

LAST REVISION OF DOCUMENT: 15 DE JULIO DE 2015
 Last reviewed by: Inge Hol – Director of Educational Programmes

RISK ASSESSMENT KAYAKING

This kayaking risk assessment is an addition to the “excursions and activities risk assessment for schools” and covers any specific health and safety issues with Kayaking ONLY. Please refer to the other risk assessment documents for specific assessments, such as excursions and activities or family stays.

Hazards	Risk	Control measures ¹	Notes
General safety		<ul style="list-style-type: none"> ✓ The kayaking activity contracted and the supplier used by Spark will be inspected by the Spark General Manager and Director of Education before contracting their services. This inspection includes doing the actual kayaking route, an inspection of the equipment used, instructions given and the review of the suppliers risk assessment. ✓ The activity contracted will have furthermore been done by the Spark chaperone who accompanying the group during their trip before the actual start of the group's tour, in order to ensure they are fully aware of the activity and how it is executed. ✓ Spark requires the supplier to give a short introductory course on kayaking to all participants before starting the activity. ✓ The Spark chaperone will be present during this introduction to ensure all students thoroughly understand the instructions if given in Spanish (chaperone's minimum level of English will be B2 according to the CEFR). ✓ Spark requires the supplier to have a trained and qualified monitor per kayaking group who leads the activity. ✓ The Spark chaperone will check with the group's leaders in the case of any dangerous misconduct from the students to avoid dangerous situations. ✓ Students are NOT allowed to go off into smaller groups unsupervised, all group members are required to stay in their groups. ✓ The Spark chaperone might decide to inform the group's leaders and the monitors if they feel there are circumstances that do NOT guarantee the group's safety (repeated misconduct by group member, adverse weather conditions, and faulty equipment). ✓ The supplier will be informed of the participants' ages and Spark will discuss any changes that might be necessary to the activity to ensure it is suitable for the particular age group. 	<ul style="list-style-type: none"> ➤ Date last inspection of current supplier and route by management team: May 2013 ➤ Date route done last by Spark chaperones at the time of writing: July 2015
Temperature and weather conditions	Sun stroke, dehydration	<ul style="list-style-type: none"> ✓ All participants are informed to bring a water bottle with their packed lunch that can be refilled. ✓ The Spark chaperone will consult the activity monitor in case of adverse weather conditions to guarantee the participants are not in danger during the activity. ✓ The activity is planned with sufficient time for breaks and to reapply sun cream. ✓ Contingency plans are made in case of extreme rain or adverse weather conditions and the chaperone and Spark staff will consider changes in weather conditions before running 	

¹ Group leaders = any staff members or volunteers from the school (teacher, head, governor etc) who come on the trip with the students and have assumed responsibility for the wellbeing and safety of the students.

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		the kayaking activity if it is deemed they might affect the safety or wellbeing of the students during the event.	
Safety, welfare, water activities	Accidents and injuries, drowning	<ul style="list-style-type: none"> ✓ All activities and transport organized by third parties submit their risk assessment to Spark before Spark contracts their services. ✓ Risk assessments of third parties are available to schools if they wish to see them (please note these are generally in Spanish). ✓ Inscription forms require information regarding the students' swimming abilities and confidence. For any students who are NOT confident or competent swimmers, the group leaders will be consulted to confirm whether an alternative should be suggested for this student. ✓ The school tour's inscription form that is completed by the group leader responsible furthermore contains spaces on the students' swimming abilities and allows for further comments. ✓ The Spark staff member present during the activity will make sure that all participants in the activity have a life vest and will receive an introduction to kayaking on land before the start of the activity. ✓ The Spark staff member present during the activity knows to cancel the activity or request for a change in staff or equipment by the supplier if they are under the impression the safety of the participants cannot be guaranteed sufficiently in order to proceed with the activity. 	