

Risk Assessment – Seapoint Canoe Centre Paddle Activities/Courses



NOTE: Before completing a risk assessment please read the guidance notes document.

Date:	23 May 23
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Assessor's Name:	Ashley Clare	Review Date:	Annually On Date of Initial Anniversary
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Description of Assessment:	Delivery of Paddlesport Activities and Courses: Kayak, Canoes, SUPs, Bellboats, Katakonus, SOTs
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Location Details:	Seapoint Canoe Centre Seabrook: Royal Military Canal and Hythe Beach
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What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Lifting and Carrying Equipment	All Participants	Participants should be briefed on good Manual Handling Techniques to prevent injury and encouraged to share the carrying of boats and equipment. Use of Canoe Trolleys where appropriate Bellboats and Katakonus are not to be pulled/lifted off the water without help and only under coach supervision. Adults only to lift or manoeuvre Bellboats and Katakonus.	Continued enforcement and reminder of good manual handling techniques throughout all sessions All Staff to apply SCC SOP 013 and have completed the BC MH eLearning module	All Coach deliverers	Every Course	
Musculoskeletal Injury from lifting, twisting and straining	All Participants	Best practice to avoid injury during rescues with the emphasis on good technique not strength. Assistance to be requested when appropriate to rescue swamped craft	Continued enforcement and reminder of good manual handling techniques throughout all sessions by SCC Staff Reteach safe techniques to individuals lacking in the knowledge to keep them safe from injury	All Coach deliverers	Every Course	

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		<p>All craft to be fitted with appropriate buoyancy</p> <p>Encouragement of correct paddling technique</p>				
Head Injury during Capsize or Games	All Participants	<p>Helmets to be worn in CCK if in shallow water, activity is near bank or underwater structures.</p> <p>Helmets to be worn during rescue practise in CCK, SOT & OC. SUP optional unless other craft involved.</p> <p>Helmet to be worn during games that may involve; capsize, rescue, swimming, close quarters or contact or paddle swinging.</p> <p>Children are to wear helmets at all times.</p> <p>Helmets are to be worn on Bellboats and Katanus if moving around the craft or games are to take place. Care must be taken with any swinging paddle or games where this may happen and helmets are to be worn.</p> <p>Adults, including SEN Gps, are to be assessed in their likely activity level and if helmets are appropriate to be worn or if this may cause distress or 'behaviours' to occur which are likely to be more of a hazard than wearing a helmet.</p>	<p>Ensure everyone has a helmet, issue as needed.</p> <p>Brief to stop all activity on a long whistle blast, ensure a safe posture and await further instructions.</p> <p>Encourage helmets for SUPs when in a mixed craft environment where games or interaction is expected.</p>	All Coach deliverers	Every Course	
Cuts and Abrasions	All Participants	All equipment used to be inspected prior to use for burrs or sharps and made safe or replaced as required.				

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		<p>Venue access and egress locations inspected and made safe or hazards marked clearly to avoid injury.</p> <p>Participants briefed to avoid trapping of hands, fingers and feet during rescues.</p> <p>All participants to wear appropriate footwear.</p> <p>Coaching Staff to be appropriately First Aid qualified.</p> <p>First Aid kit and clear flushing water for cuts available.</p> <p>Incident Report Forms available.</p>				
Impact injuries from collision of paddle craft	All Participants	<p>Supervision of all organised games and activities with good group control by coaches.</p> <p>Dynamic risk assessment during activity by trained coaches to assess any developing hazards during activities and games.</p> <p>Coaches are to be especially aware of the finger entrapment/crush hazard with Bellboats and Katakonus. Helms must remind all paddlers to keep their hands clear of gunnels when coming into the jetty or coming alongside other craft.</p> <p>Coaches to end activity/game or session on water if situation is at risk of becoming unsafe.</p> <p>Hire clients to be briefed by Hire Staff to avoid collision of craft where possible.</p>				

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<p>Drowning from Entrapment on Capsize</p>	<p>All Participants</p>	<p>All participants to wear an appropriate BA whilst on the water, jetty, bankside or within 2m of the waters edge.</p> <p>BAs to be fitted by a trained coach or Member of the hire Team for Hire clients</p> <p>Participants briefed to bang on the hull of a capsize craft indication the need for rescue or entrapment and the requirement for help, shouting or whistles can also be used.</p> <p>Capsize of Bellboat or Katakana is highly unlikely. There is more change of a paddler falling off a Bellboat or Katakana. Ensure if moving around playing games there is minimal risk of falling off the front of the Bellboat whilst moving forward.</p> <p>No CCK lone paddling, but lone paddlers can be supervised from the bank by a suitably dressed and trained 'buddy'</p> <p>All Coaches to be correctly trained in all rescue scenarios as recommended by BC. FSRT/PSRC being the minimum level of training.</p> <p>All session leaders to be fully in date for Coaching including CPD and rescue training.</p>				
<p>Entrapment under Bellboat or Katakana after capsize</p>	<p>All Participants</p>	<p>It has been shown by the coaching team that the bell boats are very unlikely to capsize – the risk of a person falling off is more likely.</p>	<p>Further controls required n/a</p>			

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<p>Entrapment or entanglement in ropes and tapes</p>	<p>All Participants</p>	<p>Participants instructed in good equipment 'housekeeping' and the need for unused ropes and tapes to be stored or stowed safely in the work area or craft.</p> <p>Instruction of safe working practice with ropes and slings, especially when towing.</p> <p>Emphasise NEVER to tie direct into a rope or place a sling over the head.</p> <p>Participants should carry a rope knife when working with ropes or tapes.</p>	<p>Continued vigilance by Coaching Staff and constant reminders of good housekeeping and stowage of ropes and slings.</p>	<p>All Coaching deliverers</p>	<p>Every Course</p>	
<p>Injury or Capsize resulting from a seal launch</p>	<p>All Participants</p>	<p>Only Seal Launch under supervision of a correctly qualified and trained Coach.</p> <p>Only Seal Launch in a safe and appropriate area where the bank and craft will not suffer injury, that is deep enough for the launch and clear of all other water users ie. Off the plastic SCC Jetty or on a pebble beach into the sea.</p> <p>Helmets are to be worn for all Seal Launches.</p> <p>If the paddler capsizes Coach must be in a position to perform a rescue immediately either from the water, bank or craft.</p> <p>SUPs & Open Canoes are not to Seal Launch.</p>	<p>No SCC Sessions are to Seal Launch on the RMC apart from either the SCC Plastic Jetty or the grass area opposite over the wooden edge. Seal Launching anywhere else along RMC is strictly prohibited.</p>			
<p>Unable to return to start point due to Strong Winds or being pushed on to hazards due to wind</p>	<p>All Participants</p>	<p>Craft should keep away from the bridge supports and informed of the potential dangers of being blown against hazards.</p>	<p>Change route, journey or activity if wind becomes too strong to paddle in safely.</p> <p>Cancel activities if wind become too strong to paddle safely.</p>			

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		<p>Dynamic risk assessment of strength of the wind to adjust distance of journey to enable a return against the wind.</p> <p>Coaches taking out crew craft that are especially susceptible to wind such as Bellboats, Katakonus or Giant Paddleboard are to ensure they have a crew that can paddle against the wind as needed.</p>	<p>If stuck along canal unable to return due to wind secure the craft as best as possible and return the group to the Centre. If adults they can walk back along the path whilst the coach arranges recovery of the craft. If children they are to be escorted by an adult observing all Safeguarding protocols and policies.</p>			
Pollution, Waterborne Infection & Disease	All Participants	<p>Centre Staff & Coaches are to ensure a visual inspection of the training venue to confirm it is clear from obvious signs of hazards such as Blue Green algae, dead wildlife, floating debris or visible signs of manmade pollution.</p> <p>Participants to be briefed on the signs of Weils Disease/Leptospirosis and how to avoid it including; not ingesting water, covering open wounds, handwashing/sanitising before eating and showering after session.</p> <p>Cleaning of Jetty of waterfowl excrement prior to the start of the day's activities to minimise contact or contamination.</p> <p>Checking of Environmental Agency reports available to Centre.</p> <p>All participants advised to wash hands before handling food and drink and to shower at end of session</p>	<p>Continued Vigilance at the site to affirm continued clean water.</p> <p>Reporting any signs of pollution to local authorities and EA.</p> <p>Employ SCC SOP 016</p>	All Coach deliverers	Every Course	

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Injury caused by rubbish dumped in water -	All Participants	<p>This can be submerged and not immediately visible.</p> <p>Coaches to visually check water before start of session and remove hazards or move session location ;</p> <p>Coaches to end or move session if unsure of safety of session</p>				
Spreading of Non Native Invasive Species (NNIS)	All Participants	<p>Ensure all participants have cleaned and dried all paddling kit and craft coming for another water course or area.</p>	<p>Remind all participants for the need to clean and dry their equipment and craft to limit any chance of spreading NNIS</p>	All Coach deliverers	Every Course	
Hypothermia & Hyperthermia	All Participants	<p>JIs to include the need to be appropriately dressed for paddling activities, water temperature, ambient temperature and season.</p> <p>Spare clothing to be carried or available on the bank.</p> <p>Group Shelter carried.</p> <p>Warm/Cold drinks to be carried/available</p> <p>Snacks should be carried and available</p> <p>Appropriate training periods should be adhered to in order to allow venting/more layers to be added.</p>	<p>Coaching Staff to be mindful of the ambient temperatures and conditions and adjust the training programme accordingly.</p> <p>Play wet games when hot to keep core temperatures down, likewise keep participants dry for as long as possible in cold weather – unless appropriately dressed.</p>	All Coaching deliverers	Every Course	
Dehydration	All Participants	<p>JIs to include the need to bring plenty of fluids, hot and cold.</p> <p>Regular breaks and opportunities to take on fluids.</p> <p>Continued vigilance of any paddler not seen taking on fluids.</p>	<p>Coach to lead by example and encourage regular fluid intake.</p>	All Coaching deliverers	Every Course	

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Sunburn & Heat/Sunstroke	All Participants	<p>Remind all participants for the need for a good Factor 50 Sunscreen even on cloudy days, including the need to reapply during the day.</p> <p>Caps/Sunhats should be worn to protect the head. The effects of the sun glare must be considered and sun glasses should be worn to protect the eyes.</p> <p>Use of shade during rest or break periods</p>	<p>Coach to remind all participants to apply sun cream at the beginning of the training day and during breaks.</p> <p>Use shade during breaks or if possible during instructional periods on water</p>	All Coaching deliverers	Every Course	
Medical	All Participants	<p>JIs to include the need and opportunity to share any appropriate medical information with the Coaching Staff in order for them to keep participants safe on the water.</p> <p>Changing movement patterns/techniques/strokes to achieve the desired outcome for paddlers with long term injures/disabilities/conditions.</p> <p>Encourage participants share with the coach if they have an inhaler, auto-jet, are diabetic, or suffer seizures.</p> <p>Coach to be aware of any condition that might mean an adjustment in session length in order to fatigue manage an individual whose condition may limit participation.</p> <p>Coach to research any SEN that may be divulged to select the best coaching techniques and language to ensure safety information in particular is communicated effectively.</p>	<p>Coaches must take the time to understand the Medical issues of a paddler and how this may affect the session or their performance and adjust the session as needed.</p>	All Coaching deliverers	Every Course	

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Other Water Users	All Participants and 3 rd Parties	<p>Coach/Trainer to select quiet areas for coaching and rescue practice.</p> <p>Keep awareness of other craft moving into or through training zones and alert students or 3rd parties.</p> <p>All participants are to be briefed to alert the group of potential hazards they may see or encounter.</p>				
Lone Working	Coach/Provider	<p>Loan workers setting up are to wear BA within 2m of water.</p> <p>Participants to be briefed on 'Actions On' if Trainer is incapacitated.</p> <p>Location of emergency phone, 999 drills, medical and NOK details to be passed to Emergency Crews</p>	All Coaches to apply the SCC Lone Working Policy SOP 001			
Slips Trips and Fall	All Participants	<p>Good Housekeeping of kit and equipment in the working area to reduce trip hazards.</p> <p>Keep to recognised footpaths and routes to and from the water especially carrying equipment.</p> <p>Cleaning of Jetty of waterfowl excrement prior to the start of the day's activities to minimise slip hazard.</p>				
Equipment Failure	All Participants	<p>Inspection of all equipment prior to course.</p> <p>Inspection of equipment at end of use and reporting of any faults and removal from use.</p>	Broken or defective equipment is to be segregated and reported to the CM or member of the SCT for repair or further action.			

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Lightning Strike	All Participants	<p>Meteorological Check prior to embarkation and adjust the plan as necessary if thunder and lightning forecast.</p> <p>Get off the water straightaway if subject to Thunder and Lightning during the training day.</p>				
Safeguarding	All Participants	<p>Ensure there are adequate Safeguarding measures in place for children or vulnerable adults that may participate in the Course.</p> <p>Follow both the BC and Centre Policies Safeguarding Polices</p>	<p>Application of the SCC Safe Guarding Policy as published</p> <p>Any questions on safeguarding in the first instance should be directed to the SCC Safeguarding Officer</p>			
Spare/Intentionally Blank						

Office use only (to be completed by a risk assessment checker if selected for sampling)

Checked by:		Position:	SCT SSC	Date:	
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Notes:
 All coaches have undergone training following BC requirements must be fully updates and work within the remit of their qualifications.
 All individuals are to remove jewellery and tie long hair back before commencing activity.

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