

Risk Assessment – Dearne Valley and Peak Venture Canoe

Baseline	<input checked="" type="checkbox"/>	Site Specific	<input type="checkbox"/>	Vulnerable Person	<input type="checkbox"/>	Temporary	<input type="checkbox"/>
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Operating notes:

- Canoeing is an water based activity at Dearne Valley and Peak Venture that involves the use of canoes on a sheltered inland water (Lake at Dearne Valley and Scout Dyke Reservoir at Peak Venture) or on the River Don (see BC terms of reference) with low boat use and easy access in and out of the water that is safe for the group and individuals.
- 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 must make a decision on water and weather conditions for the day, and define an operating area. They must have relevant operating experience qualification such as BC Canoe Coach or BC Paddlesports Coach with MWE or 4 star plus approval from the Technical Advisor. If operating Canoeing on the on-site lake at Dearne Valley then BC Paddlesports Coach is an adequate qualification for the Site Manager.
- The Lead Instructor is responsible for the safe running of the session and decision making throughout. They must hold a First aid qualification, BC Paddlesports Coach and be site specific trained.
- The Assistant Instructor must hold a First Aid qualification, BC Paddlesports Instructor plus be site specific trained.
- The activity will not take place if at the River Don location: winds are in excess of force 4 at the activity base in any direction; reduced visibility means you cannot see the group or opposite bank from the jetty; thunder or lightning is heard or the Lead Instructor decided it is unsafe to continue operating. If the water level is higher than the concrete side of the jetty or above a 2.40 on the Environment agency website: <https://flood-warning-information.service.gov.uk/station/8135?direction=u>
- The activity will not take place if at the Dearne Valley Lake location: reduced visibility means you cannot see the group or opposite bank from the jetty; thunder or lightning is heard; the lake is frozen; if Blue-green Algae is present or the Lead Instructor decided it is unsafe to continue operating.
- The activity will not take place if at the Peak Venture, Scout Dyke Reservoir location: winds are in excess of force 4 at the activity base in any direction; reduced visibility means you cannot see the group or opposite bank from the jetty; thunder or lightning is heard; the lake is frozen; if Blue-green Algae is present or the Lead Instructor decided it is unsafe to continue operating.
- Equipment must be managed as per documented in the ‘Equipment Management Standards’.
- All participants are to wear appropriate clothing and footwear throughout the activity. 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
- Rescue equipment must be present on the bank of the Peak Venture, Scout Dyke Reservoir for the duration of the session. Whilst on the River Don, this equipment must be held on the Instructor’s craft.

Risk – Benefit Statement: There is a low risk of injury / drowning on Canoeing, 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
Entrapment	All	<ul style="list-style-type: none"> • Activities must not be located in an area where there is known submerged vegetation or floating vegetation is evident. • Instructors must assess any new means of entrapment and monitor throughout. • Brief the group that hair, jewellery and clothing should not increase entrapment. • Instructor to monitor and intervene if risk of entrapment increases • Instructor should be positioned in case of rapid assistance needed. • A knife capable of cutting through webbing or rope must be quickly accessible by Instructors. • Brief the group to ensure ropes are tucked away 	Low
Uneven surfaces or access routes causing slips, trips and falls	All	<ul style="list-style-type: none"> • 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. • Brief participants to keep to paths and designated activity areas and to take care where terrain is steep or uneven. 	Low
Sharp objects- Injuries to feet	All	<ul style="list-style-type: none"> • Area should be checked for hazards prior to the session • Check the area for hazards and move the operating area if required. • Participants are briefed to wear appropriate footwear through the session within the safety brief. 	Very Low
Collisions with other water users	All	<ul style="list-style-type: none"> • An area should be designated for the activity that is low boat use area • Instructors must carry a whistle and brief the participants on its use. • Instructors must maintain a line-of-sight contact at all times with the group. • Be vigilant of other water and shore users and move the group to an alternative safe area if required. 	Low
Sprains, strains other muscular injuries and cramps	All	<ul style="list-style-type: none"> • Run warm-up games and or stretches at the beginning of the session and throughout as required. 	Low

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Drowning - weak or non-swimmers	All	<ul style="list-style-type: none"> Instructors must check the level of water confidence and swimming ability before the activity commences and adapt the session appropriately. Students and Instructors must wear buoyancy aids. Brief participants on what to do if they fall into the water. The Instructors must place themselves in position of maximum visibility. The Instructors must keep a constant head count. 	Very Low
Manual handling injury from lifting and carrying equipment	All	<ul style="list-style-type: none"> Brief and monitor correct manual handling techniques to the group. Boats and other heavy equipment stored close to the launch areas to minimize the need for manual handling. 	Low
Water pollution which may cause skin, gastric or respiratory irritation	All	<ul style="list-style-type: none"> The suitability of the water and the weather for the planned activity must be checked at the beginning of the day (water level, state, pollution, algae, weather conditions) Ensure all open cuts are covered with a dressing and participants wash their hands if possible; take a shower after the activity. 	Very Low
Head or facial injury	All	<ul style="list-style-type: none"> Brief the participants on how to fall effectively. 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. 	Very Low
Hypothermia / Hyperthermia	All	<ul style="list-style-type: none"> Brief the participants at the start of the session on appropriate clothing to be worn and monitor throughout. Instructors are to be checked for knowledge of signs and symptoms. 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. Removal from session is the best course of action. 	Low
Sunburn	All	<ul style="list-style-type: none"> Brief participants on applying sunscreen before and during the activity during sunny weather conditions. 	Low