

Activity  
Date of update

**Water Activities** - Reviewed by:  
10/09/2025 Due for update:

BJ + TW  
Jul-26

Ref: WA1

**Accessing Craft - NB All relevant Moving and Handling Risk Assessments apply and NOPs followed**

|   | <b>Hazard</b>                       | <b>Potential Harm</b>    | <b>Person at Risk</b>   | <b>Uncontrolled Risk</b> | <b>Control Measures put in place</b>  | <b>Residual Risk</b> | <b>Further Action Required</b> | <b>Deadline</b> | <b>Completed</b> |
|---|-------------------------------------|--------------------------|-------------------------|--------------------------|---|----------------------|--------------------------------|-----------------|------------------|
| 1 | Falling whilst accessing crafts     | Drowning, serious injury | Participant /Instructor | High                     | <p>1. Briefing must include how to access boat safely.</p> <p>2. All access and egress over deep water must be directly supervised by a LDCT instructor.</p> <p>3. All participants and instructors must use an appropriate personal floatation device whilst accessing craft over deep water (see PFD NOP).</p> <p>4. Instructors must ensure the boat is stabilised before someone starts to get in. Methods include tying the activity craft to the jetty, holding the boat or beaching it to create a stable platform. Individuals who have demonstrated a high level of competency can access craft independently, stabilising the boat themselves.</p> <p>5. Instructors signed off to lead an activity will be inducted into different methods of accessing craft including use of:</p> <p>a) Hoist</p> <p>b) Standard slide boards</p> <p>c) Extra large slide board slide board</p> <p>Transfers only to done using equipment and techniques in which staff been trained</p> | Low                  | None                           |                 |                  |
| 2 | Hoisting participants in wheelchair | Drowning, serious injury | Participant             | Med                      | This has been risked assessed and is considered an unnecessary risk. This practice is therefore not permitted at the Lake District Calvert Trust.   | Low                  | None                           |                 |                  |

## On the water

|   | Hazard                 | Potential Harm | Person at Risk             | Uncontrolled Risk | Control Measures put in place  | Residual Risk | Further Action Required | Deadline | Completed |
|---|------------------------|----------------|----------------------------|-------------------|--|---------------|-------------------------|----------|-----------|
| 1 | Fall into water        | Drowning       | Participant/<br>Instructor | Med               | <p>1. All instructors and participants must wear a personal floatation device with inherent bouyancy whilst on the water. Exceptions to this are detailed in the PFD risk assessment.</p> <p>2. Any restraints used must be quick release. See specific RA below.</p> <p>3. Instructors are inducted into techniques for rescueing participant/casualty from the water appropriate to the activity and location they are signed off to lead/providing safety cover for.</p> <p>4. An appropriate safety craft must be available and used when required to assist with rescues.</p> <p>The Pioneer safety boat has the option to drop-down the bow door to facilitate casualty extraction from water.</p> <p>5. All LDCT instructors on the water with responsibility for participant safety must carry a knife and safety tape on their person.</p> <p>6. A minimum of one instructor on the water with each group must have an effective means of summoning emergency assistance, either a mobile phone or VHF radio.</p> <p>7. All participants on the water must be directly supervised by a LDCT instructor.</p> | Low           | None                    |          |           |
| 2 | Exposure / Hypothermia |                | Participant/<br>Instructor | Med               | <p>1. Instructors must have access to an exposure dry bin/appropriate exposure equipment.</p> <p>2. Instructors inducted into techniques for rescueing participant/casualty from the water appropriate to the activity and location they are signed off to lead/providing safety cover for.</p> <p>3. All instructors should be appropriately dressed for the activity and to perform a rescue.</p> <p>4. All participants should be appropriately dressed for the conditions.</p>   | Low           | None                    |          |           |

|   |  |                            |                         |      |   |     |      |  |  |
|---|--|----------------------------|-------------------------|------|---|-----|------|--|--|
| 3 | Medical Emergency, Injury  | Serious illness, fatality  | Participant/ Instructor | Med  | <p>1. All instructors on session with responsibility for safety cover must be made aware of any relevant medical conditions and participants who are at greater risk of a medical emergency.</p> <p>2. If emergency medication is carried on a safety boat/craft, the LDCT instructor on that craft must be in direct communication (radio or verbal) with a competent adult on the craft carrying the person for whom the medication may be required.</p> <p>3. When anyone at a high risk of medical emergency requiring evacuation/medical intervention is on the water, an appropriate evacuation plan must be discussed and communicated to all instructors on session while sharing the Personal Risk Assessment.</p> | Low | None |  |  |
| 4 | Emergency assistance/ other staff do not know how many people and number + type of craft on water in event of incident | Fatality                   | Participant/ Instructor | High | <p>1. Before going on the water the following information must be recorded on 'Watersports Sessions' whiteboard in main centre reception for each activity group who are dinghy sailing, canoeing or kayaking.<br/>(A minimum of one member of staff on each watersports session must carry a VHF radio or mobile phone and be able to contact LDCT reception.)</p> <p>a) Morning/Afternoon/ All day session<br/>b) Group name<br/>c) Total number of people in group on the water.<br/>d) If safety boat if used and if so which one.<br/>e) Number and type of activity craft<br/>f) Operating area<br/>g) Location (where relevant)</p> <p>Any changes must be reported to the centre and the board updated</p>          | Low | None |  |  |
| 5 | Entrapment hazards   | Drowning, emotional trauma | Participant/ Instructor | High | <p>All instructors on session must be aware of entrapment hazards in the craft being used and be equipped with a knife to cut restraints if required:- including</p> <p>a) loose rope<br/>b) tie down straps<br/>c) thwarts<br/>d) clothing</p>   |     |      |  |  |

**Use of Restraints on the Water**

Restraint: Generic term referring to any item used to secure a participant into a boat or to a piece of activity equipment which would increase the risk of them drowning in the event of a capsize.

Lap belt: Any restraint used to secure the body of a participant into a seat/boat. Includes Aquabac harness.

Grip-Aid: Any restraint used to secure a participant (including hands) to activity equipment.

|   | <b>Hazard</b>                        | <b>Potential Harm</b>      | <b>Person at Risk</b> | <b>Uncontrolled Risk</b> | <b>Control Measures put in place</b>   | <b>Residual Risk</b> | <b>Further Action Required</b> | <b>Deadline</b> | <b>Completed</b> |
|---|--------------------------------------|----------------------------|-----------------------|--------------------------|--|----------------------|--------------------------------|-----------------|------------------|
| 1 | Capsize - Generic entrapment hazards | Drowning, emotional trauma | Participant           | High                     | <ol style="list-style-type: none"> <li>1. All instructors on session must be made aware of any participants who are using restraints and be equipped with a knife to cut restraints if required.</li> <li>2. Participants and carers must be briefed on the implications of them falling into the water and the risk of this occurring.</li> <li>3. Any participant who has the cognitive and physical ability to self-release must be provided with a method of self-releasing and shown how to self release.</li> </ol>  | Low                  | None                           |                 |                  |
| 2 | Capsize - Entrapment by Lap-belt     | Drowning, emotional trauma | Participant           | High                     | <ol style="list-style-type: none"> <li>1. A participant must not be fastened into their wheelchair at any time whilst on the water, using any form of restraint.</li> <li>2. Any lapbelt used on the water must be quick release.</li> <li>3. An LDCT instructor must be in the same activity craft as the participant wearing a lap-belt. A rafted canoe in this scenario is classed as a single craft. Any use of a lap-belt without an instructor in the craft requires the completion of a Personal Risk Assessment for the specific activity and participant and be signed off by the Head of Operations or CEO.</li> <li>4. Each lapbelt must have a minimum of two quick-release pulls. One of these must be in easy reach of the instructor in the activity craft and not at risk of becoming 'out of reach/entrapped'.</li> </ol> | Low                  | None                           |                 |                  |

**Use of Padding and Supportive Seating**

|   | <b>Hazard</b>   | <b>Potential Harm</b> | <b>Person at Risk</b> | <b>Uncontrolled Risk</b> | <b>Control Measures put in place</b>  | <b>Residual Risk</b> | <b>Further Action Required</b> | <b>Deadline</b> | <b>Completed</b> |
|---|---|-----------------------|-----------------------|--------------------------|---|----------------------|--------------------------------|-----------------|------------------|
| 1 | Bouyancy aid unable to correctly support participant due to attachment of seat/ padding to participant. | Drowning              | Participant           | Med                      | 1. Any seating/padding which is attached to an individual with a lapbelt must be attached to the craft so that the seat remains with the craft and cannot impede the correct function of the PFD or cause a person to float face down in the water. | Low                  | None                           |                 |                  |
| 2 | Participant wedged in seating   | Drowning              | Participant           | Med                      | 1. Instructor must ensure that the participant is not 'wedged' into the seat so that they cannot easily get out/be pulled out if required.  | Low                  | None                           |                 |                  |

## LDCT Boathouse

|   | Hazard                | Potential Harm                    | Person at Risk           | Uncontrolled Risk | Control Measures put in place  | Residual Risk | Further Action Required | Deadline | Completed |
|---|-----------------------|-----------------------------------|--------------------------|-------------------|--|---------------|-------------------------|----------|-----------|
| 1 | Falling off the jetty | Drowning<br>Injury<br>Hypothermia | Participant, Instructor  | High              | <p>1. LDCT instructors must ensure participants have been briefed before accessing the jetty and directly supervised by a competent adult when on the jetty. Anyone not wearing PFD must be directly supervised by a LDCT instructor when on the jetty.</p> <p>2. Where there is a high risk of participants falling in the water personal flotation devices must be worn.</p> <p>3. Wheelchair users must unfasten all their restraints prior to moving on to the jetty.</p> <p>4. Slipway to be checked regularly and jetwashed when required or reported as slippery.</p>   | Low           | None                    |          |           |
| 2 | Slippery slipway      | Injury, drowning                  | Participant, instructor  | Med               | <p>1. Slipway to be checked regularly and jetwashed when required or reported as slippery.</p> <p>2. Groups must be briefed on potential for slipping on slipway when there is algal growth evident/significant slip hazard.</p> <p>3. Individual participants to be supported on slipway if required.</p>   | Low           | None                    |          |           |
| 3 | Fuel                  | Burns, pollution                  | Participant / Instructor | High              | <p>1. Outside of activity sessions, fuel must be secured in the locked fuel bin when left at the boathouse.</p> <p>2. A working fire extinguisher must be available for use whenever the fuel is removed from the fuel store.</p> <p>3. When working with groups containing children or individuals with challenging behaviour in the vicinity of the boathouse, fuel containers must not be left unsecured and unsupervised. They can be left in the locked fuel bin or onboard a safety boat in the appropriate fuel locker.</p> <p>4. Refilling the safety boat fuel tanks must be done out in the open, away from the fuel bin, with a fire extinguisher immediately available and when participants are not in close proximity.</p> | Low           | None                    |          |           |

|   |  |                                   |                            |      |   |     |      |  |  |
|---|--|-----------------------------------|----------------------------|------|---|-----|------|--|--|
| 4 | Ambulance unable to access boathouse due to lock on access road gate | Serious injury, illness, fatality | Participant/ Instructor    | High | 1. The lock on the access gate to the boathouse must be removed whenever a LDCT group is at the boathouse for a watersports session.<br>2. In the event of an incident requiring the emergency services, a member of Calvert Trust staff must drive to the road and wait at the turning on the A591 to escort the emergency services to the boathouse. This will be a member of staff from the boathouse, unless it is specifically agreed for another member of staff to fulfil this role from the centre. | Low | None |  |  |
| 5 | Unauthorised access to workshop                                      | Chemicals tools, machinery        | Participant s              | High | Instructors must ensure the workshop door is locked when unsupervised and there are participants in the boathouse.  | low |      |  |  |
| 6 | Electrical equipment in boathouse classroom                          | Scalds, burns electrical shocks   | Participant s/ instructors | High | Brief/ supervise participants abouts risks from heaters, kettle, microwave  | low |      |  |  |
| 7 | Falling down the stairs  | Injury Fatality                   |                            |      | 1. The ramp should be used as the primary way to access the boathouse.<br>2. The gate at the top of the steps outside the boathouse should never be propped open.<br>3. The ramp should be used when carrying heavy or bulky equipment.   |     |      |  |  |

### Bassenthwaite Sailing Club

|   | Hazard                | Potential Harm                    | Person at Risk          | Uncontrolled Risk | Control Measures put in place  | Residual Risk | Further Action Required | Deadline | Completed |
|---|-----------------------|-----------------------------------|-------------------------|-------------------|--|---------------|-------------------------|----------|-----------|
| 1 | Falling off the jetty | Drowning<br>Injury<br>Hypothermia | Participant, Instructor | High              | 1. LDCT instructors must ensure participants on or near the jetty have been briefed on the dangers and directly supervised by a competent adult when on the jetty. Anyone not wearing PFD must be directly supervised by a LDCT instructor when on the jetty.<br>2. Where there is a high risk of participants falling in the water personal flotation devices must be worn.<br>3. Wheelchair users must unfasten all their restraints prior to moving on to the jetty. If restraints are necessary users must use a quick release lap belt and only be on the jetty under close supervision of an LDCT instructor who has been made aware that the participant is wearing a quick-release belt. | Low           | None                    |          |           |

|   |                   |                          |                          |      |   |     |      |  |  |
|---|-------------------|--------------------------|--------------------------|------|---|-----|------|--|--|
| 2 | Fuel              | Burns, pollution         | Participant / Instructor | High | <p>1. Outside of activity sessions, fuel must be secured in the locked fuel bin when left at the sailing club.</p> <p>2. A working fire extinguisher must be available for use whenever the fuel is removed from the fuel bin.</p> <p>3. When working with groups containing children or individuals with challenging behaviour at the sailing club, fuel containers must not be left unsecured and unsupervised. They can be left in the fuel bin or onboard a safety boat in the appropriate fuel locker.</p> <p>4. Refilling the safety boat fuel tanks must be done out in the open, away from the fuel bin, with a fire extinguisher immediately available and when participants are not in close proximity.</p> | Low | None |  |  |
| 3 | Hoisting          | Injury                   | Participant              | Med  | 1. Instructors to ensure hoists used are sited on level stable ground.  | Low | None |  |  |
| 4 | Road              | Serious injury, fatality | Participant              | Med  | <p>1. Access to site controlled by locked gate.</p> <p>2. Any participants known to 'wander' or run off must be directly supervised at all times by competent adult.</p>  | Low | None |  |  |
| 5 | Other site users  | Safeguarding concerns    | Participants             | Med  | <p>1. Site access is restricted to boat club members by locked gate.</p> <p>2. Instructors to ensure children and vulnerable adults do not enter the boathouse alone when other users are onsite.</p>   | Low | None |  |  |
| 6 | Boats on trailers | Injury                   | Participants             | Med  | 1. Participants to be briefed stay clear of boats in boatpark.  | Low | None |  |  |
| 7 | Site traffic      | Serious injury, fatality | Participants/Instructors | Med  | <p>1. Site access is restricted to boat club members by locked gate.</p> <p>2. Instructors to brief participants on traffic hazard whenever other users are on-site.</p>  | Low | None |  |  |