

# BEAVAN PADDLE CHALLENGE - Risk assessment - at Tawd Vale Adventure Centre

## Delivered by: 4th Heswall Sea Scout Water Skills Team & Associate Volunteers

<b>Title</b> <b>Activity</b> <b>Location</b> <b>Site</b> <b>Address</b> <b>GPS</b>	Beavan Paddle Challenge Multi Paddle Craft Team Relay Race The Delph (flooded quarry lake) Tawd Vale Adventure Centre Lowry Hill Lane, Ormskirk, L40 5UL 📍 53° 34' 57.7265" N 2° 48' 2.6647"...	<b>Reviewed by</b> <b>Date reviewed</b>	Andrew Everett 19/09/2025	<b>Author</b> <b>Role</b> <b>Group</b> <b>Member no.</b> <b>Date written</b>	Andrew Everett Team Leader 4th Heswall 11845787 18/05/2021
		<b>Date of next review</b>	September 2026 or following significant change		

## Paddle Challenge Parameters

### Race Overview

A timed relay race comprising 2 teams of 4 team members over 3 paddle disciplines:

1. A seal-start off the jetty in kayaks to spread the field.
2. Kayaks navigate to a raft to collect a paddle and return to handover the paddle to the paddleboarders.
3. Paddleboarders collect a paddle from the raft to return jopin team mates in the canoe
4. The final discipline has the full team with collected paddles complete the course in a canoe.

### Mandatory Safety Measures & Precautions

- First response first aider on site
- Approved first aid kit, plus exposure equipment.
- Throw lines and safety rings on hand
- Volunteers have clear line of sight covering all the on-water activity
- Safety/s craft always on hand
- Two way radios on jetty, shore/base tent and on safety kayak/s optional.

### Prerequisites

1. Participants have received (basic) instruction and appropriate safety briefing.
2. Suitable appropriate personal safety equipment is used.
3. The activity is appropriate to the ages of the participants.
4. On-water lead volunteer has a relevant in date Scout Association adventurous activity permit
5. There is appropriate on-land supervision by a person who has sufficient skill/knowledge of the water activity.

You can find more information about the event in the Overview Document: [Overview Beavan Paddle Challenge\\_v3.pdf](#)

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What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<b>A hazard</b> is something that may cause harm or damage. <b>The risk</b> is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	<b>Controls</b> are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep <b>checking</b> throughout the activity in case you need to change what you're doing or even <b>stop</b> the activity. This is a great place to add comments which will be used as part of the review.
For example: Hazard: fire Risk: smoke inhalation or burns	Leaders, visitors, Young Leaders, Scouts	Smoke: use dry wood, check wind direction, stand people out of smoke direction. Burns: stay a safe distance from fire, place extra wood on carefully, teach Scouts good practice around fires, have a burns first aid kit easily available.	
<b>Terrain</b> <b>Slips, Trips and Falls</b>  Uneven ground, sharp objects, loose equipment. Occasional slips, trips and falls.  Cuts, lacerations, grazes, breaks, dislocates, and puncture wounds.	All who enter the site area	Participants made aware of the boundaries and warned of any inherent hazards specific to a particular area. Appropriate footwear to be worn. No crocs, flops, sliders, barefeet NO diving from or pushing on the jetty General good housekeeping and all areas kept clear of loose equipment during event Prior to event excessive weed and detritus is removed from launch/recovery area Slipway, docks and pontoon areas checked for sharp objects. Launch and landing areas clearly marked First Aid kit carried by key leaders/safety boat crew. On site team to check and clear race route of obstacles (paddles, BAs, craft), bystanders and non essential personnel prior to starting each race.	Walk through/point-out the route with the leadership/safety team.  Consider asking the site team to clean the area the week prior.  and marking/highlighting ground anomalies/roots with road marker spray.
<b>Collision</b>  Cuts, lacerations, grazes, breaks and puncture wounds.	Participants	Detail the route to participants on the white board prior to event start, ask them to explain it back Hold start until course is clear, including slipway & grassed area, and shore/water crews are safely in position and ready	Consider additional keep out/boat crew only signs  Consider barrier tape

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		<p>From the shore and prior to start ask participants to list possible hazards and point out any they see at the time.</p> <p>Ensure any existing cuts/wounds are covered and advise to clean and re-dress post event.</p> <p>Remove debris and overhanging thorny branches from the lake, consider asking the site team to manage this prior to the event.</p> <p>Utilise obstacles and challenges to spread the field.</p>	<p>Consider flying group flags to define area</p> <p>Consider safety paddler demonstrates the route to participants prior to event start</p>
<p><b>Hard Surfaces</b></p> <p>Paddles and hard surfaces likely capsize near the dock, swinging paddles, and incoming obstacles.</p> <p>Upper body and head injuries, knocks, scratches, entrapment</p>	Participants	<p>Participants warned to avoid collision to prevent paddle/head strikes</p> <p>Correct sized paddles to be used.</p> <p>Safety craft to stand off unless required</p> <p>Check there are no scouts in the water and the route clear prior to start hooter.</p> <p>Check the safety teams, water and land based, are ready prior to start hooter.</p> <p>Helmets essential for all participants</p> <p>Helmet fit checked by a leader/safety crew prior to water entry.</p>	<p>Demonstrate correct paddle use on shore to participants.</p> <p>Consider no overhead blades if correct use is not adhered</p> <p>Emphasise no barging and to yield if too close</p>
<p><b>Water</b></p> <p>Always risk of drowning if they enter the water, either through fatigue, capsizing, falling, tripping from slipway, jetty</p> <p>Cold shock will cause rapid, involuntary, inhalation.</p> <p>Death.</p>	ALL	<p>Leader in charge holds relevant adventurous activities permit/s for craft and water classification</p> <p>Clear briefing on behaviour, rescuing and hazards</p> <p>Safety crew and paddlers are experienced on water volunteers</p> <p>Safety craft remain afloat on standby away from route during the race</p> <p>All participants are capable of swimming 50m open water unaided, signed permission slip checked and held by the team's organiser.</p> <p>All paddlers required to wear a buoyancy aid which complies with the CE 50 Newton standard at all times when afloat.</p> <p>BA fit is checked by leader/safety team prior to event area entry</p> <p>The relay format ensures craft and participants on or in the water at any one time to comply with adventurous permit ratios for 1 permit holder.</p> <p>Paddle leashes/SUP leash/mooring ropes stowed or removed to prevent entanglement or strangulation</p> <p>Throw lines and or rescue rings readily available</p>	<p>Leaders stationed at key vantage points for the duration of the challenge</p> <p>Consider a leader, young leader and safety paddlers training refresher session to ensure that all are fully conversant and up to date with current craft, rescue equipment and techniques.</p> <p>Consider a barrier tape/rope for spectators.</p>

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<b>Pollutant</b>  Likely risk from the presence of: Blue/Green Algae Non toxic algae Weils Disease Efluent: Intestinal Enterococci (IE) Escherichia coli (EC)   Vomiting, infection, illness, death	Participants Volunteers  All who eat or drink at the site	Follow advice and recommendations from the local authorities and Environment Agency. Consult the site manager prior to event for Go-NoGo Make a visual check and pragmatic assessment of the water condition prior to start. If clear to procede, avoid contact with areas affected by scum or algal bloom. Reduce full contact or immersion activities to a minimum where there is a perceived or suspected risk. Consider having hand sanitiser available Advise all to wash hands before eating. Cover all cuts and abrasions prior to water activities, clean and re-dress post activity.	Check water safety with the warden prior to the event. Inspect the water condition and surroundings 24 hours prior or on the morning of the event. Fresh tap water on hand for drinking and rinsing Consider checking with local water authorities prior to the event. If in doubt, cancel  Poor hygiene increases severity Poor practice increases likelihood
<b>Animals</b>  Unlikely, all at risk of being injured by dogs or wildlife especially if they are made to feel threatened.  Bites, cuts, scratches, trauma	ALL	Ensure site is clear of domestic animals, attempt to clear wildlife if still present (swans) If the attempt is unsuccessful, all participants warned of the dangers with wild and domestic animals and on how to behave near them if animals are close by. Vigilance by leaders throughout the session. Particular vigilance should be paid to the Delph Water Demon that lurks in the depths, they feed on Beavers and Cubs mainly, but have been known to take the odd scout and are quite partial to the odd Explorer..	The area is checked for wildlife prior to the event, swans and hungry seagulls in particular. Consider hiring Quint, Hooper, and Chief Brody if in doubt
<b>Weather</b> September/October  Probable that all may be affected by adverse weather.	All	Monitor weather forecasts prior to the event Final go/no-go decision mutually agreed 24hrs before Organisers messaged the day prior to confirm the event is going ahead. Advise appropriate kit list based on forecast, Sudden severe/freak weather during event, lightning/hail/galeforce/flash flood, cease event immediately, lay down all equipment/craft and evacuate to appropriate shelter	If there's doubt about the weather, there is no doubt, postpone or cancel. Consider shortening the event if conditions are, or become extreme Consider cancelling if conditions are, or become intolerable.

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<b>Cold</b> September/October  Getting wet from splashing Cold shock response from water immersion, hyperthermia, trauma, heart attack and death.	All	Consider having portable AED on hand Safety briefing all participants aware of cold shock response Kit list calls for: Multiple synthetic layers Kit bag containing: Complete change of warm, dry snuggly clothes and warm coat Hat, Gloves and scarf Event in close proximity to warm shower block Most likely with Paddleboarders, consider leaders to hand pick the SUP paddlers. Request a chaperone or escort a victim to monitor for post rescue collapse up to 1 hour after immersion. Consider casualty care briefing with leaders, specifically hypothermia and cold shock response and recovery.	Consider having portable AED on hand Snug coats, fleeces, blankets and survival foils available in the base tent (hot tent). Consider a hot chocolate post event for fall-ins. Consider Request for a member of Merseyside Emergency Aid team to be present.
<b>Hazardous Objects &amp; Areas</b>  Ropes & Guy Lines Sharp Objects Nettles, Brambles, Gorse	All	Clear Briefing/Instructions, full understanding of hazards present Define areas, mark out, sign post, courden Fences must not be climbed or damaged	
<b>Manual Handling</b>  cuts & aches pains & strains breaks, fatality	All	Individual to assess if load is possible to be lifted without assistance, seek assistance if in doubt YP to be supervised when lifting relatively heavy or awkward sized items Team to work together when lifting known heavy loads Use of available equipment, Trolleys etc to be encouraged where feasible. Correct lifting techniques to be used. Split larger loads with more trips if possible	
<b>Knowledge &amp; Experience</b>  Catastrophy  Uninformed and inexperienced adults increase risk	All	Printed event handbook containing all the necessary information All volunteers to be briefed with the overview, rules, and information in this risk assessment. Clear signage/work instruction to be used and maintained where necessary First aid kit to be readily available and easily seen by all, including participants and guests Principle first aider known and to be contactable 24/7.	Share knowledge and experience Report everything regardless

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		Pre event meeting, post event debrief and feedback form (online or in person) Leader share folder with notes to next event to pass on experience	
<b>Failure of Equipment</b>  cuts & bruises breaks & disfigurement mutilation & fatality catastrophy	All	The equipment conforms to all relevant regulations and is fit for purpose. Do not exceed the maximum number of participants/weight on a given piece of equipment at any one time. Instability or damage is to be reported by the participant as detailed in the safety briefing. Reported damage to be repaired, highlighted or removed immediately	Poor management increases severity Poor planning increase likelihood
<b>Failure of structure</b>  cuts & bruises breaks & disfigurement mutilation & fatality catastrophy	All	All structure conforms to all relevant regulations and is fit for purpose. If temporary, installation as per manufacturer's instructions by experienced volunteers. (gazebo for instance) Do not exceed the maximum number of participants/weight on a given piece of structure at any one time. Instability or damage is to be reported by the participant as detailed in the safety briefing. Reported damage to be repaired, highlighted or removed immediately	Poor management increases severity Poor planning increase likelihood
<b>Entanglement</b>  cuts & bruises breaks & disfigurement mutilation & fatality catastrophy	All	Clear Briefing/Instructions, full understanding. Ensure all long hair is tied up/back as appropriate. No loose clothing to be worn Participants warned not to meddle with equipment, switches and structure Not to insert limbs or head into apparatus or structure Remove, avoid or corden off hazard if possible	Warning and awareness of hazard reduces likelihood Checking for loose attire and hair reduces severity
<b>Environment</b>  illness fatality catastrophy	All	Ensure participants wear suitable clothing and footwear for the season, duration and weather Nearest contact point for emergency services is known First Aid and Handbook location known by all (in gazebo with first aid) Consider postponing event if extreme weather alert predicted	If there is any doubt, discuss the situation with the team, plan for the worst case scenario, make an adaptable plan, communicate and record actions.
<b>Unforeseen incident</b>  plan of action to deal with unforeseen incidents (emegency action plan)	All	Assign roles for incident management team at pre event meeting or start of event During incident record/remember as much as you can, times, place, people Suitable first aid cover is in place, assign first aid lead	Poor management increases severity Poor planning increase likelihood No emergency action plan increases risk

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catastrophy		Details of nearest emergency department, hospital, and or local doctors in risk assessment and event handbook Assign an evacuation point and alarm Be aware of any new additional environmental hazards; water algae and disease, weather warnings, heatstroke, sunburn, ticks, other insects and animals (domestic, livestock, wildlife) check local news	
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## PERSONAL, INTERPERSONAL HAZARDS and MEASURES

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<b>Safeguarding</b>  Trauma Fatality	All	Clear Briefing/Instructions, full understanding of any individual's needs Children with neuro diverse, or specific ability requirements are known by leaders and assigned to a leader and buddy system Ratios 12:1+1 (Scouts) see POR for adventurous and younger member ratios All leaders/helpers briefed on specific individual's need, Medical/Diet/Disability Avoid one-to-one contact between Adults and participants or vulnerable adults. Activity Information Forms carried by organising Leader	
<b>Behavioural Problems</b>  Trauma Injury	All	Clear Briefing/Instructions, full understanding. Sit out moments with refreshments will be employed which will include discussions with a suitable volunteer Sin Bin policy followed by Yellow/red card system. Ratios 12:1+1 (Scouts) see POR for adventurous and younger member ratios Event leader or assistant must be present to control group behaviour Site behavioural policy. Leaders & adults aware of relevant specific needs and conditions of individuals	

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		Implement a buddy system if needed	
<b>Storing Data</b> Trauma Fraud Deception	ALL	All leaders and relevant adults have Scout Association GDPR training Where possible all personal data stored on secure electronic database Reduce the number of document copies containing personal data Limit the number of people in possession of personal data Minors and vulnerable adults are not publicly identified unless responsible adult permission is granted Permission slips and full personal data sheets are kept by a single individual in a secure location After event all printed data sheets are to be kept by a single individual in a secure location and destroyed after 3 months	Security of data reduces likelihood Access to data increases safety

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### Emergency Arrangements

- All incidents, accidents and near misses are to be reported to the Group Lead Volunteer
- There is to be at least one first aider on site at all times with a main First Aid kit
- When moving off site or away from the event for a prolonged period the designated first aider will notify the Leader In Charge and confirm First Aid deputy.
- In the event of an emergency follow the Purple Card: [Safe Scouting and Emergency Procedures | Scouts](#)

### You are at:

Tawd Vale Adventure Centre,  
Lowry Hill Ln, Lathom, Ormskirk

**L40 5UL**

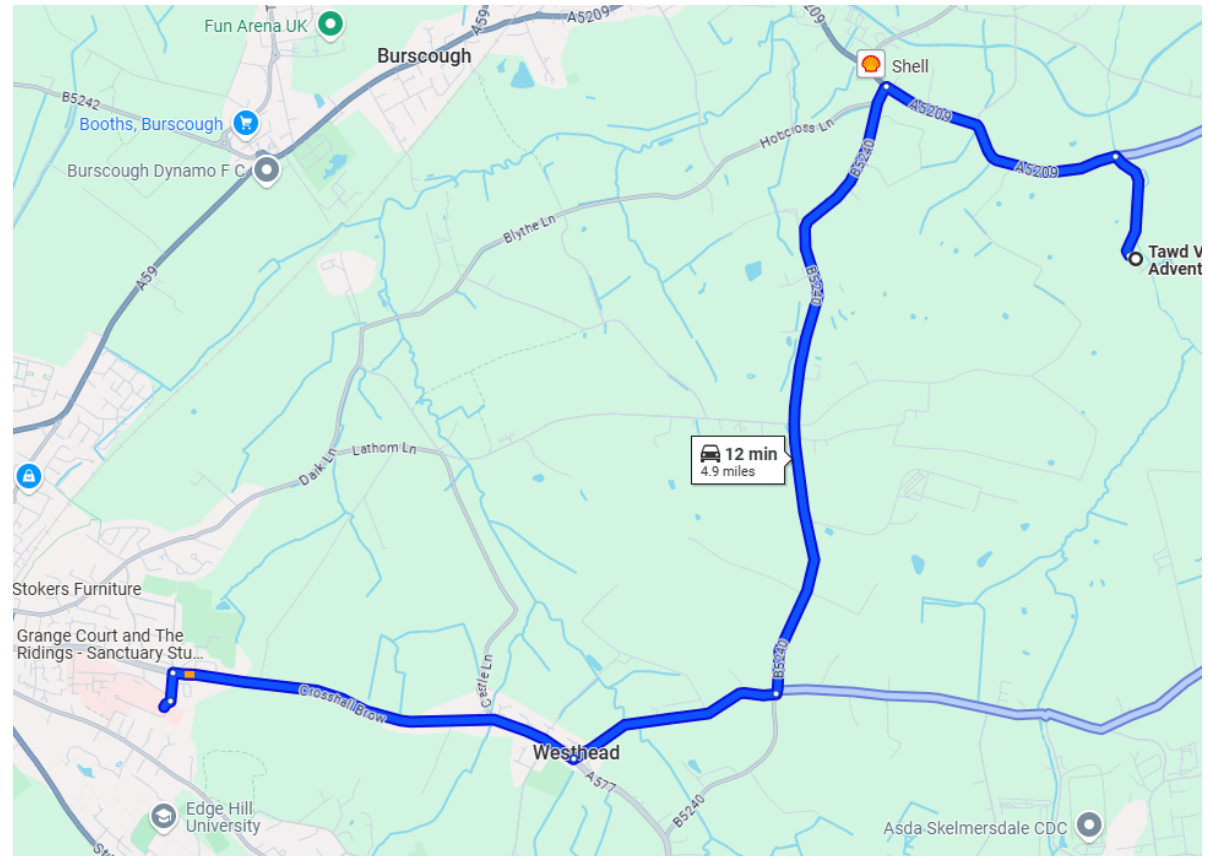
Phone: 01695 722866

### Nearest Emergency Hospital 24/7:

Ormskirk District General Hospital,  
Dicconson Way,  
Wigan Rd, Ormskirk

**L39 2AZ**

Phone: 01695 577111



**Ormskirk General Hospital 4.9 miles away 12 minutes by car**

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### In the event of an incident

1. Deal with the immediate situation and alert the appropriate emergency services, if required.
2. Alert your Lead Volunteer or their designate:
3. Alert the emergency contact of those individuals involved.
4. If you are abroad, alert any agencies required by the insurers.
5. For incidents involving air activities or water activities in coastal or deep sea waters notify the appropriate government agency.
6. Inform UK Headquarters at the earliest opportunity if:
  - o Someone suffers a personal injury or illness requiring a doctor, nurse, paramedic, dentist or hospital.
  - o Someone requires an emergency service rescue.
  - o Third party property is damaged. You will need to provide basic information about the incident including information about the injured party, what happened, where it happened and who is reporting the incident.

### In the event of a critical incident

*(one involving loss of life, near loss of life or collapse of a structure)*

1. Deal with the immediate situation and alert the appropriate emergency services, if required.
2. Alert UK Headquarters (you will need to provide a basic overview of the incident, who is involved, where the incident occurred and Group information). A Critical Incident Manager will assist you and guide you through the management of the incident.

### Key points

Do keep a record of actions and communications, including details of others who may have seen what happened.

Do keep calm and ask for support where needed.

Do refer all news media to the Duty Media Officer and seek support before talking to the media by calling UK Headquarters.

Don't make any admission of liability.

Don't initiate contact with the news media.

Don't try to handle things on your own.

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### Safe Scouting: a code of practice

Do ensure all activities are approved, run and supervised in accordance with POR (Rule 9.1).

Do identify hazards and discuss how they will be managed to reduce risk (see the Activities - Risk Assessment factsheet; Staying Safe checklists for Lead Volunteers, Trustees and Section Volunteers).

Do find the most effective and appropriate way to communicate the risks and controls identified.

Do ensure all meetings, events or activities have an identified leader in charge that oversees the activity and all adults and young people. This includes responsibility for registers, headcounts, allocation of roles to specific adults and checking they are aware of their specific responsibilities (see leader in charge info at [scouts.org.uk/safety](https://scouts.org.uk/safety)). The best way of doing this is for all adults who will be involved in the activity to agree which one of them will undertake this role.

Do – give young people and adults appropriate training, guidance and rules.

Do be prepared to deal with accidents (have a first aid kit, a robust InTouch system and relevant emergency contact details).

Do consider any additional needs of those taking part.

Do review an activity if conditions or equipment change significantly.

Don't be afraid to stop or alter an activity being run by you or another leader.

Don't put your needs above those of young people. Ensure activities are appropriate for the young people involved.

Don't ignore concerns expressed by adults or young people.

Don't assume that someone else is managing safety – always check.

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

### PERSON DEFINITION

ALL	All within the confines of the activity/event/camp
Participants	Young Person under 18 registered with 4th Heswall Sea Scout Group/Scouts UK
Instructors	Group appointed Person with relevant qualifications, skills and permissions, paid or volunteering
Leaders	Scout Registered volunteers - Leaders, Assistants and Parent Helpers of 4th Heswall Sea Scouts
Volunteer	see Leaders
Group	4th Heswall (St Peter's) Sea Scout Group
Parents	Parent, carer, guardian, or appointed person to transport participant to and from activity
Spectators	Relative, friend or interested party of the participant or group who remains close by
Public	Members of the public taking part in, near to, or moving by or alongside the organised activity
Staff	Paid employees at venue not directly involved with the organised activity

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### UK Scout References

Policy Organisation and Rules  
Risk Assessment guidance  
Adventurous Activity Permit scheme  
Safety and Safeguarding

[www.scouts.org.uk/por/](http://www.scouts.org.uk/por/)  
[www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/](http://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/risk-assessments/)  
[www.scouts.org.uk/volunteers/activity-permit-scheme/](http://www.scouts.org.uk/volunteers/activity-permit-scheme/)  
[www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/](http://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/)

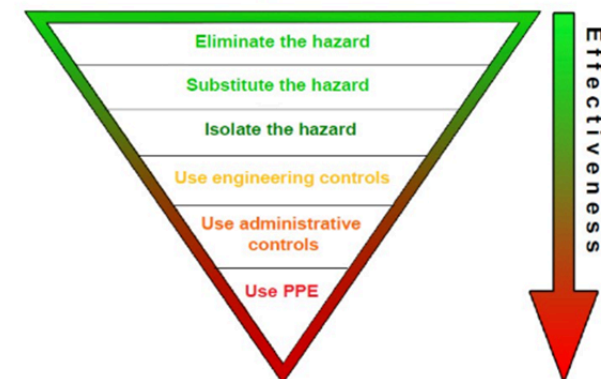
### Risk Score and Hierarchy of Control

Risk Matrix

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		LIKELIHOOD				

High Risk
Medium Risk
Low Risk

### Hierarchy of Controls



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# END OF DOCUMENT

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