

RISK ASSESSMENT – ROYAL SUTTON COLDFIELD CANOE CLUB

- A Risk Assessment identifies hazards that may cause harm and the risks (the likelihood and potential severity) and then identifies control measures that will reduce the risk to acceptable levels.
- Risk Assessments are a legal requirement and should be recorded and reviewed
- Risk Assessments illustrate good practice forethought planning and collective expertise.
- Risk Assessments must be used in conjunction with the Club's Health and Safety Policy document. The Leader should then ensure that those Risk Assessments are appropriate, or should make any necessary additions or changes.

The Risk Assessment process must be seen as an 'on-going' and 'dynamic'.
In other words, professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient. the activity must not proceed.

All canoe sessions have potential hazards and risks to canoeists & kayakers, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren't sufficient, consideration must be given to absolute 'cut off criteria' and the activity must not proceed. The control measures identified on a form are the written evidence that key areas have been considered.

Risk Assessment undertaken by : Sarah Witheridge

Date : Thursday, 02 May 2013

Review Date : Thursday, 02 May 2015

**For : Royal Sutton Coldfield Canoe Club
Varied ages and health conditions.**

Signed for by : _____

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RISK ASSESSMENT FOR CANOEING & KAYAKING

Royal Sutton Coldfield Canoe Club			Venue: Canal at Brownhills from Brownhills Activity Centre Activity: Kayaking		
Activity Condition /	Hazard	Potential Outcome	Risk Low / Med / High	Control Measure	Residue Risk
Kayaking & canoeing	Environment	Injury : slipping on rocks / hard surfaces / slip-way. Injury to head body or limbs following a capsize in moving water or shallow flat water or other water with underwater obstructions. Other Injuries	Low	Have trained first aider , and 1 st aid kit available. Wear appropriate safety clothes and footwear.	Low
	River trips Canal trips	Capsize. Injury. Drowning. Hypothermia/Exposure through repeated or lengthy immersion periods or extreme cold weather. Heatstroke during heatwaves.	Med	Pre inspection and/or detailed background knowledge. Assess water levels for safe paddling. Ensure competent and experienced supervisor. Wear appropriate safety clothes. Wear appropriate clothes for the time of year. Ensure canoeists are competent for the environment, i.e., 1 star, 2 star, before starting. Ensure there is a senior level leader to help supervise and assist with rescue. Ensure canoeists know how to capsize and get out of boat safely. Ensure canoeists can swim to a basic level. Organise group movement on the water. Agree to any signals and procedures.	Low
	Water pollution / Sewerage / poor water quality	Ingestion, absorption of hazardous chemicals, leading to illness, or burns to skin. Ingestion of sewerage leading to sickness and diarrhoea	Low	Look out for symptoms, dead or dying fish, etc, and notify Environment Agency immediately on 0800 807060. Abort river trip if there are any concerns.	Low
	Environmental	Damage to wildlife habitats, animals or birds	Med	Take litter home with you. Keep noise and disturbance to a minimum,	Low

				<p>especially near wildlife. Do not cross gravel beds or canoe in low waters, as this may disturb fish or insect eggs. Do not remove plants or vegetation. Take care when around banks.</p>	
	Other Boats	Crushing or collision with narrowboats, cruisers, etc. Capsize in turbulence.		Remember bigger boats need to stay in the middle of the canal, stay to the right hand side.	
Weather	Sun Hot weather	Sunburn Heatstroke	Med	Ensure sun cream is worn and hats / caps. Take drinks / water.	Low
	Wind	Wind chill	Med	Ensure appropriate clothes are worn	Low
	Cold	Hypothermia	Med	Ensure appropriate clothes are worn	Low
Wildlife	Swans	Attacking (particularly during nesting season or with young)	Med	Leader to advise forming a single file on one side to pass quietly, slowly and safely.	Low
	Bees / Wasps	Stinging	Med	Be aware of any sting allergies.	Low
	Rats Cattle	Leptospirosis Weils Disease	Low	Be aware of risk and symptoms. Cover open cuts, scratches or sores with waterproof plaster when canoeing. Wear protective gloves and footwear. Avoid capsize drill or rolling in stagnant or slow moving water. Shower as soon as possible after falling in.	Low
	Brambles / nettles	Scratches / Stings	Low	Have 1 st aid kit with plasters, TCP, etc.	Low
Young People	Inexperience / poor perception of risk / hazard.	Endangering themselves and others, capsizing, drowning. Inappropriate horse-play.	Med	Ensure adult supervision at all stages. Children less than 12 years to be accompanied by parent / guardian. Ensure all appropriate safety clothing is worn. Ensure competent, experienced leader is with group.	Low
Centre Car Park	Moving Cars.	Being hit by a moving car.	Med	Ensure adult supervision of children at all stages.	Low
Getting into kayak	Instability	Capsize Drown	Med	Ensure use slipway where possible, or correct entry / exit techniques. Wear appropriate safety clothing. Ensure attendees know how to capsize and get out of boat safely.	Low

Towpath / Riverside People	Aggression / verbal abuse	Stone throwing. Upsetting verbal abuse. Violence	Low	Be polite / friendly. Ignore verbal abuse. If hostile situation arises, leader defuse best as possible. If mobile phone available, call for police	Low
Fishermen	Verbal Abuse / aggression	Stone throwing. Upsetting verbal abuse. Violence	Low	Ensure pass quietly and to one side. Ask which side they prefer we use to pass them. Be polite / friendly. Ignore verbal abuse. Ensure correct safety clothing is worn.	Low
Loading kayaks on cars / portage, moving kayaks, storing kayaks	Manual Handling	injury to shoulders, backs, muscles, legs, etc	Med	Ensure use good kinetic lifting techniques, lifting from knees, not from waist. Keep back straight. Do not attempt to carry more than you are capable of. Ask for assistance. Carry two boats between two people to share the load more easily.	Low
Equipment	No longer fit for purpose	Does not provide adequate safety protection.	Low	All 'personal protective equipment' should be checked to ensure they are intact, not excessively worn, and are 'fit for purpose'. There should be a system for the inspection, care and maintenance of equipment. Non suitable equipment should be immediately disposed of and replaced as soon as possible. Ensure there is a range of sizes available, to fit children, Small, Medium and Large & X-Large.	Low
	Incorrect usage	Does not provide adequate safety protection.	Low	Ensure users are shown how to wear safety clothes, and how to use their equipment correctly. Ensure no misuse. Ensure equipment is suitable and sufficient.	Low
Storage	Boats falling over from vertical storage	Crushing, bruising, head injury.	Med	Be aware of risk and be careful moving boats. Get assistance if needed. Store boats carefully.	Low
Staff Safety	Personal attack	Personal injury, attack	Low	Ensure two coaches at each session	Low
Coaching levels	Various	Risk to inexperienced paddlers	Low	Ensure Club & BCU guidelines for paddlers / coaching ratios are followed and not exceeded	Low

Emergency procedures

- 1. Contact Emergency Services – POLICE / FIRE / AMBULANCE, by dialling 999.**
- 2. Non emergency calls – dial 101.**
- 3. Local Police can be called on 0845 113 5000. The nearest station is in Brownhills, near the Miner's Island.**
- 4. Trained 1st Aiders are : Mike Nicholls, Dave Stanton, Sarah Witheridge, Tim Harris, Paul & Matt Ryder, Stuart Benson.
Adam Cooke, Simon Gledhill, Darren Parker.**
- 5. 1st Aid Kit is available at the centre.**
- 6. The nearest Doctor's surgery is Holland Park Medical Centre, Chester Road North, tel 0845 1130581 , or Hospital :
Walsall Manor Hospital, tel 01922 721172.**
- 7. The nearest chemist is Lloyds Pharmacy, Park View Health Chester Rd North, WS8 7JB, Tel: 01543 372253**
- 8. The Environment Agency has a hotline number : 0800 807060.**
- 9. Mike Nicholls' telephone number is : 0121 360 2136.**
- 10. Fire extinguishers are in the centre.**