

## Risk Assessment – Kayaking (Col, GH, DV) & Canoeing (Col, GH)

Baseline	<del>X</del>	Site Specific		Vulnerable Person		Temporary		Version	2020.1.0	Date of issue:	20/01/2020
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### Operating notes:

- This risk assessment covers the use of Canoes and Kayaks in sheltered inland water (see BC terms of reference) at the Colomendy (Col) and Grosvenor (GH) Centre plus Kayaking on the pond at Dearne Valley (DV).
  - Note that Canoeing at Dearne Valley is covered by the ‘Dearne Valley and Peak Venture Canoe Baseline Risk Assessment’
- Supervision ratio is 1 Lead Instructor and 1 Assistant Instructor to 15 participants, plus 1 additional supervising adult.

### Qualifications and roles:

- Technical Advice from Phil Hadley BC TL5 Canoe, L4 WWK, L3 Sea with 5 Star.
- The Site Manager (Watersports IC) must make a decision on water and weather conditions for the day, and define an operating area. They must have relevant operating experience and be hold a qualification such as BC Level 2 / Sheltered Water Canoe and Kayak Coach.
- The Lead Instructor for Kayaking is responsible for the safe running of the session and decision making throughout. They must mark out a safe operating area as defined by the Site Manager. They must hold a current BC Level 1 / Paddlesports Instructor (Kayak) qualification and First Aid qualification.
- The Assistant Instructor for Kayaking must hold a current BC Level 1 / Paddlesports Instructor (Kayak) qualification and First Aid qualification.
- The Lead Instructor for Canoeing is responsible for the safe running of the session and decision making throughout. They must mark out a safe operating area as defined by the Site Manager. They must hold a current BC Level 1 / Paddlesports Instructor (Canoe) qualification and First Aid qualification.
- The Assistant Instructor for Canoeing must hold a current BC Level 1 / Paddlesports Instructor (Canoe) qualification and First Aid qualification.
- The activity will not take place if: reduced visibility means you cannot see the group and bank; if thunder or lightning within 5 miles; if there is a presence of Blue-Green algae; or the Lead Instructor decides it is unsafe to continue operating.
- Equipment must be managed as per documented in the ‘Equipment Management Standards’.
- The following safety equipment must be present and easily accessible on session: First Aid kit, Group Shelter per group and a Whistle and Throw line per Activity Leader
- All participants are to wear appropriate clothing and footwear throughout the activity.

**Risk – Benefit Statement:** There is a low ‘real’ risk of injury / drowning on Canoeing and Kayaking, but high levels of participation in a new activity and environment involving aerobic exercise and learning new skills, making the risk tolerable.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Weather and environmental conditions.	All	<ul style="list-style-type: none"> <li>Rescue equipment such as throw / tow lines, appropriate to the environmental conditions must be available to Instructors.</li> </ul>	Low
Manual handling injury from lifting and carrying equipment.	All	<ul style="list-style-type: none"> <li>Brief and monitor correct manual handling techniques to the group.</li> <li>Boats and other heavy equipment should be stored close to the launch areas to minimise the need for manual handling.</li> </ul>	Low
Uneven surfaces or access routes causing slips, trips and falls	All	<ul style="list-style-type: none"> <li>Inform guests of the route to the activity area. This is to be selected with care to minimise trips, slips and falls to all taking part.</li> <li>Brief participants to keep to paths and designated activity areas and to take care where terrain is steep or uneven.</li> </ul>	High
Sharp objects, Injuries to feet	All	<ul style="list-style-type: none"> <li>Participants are briefed to wear appropriate footwear through the session within the safety brief.</li> <li>Check the area for hazards and move the operating area if required.</li> </ul>	Low
Sprains, strains other muscular injuries and cramps	All	<ul style="list-style-type: none"> <li>Run warm-up games and or stretches at the beginning of the session and throughout as required.</li> </ul>	Low
Entrapment from vegetation	All	<ul style="list-style-type: none"> <li>Activities must not be located in an area where there is known submerged vegetation or floating vegetation is evident.</li> <li>Instructors must assess any new means of entrapment and monitor throughout.</li> <li>Brief the group that hair, jewellery and clothing should not increase entrapment.</li> <li>Instructor to monitor and intervene if risk of entrapment increases</li> <li>Instructor should be positioned in case of rapid assistance needed.</li> <li>A knife capable of cutting through rope must be quickly accessible by Instructors.</li> <li>Brief the group to ensure ropes are tucked away</li> </ul>	Low
Swamping (Canoeing)	All	<ul style="list-style-type: none"> <li>Bailers should be carried at all times.</li> <li>If a single canoe becomes swamped, Instructors will carry out a deep water rescue.</li> </ul>	Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Impact and Collision injuries	All	<ul style="list-style-type: none"> <li>• An area should be designated for the activity that is away from non-Kingswood water users</li> <li>• Instructors must carry a whistle and brief the participants on its use within the safety brief.</li> <li>• Instructors must maintain a line-of-sight contact at all times with the group.</li> <li>• Be vigilant of other water and shore users and move the group to an alternative safe area if required.</li> </ul>	Low
Head or facial injuries (Kayaking)	All	<ul style="list-style-type: none"> <li>• Brief the participants on how to fall effectively.</li> <li>• All participants must wear a helmet. A full turban is an acceptable alternative, but be careful of loose cloth becoming entangled in equipment or apparatus.</li> </ul>	Low
Head or facial injuries (Canoeing)	All	<ul style="list-style-type: none"> <li>• Brief the participants on how to fall effectively.</li> <li>• When the planned activities / skills / games are likely to involve participants colliding with the canoes or each other then helmets could be worn at the discretion of the Lead Instructor. A full turban is an acceptable alternative, but be careful of loose cloth becoming entangled in equipment or apparatus.</li> </ul>	Low
Drowning - weak or non-swimmers	All	<ul style="list-style-type: none"> <li>• Instructors must check the level of water confidence and swimming ability before the activity commences and adapt the session appropriately.</li> <li>• Students and Instructors must wear buoyancy aids.</li> <li>• Brief participants on what to do if they fall into the water including the “Capsize” drill for Kayaking</li> <li>• The Instructors must place themselves in position of maximum visibility.</li> <li>• The Instructors must keep a constant head count.</li> </ul>	Medium
Water pollution which may cause skin, gastric or respiratory irritation	All	<ul style="list-style-type: none"> <li>• The suitability of the water and the weather must be checked at the beginning of the day (water level, state, pollution, weather conditions) including assessing the water surface for large amounts of algae growing in or on it.</li> <li>• Ensure all open cuts are covered with a dressing.</li> <li>• Instruct participants to take a shower after the activity.</li> </ul>	Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Hypothermia / Hyperthermia	All	<ul style="list-style-type: none"><li>• Brief the participants at the start of the session on appropriate clothing to be worn and monitor throughout.</li><li>• Instructors are to be checked for knowledge of signs and symptoms.</li><li>• All staff are to monitor the group for signs of hypothermia including; clumsiness, slurred speech, shivering, pale features, blue lips, confusion, drowsiness and / or changes in behaviour / personality.</li><li>• Removal from session is the best course of action.</li></ul>	Low
Sunburn	All	<ul style="list-style-type: none"><li>• Brief participants on applying sunscreen before and during the activity during sunny weather conditions.</li></ul>	High