

RISK ASSESSMENT FOR:

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General risk assessment for all activities by Birmingham Canoe Club

| THE HAZARD | WHAT CAN GO WRONG? | WHO COULD BE HARMED? | HOW IS RISK REDUCED? | WHAT ELSE CAN BE DONE TO REDUCE RISK? |
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| Child protection and parental consent issues | If a minor is injured whilst paddling there may be a lack of parental responsibility if the minor is unaccompanied and injured. | The Coach or Trip leader and the unaccompanied child. | No child under 14 years of age may participate in a trip or activity unless accompanied by a parent or designated responsible adult. Those over 14 years of age may be unaccompanied only after assessment of their competence by the committee and full consent forms have been filled out by parents or guardian. | All unaccompanied minors are to be full club members, coaches and trip leaders to ensure all paperwork including consent forms, and medical information forms are filled in, and current. |
| Getting lost | A group can get lost in inclement weather or on an unfamiliar stretch of water | Any person involved in paddling. | Full survival bags are to be carried as are group shelters when necessary. A compass and map should also be considered. | Mobile phone and loose change to be carried by group leader |
| Accidental injury | A club member can be injured whilst paddling. | Any person involved in paddling. | Full first aid kit to be carried by group leader and group leader should have up to date first aid. | Adherence to all safety procedures and instruction by the trip leader. |
| Disease and pollution | A paddler may contract a waterborne disease or suffer the effects of pollution. | Any person involved in paddling. | Trip leader to warn about weils disease and any open cuts to be covered with a waterproof dressing. | No trip member to eat or drink without first washing hands with soap and water. Where this is impossible use alcohol based hand gels. |
| Slips, Trips & Falls | An individual could slip, trip or fall whilst paddling and on slippery banks. | Any person involved in paddling. | Briefing of individuals prior to the commencement of paddling. | All participants to ensure they have adequate footwear for the environment they are in. |
| Exhaustion | Safety could become compromised if paddlers get tired. | Any person involved in paddling. | Clear brief to participants at the start of any session or trip, to make the leader/coach aware if there are any difficulties. | Team to allow for pace of slowest team member and look out for signs of fatigue in their fellow paddlers. |
| Manual Handling | Damage caused to body systems when lifting and handling. | Any person involved in paddling. | Participants instructed to work as a team, and gain help if an object may be too heavy. Manual handling instruction may be gained from all coaches. | A mandatory safety briefing will be given prior to the commencement of the session/trip to ensure manual handling procedures are adhered to. Instructor will maintain an overall watch of the training and stop any dangerous actions. |
| Transporting equipment | A person may be injured whilst transporting equipment. | Any person involved in paddling. | All roof racks should be checked prior to use and only use good quality straps with no evidence of damage. Boats | Trip members to make sure they are fit for driving. Use correct manual handling techniques, wear seat belts at all times and ensure their vehicle is not overloaded and appropriately insured. |

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| | | | should be checked for security before undertaking journey. | |
| Locks and sluices | A paddler may be crushed or drown in and around these areas. | Any person involved in paddling. | Avoid at all costs any area that looks suspicious. If a lock is to be used, a raft is to be formed and the instructions of the trip leader and lock keeper obeyed at all times. | Trip leader to be aware of all hazards and brief club members as appropriate. |
| River paddling | A paddler may get into difficulties in the white water environment. | Any person involved in paddling. | A trip leader of appropriate experience to be in charge. All kayaks and canoes to be fitted with airbags and club members to carry appropriate equipment. | Good leadership following the CLAP principle to be used. All participants to be fully briefed and weather conditions checked by trip leader. Where any doubt exists, full scouting to be undertaken. |
| Swimming pool | A paddler may get into difficulties in the swimming pool. | Any person involved in paddling. | All paddlers to obey instructions of the lifeguards, and receive an induction into the pool environment on joining the club. | No more than 25 kayaks in the pool at any one time, and all club members to be aware of swimmers in the water. Beginners to keep to shallow end of pool. |
| Sea and surf kayaking | A paddler may get into difficulties when sea and surf kayaking. | Any person involved in paddling. | A trip leader of appropriate experience to be in charge. Surf etiquette to be obeyed, and swimmers avoided. Tides and weather to be checked by trip leader. | A full itinerary to be left with a responsible person and a means of contacting the emergency services if required. |
| Paddlers of unknown ability | A paddler of unknown ability may participate in a trip beyond their skill level. | Any person involved in paddling. | All trip leaders should be aware of the skill level of the paddler in question, and ensure that the venue is an appropriate level of difficulty. | Club members should be aware that the decision of the trip leader is final. The committee will fully support a decision not to allow a club member on a trip that may put their safety at risk. |
| Adverse Weather Conditions | Weather can change quickly, with rain, wind, snow and ice all increasing the safety risk. | Any person involved in paddling. | Wearing of appropriate footwear and clothing, to provide adequate warmth and / or protection from water. | Coaches and trip leaders to carry spare warm clothing and group shelters in case they are needed. |

It should be noted that it is impossible for a generic risk assessment to adequately cover all eventualities, risks and hazards that paddle sport may present. In a rapidly changing environment the trip leader should use a dynamic risk assessment in addition to the formal one found here to ensure the safety and well being of all participants. It is necessary that when following all safety procedures and protocols that trip leaders adhere to the current best practice as laid out by the British Canoe Union.

In addition it is the responsibility of every club member to reduce as far as possible the chance of any accident or injury occurring.

Approved by the committee of Birmingham Canoe Club on - TBC