

# Risk Assessment – Seapoint Canoe Centre Trips & Expeditions



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

<b>Date:</b>	23 May 23
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<b>Assessor's Name:</b>	Ashley Clare	<b>Review Date:</b>	Annually On Date of Initial Anniversary
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<b>Description of Assessment:</b>	Delivery of Paddlesport Trips and Expeditions: Kayaks, Canoes & SUPs on Deployed Trips
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<b>Location Details:</b>	Deployed SCC Trips including up to Gd 3 White Water, Inland Moderate Open Water, slow Moving Rivers & Canals
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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
Rocks, Obstacles, Bridges, Strainers	All Participants	<p>Helmets, BAs and clothing deemed to be protective to be worn at all times.</p> <p>Reading Water Training to be delivered so participants have an understanding of safe routes.</p> <p>Coach to lead routes down rapids appropriately and be in a place of maximum usefulness for rescues during training sessions at static sites or spots.</p> <p>Rescues Kits to be carried by Coaches.</p> <p>Throwlines to be carried by all trained to use them.</p> <p>Rope knives to be carried by those using ropes.</p>	<p>Coaches to do a recce if possible of any water to be paddled prior to leading Novice or Beginner Paddlers on Moving Water.</p> <p>Intermediate Paddlers can be lead on Moderate Water without specific recce as long as they have all been WWS&amp;R Trained, and have demonstrated competency in the environment.</p>			

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		<p>WWS&amp;R Training to be provided as appropriate to the water to be paddled.</p> <p>Remainder of group to 'go safe' during a rescue unless involved directly in the rescue.</p>				
Impact from Obstacles during a swim	All Participants	<p>WWS&amp;R Training is to be provide for all paddlers as appropriate including defensive and aggressive swimming techniques and self-rescue.</p> <p>Training in the use of throwlines for rescues both as the rescuer or rescued person.</p> <p>First Aid and Emergency equipment to be carried by the leader and within the group. This includes First Aid Kit, Map and Mobile phone and a plan if there is no mobile phone coverage.</p> <p>'Actions On' emergencies to be briefed to the group.</p>				
Stoppers & Weirs	All Participants	<p>In general man-made weirs should be avoided unless known as 'safe' by the coach.</p> <p>NEVER Play in a stopper or on an unknown weir or sluice.</p> <p>NEVER play in a closed ended stopper both ends.</p> <p>NEVER play in a deeply recirculating stopper.</p> <p>Where possible try to establish there are no underwater hazards of obstacles prior to playing in a stopper or on a wave.</p>	<p>If possible the coach should recce the weir when it is dry to understand its shape and the hydraulic forces that will occur at different water levels.</p> <p>If the coach has any doubt about the appropriateness of a playspot, weir or wave they should move on and not use it.</p>			

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		Briefing on stopper rescue and stopper rescue training where appropriate.				
Drowning	All Participants	<p>Helmets and BAs to be worn at all times.</p> <p>WWS&amp;R Training to be delivered as appropriate including defensive and aggressive swimming techniques and throwline rescues.</p> <p>Swimming Techniques to be practiced.</p>				
Lifting and Carrying Equipment	All Participants	<p>Participants should be briefed on good Manual Handling Techniques to prevent injury and encouraged to share the carrying of boats and equipment.</p> <p>Use of Canoe Trolleys where appropriate</p> <p>Loading of Canoe Trailers is to be done by coaches initially until all participants have been taught to load the trailer safely within Manual Handling guidelines. Tying down of craft is to be done or checked by a coach. Ultimate responsibility for the security of the load is that of the vehicle driver.</p> <p>Loading of paddle craft into roof bars or cars/vans is to be done by coaches initially until all participants have been taught to load the roof bars safely within Manual Handling guidelines. Tying down of craft is to be done or checked by a coach at</p>	<p>Continued enforcement and reminder of good manual handling techniques throughout all sessions</p> <p>All Staff to apply SCC SOP 013 and have completed the BC MH eLearning module</p>	All Coach deliverers	Every Course	

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		first. Ultimate responsibility for the security of the load is that of the vehicle driver.				
Musculoskeletal Injury from lifting, twisting and straining	All Participants	<p>Best practice to avoid injury during rescues with the emphasis on good technique not strength.</p> <p>Assistance to be requested when appropriate to rescue swamped craft</p> <p>All craft to be fitted with appropriate buoyancy</p> <p>Encouragement of correct paddling technique</p>	<p>Continued enforcement and reminder of good manual handling techniques throughout all sessions by SCC Staff</p> <p>Reteach safe techniques to individuals lacking in the knowledge to keep them safe from injury</p>	All Coach deliverers	Every Course	
Head Injury during Capsize, Rescues or Games	All Participants	<p>Helmets must always be worn on Graded Moving Water no matter the craft.</p> <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 practice in CCK, SOT &amp; OC. SUP optional unless other craft involved.</p> <p>Helmet to be worn during activities 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>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	<p>All equipment used to be inspected prior to use for burrs or sharps and made safe or replaced as required.</p> <p>Venue access and egress locations inspected and made safe or hazards marked clearly to avoid injury.</p>				

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		<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>Free floating craft when the paddler has exited the craft and been rescued.</p> <p>Group to 'go safe' in an eddy if not involved directly in a rescue to avoid impact.</p> <p>Supervision of all organised activities with good group control by coaches.</p> <p>Dynamic risk assessment during activity by trained coaches to assess any developing hazards</p>	<p>Try to retain your kayak/canoe if swimming to stay afloat and rescue it.</p>			
Drowning	All Participants	<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 worn for all WWS&amp;R Training or duties.</p> <p>Never tow by connecting to a craft on Moving Water.</p> <p>SUPs must ALWAYS wear a QR Belt.</p> <p>BAs to be fitted by a trained coach.</p>	<p>All Coaches to be correctly trained in all rescue scenarios as directed by BC. WWS&amp;R for moving water or FSRT/PSRC being the minimum level of training depending on the water to be paddled and remit of the coach.</p> <p>All session leaders to be fully in date for Coaching including CPD and rescue training.</p> <p>Coaches are not to work outside of their remit of qualification.</p>			

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		<p>NEVER Connect directly to a rope.</p> <p>Only trained personnel to perform a swimming rescue connected to a rope using a QR BA Harness.</p> <p>Participants briefed to be training in appropriate eskimo rescue techniques.</p> <p>Foot entrapment – correct use of defensive swimming techniques.</p>				
<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>Correct use of BAs with QR systems</p> <p>Sus to always use a QR Belt leash.</p> <p>Participants should carry a rope knife when working with ropes or tapes.</p> <p>Appropriate WWS&amp;R Training is to be provided to session participants as appropriate.</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</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>			

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		<p>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 &amp; Open Canoes are not to Seal Launch.</p>				
Wind	All Participants	<p>Moderate Open water journeys should be planned downwind</p> <p>Craft should keep away from the bridge supports and informed of the potential dangers of being blown against hazards.</p> <p>Dynamic risk assessment of strength of the wind to adjust distance of journey to enable a return against the wind if needed.</p>	<p>Moderate Inland Open Water Trips are to be planned as downwind, if possible or unless a circuit route or unless paddling into to wind for training purposes.</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> <p>If stuck along your planned route unable to return due to wind secure the craft as best as possible and return the group to the shuttle point. 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 &amp; 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</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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		<p>before eating and showering after session.</p> <p>All participants advised to wash hands before handling food and drink and to shower at end of session</p>				
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	



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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	
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>Hard peaked baseball caps are not to be worn under helmets</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>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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		<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>				
Other Water Users	All Participants and 3 <sup>rd</sup> 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 3<sup>rd</sup> 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>				

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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> <p>Appropriate spares and repairs kits should be carried. Spare split paddles, Repair tape, drain plugs etc.</p>	<p>Broken or defective equipment is to be segregated and reported to the CM or member of the SCT for repair or further action.</p>			
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 Policies</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 updated and work within the remit of their qualifications.

All individuals are to remove jewellery and tie long hair back before commencing activity.

All paddlers must be determined to be competent to paddle within conditions of the session before being permitted to take part – coaching team are to ascertain the abilities of the paddlers prior to committing to the session.

**The risk assessment for kayaking and canoeing on flat water and camping is to be reviewed in conjunction with this risk assessment as appropriate.**