

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:	Primary Contact:
Participants:	

ACTIVITY DETAILS

Purpose of Activity:	Date:
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Benefit of Activity: Boosts mental focus and relaxation by promoting mindfulness and concentration on the water environment | Encourages connection with aquatic environments, fostering a deeper appreciation for marine and freshwater ecosystems | Enhances core strength and balance by requiring continuous stabilization while standing on the paddleboard | Improves cardiovascular health through sustained paddling and maintaining an upright position | Promotes flexibility and coordination through dynamic movements and paddle control | Provides a low-impact full-body workout, benefiting overall fitness without excessive strain on joints

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Night paddling	Limited visibility, disorientation, increased risk of accidents	Offering paddling activities at night, providing unique and adventurous experiences	Implement strict safety protocols for night activities, including the use of appropriate lighting and visibility gear. Train guides in night navigation and emergency response. Limit group sizes and ensure all participants are comfortable with night conditions. (ALL)	Participants, staff	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Safeguarding	Legal issues, harm to participants	Protecting participants and maintaining reputation through robust safeguarding measures	Implement comprehensive safeguarding policies to protect all participants, especially minors and vulnerable individuals. Conduct thorough background checks for all staff and volunteers. Provide regular training on recognizing and reporting safeguarding concerns. Establish clear reporting procedures and ensure a safe, respectful environment for everyone involved. (ALL)	Participants, staff	Before Measure: Med After Measure: Med
Tides and currents	Being swept away, capsizing, collision	Operating in areas with strong tidal movements, enhancing navigational skills	Study and plan for local tide and current patterns. Inform participants about their effects and safe navigation techniques. Equip guides with tools to monitor real-time water movements and adjust plans as needed. (ALL)	Participants, staff	Before Measure: High After Measure: Med
Weather conditions	Sudden storms, high winds, reduced visibility	Ability to operate in a variety of weather conditions, enhancing participant experience	Monitor weather forecasts before and during sessions. Establish clear protocols for postponing or canceling activities in adverse weather. Educate participants on recognizing dangerous weather signs and ensure flexible scheduling to accommodate changes. (ALL)	Participants, staff	Before Measure: High After Measure: Med
Collisions with objects	Injury, equipment damage, drowning	Exploration of interesting and varied paddling areas	Identify and mark potential hazards in paddling areas, such as rocks, buoys, and submerged objects. Use GPS and maps to navigate safely. Educate participants on avoiding obstacles and maintaining awareness of their surroundings. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Collisions with other water users	Injury, property damage, legal issues	Engagement in shared water environments, fostering community interaction	Implement and enforce right-of-way rules for paddle boarders, boats, and other watercraft. Provide clear instructions on maintaining safe distances. Use signage and communication tools to alert participants of nearby water traffic. Use areas within minimal boating activity. (ALL)	Participants, other water users	Before Measure: Med After Measure: Low
Confined spaces	Drowning, entrapment, limited maneuverability	Operating in narrow or restricted water areas, offering unique paddling challenges	Identify and avoid areas with confined spaces that may pose additional risks. Educate participants on the dangers of paddling in restricted or narrow waterways. Ensure guides are familiar with the terrain and have strategies to navigate safely. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Dehydration	Heat exhaustion, heatstroke, reduced cognitive function	Ability to conduct activities in hot environments, increasing seasonal flexibility	Provide ample water and encourage regular hydration breaks. Educate participants on the importance of staying hydrated, especially in hot conditions. Monitor for signs of dehydration and have protocols in place to address it promptly. (ALL)	Participants	Before Measure: Med After Measure: Low
Entanglement in lines	Tripping, strangulation, injury	Utilizing safety lines for organized and secure activity management	Keep lines and ropes properly secured and out of walking areas. Educate participants on safe distances from equipment lines. Regularly inspect and manage lines to prevent tripping or entanglement hazards. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Environmental regulations compliance	Legal penalties, operational restrictions	Operating within diverse regulatory environments responsibly, promoting sustainability	Stay informed about local environmental laws and ensure all activities adhere to regulations. Train staff on compliance requirements and implement practices that protect natural habitats. Conduct regular reviews and audits to maintain adherence to environmental standards. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Equipment failure	Injury, equipment loss, service disruption	Opportunity to demonstrate high equipment standards and reliability	Regularly inspect all paddle boards, paddles, and safety gear for signs of wear or damage. Implement a maintenance schedule to repair or replace faulty equipment promptly. Use high-quality, certified equipment and train staff on proper usage and storage procedures. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Equipment transport hazards	Injury during transport, equipment damage	Transporting equipment between locations efficiently, enabling diverse activity sites	Securely transport paddle boards and gear to prevent accidents during loading and unloading. Use appropriate vehicles and handling techniques to avoid damage or injury. Train staff on safe transportation practices and equipment storage. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Falls from the board	Drowning, injury from impact with water or board, fatigue	Encourages confidence in balancing and improves technique, allowing participants to better enjoy and benefit from the activity.	Ensure participants wear appropriate personal flotation devices (PFDs). Provide proper instruction on maintaining balance and how to safely fall into the water. Supervise participants closely and ensure calm water conditions. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fatigue	Decreased performance, increased accident risk, health issues	Extended activity durations allowing for longer and more immersive experiences	Schedule regular breaks and monitor participants for signs of tiredness. Encourage hydration and proper nutrition to maintain energy levels. Adjust the pace and duration of activities to match the group's fitness and endurance. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Getting lost	Increased risk of accidents, prolonged exposure	Exploration of large or unfamiliar water areas, enhancing the adventure experience	Plan and communicate clear routes with identifiable landmarks. Use GPS devices to track locations and ensure guides are skilled in navigation. Implement emergency procedures for search and rescue if participants become disoriented. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Hypothermia	Body temperature drop, frostbite, impaired judgment	Operating in cold weather or water conditions, allowing for year-round activities	Monitor water and air temperatures and dress participants in appropriate thermal gear. Limit time on the water in cold conditions and have warm-up areas available. Educate about the signs of hypothermia and establish emergency response plans. (ALL)	Participants	Before Measure: Med After Measure: Low
Impaired judgment due to alcohol or drugs	Increased accident risk, poor decision making	Maintaining a safe and controlled environment for all participants	Enforce a strict no-alcohol and no-drug policy for participants and staff. Conduct checks before activities to ensure compliance. Provide clear communication about the dangers of impaired judgment and remove any individuals not adhering to policies. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Improper use of safety gear	Reduced protection, increased risk of injury	Allowing flexibility and comfort in safety gear usage while maintaining safety standards	Train participants on the correct use of life jackets, helmets, and other safety equipment. Conduct pre-activity checks to ensure all gear is worn properly. Reinforce the importance of safety gear through regular reminders and supervision. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Inadequate first aid	Increased severity of injuries, delayed treatment	Maintaining high standards of emergency preparedness and response	Ensure all staff are trained in first aid and CPR. Maintain a well-stocked first aid kit on all paddle boards and transport vehicles. Regularly review and update first aid procedures and conduct drills to ensure readiness. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Inadequate rescue procedures	Delayed response to incidents, increased severity of accidents	Minimizing response times in emergencies, ensuring participant safety	Develop and regularly practice comprehensive rescue plans. Train all staff in rescue techniques and ensure they have the necessary equipment. Establish clear roles and communication strategies during rescue operations. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Inadequate safety equipment	Increased injury risk, reduced emergency response capability	Operating with minimal safety equipment investment, balancing cost and safety	Ensure all safety equipment meets high-quality standards and is regularly inspected for functionality. Maintain an inventory of essential gear, including life jackets, helmets, and first aid kits, and replace any faulty items promptly. Train staff and participants on the correct use of safety equipment. Store equipment properly to prevent damage and ensure quick accessibility during emergencies. (ALL)	Participants, staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate signage	Confusion, increased risk of accidents	Operating in areas with variable participant awareness, enhancing navigational clarity	Install clear and visible signs indicating hazards, safety zones, and emergency information. Regularly inspect and maintain signage to ensure it remains effective. Use standardized symbols and multilingual signs where necessary to enhance understanding. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Inadequate training	Increased accident risk, poor response to emergencies, low service quality	Providing high-quality services through skilled and knowledgeable staff	Ensure all guides and staff receive comprehensive training in paddle boarding techniques, safety protocols, and emergency response. Regularly update training programs and assess competency through evaluations and drills. Ensure staff hold the required qualifications. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Injury during boarding	Falls, fractures, sprains	Facilitating dynamic and engaging boarding processes	Provide clear instructions and demonstrations for safely getting on and off the paddle board. Ensure surfaces are non-slip and free of hazards. Supervise participants closely during boarding and disembarking to prevent falls and injuries. (ALL)	Participants, staff	Before Measure: Low After Measure: Low
Lack of emergency equipment	Inability to respond to emergencies, increased injury severity	Ensuring readiness with essential emergency resources, enhancing safety measures	Equip all paddle boards and transport vehicles with essential emergency gear, including life jackets, whistles, and first aid kits. Regularly check and replenish supplies. Train staff on the use and maintenance of all emergency equipment. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lack of supervision	Unnoticed accidents, increased risk of incidents	Enhanced participant safety through attentive supervision	Maintain appropriate staff-to-participant ratios to ensure adequate supervision. Assign experienced guides to monitor groups and provide support as needed. Implement check-in procedures to account for all participants throughout the activity. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Language barriers	Miscommunication, misunderstanding safety instructions	Engaging a diverse participant base, fostering inclusive experiences	Provide multilingual staff or translation resources to accommodate diverse participants. Use clear and simple instructions to minimize misunderstandings. Ensure safety briefings are accessible to all participants regardless of language. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Lightning strikes	Injury, fatalities, equipment damage	Ensuring safety during lightning-prone conditions, allowing for responsive activity management	Monitor weather conditions for lightning threats and cease activities if necessary. Educate participants on seeking shelter and safe practices during thunderstorms. Establish clear protocols for emergency response in case of lightning incidents. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Limited visibility	Accidents, disorientation, collisions	Operating in low-light conditions for unique and varied paddling experiences	Use appropriate lighting and signaling devices in low-visibility conditions. Train participants and staff in navigation and safety procedures for fog, dusk, or dawn paddling. Adjust routes and schedules to maintain adequate visibility. (ALL)	Participants, staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Marine pollution exposure	Health issues, environmental damage	Raising environmental awareness and promoting responsible paddling practices	Educate participants on avoiding contact with polluted areas and recognizing signs of contamination. Provide guidelines for safe paddling in areas with potential pollution. Equip staff with protective gear and establish protocols for exposure incidents. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Medical emergencies	Serious injury or illness, fatalities	Ensuring readiness to handle medical issues, enhancing participant trust and safety	Have trained first aid personnel on-site and accessible emergency medical equipment. Develop and practice emergency response plans, including evacuation and communication with medical services. Collect and maintain participant medical information for quick reference. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Navigation errors	Lost participants, delays, increased risk exposure	Exploration of extensive and varied water routes, enhancing the adventure aspect	Use reliable navigation tools and maps to plan routes. Train guides in navigation skills and ensure they are familiar with the area. Implement checkpoints and have backup navigation methods available. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Overexertion	Exhaustion, heatstroke, decreased performance	Offering physically challenging activities that enhance participant fitness and endurance	Monitor participants for signs of overexertion and adjust activities accordingly. Provide clear instructions on pacing and encourage regular breaks. Tailor activities to match the fitness levels of all participants to prevent exhaustion. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Panic attacks	Injury, psychological distress, accidents	Supporting participants' mental well-being and ensuring a safe environment	Train staff to recognize and respond to signs of panic or distress. Create a calm and supportive environment and establish protocols for assisting panicking participants. Encourage open communication and provide reassurance to maintain group stability. (ALL)	Participants, staff	Before Measure: Low After Measure: Low
Poor communication	Misunderstandings, delayed responses to incidents, confusion	Smooth and coordinated activities through effective communication	Establish clear communication channels among staff and participants. Use radios or other reliable devices for coordination. Conduct pre-session briefings to outline safety protocols and ensure everyone understands their roles. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Rough waters	Capsizing, difficulty controlling boards, increased fatigue	Opportunity to paddle in a variety of different conditions, enhancing skill and experience	Continuously monitor water conditions for high waves, strong currents, or turbulence. Train guides in advanced paddling techniques and emergency maneuvers specific to rough waters. Equip participants with appropriate safety gear and establish protocols for reducing activity or evacuating areas when rough conditions are detected to ensure everyone's safety. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Slippery surfaces	Falls, injuries, equipment damage	Operating in environments with varied surface conditions, enhancing versatility	Ensure boarding areas have non-slip surfaces and are free from debris. Regularly clean and maintain entry and exit points to prevent slips. Provide foot protection if necessary and supervise participants during boarding and disembarking. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Strong winds	Capsizing, difficulty controlling boards, increased fatigue	Operating in windy conditions for challenging and exciting experiences	Assess wind conditions before and during activities. Adjust routes or cancel outings if winds exceed safe levels. Train guides on handling strong winds and ensure participants are aware of how to respond to sudden gusts. (ALL)	Participants, staff	Before Measure: High After Measure: Low
Sun exposure	Sunburn, heatstroke, dehydration	Offering daytime activities under sunny conditions, enhancing the outdoor experience	Require the use of sunscreen, hats, and UV-protective clothing. Schedule activities during times with lower UV radiation, such as early morning or late afternoon. Provide shaded areas for breaks and educate participants on the risks of excessive sun exposure. (ALL)	Participants	Before Measure: Med After Measure: Low
Theft or loss of equipment	Financial loss, reduced available equipment	Managing equipment across multiple locations efficiently, ensuring availability	Implement secure storage solutions and inventory tracking for all equipment. Use identifiers or locks to deter theft and loss. Educate participants on the importance of safeguarding equipment and establish protocols for reporting missing items. (ALL)	Participants, staff	Before Measure: Low After Measure: Low
Wildlife encounters	Injury, stress, allergic reactions	Opportunity to experience and learn about local wildlife, enriching the adventure experience	Inform participants about local wildlife and appropriate behavior around animals. Provide guidelines to minimize disturbances and prevent dangerous interactions. Train staff on handling wildlife encounters safely and responsibly. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date