



Risk Assessment and Method Statement Seaful Sessions @ Chelmarsh Sailing Club

Method Statement

This method statement will describe the outline procedure when dealing with a group of young children taking part in the Seaful sessions. It also describes the types of activities that will take place.

Actions by visiting School/Club prior to arrival

The school/club will forward their Risk Assessments for the visit. These should include any challenging behaviour that may affect the safety of the group and volunteers. Weather conditions will also be taken into consideration and suitable clothing should be worn.

School/Club will complete health check forms and confirm that all participants have parental consent to take part in the activities.

Parental consent is given for photographs to be taken and shared on social media.

Any person not giving consent will be identified to volunteers.

Confirmation of number of children per School/Club adult.

Chelmarsh Volunteers Activities prior to School/Club arriving.

All volunteers must hold a current DBS check and this will be confirmed by Debbie Cawte.

All volunteers will have read and understood our Safeguarding Policy.

Volunteers will be aware of the Seaful specific RA and Conduct Policy.

All equipment will be checked to ensure that it is safe to use, this will include buoyancy aids, leashes and ensuring that they are correctly fitted to the boards.

Activity to be communicated to Sailing, Fishing and SUP members so that they are aware of the session.

On arrival

Chelmarsh volunteers will greet the group and read out the prepared safety brief including the location of facilities on site.

The children will then be split into 3 groups with no more than 10 children per group.

Each group will have at least one teacher from the attending School/Club. Each group ratio will be 2:10 which consists of 1 teacher and 1 CSC Volunteer. A teacher will also be floating on land to address any behavioural problems within any group.



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Experience 1 (SUP) 1 hour

Experience 1 will be run by 2 qualified SUP instructors. If the staff member from the school is known to be a competent paddleboarder then they will join the activity on the water. If not then they will observe from the beach area.

The children depending on weather will either wear normal swim wear with a t shirt and shorts or a supplied wetsuit from the club. They will utilise the changing rooms in their bubbles of 10 and be accompanied by a Teacher and not Chelmarsh volunteers. This method statement is being produced under current Covid 19 restrictions which are due to end on the 19th of July 2021. Under our Safeguarding Policy it has been agreed that changing rooms can be used.

Two SUP instructors will start the experience with some on land basic training and safety information. They will then move out onto the water for a paddleboarding experience. This will include general paddling and manoeuvring building the children's confidence. The session will then organically introduce senses and feelings into the session.

It is likely the children will get wet during the experience, drying time will be included in the 1 hour experience to ensure that children are warm enough to move onto the next experience.

Any incidents will be reported and dealt with as per the Chelmarsh SUP SOP.

Experience 2 (Nature Walk/Plastic Pollution)

This will be run by 1 volunteer accompanied by a School/Club teacher.

The children will be taken on a walk along the fishermans path. They will be looking out for local waterside flora and fauna and find a peaceful place to sit while we talk about the issues of pollution. They will be shown photographs of the effects of plastic pollution on animals and birds found on a tiny island in the middle of the Pacific, showing how far plastic will travel and about how Chelmarsh fits into the great scheme of things re providing clean water and how the river flows in to the oceans carrying plastic. There will be no indication that Chelmarsh water is polluted. Children will be accompanied at all times near the waters edge and the RA will determine whether a BA is required.



Experience 3 (Water Safety/Mental Health Exercise)

This exercise will be carried out by 1 Chelmarsh volunteer accompanied by 1 member of staff from the attending School/Club.

The session will be re-addressing the balance between physical and psychological safety, by having a 50/50 split:

30 mins - Physical safety

- Hazards in the water (Q&A)
- Contents of a first aid kit (Discussion and demo)
- Throw-line demo and quick go each

30 mins - Psychological safety

- Hazards (Q&A) - A chance to explore what makes people feel anxious/nervous/scared, and why we feel that way (healthy anxiety vs anxiety disorder discussion)
- How to really listen to someone (paired activity) - Quick activity which focuses on listening properly, as opposed to just waiting to speak!
- Team Building activity to finish.

The team building activity will involve transferring water along different pieces of drain pipe and be conducted on the grassed area.

Identifying when sessions start and finish.

At the start of the sessions three short whistle blasts will be used.

45 minutes into the session another 3 short whistle blasts will indicate a 15 minute warning until the end of the session but also prompt the SUP exercise to exit the water for drying time.

After 1 hour another 3 short whistle blasts will indicate the end of the experience.

On the final whistle children will be accompanied by volunteers to meet on the carpark where they will then move onto the next exercise,

Accidents and injuries.

Any accidents or injuries will be reported to a member of staff and treated by a first aid trained member of staff.

Safety mechanisms in place.

- Supervision at all times
- Buoyancy Aids when within 3 metres of the waters edge
- Hand held radios used by staff to communicate and raise the alarm of any incidents
- Whistles to be used as a backup if radios fail
- First Aid Kits to be present at each work station



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Risk Assessments

Club Risk Assessments available here apply:

www.chelmarshsailing.org.uk/downloads.html

Date: 10/10/21

Review Date: 10/10/22

Person completing Form: Craig Jackson

Specific Risk Assess for the day (additional Factors)

| | | | SEVERITY of HARM (S) | | | | |
|------------|---|-----------------|---|---|--|---|---|
| | | | 1 Minor harm <i>(minor injury)</i> | 2 Slightly harmful <i>(incapacitated for up to 3 days)</i> | 3 Harmful <i>(incapacitated for over 3 days)</i> | 4 Major harm <i>(eg loss of sight, broken limbs)</i> | 5 Extreme harm <i>(fatality or fatalities)</i> |
| LIKELIHOOD | 1 | Highly unlikely | 1 | 2 | 3 | 4 | 5 |
| | 2 | Unlikely | 2 | 4 | 6 | 8 | 10 |
| | 3 | Possible | 3 | 6 | 9 | 12 | 15 |
| | 4 | Likely | 4 | 8 | 12 | 16 | 20 |
| | 5 | Highly likely | 5 | 10 | 15 | 20 | 25 |

Three activities are proposed.

School RA applies to cover Transportation, arrival and general safeguarding issues

- 1) Paddle Boarding: Risk assess is identical to Chelmarsh activities and covered by existing RA and Standard Operating Procedures
- 2) Nature walk
- 3) Safety / Mental Health session

A Risk assess has been completed for each of these additional activities and for use of the club by a school group given covid concerns and with specific issues around safeguarding. Risks are given as likelihood * Severity = Risk e.g 3 * 2 = 6 and a total



Seaful Project Risk Assess for Nature Walk

| Hazards | Risk before control: | Control Measures in Place | Risk after control: | Further Action Required? | Related procedures |
|--|----------------------|---|---------------------|--|--|
| Trips and slips on uneven ground | 3 * 4 = 12 | Children and adults to wear suitable footwear in accordance with the weather and ground conditions of the day e.g. walking boots or wellies if wet or trainers if dry and/or boots are not available. All to be told to take care of themselves and others and to refrain from running at all times. | 3 * 3 = 9 | Supervision ratio at least 2:10. Children to be reminded to be careful as appropriate during walk. | Qualified first aiders will be available to act if necessary |
| Scratches and stings from brambles and nettles | 3 * 2 = 6 | Children and adults to wear long trousers and long-sleeved tops during walk. Remind children to take care and to avoid brambles and nettles. Children to be told not to allow brambles and nettles to flick back onto those behind them. | 2 * 2 = 4 | Group leader to carry first-aid kit, including antiseptic wipes, fresh water and paper towels | |



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| <p>Deep water beside fishermen's footpath (walk option 1 – out of sight of other volunteers and school staff)</p> | <p>3 * 5 = 15</p> | <p>All participants to wear properly fitted buoyancy aids during walk. Children to be warned of the danger, told to walk in single file and to stay away from the edge of the reservoir. All to be told to take care of themselves and others and to refrain from running at all times. Particular care to be taken where the path passes close to the edge of the reservoir. Group to stay close together and not allow gaps to form that may spread the group out. CSC group leader to carry a whistle as a means of contacting other (out of sight) adults/raising alarm for assistance if necessary. Other volunteers to be told about the possible need to respond to whistle – particularly the floating member of school staff.</p> | <p>2 * 5 = 10</p> | <p>Buoyancy aids to be prepared for use before bus arrives. Children to be shown how to fit buoyancy aids by CSC group leader. Children to help each other. Adults to check fitting before the walk starts.</p> | <p>Floating member of school staff who knows the children and is familiar with how to address their needs to remain vigilant on shore and ready to step in quickly if necessary.</p> |
| <p>Fishermen by the path (walk option 1)</p> | <p>4 * 1 = 4</p> | <p>Children to be told that there may be fishermen fishing from the pegs and to be quiet and respectful when they pass. Children to be told to take care not to go near fishing equipment.</p> | <p>4 * 1 = 4</p> | | |



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| <p>Deep water at the base of the dam (walk option 2 – within sight of other volunteers and school staff)</p> | <p>$3 * 5 = 15$</p> | <p>All participants to wear properly fitted buoyancy aids during walk. Children to be warned of the danger, told to walk in single file and to stay on the grass to the side of the dam, without going on the slope. Children to be told not to walk on the wall at the top of the dam. All to be told to take care of themselves and others and to refrain from running at all times. Group to stay together and not allow gaps to form that may spread the group out. CSC group leader to carry a whistle as a means of contacting other adults/raising alarm for assistance if necessary. Other volunteers to be told about the possible need to respond to whistle – particularly the floating member of school staff.</p> | <p>$2 * 5 = 10$</p> | <p>Buoyancy aids to be prepared for use before bus arrives.</p> <p>Children to be shown how to fit buoyancy aids by CSC group leader. Children to help each other. Adults to check fitting before the walk starts.</p> | <p>Floating member of school staff who knows the children and is familiar with how to address their needs to remain vigilant on shore and ready to step in quickly if necessary.</p> |
| <p>Harmful plants growing by the path</p> | <p>$3 * 3 = 9$</p> | <p>Children told not to lick their fingers after handling plants. Children to wash their hands on return to the clubhouse.</p> | <p>$2 * 3 = 6$</p> | | |



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| Behaviour issues compromising group safety | $3 * 4 = 12$ | Children told at the start that they must follow instructions carefully for the safety of themselves and others and that they will not be allowed to continue if they don't. Floating member of school staff who is aware of the needs of the children to be asked to remove any child who behaves in a manner likely to compromise his/her own safety or that of others. Floating member of staff to do this so as not to affect the 2:10 supervision ratio. | $3 * 2 = 6$ | | |
| Weather Conditions | $3 * 2 = 6$ | All attending the sessions will be reminded to wear appropriate clothing for the weather conditions | $3 * 1 = 3$ | CSC Volunteers will check that appropriate clothing is being worn. | |



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Seaful Project Risk Assessment for Safety / Mental Health Session

| Hazards | Risk before control: | Control Measures in Place | Risk after control: | Further Action Required? | Related procedures |
|----------------------------------|----------------------|---|---------------------|--|---|
| Trips and slips on uneven ground | 3 * 4 = 12 | Children and adults to wear suitable footwear in accordance with the weather and ground conditions of the day e.g. walking boots or wellies if wet or trainers if dry and/or boots are not available. All to be told to take care of themselves and others and to refrain from running at all times. | 3 * 3 = 9 | Supervision ratio at least 2:10. Children to be reminded to be careful as appropriate during walk. | Qualified first aiders will be available to act if necessary |
| Deep water | 3 * 5 = 15 | Deep Water will be at least 50m from this exercise. Children will be supervised at all times and must not leave the group and venture near to the water. | 2 * 5 = 10 | Children reminded not to go within 3 metres of the waters edge without a buoyancy aid. | Floating member of school staff who knows the children and is familiar with how to address their needs to remain vigilant on shore and ready to step in quickly if necessary. |



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| <p>Friction burns from rope.</p> <p>Trips and falls.</p> <p>Collision with others and/or equipment.</p> | <p>$3 * 3 = 9$</p> | <p>Tasks are simple with very few instructions needed. Instructions are given before activity begins. Time is given to answer any questions from students or staff. Instructor is a qualified and experienced outdoor instructor, used to planning and leading adventurous activities and expeditions. All equipment is checked beforehand for sharp edges, abrasions etc. and removed if unsafe. Clear instructions are given about safety of movement, speed (no running), and avoiding contact with others or unnecessary contact/use of equipment. Expectations of behaviour are discussed at the start of the session, with praise used to promote positive behaviour throughout. Any behavioural issues affecting the session will be escalated to school staff, where necessary.</p> | <p>$2 * 3 = 6$</p> | <p>Children to be reminded to be careful as appropriate during walk.</p> | <p>First Aid Kits and trained staff present.</p> |
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| <p>New group and first time experiencing this session.</p> <p>Challenging behaviours and attitudes of students.</p> | <p>3 * 1 = 3</p> | <p>Instructor is a qualified and experienced teacher, used to working with groups of students. Group will be supported by a member of school staff.</p> <p>Time will be spent during the introduction to explore any fears or anxieties within the group. Instructor and school staff aware of behaviour support plans, education health care plans (where relevant) and any other supporting documentation concerning behaviour and attitudes. Expectations of behaviour are discussed at the start of the session, with praise used to promote positive behaviour throughout. Any behavioural issues affecting the session will be escalated to school staff, where necessary.</p> | <p>3 * 1 = 3</p> | | |
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| <p>Medical needs of students and staff.</p> <p>SEND Requirements</p> | <p>$3 * 1 = 3$</p> | <p>Instructor to be made aware of any medical needs or requirements, via consent forms and communication with school staff.</p> <p>Physical first aid kit to be always present.</p> <p>Mental health first aid issues to be addressed appropriately.</p> <p>Instructor is both physical and mental health first aid trained.</p> <p>SEND requirements to be considered when planning and adapting session. Instructor to be aware of these in advance with supporting documentation from the school.</p> | <p>$3 * 1 = 3$</p> | <p>First Aid Kits present.</p> | |
| <p>Level Ground</p> | <p>$4 * 3 = 12$</p> | <p>Activity is simple and safe to be performed in most weather conditions.</p> <p>Area of session to be cleared of any trip hazards beforehand.</p> <p>Area of session to be flat and free of holes or ditches.</p> | <p>$2 * 3 = 6$</p> | <p>Suitable footwear to be worn</p> | |
| <p>Weather Conditions</p> | <p>$3 * 2 = 6$</p> | <p>Instructor to perform weather forecast 24 hrs before activity, responding appropriately in communication with Seafal volunteers and attendees to wear appropriate clothing for the weather conditions</p> | <p>$3 * 1 = 3$</p> | <p>CSC Volunteers to ensure that appropriate clothing is being worn.</p> | |



Chelmarsh Sailing Club

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|--|--------------|--|--------------|--|---|
| Behaviour issues compromising group safety | $3 * 4 = 12$ | Children told at the start that they must follow instructions carefully for the safety of themselves and others and that they will not be allowed to continue if they don't. Floating member of school staff who is aware of the needs of the children to be asked to remove any child who behaves in a manner likely to compromise his/her own safety or that of others. Floating member of staff to do this so as not to affect the 2:10 supervision ratio. | $3 * 2 = 6$ | | |
| Deep water | $3 * 5 = 15$ | Deep Water will be at least 50m from this exercise. Children will be supervised at all times and must not leave the group and venture near to the water. | $2 * 5 = 10$ | Children reminded not to go within 3 metres of the waters edge without a buoyancy aid. | Floating member of school staff who knows the children and is familiar with how to address their needs to remain vigilant on shore and ready to step in quickly if necessary. |