

# Regents Canoe Club Risk Assessment – Introduction to White Water Kayaking course and other courses

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:** June 2017

**Signed:** ?

**Post:** Chair

**Next review due:** June 2020

Significant Hazards	People at risk from identified hazards	Precautions taken to minimise the risk
<b>Slips, trips, falls</b>	All course participants	<p>Students should be made to wear suitable footwear at all times and should be made aware of any hazards</p> <p>First Aid kit is kept with Duty Officer at canal</p>
<b>Back injury</b>	All course participants	<p>All students are instructed in good manual handling practice before being allowed to move equipment</p> <p>All coaches and assistants to correct course participants if they observe unsafe practices, and to set a good example themselves</p>
<b>Injury from missiles on the canal</b>	All course participants	<p>Students should be made aware of occasional verbal abuse and throwing of items by members of the public (especially young people)</p> <p>Instructors to set up group activities / sessions away from the banks and from fishermen</p> <p>On no account should anyone get out of their boat and approach missile throwers or get involved in verbal altercations. For serious incidents, police to be called</p>
<b>Drowning</b>	All course participants	<p>All students to wear buoyancy aids at all times when on the water or on the pontoon, in line with club rules.</p> <p>Ensure adequate supervision on the course, i.e. 2 instructors to 6 students</p> <p>At least one instructor to be on the water before any students</p> <p>Students briefed on how to get out of an upturned kayak and what to expect from a rescue before being allowed onto the canal</p> <p>Capsize drill to be undertaken as early as possible in course</p>

		<p>Students must be able to swim at least 50m in clothing and sign a form to confirm this</p> <p>Instructors should be able to perform an 'X' rescue on the water and be capable of towing a swimmer on their boat</p>
<b>Infection / illness / injury</b>	All course participants	<p>Consider water quality, provide advice on Weil's disease and recommend precautions</p> <p>Participants to be asked to advise course leader about any injuries or illnesses which may have a bearing on their participation</p>
<b>Sunburn / dehydration / hypothermia</b>	All course participants	<p>Adequate information regarding all risks must be provided to students in a clearly understandable format</p> <p>Advice should be given on ways to avoid obvious hazards and on suitable personal equipment for trips e.g. sun cream, water bottles, medication, appropriate clothing</p>
<b>Accident / injury / drowning on the day trip or the weekend away</b>	All course participants	<p>Adequate number of suitable instructors should supervise the sessions</p> <p>Participants should be provided with the full range of safety equipment – well fitted buoyancy aid, helmet and cag. Suitable buoyancy, drain plug in boat and spraydeck. Instructors to check.</p> <p>Students should be split into small manageable groups and safety cover agreed and discussed at the start of the day</p> <p>Safe access and egress points should be identified.</p> <p>Obvious hazards such as trees and other water traffic should be discussed in the early part of the trip</p> <p>First aid kit, spare clothing and rescue gear should be carried by instructors</p> <p>Each course trip on moving water should aim to have a level 3 coach or new level 2 coach with moderate water endorsement, in line with British Canoeing guidance. If unavoidable, or if conditions or circumstances suggest, the trip should be accompanied by an increased ratio of competent instructors – in safety and rescue, first aid and moving water skills. Students should be made aware of the situation and offered alternatives options to any grad 2 water if they choose.</p> <p>Suitable venue(s) identified for the day and weekend trip and conditions on the day taken into consideration before getting on the water.</p> <p>Participants sign to acknowledge that canoeing and kayaking are 'assumed risk' water based sports and provide emergency contact details</p>
<b>Transport</b>	All course participants	<p>All cars used for transport on trips to have full insurance and valid MOT certificates. Drivers should not drive under the influence of alcohol. It is advisable to belong to a driving association such as RAC or AA to provide cover in the event of breakdown or accident</p>

<b>Weather</b>	All course participants	All members are advised not to paddle if there is a storm with lightening
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