

Salisbury Canoe Club Risk Assessment

Venue: SCC Clubhouse	Risk assessor: Chris Green	Date:26/04/2023
Activity: Activities taking place from the SCC Clubhouse (Taster and coaching sessions, Nadder / Avon loop, SCC weir)		

<u>Generic hazards and control measures applicable to all activities</u>			
What are the hazards?	To who?	How is the risk controlled and is the control adequate?	What further action is necessary?
Manual handling of large and heavy canoes/kayaks leading to injury due to poor manual handling technique.	All paddlers, Students, Coaches, Bank-based helpers, Parents	Appropriate briefing about carrying canoes/kayaks and correct lifting must be provided to all paddlers and helpers. Canoes should be carried/moved by at least two people. Assistance in moving other boats in to and out of the store is recommended. When removing a kayak from the store (racks / trailer / vertically stacked boats), care should be taken as other boats may move or fall. When returning boats, care should be taken to ensure that kayaks are secure in the racks / trailer or when stood upright. Is risk adequately controlled: yes	SCC Committee should re-consider storage arrangements in the medium term 2-3 years and redesign if necessary.
Dangerous/unsuitable/poorly fitting equipment leading to injury or entrapment	All paddlers, Students, Coaches	Coach ¹ /leader ² /experienced paddlers ³ to examine equipment prior to use to identify loose fittings, sharp edges, entrapment potential, poorly fitted buoyancy. If required, simple repairs must be effected if possible. If not, equipment must not be used and must be reported to a committee member or coach. Personal equipment should also be subject to the same checks when used for club activities.	Replace / repair equipment as necessary

¹ Coaches are current BC / UKCC qualified coaches that the SCC head coach deems competent to run independent sessions at SCC under this risk assessment.

² Leaders are those paddlers with BC 4* or 5* or equivalent leadership awards.

³ Experienced paddlers are those deemed competent by the SCC head coach to assist with coaching or taster sessions or to paddle in independent groups of at least 3 during SCC sessions.



		For coached/led sessions, the coach/leader will check personal equipment (helmet, buoyancy aid, spraydeck) for damage and correct fit prior to getting on the water. For all other activities, paddlers are responsible for completion of these checks. The use a buddy system is recommended to complete these checks for each other. Conduct an annual check of all kayak, canoe and SUP equipment, personal safety equipment and safety and rescue equipment. Competent members to assess its suitability for a further 12 months of club use. Is risk adequately controlled: yes	
Weather conditions affecting safety of group and classification of water	All paddlers, Students, Coaches	Weather conditions must be appropriate for the activity. Session cancelled if there is excessive wind, local thunderstorm or extreme low temperature or if water level is unsuitable for planned activity. Coach/leader/experienced paddler performs dynamic risk assessment prior to the activity. Is risk adequately controlled: yes	Coaches/leaders /experienced paddlers to undertake dynamic risk assessments
Minor injuries. (blisters, cuts, muscle/joint injury, sunburn)	All paddlers, Students Coaches	All new paddlers should be given a location-specific safety brief and should be advised to complete an appropriate warm up activity. Warm up will be provided as part of coached sessions, however all paddlers should be advised that an appropriate warm up should be completed. All paddlers must wear a helmet for all paddling activities. Water shoes or similar must be worn. First aid kit is available in the clubhouse and coaches / leaders / experienced paddlers should carry first aid kit for any activity away from the clubhouse stretch of the river. Coaches/leaders must be first aid trained, and it is recommended that experienced paddlers should undertake first aid training. Paddlers are advised to wear sunscreen if necessary. Participants should provide details of any existing medical conditions that may affect their ability to participate in paddlesport to the coach/leader. Is risk adequately controlled: yes	None



Hypothermia	All paddlers, Students, Coaches	Coaches / leaders / experienced paddlers should be aware of, and watch out for, the signs and symptoms of hypothermia. Activities and clothing should be appropriate for conditions. The club keeps a variety of cags and water shoes which can be used to supplement personal kit. Coaches/experienced paddlers undertake dynamic risk assessment to judge additional controls that would be necessary for the prevailing conditions. Paddlers will not be allowed to take part in an activity if personal kit is not suitable for the conditions. Is risk adequately controlled: yes	Coaches/leaders/exp erperienced paddlers to undertake dynamic risk assessments
Infection associated with water quality (Weil's disease, gastro-intestinal (GI) infection) causing illness Other illness (particularly COVID 19)	All paddlers, Students, Coaches	Cuts should be covered with waterproof plasters before paddling. Hands should be washed after activity and before eating. Participants briefed on signs/symptoms of common paddle sport illness e.g. GI infection. Participants briefed on signs/symptoms of Weil's disease (information leaflet also posted on notice board). If you suspect you may have COVID 19, please do not attend club sessions. If you are in a COVID19-vulnerable group, you may want to take your own precautions such as changing outside to avoid social contact. If you have concerns about how to keep yourself or your child safe with respect to COVID 19 please talk to the coaches. Is risk adequately controlled: yes	Continue to monitor and follow Government and BC advice on COVID 19. Dynamic/individual risk assessment may need to be applied for COVID 19 vulnerable individuals.
Other water users and wildlife – fishermen - swans (possible damage to SCC reputation)	All paddlers, Student Coach	Participants briefed on presence of other water users as appropriate. Other water users should be treated politely and courteously. Make your presence known to fishermen and ask the best route to pass their swim. Activity area should be chosen to avoid other water users if possible. Paddling must not occur when there is a fishing match taking place. Check the forum for fishing dates before paddling. Take care not to disturb wildlife, give all swans on the river a wide berth. Is risk adequately controlled: yes	None



SCC paddler control: possibility of leaving lone paddlers on the water	All paddlers	All paddlers (students, coaches, experienced paddlers etc) must sign in using the form in the club room and indicate the activity being undertaken. All paddlers must sign out after leaving the water. Is risk adequately controlled: yes	None
Capsize	All paddlers, Student, Coaches	All new paddlers must be briefed on capsize drill for canoes/kayaks and demonstrate an effective drill as part of coached courses. All other paddlers should hold 1* or equivalent award and may be asked to demonstrate an effective capsize drill as part of an induction session at the club. Canoes/kayaks checked for paddler entrapment hazard prior to use. Coaches should be capable of rescuing capsized/entrapped canoes and kayaks and freeing crew if necessary. Coached/led groups must be briefed to take up safe position whilst coach/leader deals with capsize. Participants must be briefed on boundaries for any activity, or on procedures for any journey. For all activities, coaches/leaders adhere to the principles of CLAP (communication, line of sight, avoidance and position of maximum usefulness). SUP paddlers briefed on effective height management and should be able to demonstrate as part of an induction session at the club. Is risk adequately controlled: yes	None
Entrapment in overhanging trees / protruding roots etc	All paddlers, Students Coaches	Paddlers must be briefed to avoid entrapment hazards. Coaches/leaders/experienced paddlers should reconnoitre the stretches of the Nadder and Avon used, to identify potential entrapment hazards at appropriate times during the paddling season (beginning of season or after flood conditions). Participants must be briefed on boundaries for any activity, or on procedures for any journey. For all activities coaches/leaders adhere to the principles of CLAP (communication, line of sight, avoidance and position of maximum usefulness). SUP: Ankle and calf leashes are not to be worn on any flowing water, including all locations covered by this RA. Where a quick release waist or chest mounted leash is used the paddler must be able to demonstrate they can reliably release themselves from the leash system prior to getting on the water. Any coached sessions at locations covered by this RA will be conducted with all paddlers not wearing leashes. For other locations coaches and leaders will assess the risks of	None



		paddling with and without leashes and paddlers will be coached to make their own assessments. Is risk adequately controlled: yes	
Drowning	All paddlers, Students Coaches	All persons taking part in any water-based activity (canoeing, kayaking, swimming, ringos), or bank based activity where there is a possibility of falling or being pulled into the water (e.g. throw-line practice) must wear a suitable buoyancy aid. See “Capsize and entrapment” above. Coaches/leaders must be first aid trained and able to administer CPR. For any journey away from the SCC clubhouse, a mobile phone must be carried by at least one member of the group. All coaches/leaders/experienced paddlers must be aware of the SCC Emergency Procedure (Flow Chart) process. Is risk adequately controlled: yes	None
Safeguarding , harm to children or vulnerable adults. Reputational harm to club and adult members	Children and vulnerable adults	Coaches/leaders and experienced paddlers involved in leasing sessions for children or vulnerable adults should be DBS checked. At least one adult in the group must be DBS checked by BC. Adults should take care not to be alone with children. Changing facilities are shared between children and adults at SCC. An adult must not be alone with children in changing rooms (wait for children to change or ask additional adults to be present) Club welfare officers are appointed. A poster is displayed on the club notice board providing contact details.	Continue to update club DBS checks for adult members



Additional hazards specific to an activity (<u>All Generic Controls Apply</u>)			
<u>Activity: Taster and coached sessions (SCC Club house to top of weir)</u>			
What are the hazards?	To who?	How is the risk controlled and is the control adequate?	What further action is necessary?
Increased likelihood of generic hazards occurring due to higher numbers of inexperienced paddlers.	Inexperienced paddlers	SCC will operate at a coach:student ratio of no less than 1:8. The coach should be supported by at least one other experienced paddler. Coach performs a dynamic risk assessment to identify any requirement for additional, on water, support. Is risk adequately controlled: yes	Dynamic risk assessment should be carried out.
Fatigue/exhaustion , inability of young / new paddlers to maintain position against flow or paddle back up river.	Inexperienced paddlers	Coach performs a dynamic risk assessment to identify any requirement for additional, on water, support, or any requirement to limit the extent of any down-river trip. Coach should be prepared to limit activity to Club House stretch of water. Coach should be prepared to limit duration of activity. Coach should be prepared to tow/aid paddlers if necessary. Is risk adequately controlled: yes	Dynamic risk assessment should be carried out.
Hazards specific to paddling games used in taster/coaching sessions	All paddlers and coaches	Coach provides a safety brief on the activity and monitors safety during the activity. Any games/activities that introduce hazards, additional to those covered above, must be risk assessed prior to the activity taking place. It is the responsibility of the coach in charge to provide this risk assessment. Is risk adequately controlled: yes	Additional risk assessment may be required if new hazards are identified.



Additional hazards specific to an activity (<u>All Generic Controls Apply</u>)			
<u>Activity: Paddling at the SCC weir</u>			
What are the hazards?	To who?	How is the risk controlled and is the control adequate?	What further action is necessary?
Moving water , increased likelihood of capsize	All paddlers, Students, Coaches	During SCC sessions, experienced paddlers must not paddle at the weir in groups of less than 3. For coached sessions on the weir, SCC will operate at a coach:student ratio of no less than 1:8. The coach should be supported by at least one other experienced paddler. Coach/leader/experienced paddler performs a dynamic risk assessment to identify any requirement for additional, on water, support and to identify additional hazards due to changes in environmental conditions and water levels. Throw line, sling/tow line and basic first aid kit should be carried by all groups undertaking activity at the weir. Is risk adequately controlled: yes	Dynamic risk assessment should be carried out.
Maintenance of weir , injury due to manual handling of heavy rocks, drowning	All paddlers, Students, Coaches	Any paddler/SCC member entering the water to maintain the weir must wear normal paddling personal kit (buoyancy aid, water shoes, helmet) Such activity should be supervised (group of ≥ 3) See control measures for Drowning in Generic Hazards above. Is risk adequately controlled: yes	Dynamic risk assessment required to determine if water levels are suitable for this activity.
Damage to river bank (possible damage to SCC reputation)	All paddlers, Students, Coaches	SCC members should take care not to increase erosion of the river banks at the weir site whilst entering or exiting the water. Seal launches from the bank must not take place by the weir, boats must be fully in the water before getting in. Is risk adequately controlled: yes	None



Additional hazards specific to an activity (<u>All Generic Controls Apply</u>)			
<u>Activity: Paddling the Nadder / Avon Loop</u>			
What are the hazards?	To who?	How is the risk controlled and is the control adequate?	What further action is necessary
Moving water (SCC weir, Fisherton weir and Harnam Mill): increased likelihood of capsizes.	All paddlers, Students, Coaches	During SCC Nadder-Avon loop trips, experienced paddlers must not paddle in groups of less than 3. For coached/led trips, SCC will operate at a coach:student ratio of no less than 1:8. The coach must be supported by at least one other experienced paddler. Coach / leader / experienced paddler performs a dynamic risk assessment to identify any requirement for additional, on water, support and to identify additional hazards due to changes in environmental conditions and water levels. Throw line, sling/tow line and basic first aid kit should be carried by all groups undertaking the trip. Necessity for other safety/emergency equipment identified by dynamic risk assessment. A mobile phone must be carried by at least one member of the group. The phone number should be left on the Club "Sign In" sheet. Is risk adequately controlled: yes	Dynamic risk assessment should be carried out.
Limited daylight due to short days. Inability to spot hazards and maintain control/sight of group members	All paddlers, Students, Coaches	Adequate time should be allowed for the trip and adjusted depending upon the ability of the paddlers. Trip should be planned such that the group is back at the club house before dark. Late trips likely to return in the dark should provide a location and estimated time of arrival back at the club on the club emergency phone. If necessary, paddlers should leave the water and arrange for pick up. Is risk adequately controlled: yes	Dynamic risk assessment should be carried out.
Manual handling Traffic	All paddlers, Students, Coaches	Portage (Harnam Mill to get-in on the Nadder) requires carrying boats along a section of quiet road. Care should be taken to avoid traffic. Be aware of road traffic and avoid!	None



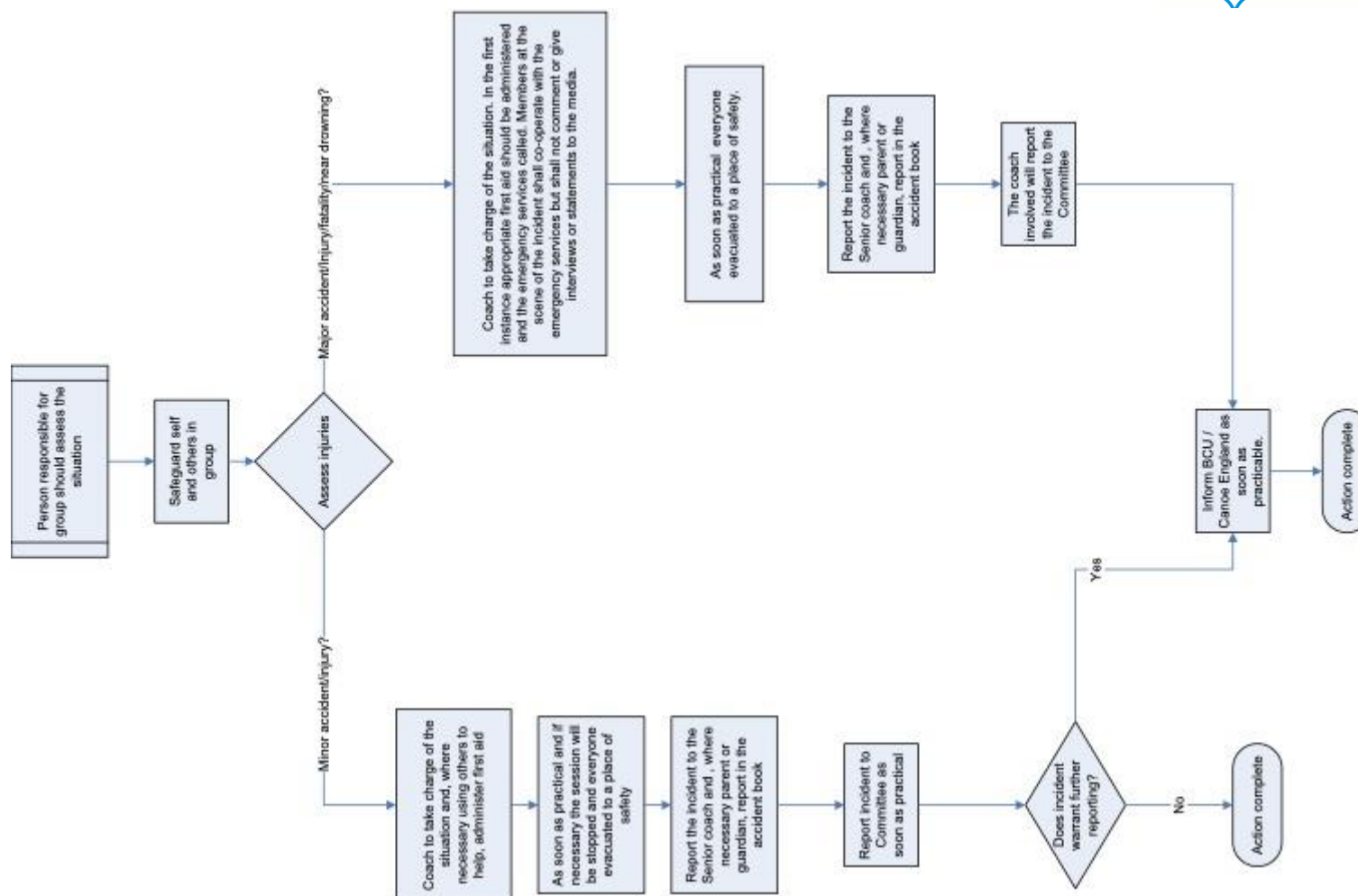
		Assistance with carrying boats should be sought if necessary. Use good lifting technique. Wheels / portage trolleys should be used if available. Is risk adequately controlled: yes	
Other water users / members of the public (possible damage to SCC reputation).	All paddlers, Students, Coaches	The Nadder-Avon route passes a number of public areas and popular fishing spots. Fishermen / other members of the public should be treated politely and courteously. Is risk adequately controlled: yes	None

Emergency Procedures

Event	Action
Capsize and swim	Other paddlers should be instructed to find a safe place to wait whilst rescue takes place, this instruction should be briefed before the session. Coach/leader to follow hierarchy of rescue techniques: "shout reach throw go", paddlers should be encouraged to self rescue if possible. Paddlers should be encouraged to get back on the water to continue paddling. Coach should be observant for hypothermia and shock. Paddlers should be escorted back to club house if they do not want to get back on.
Capsize and entrapment	Other paddlers should be instructed to find a safe place to wait whilst rescue takes place, this instruction should be briefed before the session. Coach/leader should not put themselves in danger and should dynamically risk assess appropriate rescue strategy. Coach/leader may need to intervene to free a trapped paddler. H-rescue techniques or other methods to support entrapped paddler and help them out of the boat may be appropriate. Entrapment in river hazards (trees roots etc) may also require direct intervention, support provided to entrapped paddler (slings throw line etc) to aid self rescue. Coach/leader should not put themselves in danger and should dynamically risk assess appropriate rescue strategy.
Major injury / drowning	Other paddlers should be instructed to find a safe place to exit the river. Coach/leader should not put themselves in danger and should dynamically risk assess appropriate rescue strategy.



	Casualty should be recovered to the bank and appropriate first aid initiated. Emergency services should be called (cell phone reception is good on the club stretches of river). Consider using other group members to support first aid, direct emergency services, seek help. Follow Club Major Incident Plan (see below Club Policy (p) Emergency Fowchart).
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Risk assessment review record

This risk assessment must be reviewed annually, if there is a significant change to the hazards identified or if there is an incident that requires its review and amendment.

Reviews should be recorded below:

Date	Reviewer (Print and Sign)	Comments (reason for review / amendments)	New risk assessment issued (Y/N)?
06/04/2012	C Green	First Issue (Activities from SCC Clubhouse v1)	Y (v1)
22/07/2017	C Green	Update	N (v2)
26/07/2020	C Green	COVID-19 section added	N (v3)
27/09/2020	C Green	Group size limitation removed based on Government and BC guidance: https://www.britishcanoeing.org.uk/news/2020/latest-guidance-for-paddling-in-england Group size now based on coach/leader availability their remit, and the ability to maintain social distancing during a given activity.	N (v4)
08/10/2020	C Green	Emergency procedures added for Shell filming activity	N (v5)



25/10/2020	C Green	Review prior to commencement of paddling season 2021 - RA reviewed against latest BC guidance: https://www.britishcanoeing.org.uk/news/2021/covid-19-paddling-activity-in-england-from-29-march - Minor wording changes made to reflect how confirmation of reading the RA is recorded.	N (v6)
13/04/2022	C Green	Review prior to commencement of paddling season 2022 Major Covid revision removed, to reflect current Government / BC guidance. Limited Covid controls remain in general RA.	No (v7.0)
26/03/2023	C Green	Review prior to commencement of paddling season 2023 Minor tidying	N (v8.0)

**Risk Assessment Awareness Record**

The undersigned have read and understood this risk assessment and agree to abide by its principles.

Name (Print and Sign)	Date