

## Regents Canoe Club Risk Assessment – Canal Sessions

Assessment to follow the 5 step process as recommended by the HSE and set out below.  
Further information can be found online: <http://www.hse.gov.uk/risk/controlling-risks.htm>

- 1) Identify any hazards
- 2) Decide who might be harmed and how
- 3) Evaluate the risk and decide on precautions
- 4) Record your findings
- 5) Review and update as necessary

**Assessment undertaken:** April 2019

**Signed:** Liza Sumpter

**Post:** Membership Secretary

**Next review due:** June 2020

Significant Hazards	People at risk from identified hazards	Precautions taken to minimise the risk
<b>Slips, trips, falls; glass and debris; personal injuries</b>	All users	<p>Users should wear suitable footwear at all sessions. A limited number of spare shoes are available in the Duty cupboard if required</p> <p>All members attend an introduction to the canal when they join via the NME or IWWK and are told to wear suitable footwear and not run around the site and be aware of any hazards</p> <p>The duty notes remind the duty officer to check members paddling are wearing appropriate footwear</p> <p>There is a first aid kit with the duty box which is brought out every session</p> <p>People are made aware of the need to store boats safely to avoid them falling and to request help when getting boats out of the cage or putting them away at height</p>
<b>Back injury</b>	All users	<p>All beginners and new members are shown the correct way to lift and carry a boat and how to empty it if it is full of water at the NME or IWWK course. Members are also encouraged to double up or ask for help if struggling</p> <p>Other experienced members are encouraged to assist if they see bad practice</p>
<b>Injury from missiles on canal</b>	All users	<p>New members made aware of occasional verbal abuse or throwing of missiles by members of the public at NME or IWWK</p> <p>Paddlers to be encouraged not to paddle by themselves, especially when dark. This is on the duty notes.</p> <p>Paddlers may borrow a helmet to wear when paddling on the canal if they wish</p> <p>Emergency services to be called if a serious incident arises</p>

<b>Drowning</b>	All users	<p>As a minimum, members should be able to swim 50m in clothes. Members confirm they can do this on their membership form.</p> <p>All new members are encouraged to complete a beginners course where capsize drills are practiced or attend pool sessions. This is emphasised at the NME</p> <p>No one can wear a spray-deck until they have completed a spray deck test. This is emphasised at the NME.</p> <p>Members are required to state whether they have completed a spray deck test on the sign in sheet every time they get on the canal</p> <p>Beginners and inexperienced paddlers are advised to stay in sight of other paddlers at NME and Role of Duty Officer notes suggest duty officer can remind paddlers of this if deemed appropriate</p> <p>Ensure that everyone wears a buoyancy aid when on the canal or when walking on the pontoons. This is highlighted at NME</p>
<b>People getting into difficulty</b>	All users	<p>Encourage members not to paddle alone. This is emphasised at the NME</p> <p>Advise new members / visitors to stay within the basin, especially if the weather is cold / dark. Role of Duty Officer notes suggest duty officer can remind paddlers of this if deemed appropriate</p>
<b>Weil's disease / other infection</b>	All users	<p>New members are informed of the possibility of contracting Weil's disease or other infections from water sports and the precautions that should be taken at NME / IWWK. It is also on the membership form and on the website under information about paddling on the canal</p>
<b>Swans / birds</b>	All users	<p>Paddlers are made aware of the possible danger associated with angry swans and advised to keep well away from swans as part of IWWK and NME briefings</p>
<b>Missing persons</b>	All users	<p>Before getting on the canal all users are required to write their name into the Duty Book and then sign out once they have got off the water</p> <p>The Duty Officer should ensure that everyone is off the water and accounted for before the club is locked up. This is made clear in the Duty Officer notes.</p> <p>Paddlers planning on going further than the first lock should indicate this in the duty book</p> <p>The Role of the Duty Officer notes explain what to do in the event of a person not returning</p>
<b>Minor cuts, bruises and other injuries</b>	All users	<p>A First Aid kit is kept with the Duty Box and is a mandatory item to be removed from the cupboard and kept with the Duty Officer during all canal sessions</p> <p>The First Aid kit is checked once a year by the Safety and Training officer (or delegated member) for validity and stock take of contents</p>