>SO able to refuse any person entry to the water or remove someone from the water</p> <p>Equipment Hire & Self Launch T&Cs strongly recommend wetsuits in the winter months (Nov-Mar) where there is a high risk of immersion</p>	<p>CST have a range of wetsuits and windproofs available for student use.</p> <p>SO to make decision if U18s to take part in activity without suitable clothing.</p> <p>SO/Instructors to monitor group/individuals for signs of cold.</p> <p>Water temperature monitored and communicated on Daily Information Board</p> <p>Foil blankets in Safety Barrels and Shore first aid kit</p>	Low

	Swimmers	High/High	Each swimmer is different, CST does not impose wetsuits as a rule, but rather asks each swimmer to consider their own well-being taking into consideration water temperature, duration in the water, experience of cold water (and therefore personal knowledge)	All swimmers supervised and monitored LG & SO can remove anyone from the water at any time Water temperature monitored and communicated on Daily Information Board	Low
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Cold water shock & after drop	Swimmers	High/High	All swimmers asked to acclimatise prior to exercise and/or going out of depth throughout the CST Swimmers Code of Conduct and messaging at the Swim Area Advice on how to recognise cold water shock and symptoms of afterdrop available in the CST Swimmers Code of Conduct and messaging on the website and around the Swim Entry/Exit areas	All swimmers supervised and monitored by competent person who holds a valid, in-date first aid qualification Thermal blankets available in first aid kits	Medium
Heat and Hyperthermia	Students and staff	Medium/Medium	Regular breaks for rehydration and shade. Encouragement from Instructors/SO for groups to re-hydrate.	SO supervision. Students asked to bring full water bottle to each session, with drink refill points on site.	Low
Sunburn	Students and staff	Medium/High	Instructors should 'recommend' to adults and 'strongly recommend' to children that they apply a high-factor sun cream before of sessions, and frequently throughout the day. Instructors to build in regular shade opportunities in periods of strong sunlight.	Suncream is provided by CST for those who do not have their own (especially Juniors) Information sent out within course confirmation letters of importance of providing own suncream/sunhats.	Low
Cut Feet	All	Medium/High	Suitable footwear should be worn by students and staff when operating ashore or afloat (something that won't slip or kick off)	Instructor briefings for students. Outlined in joining instructions and website communications. CST have a small supply of footwear available for use	Low
Trapped body parts between activity kit and/or pontoon	All	Medium/Medium	Students to be briefed by Instructors to prevent.	Any trip hazards on pontoons (or damage to pontoons) to be dealt with as soon as they are discovered. Pontoons to be kept clear of guano build up. Suitable size operating area to avoid overcrowding/increased risk of collision.	Low

Injury from falling off kit into shallow water	All	Medium/Medium	<p>All users informed, as far as is reasonably possible, that the water by the shore is shallow – through instructor briefing and/or safety brief.</p> <p>Instructors avoid games that involve standing up in shallow water.</p> <p>Isolated shallow areas to be marked / buoyed</p>	<p>The discipline specific SOPs to highlight any specific hazards for Instructors to be made aware of and include in session briefings.</p> <p>All CST activity staff inducted in to operating areas (to include hazardous areas)</p>	Low
Loss of communication from on water to shore	Staff	Medium/Low	<p>Powerboat drivers, and in most cases Instructors, where possible to carry a PMR radio or VHF.</p> <p>SO to carry operational mobile phone when Learning Centre phone not staffed.</p>	<p>All powerboat safety barrels contain whistle to raise attention.</p> <p>TL is a 10-acre quarry, with almost total visibility of operating areas from shore.</p>	Low

Head Injuries	Participants	High/Med	HELMET POLICY: As a standard practice helmets should be offered to all, regardless of ability and conditions. CST require helmets to be worn when certain parameters are not met (student ability, wind conditions, kayaking, raft building or other mitigating factors). The SO or an Instructor can require helmets to be worn at any time.	Activity Specific Ops to cover the specific requirements for that discipline relevant to age and conditions.	Low
	All	High/Med	Diagnosis of serious head injury, either immediate or delayed.	All head injuries from water-based activity reported to the SO. All patients leave with the CST advice sheet for head injuries with symptoms to look out for should the condition deteriorate. Any doubt or abnormal symptoms, precaution is taken to recommend the patient seek medical advice, or emergency services called.	Low
	Swimmers	High/Low	No diving permitted from any structure	No Diving signs up around site. Mentioned in CST Swimmers Code of Conduct	Low
Lost/missing persons	All	High/Medium	All participants continuously supervised by instructor during session with regular head counts. Accurate register kept by SO of all students and swimmers taking part in sessions with robust signing in/out system in place. Sweep of the water done before water closed for the day	All student U16 signed out to parent/guardian/school teacher after at the end of session. SO informed at first opportunity of any potential lost/missing person who will implement the “Lost/missing person” policy. TL is a 10-acre quarry, with almost total visibility of operating areas from shore.	Low
Being abandoned on the water when water has closed	All	Med/Low	All students counted in by instructor. Regular observation of water by SO and other staff, as per CST Safety Policy.	At water close, the SO to ensure that the water has been cleared of all persons and equipment with a visual and/or actual sweep of the water made	Low
Adverse weather: squalls / lightning strike /	All	Low/Medium	Participants to be removed from the water (when adverse weather is in close proximity (thunder/lightning within 4s of each other) and taken into a place of safety until it has passed.	Daily weather report included as part of SO briefing to activity instructors. Where risk of adverse weather is highly likely,	Low

restricted visibility				consideration should be made to not go out or choice of operating areas.	
Water-related diseases	All	Medium/Medium	Instructors to remind participants that open cuts, grazes or wounds are suitably covered.	Medical tape and plasters available in first aid kits. Advice in CST Swimmers Code of Conduct	Low
Illness/cross contamination from CST provided apparel	Water users	Low/Low	Any communal kit to be rinsed in mild disinfectant and washed in fresh water between uses		Low
Medical ailments	Staff/Students	Medium/High	Medical information captured on the Participant Consent form or Staff Info form with relevant details shared with the SO/Instructors where appropriate. For high dependency students, the carer, with in depth knowledge of participants needs, will be on site for duration on activity	Instructors ask students of any medical concerns during initial briefing. Consideration on an individual basis as to adaptations or suitability to take part in activity and/or how medication kept throughout session	Low

Floating Classroom (in addition to General Activity Afloat)					
HAZARD	RISK TO	Low, Medium or High (severity/likelihood)	CONTROLLED BY ACTIONS	FURTHER ACTION	Residual risk rating (after further actions)
Loss of control of Floating Classroom (FC)	Other water users	High/Low	FC not to be used where wind speed (base) exceeds Force 6 Anchor carried on board Safety boat available		Low
Grounding of FC	Users	Low/Low	Inducted powerboat helm	Oar carried on board for 'pushing off'	Low
Man Overboard	Users	Medium/Low	Gate to be securely fastened shut before leaving pontoon Supervision & briefing of those aboard to not climb on railings or seat	Throwlines and lifebuoy available on FC	Low
Medical situation aboard	Users	High/Low	First aid kit available on board Helm to carry Walkie-Talkie/PMR and be in communication with shorebased support Students with additional needs to have family member or carer aboard to provide primary care	At least one qualified person aboard (either Helm or Crew)	Low

Person Hoist (in addition to General Activity Risks)					
HAZARD	RISK TO	Low, Medium or High (severity/likelihood)	CONTROLLED BY ACTIONS	FURTHER ACTION	Residual risk rating (after further actions)
Mechanical Failure of hoist	User	High/Low	Hoist maintenance in line with LOLER requirements. General inspection of hoist before use. All hoist operators given training in the role by a competently trained CST Staff	If safety line present, it must be used Any signs of defect or uncertainty the hoist is put out of action or SO advice sought	Low
Failure of sling	User	High/Low	Sling maintenance in line with LOLER requirements. General inspection of sling before use.	Any hardening of material, rips, burns, substantial fraying within fabric – sling not to be used and placed out of action	Low
Misuse of hoist	All	High/Medium	All hoist operators given training in the role by a competently trained CST Staff	Hoist taken away from pontoon when not in use Authorised personnel on pontoon only	Low

RISKS ASHORE: General					
HAZARD	RISK TO	Low, Medium or High (severity/likelihood)	CONTROLLED BY ACTIONS	FURTHER ACTION	Residual risk rating (after further actions)
Injury due to slip or trip	All	Medium/High	Risks identified to new participants as soon as possible No running or jumping unless specifically notified for activity. Boats to be kept tidy, pontoons, changing facilities, surfaces and areas kept clean and clear as is reasonably possible.	Adequate control of students by Activity Instructors and CST Staff	Low
Injury due to sharp objects on	All	Medium/High	Footwear to be worn by students and staff at all times. Footwear to be strongly recommended to general water users (with the exception to swimmers – see next point)	In the event a student does not have appropriate footwear – the SO to make a dynamic assessment taking in to	Low

shoreline and at waters edge			Swimmers advised of risk of sharp and submerged objects at sign in SO to be notified of dangerous objects.	consideration the student, activity and conditions Monitoring by CST Staff and Lifeguards. Astroturf/matting available to be put down for swim sessions	
Injury or Death due to fall from height	All	High/Medium	Users not allowed to climb any rocks, cliffs or shorelines.	Adequate control of students by instructors and CST Staff	Low
Drowning following unintended immersion	All	High/Medium	PFDs to be worn when near water Lifebuoys located at waters edge for public use Pontoons to be marked as 'No Access'	Adequate control of students by instructors. Guests informed of no access to water when independent of a CST activity or hire	Low
Injury due to rockfall	All	High/Medium	Participants to be kept away from unstable cliffs. Hazardous areas to be marked up		Low
Manual handling of kit	Staff/ Participants	Medium/Medium	Supervision/instruction in correct lifting techniques. All to stay uphill of boats being launched down hill	No lifting of kit without a sufficient number of people available. Instructional team to advise on this. SO to monitor.	Low
Electrocution from charging electrics engines afloat	Staff	Low/High	Charging of the torqeedo cruise to be done by trained persons only. Inspection of cable prior to use. Care taken to keep cable ends out of water. Cable set up and connected before turning Floaty's isolator on. Floaty isolator turned off before disconnecting charging ends	Any damage to cable to be reported to LI or AM and taken out of action	Low
Electrocution from electric engines	All	Low/High	Electric engines to not be dismantled by untrained persons		Low
Fire	All	High/Low	Please see Fire Safety Risk Assessment		Low

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