

<b>DESCRIPTION OF TASK / ACTIVITY</b>	<p><b>School Activity Open Canoe Day</b></p> <p>Daylong session starting in the sheltered water environment of the Milton Pool and then out exploring the main open water body of the loch.</p> <p>School group S3/4 Pupil Support Learning Group from Stirling Schools transported to the venue by the activity provider.</p> <p>Access through agreement with Forestry and Land Scotland.</p>
<b>LOCATION</b>	Loch Ard GR (NN 491-014)

Item	Aspect of trip: potential hazards and risks	Who is at risk?	What are you already doing, i.e., what Control Measures are already in place?	Further Actions Required
1	<b>Travel &amp; Transport</b>			
	Road Traffic Accident where injury is a result of an accident whilst driving	Participants, Staff and Public	<ul style="list-style-type: none"> <li>• Drivers are to have a valid driving licence specific to the size and weight of vehicle being driven and trailer being towed</li> <li>• Drivers are to have experience and demonstrate competency of driving a Minibus and trailer e.g., MIDAS</li> <li>• All staff to be trained to follow Emergency procedures</li> </ul>	
	Blocked Doors causes entrapment of passengers in the event of a Road Traffic Accident	Participants and Staff	<ul style="list-style-type: none"> <li>• All staff to ensure that all exit doors and pathways to doors are always kept clear</li> <li>• If equipment is being transported on the bus with participants, this must be securely fastened</li> </ul>	
	Poor Weather such as heavy rain causes a Road Traffic Accident	Participants, Staff and Public	<ul style="list-style-type: none"> <li>• Advice from the Met Office Transport Scotland and or Police will be followed</li> </ul>	
	Equipment Failure causing breakdown with participants on board	Participants and Staff	<ul style="list-style-type: none"> <li>• Vehicle and trailer to road worthy and be serviced in accordance with DVLA legislation</li> <li>• Staff to carry out vehicle inspection checks sheets before each usage of bus</li> </ul>	

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	Equipment falls off trailer during transportation causing harm people of vehicles	Public	<ul style="list-style-type: none"> <li>Staff / Driver to ensure all trailers and equipment is tied in prior to driving</li> </ul>	
2	<b>Participants Health &amp; Wellbeing</b>			
	Activity and venue unsuitable for the group / individual's ability	Participant	<ul style="list-style-type: none"> <li>Up to date medical / ASN information and parental consent has been obtained for everyone</li> <li>ASN pupil will be accompanied by support staff</li> <li>All staff are aware of individuals with medical conditions and will monitor regularly</li> <li>Activity leader appropriately first aid trained</li> </ul>	
	Inadequate or unsuitable clothing resulting in exposure / hypothermia	Participant	<ul style="list-style-type: none"> <li>PPE provided for all participants and spare clothing carried by activity leader in accordance with operation procedures</li> <li>Staff to monitor group wellbeing throughout the day</li> </ul>	
3	<b>Venue (Loch / Canal / River / Sea Estuary)</b>			
	Gate locked or area at over capacity for usage causing access issue	Participants & Staff	<ul style="list-style-type: none"> <li>Staff to ensure recent contact with Forestry Land Scotland to access correct gate code</li> <li>Alternative access areas known to staff to be used</li> </ul>	
	Blue Green algae blooms causing illness	Participant & staff	<ul style="list-style-type: none"> <li>Raise awareness with participants</li> <li>Hands to be cleaned before eating and after activity</li> <li>Move away and avoid area</li> </ul>	
4	<b>Activity (Canoe / Kayak / SUP)</b>			
	Incompetent staff	Participants	<ul style="list-style-type: none"> <li>Activity Group Leader will hold appropriate British Canoe qualifications and or approved recognised competency appropriate to the venue and level of activity being undertaken</li> </ul>	
	Inappropriate plan	Participants	<ul style="list-style-type: none"> <li>Activity Group must be adequately trained and prepared before taking to the water</li> <li>Prior communication with school-based staff</li> </ul>	

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			<ul style="list-style-type: none"> <li>Staff to allow a period of observation for checking groups competence</li> </ul>	
	Drowning	Participants & Staff	<ul style="list-style-type: none"> <li>Staff to check all participants swimming ability before starting the activity</li> </ul>	
		Participants & Staff	<ul style="list-style-type: none"> <li>Participants and staff to wear fitted buoyancy aids when on and around the water edge</li> </ul>	
	Entrapment by Equipment after capsizing	Participants	<ul style="list-style-type: none"> <li>Staff to ensure participants footwear does not cause entrapment in the event of a capsize</li> <li>Staff to ensure buoyancy foam and airbags are fitted correctly</li> <li>Staff to check snag hazards such as painter lines, leashes and deck lines follow a clean line policy or are releasable</li> </ul>	
	Equipment Failure	Participants	<ul style="list-style-type: none"> <li>All equipment is visually inspected before every use</li> <li>Technical equipment is inspected and recorded annually</li> </ul>	
	Swimming in cold water leads to cold water shock	Participants	<ul style="list-style-type: none"> <li>Staff to ensure all wear appropriate clothing for the activity and conditions</li> </ul>	
	Slips / Trips	Participants & Staff	<ul style="list-style-type: none"> <li>Shoes must be worn by all whilst on activity</li> <li>Awareness raised with participants of boulders, tree roots and sharp debris</li> </ul>	
	Canoes swamp whilst rafted up causing risk of exposure / hypothermia	Participants	<ul style="list-style-type: none"> <li>Staff not to head out in rafted canoes on open loch and remain in the sheltered water remit of the Milton Pool</li> <li>Staff appropriately trained to be on activity in such conditions</li> </ul>	
	Overloaded canoes cause capsizes and participants drowning	Participants	<ul style="list-style-type: none"> <li>No more than 3 participants in a canoe</li> <li>Staff to ensure appropriately sized canoes are given to participants</li> </ul>	
5	<b>Weather &amp; Environment</b>			
	Adverse weather causes high winds	Participants	<ul style="list-style-type: none"> <li>If high winds are forecast remain in the sheltered water section of the Milton Pools</li> </ul>	

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	and a capsizing of the group whilst on the open loch			
6	<b>Emergencies</b>			
	No mobile phone signal causes problems when calling for emergency services or base contact		<ul style="list-style-type: none"> <li>• Staff are aware and know where to pick up mobile signal</li> <li>• Staff are knowledgeable of alternative means of calling for help</li> </ul>	
<b>Prepared by:</b>			<b>Date:</b>	
			<b>Date for review:</b>	
<b>Checked and approved by:</b>			<b>Date:</b>	